



NORMANDALE  
COMMUNITY COLLEGE



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*2019-2020*

CATALOG



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# NORMANDALE COMMUNITY COLLEGE

## CATALOG

**2019 - 2020**

Normandale Community College  
9700 France Avenue South  
Bloomington, MN 55431-4399  
952-358-8200  
[www.normandale.edu](http://www.normandale.edu)



**NORMANDALE**

COMMUNITY COLLEGE

Normandale is a member of the Minnesota State system.  
This system is governed by a 15-member Board of Trustees appointed by the governor.

Requirements of this catalog are subject to change as a result of state and federal legislation, policies of the Minnesota State Colleges and Universities Board of Trustees, and other reasons deemed necessary by the faculty and administration of Normandale Community College.

This catalog is available in alternate formats to individuals with disabilities  
by calling the Office for Students with Disabilities at 952-358-8625 or  
emailing [osd@normandale.edu](mailto:osd@normandale.edu).

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The provisions of this catalog are effective from the beginning of Fall Semester 2019 through Summer Session 2020 but are not to be regarded as an irrevocable contract between the student and the college. The college reserves the right to change any provision or requirement at any time within the student's term of enrollment.



# Degree & Certificate Guide

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# Academic Year & Summer Session Calendar

## Summer Session 2019

Classes are taught in formats from one to twelve weeks in length, beginning at various dates throughout the term.  
Consult the summer course schedule and summer registration guide for individual class meeting dates and session lengths.

Classes Begin .....	June 3
Independence Day, No Classes .....	July 4
Classes End/Term Ends .....	August 8

## Fall Semester 2019

Classes Begin .....	August 26
Labor Day, No Classes .....	September 2
Weekend Classes Begin .....	September 6
Education Minnesota, No Classes .....	October 17-19
Veteran's Day (observed), No Classes .....	November 11
Thanksgiving, No Classes .....	November 28-30
Weekend Classes End .....	December 7
Final Examinations .....	December 16-20
Term Ends .....	December 20

## Spring Semester 2020

Classes Begin .....	January 13
Martin Luther King Jr. Day, No Classes .....	January 20
Weekend Classes Begin .....	January 24
No Classes .....	February 4
President's Day, No Classes .....	February 17
Spring Break .....	March 9-14
Weekend Classes End .....	April 25
Final Examinations .....	May 11-15
Term Ends .....	May 15
Commencement .....	TBD

## Summer Session 2020

Classes are taught in formats from one to twelve weeks in length, beginning at various dates throughout the term.  
Consult the summer course schedule and summer registration guide for individual class meeting dates and session lengths.

Term Begins .....	June 1
Independence Day Observed, No Classes .....	July 3
Classes End/Term Ends .....	August 6

The academic calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes and interruption of utility services. In the event of any such occurrences, the college will attempt to accommodate students. We will not, however, guarantee that courses of instruction, student activities or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students only according to the policies adopted by the college. Refer to the Student Planning Calendar, available from Student Affairs, for the most up-to-date information.



# Introduction



Greetings,

Welcome to Normandale Community College! We are proud to be a part of your educational journey. As a college that specializes in the scholarship of teaching and learning, Normandale provides academic, career-focused, and interest-based programs to help you work toward achieving your goals.

Normandale is the largest community college in Minnesota with a credit enrollment of 14,993, yet because of the great work of our faculty and staff, it still maintains a small college feel. Our campus has individuals from a variety of backgrounds, identities, experiences and beliefs, and it is the acceptance and appreciation of these differences that enhance our community.

Through more than 70 degrees and certificates, more than 600 academic courses, and hundreds of continuing education programs, we are certain you will find something that fits your needs.

You can complete a two-year degree at Normandale or a four-year degree on our campus through our three Minnesota State university campus partners. If you are looking to transfer to a local or out-of-state college or university, Normandale is recognized by transfer colleges, universities and employers throughout the Midwest for providing excellent preparation for upper division academic studies and the workplace.

In addition to academic excellence, we offer a variety of student life activities that include clubs, student government, recreational sports, and other organizations.

We are truly dedicated to our mission of ensuring you the highest quality education possible. The most important aspect of your time here at Normandale is your success. We want you to know that service to students is our primary focus, and we strive to create futures and change lives.

We invite you to take an active role in your college experience, and please remember, "Normandale is your college and your community."

Joyce C. Ester, Ph.D.  
President, Normandale Community College

## Normandale's Mission, Outcomes, Vision, Values, and Core Learning Outcomes

### Mission

Normandale Community College advances individuals' intellectual, career and personal development by providing outstanding teaching and support.

### Institutional Outcomes

To accomplish our mission we will:

- Ensure individuals complete certificates and/or degrees.
- Prepare individuals to transfer successfully to four-year institutions.
- Prepare individuals to perform successfully in the workforce through credit and noncredit career and technical programs.
- Ensure students meet their educational goals.
- Ensure students develop in the college's Core Learning Outcomes.
- Prepare students taking developmental coursework to succeed at the college level.
- Prepare individuals to participate in diverse local and global communities.
- Identify and meet workforce training needs.

### Vision

Normandale Community College will be a recognized leader in academic excellence, student support, and community and workforce development.

### Values

We are committed to accomplishing our mission and outcomes in ways consistent with the following values:

- **Learning.** We promote the learning and development of all members of the Normandale community.
- **Service.** We focus on meeting the needs of our students and community.
- **Integrity.** We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
- **Excellence.** We set and model high standards for students and our faculty, staff, administrators and community partners.
- **Stewardship.** We use our natural, financial and human resources effectively and respectfully.
- **Collaboration.** We bring together the skills and knowledge from our students, faculty, staff, administrators and community partners.

- Inclusiveness. We create a safe, inclusive and diverse college community which values each individual.
- Innovation. We regularly exceed people's expectations through creative programs and services.
- Data-enhanced decision making. We use data and our collective expertise to inform our decisions.

Mission, Vision and Values approved by the Minnesota State Colleges and Universities Board of Trustees, March 2010.

## Core Learning Outcomes

Our students will:

1. Think critically and creatively.
2. Communicate effectively.
3. Demonstrate personal responsibility and social/life skills.
4. Demonstrate local and global civic responsibility.

*Approved by Normandale Community College faculty, April 2017.*

## Accreditation

Normandale Community College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; 800-621-7440. The college participates in the Academic Quality Improvement Program (AQIP), one of the Commission's pathways for maintaining accreditation while focusing on continuous quality improvement.

Individual program accreditations include:

- American Dental Association
- American Dental Association
- Accreditation Council for Education in Nutrition and Dietetics
- Accreditation Council for Business Schools and Programs
- National Association of Schools of Art and Design
- National Association of Schools of Music
- National Association of Schools of Theatre
- Accreditation Commission for Education in Nursing

## Equal Opportunity Statement

Normandale Community College is committed to a policy of nondiscrimination in employment and education opportunity.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.







## Admission Requirements

Any individual who has graduated from high school or passed the General Education Development (GED) examination is eligible for admission to Normandale Community College. Admission to the college does not automatically qualify a student for all courses and programs. Please refer to the Assessment and Course Readiness section of this catalog for further information.

A student who was suspended from another college or university for academic reasons within the year prior to their application to Normandale will be denied admission. Notification of the denial of admission will be sent to the student with information about the appeal process. The student will receive written notification of the results of the appeal.

A student who was suspended or expelled from another college or university for disciplinary reasons shall be denied admission.

## Immunization

Minnesota law (M.S. 135A.14) requires that students provide a statement that they have received appropriate immunization against measles, mumps and rubella (MMR) and diphtheria and tetanus (DT). MMR vaccinations must have been administered after 12 months of age. DT vaccinations must have been administered within ten years of the student's first term of enrollment and must remain current thereafter. A DT immunization is considered current if it is no more than ten years old. Students who were born before 1956 or who graduated from a Minnesota high school after 1997 are not required to submit this information. This law provides for medical and conscientious exemptions.

New students must submit their immunization information on the Normandale Community College application for admission. Students who need to update or resubmit their records can download and print the PDF Immunization form from the Records website or obtain one in person from the Records Office. Students who fail to submit their immunization information may be denied registration.

## Application Deadlines

Application deadlines have been established to encourage student success. Applying early for admission to the college and making financial arrangements early assures best course selection and priority consideration for all available financial aid programs for which a student may be eligible.

Note: Placement testing, Advising and Registration sessions and orientation programs are offered on a first-to-apply, first-served basis.

### Deadlines

Term	Deadline
Fall 2019	Aug 12, 2019
Spring 2020	Dec 29, 2019

## Degree or Non-Degree Seeking Status

Students entering Normandale Community College must declare themselves either degree seeking or non-degree seeking at the time they apply for admission. Degree seeking students are individuals with the goal of pursuing coursework leading to a certificate, two-year degree or eventual transfer of their credits to another degree-granting college or university.

Non-degree seeking students are individuals whose goal is to take a limited number of courses for the purposes of personal or professional enrichment and who have no intent of accumulating credits toward a certificate or degree. Students with a non-degree seeking status are not eligible for financial aid at Normandale.

Students who are uncertain about their interest in eventually using their accumulated credits toward a possible certificate, degree or transfer are strongly advised to declare themselves as a degree seeking student at the time they apply for admission.

## Visiting Students

Individuals who are currently admitted at another college or university may choose to enroll at Normandale Community College as a visiting student.

Visiting students are not required to submit an application for admission and are not a candidate for a degree, diploma or certificate at Normandale Community College.

- Visiting student status is not available to individuals currently on suspension or with a financial hold at another post-secondary institution
- Visiting students may use financial aid from their home institution (financial aid is not available through Normandale)
- The maximum number of enrolled credits at all colleges and universities of the Minnesota State system cannot exceed 22 in any semester
- Visiting students must meet any required course prerequisites or placement levels
- Visiting students can enroll in public courses; private or “high-demand” courses are not available.

Individuals interested in enrolling as a visiting student should visit the [Visiting Student](#) web page in Admissions.

## Admission Procedures

Admission to Normandale Community College is open to all students meeting the college’s admission requirements.

The process of enrolling at Normandale Community College generally involves four steps:

1. Submitting a completed application, transcripts and application fee;
2. Receiving a letter of acceptance from the Normandale Office of Admissions;
3. Completing or receiving waivers for all required placement tests; and
4. Completing an online orientation program and attending the required Advising and Registration program.

These steps may vary somewhat depending on the applicant’s background, academic record or status. However, most students admitted to Normandale will be required to complete each of these steps in order to enroll in classes.

Some application materials are available online (by web application or downloadable pdf). All application materials are available by request from the Office of Admissions at 952-358-8201 and should be submitted by mail or in person to Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431-4399.

## Admission Procedures for Undergraduates

Individuals applying for admission to Normandale Community College must:

1. Apply online or download a printable application available on the Normandale website by visiting the [“Apply”](#) page.
2. Pay a non-refundable application fee of \$20.
3. Students with no previous college experience submit high school transcripts or GED scores (not required for

students with previous college experience). Students who anticipate receiving their high school diploma before starting at Normandale Community College may submit an unofficial high school transcript confirming that they are on track to meet their anticipated graduation date. Upon graduation, an official transcript that reflects the student’s final grades and date of graduation must be submitted to Normandale. Students who have already graduated from high school must request that an official high school transcript be sent to the college at the address above. Students who have earned a high school equivalency must have their official GED scores submitted to the same address.

4. Submit official ACT, SAT, Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) or other score reports that may qualify the student for waivers from placement testing (see the Placement Test Waivers section of this catalog for further information).
5. Students with prior college experience should submit an official transcript from each college and university attended. Exception: Due to a System-wide initiative to facilitate the transfer of students between Minnesota State institutions, students who have completed coursework at another Minnesota State institution are not required to submit Minnesota transcripts at the time of admission. Students with coursework in progress at the time of admission or who complete courses at another institution after admission must contact the Normandale Admissions Office to have those courses transferred to Normandale upon completion of those courses.

When the application, application fee and required transcripts have been received, the Normandale Office of Admissions will send a letter verifying that the student’s application is complete.

## Admission Procedures for International Students

International students are individuals who are not citizens of the United States and who reside outside the United States, or individuals in the United States on a non-immigrant F-1 student visa. Applicants must meet specific requirements before being considered for admission to the college. No admission decision will be made until the application is complete.

A completed application includes:

1. A completed and signed International Student Application, available as a PDF downloadable form on the [International Student](#) page on the Admissions website. International students should not apply online.
2. A non-refundable application fee of \$20 (U.S.), payable to Normandale Community College. The application fee must be sent in the form of a bank draft drawn on

- a U.S. bank or an international postal money order.
3. Students requesting an F-1 student visa must show means of adequate financial support by submitting an original notarized bank statement which reflects, in U.S. currency, the amount necessary to fund one academic year of tuition, fees, textbooks, housing, food, transportation, medical insurance and other expenses. Students should contact the Office of Admissions for the current required dollar amount.
  4. Submit official transcripts from the secondary school and any colleges or universities attended. All school records must be sent in the student's native language and in English translation. (If records are not original, certified or attested true copies signed by authorized school or government officials, U.S. embassy staff or a notary public must be sent.)
  5. Students who intend to transfer credits from institutions outside the United States must request a credit assessment (course by course) through a professional credential evaluation service that is recognized by the National Association of Credential Evaluation Services (NACES). However, Normandale recommends the credential evaluation services available from either [World Education Services \(WES\)](#) or [Educational Credential Evaluators, Inc. \(ECE\)](#).
  6. In order to be accepted for admission at Normandale Community College, all international students from non-English speaking countries also must either:
    - Submit results of the [Test of English as a Foreign Language \(TOEFL\)](#) with a minimum score of 500 on the paper test or 173 on the computerized test or 61 on the internet test; OR
    - Submit results of the [International English Language Testing System \(IELTS\)](#) with a minimum score of 6 on the academic test only.

For information about taking the TOEFL, contact the [Educational Testing Service](#). Normandale's TOEFL code is 6501.

Accepted applicants will be issued the I-20 form for processing a student (F-1) visa.

International students accepted for admission to Normandale Community College, upon their arrival in the United States, are required to meet with the Normandale admissions representative responsible for international student enrollment.

International students already attending college in the United States and transferring to Normandale Community College must apply in writing and may not use Normandale's online application. With that exception, these students should also submit an International Transfer Release form, which can be downloaded from the Normandale [International student](#) web page.

International students with further questions regarding admissions or enrollment procedures should contact the Normandale Office of Admissions in writing at 9700 France Avenue South, Bloomington, MN 55431, or by telephone at 952-358-8201, or via email at [admissions@normandale.edu](mailto:admissions@normandale.edu).

## Admission Procedures for the PSEO Program

The Post-Secondary Enrollment Options (PSEO) Program is designed to offer Minnesota high school seniors, juniors and sophomores in public, nonpublic or home schools, with demonstrated academic achievement the opportunity to take college level courses while attending high school.

The PSEO program allows high school students to earn college credits tuition-free, saving both time and money on completing a college degree. With the high school's permission, the students can also use those credits toward the completion of high school graduation requirements.

There are two types of Post-Secondary Enrollment Option (PSEO) Programs, each has different admission and course eligibility:

- PSEO General Education for juniors and seniors completing general education courses.
- PSEO Career & Technical Education (CTE) program for sophomores, juniors and seniors completing eligible career and technical education courses identified by the college.

The application deadlines for both programs are July 1 for fall semester and December 1 for spring semester. Normandale Community College follows the PSEO admissions guidelines set forth by the Minnesota State system.

Individuals applying to the PSEO program will be admitted based on the following eligibility requirements:

- High School sophomores: Eligible for the PSEO/CTE program only. Must have attained a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading. Or, an Accuplacer reading score of 78 or higher, if the student did not take the MCA reading test.
- High school juniors: Must be in the upper one-third of their class or score at or above the 70<sup>th</sup> percentile on any nationally standardized, norm-referenced test.
- High school seniors: Must be in the upper one-half of their class, or score at or above the 50<sup>th</sup> percentile on any nationally standardized, norm-referenced test.

- Students applying from high schools that do not provide rank must have a 3.5 GPA (to be eligible as a junior) and a 3.0 GPA (to be eligible as a senior) or meet the percentiles on the nationally standardized, norm-referenced tests mentioned above.
- Home schooled or students who attend an alternative learning center (ALC) or school which does not provide GPA or rank are eligible for PSEO admission based upon meeting the percentiles of the nationally standardized, norm-referenced tests indicated above. Students who have less than one year experience at an ALC or home school are required to submit previous high school transcripts. Home-schooled students can access the Iowa Tests of Educational Development (ITED) standardized tests through the Minnesota Statewide Testing Program.

NOTE: Eligible applicants must satisfy all three sections (reading, writing and mathematics) of Normandale's placement testing and indicate a college level placement in reading to be eligible to register for general education courses under the PSEO program.

Individuals applying to the **PSEO Career and Technical Education program** are eligible for only one course the first semester. If a student earns a grade of "C" or better in the one course taken the first semester, the student can enroll in more than one CTE course in subsequent semesters.

A student who first enrolls under the CTE provision while in grade 10 and wishes to enroll in general education courses in grade 11 or 12 must contact the Office of Admissions.

### **Normandale PSEO Students:**

- Are not eligible for developmental courses (courses numbered below 1000).
- Are not eligible for courses with supplemental fees of \$85 or more.
- Are not eligible for study abroad.
- Cannot repeat courses for which a passing grade has already been earned (including the grade of D).
- Receive college-level courses and required textbooks free of charge during the fall and spring semesters (this benefit is not available for summer terms).
- However, textbooks paid for through PSEO become the property of Normandale Community College upon completion of the course due to policies established in law by the State of Minnesota.
- Are not eligible for financial aid.

### **The PSEO admissions process involves three steps:**

1. Submitting the application materials and meeting the eligibility requirements.
2. Satisfying placement testing (if needed).
3. Attending an advising and registration session.

The Admissions Office will send letters to applicants with information about how to complete each step.

### **Individuals applying for admission to Normandale Community College under the PSEO program must:**

1. Complete the Normandale PSEO application form. PSEO application materials are available on the Normandale Admissions website on the [PSEO Program](#) page or by contacting the Office of Admissions at 952-358-8208.
2. Submit an official high school transcript. The high school transcript must be sealed in an envelope bearing the high school letterhead and enclosed with the application. Tenth grade CTE program applicants must submit evidence of a passing score on the MCA 8th grade assessment, if not on the high school transcript.
3. Complete and sign parts 1 and 2 of the Minnesota Department of Education Notice of Registration form and attach to the application.
4. Alternative/home schooled students must also submit immunization records and records of academic achievement; ACT, SAT, PSAT scores.
5. Students who have previous college coursework must submit an official transcript from all colleges and universities that they have previously attended.
6. Submit official ACT, SAT, Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) or other scores that may qualify the student for waivers from placement testing (see the Placement Test Waivers section for further information).

When the application, Minnesota Department of Education form and required transcripts and documents have been received, the Normandale Office of Admissions will send a letter verifying that the student's application is complete. If the student needs to complete placement testing, additional information on how to complete this requirement will be provided.

Qualified students are accepted to the Post-Secondary Enrollment Options (PSEO) program only and are not admitted general enrollment students at Normandale Community College. PSEO students who wish to continue their college education at Normandale after their high school graduation must complete a separate General Admission application form (the \$20 application fee is waived) and meet all the specific admission requirements for general enrollment.

## Admission Procedures for the Summer High School Enrollment Program

The Post-Secondary Enrollment Options (PSEO) Program is not available during summer sessions. However, Summer High School Enrollment is available for those high school students in the 11th and 12th grade levels who may wish to take classes during the summer months. This includes PSEO students who may wish to take summer courses.\* The Minnesota Department of Education does not fund the courses taken through the Summer High School Enrollment Program (SHEP); therefore, tuition, fees and books are the student's responsibility.

\*PSEO students who are enrolled during the spring semester and who will continue as a PSEO student in the fall semester do not need to re-apply for SHEP.

Applicants must meet course prerequisites or course enrollment standards established by the college. These standards include but are not limited to placement test scores, program admission or other requirements.

Applicants are accepted to the summer program only and are not considered students in the Post-Secondary Enrollment Options (PSEO) program nor admitted general enrollment students at Normandale Community College.

Summer High School Enrollment students may also be eligible to earn college credits through the Post-Secondary Enrollment Options (PSEO) program during the fall and spring terms. However, students wishing to participate must apply to this program and meet the eligibility requirements. For more information, refer to the Admission Procedures for PSEO Students.

Students who wish to continue their college education at Normandale after their high school graduation do not need to reapply for general undergraduate admission but must notify the Office of Admissions to update their student status.

Individuals interested in applying for the Summer High School Enrollment Program (SHEP) should:

1. Complete the Normandale SHEP application form, available on the Normandale Admissions website on the [SHEP](#) Program page or by contacting the Normandale Office of Admissions at 952-358-8208.
2. Pay a non-refundable application fee of \$20.
3. Submit an official high school transcript. The high school transcript must be sealed in an envelope bearing the high school letterhead and enclosed with the application.
4. Submit official ACT, SAT or other scores (if available) that may qualify the student for waivers from placement testing (see the Placement Test Waivers section for further information).

5. Submit the SHEP Acknowledgement form (available on the SHEP Program web page) signed by the parent.

## Transcripts for Admission

All applicants are required to have official transcripts of any previous college work sent to Normandale at the time of application for admission. To protect against fraud, colleges and universities distinguish between official and unofficial transcripts. Under Normandale Community College policy, official transcripts must be prepared and sealed by the issuing institution (or a firm acting on its behalf) in an envelope bearing the issuing institution's letterhead. Unofficial transcripts may be copied and handled by the student applicant or their designated representative and may be delivered to Normandale Community College by mail, fax, e-mail or in person.

## Selective Health Sciences Programs

The Nursing, Dental Hygiene and Dietetic Technology programs have established selective admission criteria that reflect the probability of academic and employment success. Fact sheets outlining selective program criteria are available from the Office of Admissions at 952-358-8201 and on the Normandale website at [www.normandale.edu](http://www.normandale.edu). The schedule of Health Science information sessions and application deadlines is available at [www.normandale.edu/visit](http://www.normandale.edu/visit).

## Senior Adults

Minnesota residents aged 62 or older may register for courses at a reduced tuition rate. Seniors may register beginning the first day of the term on a space-available basis. Seniors do not pay tuition for audited courses. To be eligible for the reduced tuition rate, seniors must be aged 62 or older before the first day of the term. Seniors must self-identify and provide proof of age at the Records Office.

## Placement Testing and the Minnesota State Assessment Policy

Normandale Community College follows the guidelines of assessment for course placement set forth by the Minnesota State system. Placement testing is intended to help new entering students understand their current level of academic readiness so that they can be placed into the courses in which they can be successful. Placement test results also allow the college to identify changes in the academic readiness of each cohort of new entering students.

If placement test results indicate that a student is not ready for college-level coursework in reading, writing or mathematics, developmental coursework must be completed before the student will be allowed to register for courses in related academic subjects.

Students who are dissatisfied with any of their placement test scores may retest twice in each section every 12-month period, regardless of where the test was administered (including other colleges and universities of Minnesota State). There is a fee for retaking each section of the test.

Accuplacer mathematics placement test results are valid for two years; Accuplacer reading and English are valid for three years.

Visit [Placement Testing](#) on the Normandale website for additional information.

## Placement Test Waivers

Normandale's placement tests measure a student's reading, writing and mathematical skills. Normandale's courses in reading, English and mathematics require completion of the placement tests or approval of a waiver before students can register for courses in those disciplines. Certain other courses at Normandale may also require placement testing or approval of a waiver before a student can register for the course. Details on course requirements and prerequisites are available in the individual course descriptions.

All new degree-seeking students at Normandale should complete placement test requirements.

## ACT, SAT and Other Test Scores

Although not required for admission, students may submit ACT or SAT test results for possible waivers from placement testing. Scores are valid if taken within five calendar years, inclusive of the current calendar year. An ACT subscore of 18 or above in English, 21 or higher in reading, and 22 or higher in mathematics exempts a student from taking the placement test in that academic skill area and places the student in the introductory college-level course in that academic subject. An SAT score of 480 or higher in evidenced based reading and writing, or 530 in mathematics exempts the student from taking the placement test in that academic skill area and places the student in the introductory college-level course in that academic subject.

Students may also submit MN Comprehensive Assessment (MCA) results, Advanced Placement (AP), CLEP or ACCUPLACER (CPT) results for consideration of a placement test waiver.

## Transfer Students

Students transferring from accredited colleges and universities are required to submit official transcripts from all colleges they have attended. Normandale will review the transcripts and grant a placement test waiver in the associated academic skill area if the student has completed the coursework at a regionally accredited college or university and has:

- Earned a grade of C or higher in a college-level English composition course (if not, the English and reading tests are required).
- Earned at least 20 transferable semester credits with a grade point average of 2.00 (C) or higher (if not, the reading test is required).
- Earned a grade of C or higher in a college mathematics course during the last two years (if not, the mathematics test is required if the student is planning to register for math class; is registering for a course with a math prerequisite; or is applying to a program with a math requirement).

**Note:** *All students are responsible for the prerequisites and placement test scores required for classes. If a student registers for a course for which prerequisites have not been met, the college may drop the student from that class without a refund.*

## **Students Whose First Language is Not English**

Lack of English skills will not be a barrier to college admission or participation. We take appropriate measures to assess each student's academic readiness. Placement testing assigns students to the appropriate course levels at Normandale or helps determine whether the student must first strengthen his or her English language skills in order to maximize the potential for academic success. Students are provided with campus services or are referred to community services that will better prepare them for college participation.

Normandale offers an excellent program through the Department of English called [English for Academic Purposes](#) (EAP) to help students prepare for the many English language demands of their future academic career. Placement testing will place students in the correct level of the program - the level that will best support their learning needs and where they will be most successful.

## **Students with Disabilities**

Placement testing accommodations for individuals with disabilities are available with advance notice by contacting the Office for Students with Disabilities staff (L 2751) at 952-358-8625 or at [osd@normandale.edu](mailto:osd@normandale.edu).





# Student Financial Obligations and Expenses

*Fees are established by the Minnesota State Colleges and Universities Board of Trustees and may be changed without notice.*

More information can be found on the Payments and Billing Office section and the Paying for College section of the Normandale website.

## Payments & Billing Office

**Website:**

[www.normandale.edu/payments-and-billing-office](http://www.normandale.edu/payments-and-billing-office)

**Telephone:** 952-358-8242

**Email:** PaymentBilling@normandale.edu

**Fax:** 952-358-8235

## Financial Obligation

Students who engage in the activities listed below are accepting full financial responsibility, including collection and legal costs, for the following transactions and charges:

- Registering for a class or workshop
- Writing a check that is returned by the financial institution
- Violating the college's parking policy
- Accruing late fees and interest
- Not returning material owed to the college (rental books, library books, locker keys, etc.)
- Failure to repay the college for ineligible financial aid

Students also authorize the college or university, and their respective agents and contractors, to contact them regarding their debt request, including repayment of their debt, at the current or any future number that is provided for their cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

## Tuition & Fees

Tuition and fees are charged on a per-credit basis. Standard fees include the technology fee, parking fee, Student Life/Activity fee, LeadMN/MSCSA (statewide student association) fee, and Student Union Facility fee. For more information, consult the semester Registration Guide or visit the Payments & Billing Office website.

## Application Fee

In compliance with Minnesota State system policy, Normandale charges a \$20 non-refundable fee to students applying for admission. This fee must be submitted with the college application.

## Application Fee Waiver

Normandale recognizes that an application fee may prohibit some students from applying for admission. With documentation that demonstrates financial difficulty, some students may be eligible for waiver of the application fee. Veterans and active members of the United States military are also eligible for a waiver of the application fee. Additional information is available from the Office of Admissions.

## Additional Fees

Additional fees, if any, are noted in the online course schedule by course or program.

## Course Fees

Special fees, in addition to standard fees, are assessed for applied music, art, exercise science, health science, theatre, and other courses as indicated in the class schedule.

Some courses are participating in electronic textbooks. The cost of the material is charged as a course fee.

## Payment

Tuition and fees are payable in full according to the deadlines that are published in the registration guide and/or course schedule each term and on the Payments & Billing Office website at [www.normandale.edu/payments-and-billing-office](http://www.normandale.edu/payments-and-billing-office).

Online payment in full and the Nelnet payment plan can be completed by logging into the Minnesota State web portal (eServices) under the "Bills and Payment" section. Payment by MasterCard, Visa or Discover is available.

Credit card information can be faxed to the Payments & Billing Office at 952-358-8235. Payment must include the Student/Customer ID or Social Security number, name, telephone number, amount owed, credit card number and expiration date and signature.

Some students may qualify for a payment deferment. Please visit

[www.normandale.edu/payments-and-billing-office/tuition-and-fees/tuition-deferrals](http://www.normandale.edu/payments-and-billing-office/tuition-and-fees/tuition-deferrals) for more information.

If tuition, fees and/or the cost of books are being paid through approved government or private agencies, it is the student's responsibility to notify the Payments & Billing Office prior to the payment deadline. If a student's third party sponsoring agency does not make payment for any reason after being billed by the college, the student will be responsible for paying any unpaid balances.



## Viewing or Paying Your Account Balance Online

Tuition payment deadlines are published on the Payments & Billing Office website at [www.normandale.edu/payments-and-billing-office](http://www.normandale.edu/payments-and-billing-office).

Invoices are not mailed to students. Students are required to obtain their account balance from the Minnesota State web portal (eServices) link, located on the Payments & Billing Office website. Login requires the student's Star ID and password. Account information is found under the "Payments & Refunds" link on the left side of the screen. Account balances for other colleges and universities within the Minnesota State system will appear if the student's Social Security number is on file at both Normandale and the other Minnesota State institution(s) in which the student has enrolled.

## Drop for Non-Payment

Students are responsible for adhering to the payment deadlines established for each term or they risk having their courses dropped for non-payment. The deadlines are published in the registration guide and are also available on the Payments and Billing website. A student's payment status can be found under "Bills and Payment" in eServices. A **GREEN CHECKMARK** indicates the student's payment commitment requirements have been met. This informs Normandale that the student plans to attend classes and pay the costs associated with those classes. A **RED X** indicates the student must still make the commitment to pay for classes.

Classes may be dropped if payment is not received or payment arrangements have not been made by the deadline. However, because several factors (such as a financial aid deferment) may prevent a student's courses from being dropped (even when tuition and fees remain unpaid), students must not rely on the college to drop their classes if they decide not to attend. Students must drop their classes by the published deadline to avoid tuition charges and payment obligation.

## Unpaid Accounts

The college may withhold a student's grades, transcripts and registration for failure to fulfill financial obligations. Past due accounts will be assessed a late fee and are subject to referral to the Minnesota Department of Revenue or other collection agencies. The Payments & Billing Office's website provides information about collection efforts that may be imposed on individuals with past due balances.

## Payments to Students

Students are encouraged to take advantage of receiving their tuition refunds, financial aid overages, and student payroll as direct deposit versus a check.

### The benefits of direct deposit are:

- It's faster — funds are available in the student's bank before any checks are issued.
- It's easier — students don't have to make a trip to the bank to cash the check.
- It's safer — direct deposits never get lost in processing.
- It's free — no fees are charged to participate.

More information is available on the Payments & Billing Office website at

[www.normandale.edu/payments-and-billing-office](http://www.normandale.edu/payments-and-billing-office) under "Direct Deposit for Refunds." Signup for direct deposit by logging into the Minnesota State web portal (eServices) and going to "Direct Deposit Setup" under the Financial Aid section.

## Tax Credit Information

Toward the end of January, the office of the Minnesota State system will mail or make available on eServices a 1098-T form to students whose Social Security number is on file with Normandale Community College and who have paid eligible tuition and fees during the previous year.

Students are encouraged to opt in to receive their tax statements electronically through eServices. When tax statements are available, students will receive an email at their [my.normandale.edu](http://my.normandale.edu) address and will also see a notification message in the Action Item area on their eServices dashboard that states: "Important Tax Return Document Available: 1098-T Tuition Statement."

Students can view and download a PDF of their 1098-T tax form by clicking on the links in these communications or in eServices under the "Bills and Payment" section. Students can reprint their forms at any time.

The System Office will create one consolidated 1098-T form to students who have made payments or received financial aid or third party financial assistance at more than one Minnesota State institution. The office of the Minnesota State system may elect to print 1098-T forms for students without a Social Security number on file or if all of the student's tuition was paid by a third party.

Normandale cannot and will not provide any tax advice.

## Refund Policy

Except for the provisions for financial aid recipients as outlined in this section, tuition and fees will be refunded according to the policy described herein. Refunds will be processed after the free drop period and after the student's account balance has been paid in full.

Refunds will not be issued unless the student's *entire* account has a credit balance. This includes unpaid fines or fees, charges for previous semesters, and tuition and fees for an upcoming term that may be due at a future date.

Refunds will be issued to the account holder (the student) either by check (mailed to the address on file with the college) or by direct deposit. Direct deposit sign up is available by logging into the Minnesota State web portal (eServices) and going to "Direct Deposit Setup" under the Financial Aid section.

### Course Exchange

If a schedule change increases the total credits for which a student is enrolled, as in canceling a 3-credit course and adding a 4-credit course, the tuition and fees paid for the original course will be applied to the new course, and the student must pay for the additional credit(s) when the course is added. If the changed program results in fewer credits, as in canceling a 4-credit course and adding a 3-credit course, a refund of the credit differential will be issued if the class is dropped during the drop period.

If the student completes a schedule change after the drop period ends, the original course will receive a grade of W. The student must submit an appeal for a course exchange—to drop the withdrawn class and reverse the tuition and fee obligations, and apply the prior payment to the added class. The tuition and fee reversal will be no more than the cost of the number of credits added.

Course exchanges that occur after financial aid disbursement may result in reduction or cancellation of financial aid. For this reason, financial aid recipients are strongly encouraged to consult a financial aid officer before changing their schedule.

### Fall and Spring Semesters

Through the first 5 days of the semester (or one day after the class begin date for late-starting or weekend classes), students may drop classes and receive a refund for the cost of the class(es) dropped. After that point, a withdrawal (W) grade is recorded and students are financially responsible for those credits.

A student who withdraws from **all classes** after the 5th day of the term will be refunded according to the following schedule (no refund is allowed if the student remains in one or more classes).

Withdrawal from all classes only	Refund Allowed
6th - 10th day of the term (letter grade of W) .....	75%
11th - 15th day of the term (letter grade of W) .....	50%
16th - 20th day of the term (letter grade of W) .....	25%

### Summer Semester

The summer semester begins in late May or early June and ends during or after the first week of August. Various sessions are offered within the summer semester, with varying start dates and lengths. The summer refund policy is as follows:

Through the first 5 days of the summer semester (which begins in late May) or one day after the first class meeting for all other classes, students may drop classes and receive a refund for the cost of the class(es) dropped. After that point, a withdrawal (W) grade is recorded and students are financially responsible for those credits. A student who withdraws from all classes between the 6th and 10th day of the summer semester will be refunded 50% of their tuition and fees. No refund is allowed if the student remains in one or more classes. There is no refund for withdrawal after the tenth day of the term.

### Refund Policy for Students with Denied Financial Aid Suspension Appeals

A student who submits a properly completed suspension appeal form (including appropriate documentation) on or before that semester's published suspension appeal deadline may be granted permission to drop a class or classes with refund after the drop/refund deadline if the financial aid suspension appeal is denied after the semester begins. The student will be notified via college email or other means of this decision. The student will then be given five (5) business days after the notification date (e-mail timestamp) of such denial to elect to drop all or a portion of his/her enrolled academic credits without penalty or obligation. The dropped credits will be treated as a cancelled registration the same as if the drop were recorded prior to the term's registration and financial obligation date, and the tuition/fee charges related to the course or courses will be removed from the student's financial liability to the college or university.

A student who elects to drop all or a portion of his/her enrolled academic credits within the five (5) business days after the notification of denial for financial aid reinstatement must withdraw from the class(es) no longer desired and must notify the college of this decision by submitting a drop/refund appeal form, with documentation of the denied appeal, to the Records Office within this timeline. All or a portion of a student's enrolled academic credits dropped/withdrawn later than five (5) business days after the notification of denial will be subject to normal college academic and financial policies.

This provision is available only to students who are subject to the tight timelines that occur between certain academic terms.

Therefore, students who:

- Receive suspension notices after fall semester and submit appeals for financial aid eligibility for the subsequent spring semester,
- Receive suspension notices after spring semester and submit appeals for financial aid eligibility for the subsequent summer semester, or
- Receive suspension notices after summer semester and submit appeals for financial aid eligibility for the subsequent fall semester are granted this provision.

Students who meet the following criteria **are not granted this provision:**

- Receive suspension notices after spring semester and submit appeals for financial aid eligibility for the subsequent fall semester, or
- Submit appeals for financial aid eligibility following a suspension that occurred earlier than the most recent prior term.

## Refund Appeals

Exceptions to the refund policy may be considered, at the discretion of the college, when extended illness of the student or immediate family member keeps the student out of all classes for two or more weeks, upon the death of an immediate family member, or due to college error. Appeals for a drop and/or refund of courses must be submitted by the last business day of July of the academic year in which the courses were taken. Documentation supporting the appeal is required. The college may not consider appeals for any reason when the student has attended more than six weeks of the term. The college will not consider appeals based on the student's inability to pay; lack of knowledge of the college's drop, refund or withdrawal policies; dissatisfaction with the instructor, class or grade; change in marital status; child care issues; transportation issues; or disregard or lack of understanding of course prerequisites or placement requirements.

Students must complete a drop/refund/withdrawal appeal form and follow the procedures outlined therein. The appeal form is available from the Records Office in person or on the Registration and Records website.

Students who have received financial aid for a term may not be eligible for refunds during that term, regardless of their reasons for dropping or withdrawing from courses. It is the student's responsibility to determine how their financial aid eligibility or award would be affected by approval of a course drop. For more information, consult the catalog section entitled Refunds and the Return of Title IV Funds or visit the Office of Financial Aid and Scholarships.

## Refunds and the Return of Funds Policy

Financial aid recipients who completely withdraw from or stop attending a term prior to the 60% point of that term are subject to the federal return of Title IV (R2t4) fund rules for any federal aid not earned, and to the Minnesota Office of Higher Education refund calculation for Minnesota State grant, scholarship or loan aid. Examples of both calculations are available from the Payments and Billing Office at the student's request in person. Students may also be eligible for a refund of a portion of the tuition and fees paid to Normandale for the semester, according to the Normandale refund policy. If the student received financial aid, then a portion of the refund will be returned to the grant or loan program from which it was received and the student may owe Normandale for a portion of the tuition and fees.

Students withdrawing completely from a term must do so according to Normandale's withdrawal policies. For an official withdrawal, the transaction must be completed via Normandale's online system, eServices, or in person. Financial aid recipients who withdraw through eServices should contact the Payments and Billing Office at 952-358-8424 or the Financial Aid and Scholarships Office at 952-358-8250 to determine the impact of the withdrawal on their aid award. The student's withdrawal date is the date the student begins the school's withdrawal process.

The withdrawal date for students who unofficially withdraw (stop attending without completing the formal withdrawal process) will be considered the student's last date of attendance (LDA) once grades have been posted for the term and no later than 30 days after the end of the payment period. Grades of FN are reported by faculty who indicate the student never attended. When the student has attended at least one class session, faculty report the student's last date of attendance and assign a grade of FW or NC, as determined by the course's grading method. Because Normandale is not required to take attendance, the withdrawal date for a student who has unofficially withdrawn is either the mid-point of the term or the actual LDA if beyond the mid-point, up to the 60% point. The Financial Aid and Scholarship Office, Records Office and Payments and Billing Office work together to determine which students are subject to R2T4 and the date to be used.

Normandale's refund policy exists for calculating the refund of institutional charges. The federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school and the student.

The federal formula requires a return of Title IV aid if the student received federal financial aid and withdrew or stopped attending all classes on or before completing 60% of the semester. The percentage of Title IV aid to be returned (that which is unearned) is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If the student has received less Title IV aid than the amount earned, the student is due a post-withdrawal disbursement. Title IV grant funds will be applied to any unpaid tuition and fees balance for the term. If Title IV loan funds are part of a post-withdrawal disbursement, the student (or parent, in the case of a Direct PLUS loan) will be contacted in writing to approve or decline any post-withdrawal disbursement amount. If the post-withdrawal disbursement creates excess financial aid on the student's account, the funds will be disbursed to the student in the manner selected within 4 days of the funds being applied to the account.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is allocated among the Title IV programs, before the student's share, in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal SEOG and Federal IASG. Any remaining unearned aid is the responsibility of the student, must be collected from the student, and then must be allocated among the Title IV programs in the order indicated above.

Normandale will calculate its share of unearned Title IV funds and notify the student no later than 30 days after it determines that the student withdrew and will return the funds within 45 days. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. Normandale may allow the student to repay unearned aid attributable to a grant under a payment arrangement satisfactory to Normandale. However, the student is not responsible for returning funds to any grant program to which they owe \$50 or less.

## Determination of Resident Status

A student's status as a resident or non-resident of Minnesota for tuition purposes is determined in accordance with Minnesota State Board Policy 2.2.

Students who meet one or more of the following conditions on the date they apply for admission to a state college or university shall be classified as residents of Minnesota.

1. Students who resided in the state for at least one calendar year immediately prior to applying for admission, or dependent students who have a parent or legal guardian residing in Minnesota on the date the students apply. Residency in the state during this period must not have been solely or primarily for the purpose of attending a college or university.
2. Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
3. Persons who moved to the state for employment purposes and, before moving and before applying for admission to a public postsecondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons.

Non-Residents of Minnesota who meet one or more of the following conditions shall be charged the resident tuition rate unless otherwise prohibited by applicable state or federal law or regulations.

1. **Current of former service members.** Current or former members of the U.S. military, their spouses, and dependent children, or any persons eligible for the Post-9/11 GI Bill, Montgomery GI Bill, or Marine Gunnery Sergeant John David Fry Scholarship.
2. **Migrant Farmworkers.** Students who have been in Minnesota as migrant farmworkers, as defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public postsecondary college or university, or students who are dependents of such migrant farmworkers.
3. **Minnesota High School Graduates.** A student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student physically attends a college or university of Minnesota State.
4. **Employment-Related Relocation.** Persons who were employed and were relocated to the state by the person's current employer.
5. **Refugees and Asylees.** Students who are recognized as refugees or asylees by the Office of Refugee Resettlement of the United States Department of Health and Human Services.
6. **Prosperity Act.** Students, other than nonimmigrant aliens within the meaning of United States Code, title 8, section 1101, subsection (a), paragraph (15), who meet the following requirements established in Minnesota Statutes 135A.043.
  - a. High school attendance within the state for three or more years,
  - b. graduation from a state high school or attainment within the state of the equivalent of high school, and
  - c. in the case of a student without lawful immigration status:

- (i) documentation that the student has complied with selective service registration requirements, and
- (ii) if a federal process exists for the student to obtain lawful immigration status the student must present the higher education institution with documentation from federal immigration authorities that the student has filed an application
- (iii) to obtain lawful immigration status.

Students who are initially classified as not being Minnesota state residents may have their status changed to that of resident by successfully appealing their initial residency classification. Petitions for in-state tuition are available from the Records Office or at [www.normandale.edu/records](http://www.normandale.edu/records).

## Reciprocity Agreements

Any student who is a legal resident of Wisconsin, North Dakota, South Dakota or Manitoba may attend a Minnesota public institution and pay a reduced non-resident tuition rate.

The Minnesota Office of Higher Education (MOHE) provides information about reciprocity and applications at [www.ohe.state.mn.us](http://www.ohe.state.mn.us). Alternatively, students may contact their home state's higher education board for reciprocity information.

This tuition discount program includes the 9 participating states of Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota and Wisconsin.

Students who wish to take advantage of this program must indicate "MSEP" on their Normandale college application. (Students from North Dakota and Wisconsin should pursue reciprocity rather than MSEP.) Additional information is on the Normandale Payments and Billing website and the MSEP website at <http://msep.mhec.org>.

## Midwest Student Exchange Program

The Midwest Student Exchange Program (MSEP) is an interstate agreement that allows participating students to pay reduced tuition. Participating students will pay a reduced rate, which can be found on the Payments and Billing Office website. Students who wish to take advantage of the program must indicate "MSEP" on their Normandale application. Additional information is available at <http://msep.mhec.org>.



# Financial Aid & Scholarships

**Website:** [www.normandale.edu/financialaid](http://www.normandale.edu/financialaid)

**Email:** [finaid@normandale.edu](mailto:finaid@normandale.edu)

**Telephone:** 952-358-8250

## Overview and Philosophy

The decision to invest in your future through education is an important one. At Normandale Community College, we pride ourselves on working with students to keep their educational goals within reach.

The purpose of Normandale Community College's Financial Aid and Scholarship program is to provide financial assistance which, in combination with the resources expected from a student and/or a student's family, will enable the student to attend Normandale Community College. Normandale Community College expects a student or a student's family to make a realistic effort to contribute toward a student's educational expenses as an investment in a student's future. Financial aid is not intended to replace the role of the family in financing a student's education.

The majority of services provided by the Financial Aid and Scholarship Office staff are governed by federal and state rules and regulations, often leaving little, if any, flexibility in funding, eligibility or amounts that can be offered based on a variety of criteria. The goal of the staff, however, is to provide students with information in as timely a manner as possible to supplement students' decision-making process in investing in their education.

## Financial Aid Application Process

### Financial Aid Application Process

Students who are U.S. citizens or eligible non-citizens may apply for federal, state and institutional grants as well as federal student loans by completing the Free Application for Federal Student Aid (FAFSA).

- Create an FSA ID at [www.fafsa.gov](http://www.fafsa.gov). The student's FSA ID is a username and password that serves as their electronic signature for the FAFSA.
- Complete the application at [www.fafsa.gov](http://www.fafsa.gov). Students must be sure to complete it for the 2019-2020 academic year.
- If eligible, use the IRS Data Retrieval to import their 2017 tax information into the FAFSA.
- By listing Normandale's school code 007954 on the web application, the student is applying for all federal and state aid programs at Normandale.

Minnesota Residents who are undocumented may be eligible for financial aid by completing the Minnesota Dream Act Application at <http://www.ohe.state.mn.us/> and including Normandale on the school listing.

In order to be assured full consideration for aid from all programs a student may be eligible for, we encourage you to complete your financial aid application shortly after the October 1st start date. Some funds are awarded on a first-come, first eligible basis. The deadline to apply for the Minnesota State Grant program is 30 days after the start of the term.

After completing the FAFSA or the MN Dream Act application, the student should be certain to respond to all communication from the Financial Aid and Scholarships Office immediately. Until all requested documentation is received, the Financial Aid and Scholarships Office cannot determine eligibility for aid. A complete financial aid file will generally include academic transcripts from all previously attended colleges.

### A student may be required to provide:

- Verification Worksheets (verifying household size, number in college, income, child support paid or other requested items).
- A 2017 IRS tax transcript, spouse's tax transcript (if applicable) and parents' (if applicable) 2017 IRS tax transcripts. For non-tax filers, W-2s from all jobs worked and verification of non-tax filing status may be required.
- Verification of veteran's benefits for the current year.
- A copy of an Alien Registration Card or I-94, if requested.
- Proof of Selective Service registration, if requested.
- Proof of U.S. citizenship status, if requested.
- A copy of a Social Security card, if requested.
- Any other forms which may be requested by the Financial Aid and Scholarship Office.

# Financial Aid Programs Available

## Grant and Scholarship Programs

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Minnesota GI Bill
- Minnesota State Grant (early deadlines apply)
- Minnesota State Dream Act Grant
- Minnesota Post-Secondary Child Care Grant
- Institutional Scholarships
- Private Scholarships
- ALLISS Grant

## Student Employment

- Federal/State Student Employment
- College Student Employment
- Off-Campus Employment

## Loans

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal PLUS Loan for Parents

## Financial Aid and Transfer Students

If a student completes a 2019-2020 financial aid file at another institution and then decides to attend Normandale, the student must complete a financial aid file at Normandale. Financial aid does not transfer from one institution to another.

The Financial Aid and Scholarship Office must receive financial information from the Central Processing System. To get started, go to <http://www.fafsa.gov>, click on "Start Here" and login to your 2019-2020 completed FAFSA. Add Normandale Community College, code 007954, on the "School Information" tab and submit the updates. Normandale will receive the information in approximately seven days. Once we receive the information, a student will receive a letter from Normandale's Financial Aid and Scholarship Office indicating the other documentation that is required to complete the financial aid file.

## Tuition/Deferment Policy

Students are responsible for paying their full tuition and fees by the established payment deadline unless they are eligible to receive a deferment through the Payments and Billing Office or have signed up for the Nelnet payment plan with the Payments and Billing Office.

The Billing and Payments Office will defer a student's tuition and fees if Normandale has received the results of the FAFSA from the Central Processing System or the Minnesota Dream Act Application by the published deadline. NOTE: It is not enough to submit the FAFSA or Dream Act application by the tuition payment deadline. Please allow up to one week for the results to be sent to Normandale.

Important: Students whose FAFSA results are not received by the college by the published payment deadline must make other arrangements for payment of tuition, fees and books. Options include cash, credit card or the Nelnet payment plan. Students' expenses may be reimbursed with the receipt of financial aid later in the term.

Tuition and fees for students who have a consortium agreement and are receiving aid at another college will NOT be deferred; these students will need to make payment by the established deadline.

Students not meeting this deferment policy must pay their full tuition and fees by the established payment deadline or their courses may be dropped. However, students who decide not to attend must not rely on the college to drop their classes for them. Students must drop their courses to avoid payment obligations.

## Other Financial Aid Facts

- Application for financial aid should be made well in advance of the time the funds are needed. It is recommended that students allow at least 5 weeks for the processing of financial aid.
- Students may be able to charge books in the Bookstore prior to the start of each term. Check the Book Charging website for more information.
- If special or unusual circumstances need to be considered, contact the Financial Aid and Scholarship Office.
- All financial aid balance checks are disbursed from the Payments and Billing Office and are either direct-deposited into the student's designated bank account or are mailed to student's permanent address.
- Students may receive aid from only one school for the same period of enrollment.
- Students must reapply for financial aid every year.
- Summer aid is based on the prior year's financial aid application (i.e., Summer 2020 is based on the 2019-2020 financial aid application). Students must have applied for aid by May preceding the summer term.
- Once a student has attempted and received aid for 30 credits of remedial (not college-level) coursework, excluding EAP (English for Academic Purposes) courses, the student cannot receive aid for further remedial courses, except EAP courses.

# Scholarships

## Normandale Foundation Scholarships

Normandale Community College makes scholarship funds available to students through endowment earnings, gifts to the college and grants from outside foundations. The scholarship program recognizes students who have demonstrated outstanding academic, leadership, service and extracurricular achievements. Scholarships also recognize financial need, programs of study and other accomplishments.

## External Scholarships

Information about scholarships that are available from sources other than Normandale can be found at [www.fastweb.com](http://www.fastweb.com).

## Student Rights and Responsibilities as a Financial Aid Recipient

- Students have the responsibility to ensure that their address is correct in the Records Office at all times, as aid notifications will be mailed to this address.
- Email is the primary means of communication between Normandale and you. Activate your official Normandale email account today by visiting the student email page. It is your responsibility to open and read all email from Normandale. The Financial Aid and Scholarship Office will be communicating critical information to you via your [my.normandale.edu](mailto:my.normandale.edu) email account.
- Students have the responsibility to apply for and maintain their FSA ID.
- Students have the right to know that their financial aid award is based on calculated financial need. Generally, need is determined from the results of students completing the Free Application for Federal Student Aid (FAFSA) or the Minnesota Dream Act Application. Need is defined as the difference between the costs of attending school (at a modest level) and the resources available to the student from his or her own income and assets, parents' income and assets and outside sources.
- Students have the right to be informed of the terms of any aid program awards they are offered and to continue receiving that aid as long as they are eligible and resources permit.
- Students have the right to accept, reject or seek adjustments to their financial aid awards without prejudice.
- Privacy of information provided by the student and family will be maintained. Information from the student's file will not be released outside the college without a written release except as permitted or required by law.

- Students must provide accurate and factual information. In addition, students must notify the Financial Aid and Scholarship Office of any change in information submitted such as withdrawal from school; reduction in number of credits below full time status; change in address, name, marital status; financial information on application forms and change in educational plans.
- To receive financial assistance from all federally and state funded programs, a student must be enrolled as a regular student for the purpose of obtaining a degree or certificate at Normandale.
- Financial aid recipients funded as full time students are expected to register and enroll for a minimum of 12 credits per term; as three quarter time, for a minimum of 9 credits per term; as half time, for a minimum of 6 credits per term.
- Financial aid recipients must maintain satisfactory academic progress as outlined in the Satisfactory Academic Progress policy.
- Students must repay all loans in accordance with rules and regulations governing the programs and the terms outlined in their truth in lending and promissory note forms. Students who default on any loan may be denied additional aid, and the loan will be turned over to the appropriate institution or agency or the State of Minnesota for collection.
- Students have the responsibility to submit forms on time, keep financial aid appointments, check the Financial Aid and Scholarship website and consult the Financial Aid and Scholarship Bulletin Board for updates and new information and use the aid for the purpose of attending college and related expenses.

## Financial Aid Satisfactory Academic Progress

See the Academic and Financial Aid Satisfactory Academic Progress Policy in the Academic Policies and Procedures section of this catalog.





## Advising & Counseling

Telephone: 952-358-8261

Email: [counseling@normandale.edu](mailto:counseling@normandale.edu)

Website: [www.normandale.edu/advising](http://www.normandale.edu/advising)

Professional, qualified, experienced advisors and counselors are available to assist students with academic concerns and planning, either on a walk-in basis or by appointment. Counselors are also available to meet with students regarding personal concerns.

### Academic Advising

Advisors and counselors are available to help students achieve their educational goals.

#### Services include:

- One-on-one academic advising
- Transfer information and credit evaluation
- Assistance with decision-making and exploring and selecting academic majors
- Placement test interpretation
- Educational planning for two-year career programs
- Academic planning resources

### Personal Counseling and Mental Health Services

Sometimes it is important to discuss personal issues privately with a counselor or licensed psychologist. The Advising and Counseling Department provides a confidential setting where a student may discuss concerns and achieve a better understanding of themselves - their feelings, attitudes and capabilities.

#### Services include:

- Our counselors provide a holistic approach to student development, focusing on the student's academic, career or personal concerns. Often these problems are interrelated. Counselors can work with the student on any problem that gets in the way of their success in college.
- Our licensed clinical psychologist is able to help students with a number of concerns, including depression, anxiety, eating disorders, trauma, ADHD and more. Mental health assessments, counseling, crisis intervention, consultation and referral are available to all Normandale Community College students.

Visit [www.normandale.edu/personal-counseling](http://www.normandale.edu/personal-counseling) to find links to the following:

- 24 hour information and referrals
- 24 hour crisis lines
- Information on various mental health issues
- Virtual pamphlet collection on academic concerns and mental health and relationship issues

### Career Development

A variety of assistance is available to help students explore career options. Counselors can help students develop career goals and explore alternatives. Programs are available for students to explore possible career goals.

#### Career development services include:

- Individual career counseling
- Computer resources
- Strong Interest Inventory
- Myers-Briggs Type Indicator
- Career workshops

Visit [www.normandale.edu/career-planning](http://www.normandale.edu/career-planning) and find links to the following:

- Information on going from majors to careers
- "What can I do with a major in\_"
- How to create an informational interview
- Job search information
- Decision-making information
- Educational planning based on career choice

## Consumer Information Requirements

Federal law requires all colleges and universities participating in federally funded financial aid programs to make information about the institution available to the public, current and prospective students, current and prospective loan borrowers, and current employees.

Normandale Community College is committed to the principle of promoting access to information that will allow consumers such as students, parents, counselors, researchers, and legislators to make informed decisions about postsecondary education.

This information is available on the college website at <http://www.normandale.edu/directory/disclosures> or can be requested from the Director of Financial Aid and Scholarships.

## Office for Students with Disabilities

The Office for Students with Disabilities (OSD) provides access and inclusion to Normandale courses and activities by offering students accommodations, individualized educational support, and academic and referral information. Students who may qualify for services include those with learning disabilities, a vision or hearing loss, physical and mental health disabilities, traumatic brain injuries, autism spectrum and attention deficit disorders, and others. In order to receive accommodations, students must make an appointment for an intake/interview and provide documentation of a disability. Appointments can be made by calling 952-358-8625, emailing [osd@normandale.edu](mailto:osd@normandale.edu), or speaking with the staff in L 2751. Early application is essential for timely implementation of accommodations. Services are also available for students with temporary injuries. Additional information is available at [www.normandale.edu/osd](http://www.normandale.edu/osd).

## Library

Library website: [www.normandale.edu/library](http://www.normandale.edu/library).

The mission of the Normandale Library is to provide students with a wide range of information resources and quality professional services in support of the college curriculum. The Library also serves as a resource for faculty, staff and the community.

The Library is an integral part of the educational process at Normandale. To meet students' needs, the Library has a wide variety of media, including books, magazines, journals, DVDs, streaming videos, CDs, slides, online databases, and maps. In addition, faculty frequently place course materials on reserve for checkout at the circulation desk. Print materials not owned by Normandale may be requested at no charge from other libraries through interlibrary loan.

Students may check out books from the general collection for 21 days and back issues of periodicals for two days. Some materials (e.g. audiovisual items, current magazine issues, books from the reference collection) are available for use only in the Library. In order to gain off-campus access to Library databases, students need to log in using their StarID and password.

At Normandale, all materials are cataloged utilizing the Library of Congress Classification System.

All items can be searched via MnPALS, an automated online catalog. Collections from other libraries can also be searched with this catalog. The Library's combined search function allows a single, simultaneous search of all Normandale Library materials and online resources.

## Academy of Math and Science

The Normandale Academy of Math and Science (AMS) is a two-year holistic student development and scholarship program for students majoring in science, technology, engineering and mathematics (STEM) disciplines (and students in a teacher education STEM major).

This scholarship and student support program provides student participants with the following keys to success:

- A tuition scholarship for each cohort member, based on financial need, and other aid received, to offset the cost of attending Normandale full time;
- An advisor to provide academic and personal support, mentoring, tutoring, and academic and student service coordination;
- A cohort, or group of students, for peer support and participation in a learning community;
- A student and professional success skills development series (curriculum).

The AMS is looking for students who have an interest in STEM fields, particularly students who may need academic, social, developmental, or financial support to succeed.

### Eligibility Requirements

Admittance into the Academy will be based on the cumulative results of the following criteria:

- Commitment to pursuing a degree in a STEM field or (in a teacher education STEM major);
- High school diploma or GED (verified by transcripts or other official documentation);
- Two letters of recommendation;
- Indicated potential and commitment to pursue a career in STEM.

### Participation Requirements

Students who are accepted into the Normandale Academy of Math and Science agree to:

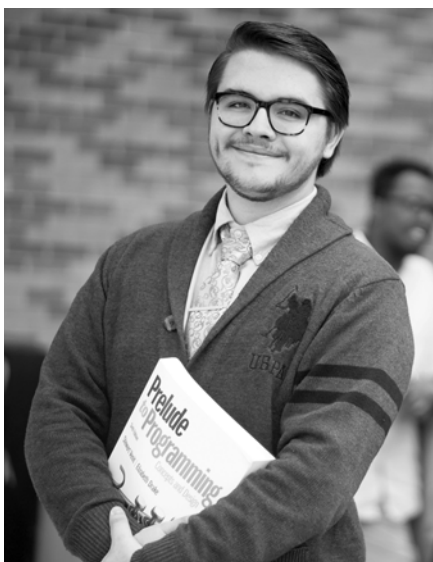
- Pursue a degree in a (STEM) field or a teacher education STEM major;
- Maintain a GPA of 3.00 during their time in the program;
- Be enrolled in at least 12 credits at Normandale Community College each semester;
- Attend all required Academy cohort and individual meetings.

For more information on the program, or for application materials, please contact:

*Academy of Math and Science*

[www.normandale.edu/ams](http://www.normandale.edu/ams)

[ams@normandale.edu](mailto:ams@normandale.edu)



## Diversity Center

The Diversity Center is open to all currently enrolled Normandale Community College students and is a great place to meet people and make friends. The Center is also a great place to study or use an on-campus computer. The Center strives to support students from under-represented populations and first generation college students and encourage overall student success.

We celebrate the contributions of students from a variety of diverse backgrounds by focusing on student engagement, and peer support. The Diversity Center recognizes that diversity goes beyond race and nationality and accepts that everyone has something valid and unique to contribute. The Diversity Center also sponsors cultural programming that enriches the student experience and encourages cross-cultural dialogue and education throughout the Normandale community.

The Center is located on the first floor of the Kopp Student Center in Room K 1439 and can be reached at 952-358-8436.

## Textbooks

The Textbook Depot, located in the lower level of the Kopp Student Center, offers all materials required for class, including new and used textbooks and textbook rentals. All other school supplies (notebooks, pens, binders, etc.) can be purchased in the Campus Store, located on the upper level of the Kopp Student Center.

All textbooks (including optional titles) are returnable only until the end of the second week of classes. Textbooks may only be returned if they have not been removed from their original shrink-wrap and are accompanied by the original sales receipt.

Books purchased for classes that meet for two weeks or less are only returnable within two days of purchase.

Students who are buying their textbooks in person must bring a book list, which can be printed from the bookstore website, and a photo ID. Payment options include financial aid, payment plan, agency accounts, check, cash, Visa, MasterCard and Discover.

Students can purchase their textbooks online at the college bookstore website and can pick them up in the Textbook Depot area or have them shipped via UPS for a delivery fee. Students will receive a confirmation email when their order is received, and then a second email (usually within two business days of their order) when their web order is ready to be picked up or to be shipped. Students must present a photo ID to obtain their books.

## Tutoring/Writing Center

The Tutoring Center, located in C 2120, has tutoring services available in a centralized location for all Normandale students.

Available resources include walk-in tutoring assistance, Peer-Assisted Study Sessions (PASS) for specific classes, and study information.

For more information, call 952-358-9187/8624, or visit [www.normandale.edu/advising-and-services/tutoring](http://www.normandale.edu/advising-and-services/tutoring).

### Tutoring

The Tutoring Center offers all Normandale students free, walk-in tutoring provided by faculty, staff, volunteers and peers in core academic courses including mathematics, writing, science, logic, reading and ESL. Tutoring schedules are posted on the Tutoring website and in the center.

### Writing Center:

The Writing Center offers students peer tutoring on college writing assignments. Tutors emphasize clarity and organization of main ideas, effective style and recognition of standard punctuation and grammar practices. Proofreading is not offered.

### Peer-Assisted Study Sessions (PASS)

PASS review sessions are offered in select Normandale courses by trained tutors who attend the course. The review sessions are regularly scheduled, out of class, voluntary, and are open to all students enrolled in the course. Specific session information is available in the center.

## ID Card Services

Website: [www.normandale.edu/idcard](http://www.normandale.edu/idcard)

Phone: 952-358-8120

The Normandale Campus Card is the official student identification card for Normandale Community College. It reflects a student's name, photograph, Student ID number, and library bar code. The card provides access to services at a variety of locations across campus, including the Library, the Math Center, the Music Lab, the Activities Building and Fitness Center, and the Biology Learning Center. Students also use their card for on-campus printing.

### Bank Card

You may visit the U.S. Bank campus branch to open an account and activate your Campus Card as a debit card. Use it at any ATM or make PIN debit purchases, and the amount will be automatically deducted from your checking account.

Cards may be obtained during posted hours at the Kopp Central/Information Desk. Students must present a valid ID and their Student ID number. The student's first card is free. Replacement cards are available for a \$10 fee, payable at the Kopp Central.

## Student Involvement in Decision Making

Students have the right to present their views on all matters involving or affecting student interests. This right is affirmed by the Minnesota State Colleges and Universities (Minnesota State) Board of Trustees, which views students as important partners in the college's decision-making process. Within its governing policies, Minnesota State mandates the recognition and funding of a student government at all state colleges and universities. Minnesota State further outlines the basic role of a student government and Student Life program. Student government provides student representation and input on college matters and issues that impact them as students. Specific areas of responsibility include the recognition of student clubs, appointment of student representatives to institutional and search committees as appropriate, monitoring the allocation of student activity fees and recommending institutional and statewide policy changes as necessary. For more information about student involvement in campus decision-making or a copy of the Minnesota State policies that govern such involvement, please contact the Student Life Coordinator/Student Senate Advisor.

## Center for Experiential Education

Experiential education builds knowledge, develops skills, and clarifies values by engaging students in direct experience, community engagement, and focused reflection.

The Center for Experiential Education includes:

- **Service-Learning:** Service-learning offers students enrolled in certain courses the opportunity to volunteer at relevant not-for-profit organizations as part of the class.
- **Internships:** Internships provide the opportunity to explore career options in a supervised work setting. Students can register for an internship course in one of Normandale's departments, where they get paired with a faculty member who teaches the internship course. In the internship course students spend approximately 5-10 hours per week at an internship, earning 2-4 credits per semester.

- **Volunteering:** We can provide you with recommendations of where to volunteer that matches your interests and goals.
- **Leadership Through Service:** Students in Leadership Through Service are part of a supportive peer network of students that empowers them to positively impact their community on and off campus. Members volunteer at least 40 hours over the course of the semester and get a scholarship of \$500. Students must be first generation college students and/or have unmet financial need.
- **America Reads and Counts:** America Reads and America Counts is a program where Normandale students tutor Bloomington Public School children in reading, math, and after school homework help. Tutors can be a volunteer or if eligible, get paid through work study. Applications are accepted at the start of fall and spring semesters.
- **Campus Cupboard:** The Campus Cupboard is a food pantry for Normandale students aimed at eliminating hunger as a distraction for those experiencing financial hardship. The Campus Cupboard operates in partnership with Good in the 'Hood, a food shelf in Bloomington. Location: Activities Building (A2503)

### **For More Information**

For more information about any of our experiential education opportunities, visit the Center for Experiential Education, call 952-358-8119, or email [servicelearning@normandale.edu](mailto:servicelearning@normandale.edu). Visit our website at [www.normandale.edu/cee](http://www.normandale.edu/cee).

## **TRIO Student Support Services**

TRIO Student Support Services provides intensive, individualized coaching to students to achieve persistence, performance, and completion. TRIO utilizes sound academic guidance, co-curricular educational experiences, and connection to key resources in order to advance opportunities for students who are low-income, students who are first-generation college students, and/or students with disabilities. More information is available at [www.normandale.edu/trio-sss](http://www.normandale.edu/trio-sss).



## Effective Catalog Requirements

Students are responsible for the information the catalog contains and are therefore encouraged to reference it often. Procedures, course titles and regulations may change, but decisions regarding individual programs, permanent records and transcripts are based on the year of the student's initial enrollment. The catalog will be invaluable in the years to come, particularly if a student transfers to another college.

Students may follow the requirements of one catalog only. Students completing program requirements in four or fewer years may follow either the catalog requirements in effect at the time of their initial enrollment or the requirements of any succeeding catalog in effect during their period of enrollment.

Students who take longer than four years to complete program requirements at Normandale may follow any catalog in effect during the four-year period immediately preceding their date of graduation, provided the desired program is still being offered or was declared during the time it was still being offered. Requirements for this catalog take effect Fall 2019.

## Declaring Your Major or Program

It is important that students keep their program of study current at all times to ensure the student is completing the correct courses, financial aid is properly awarded, VA benefits are granted, and the degree is still available when the student is ready to graduate. Students can declare or change their program of study by submitting the Change of Major form, available at [www.normandale.edu/records](http://www.normandale.edu/records).

## Course Numbering System

- 1000-2999 College-level courses designed to meet associate degree requirements and lower division (freshman and sophomore) requirements for a baccalaureate degree.
- 0001-0999 Courses designed to develop academic skills required for successful performance in college-level courses. These courses are not intended to meet associate or baccalaureate degree requirements. In order to continue to the next level in a course sequence, the student must have earned a grade of P or C or higher.

## Enrollment Level

- 15 credits The average number of college-level credits needed each semester to graduate in two years or four semesters. Note that some programs have a higher credit requirement and therefore require additional credits per semester or will take longer to complete.
- 12 credits The minimum credit level to be considered enrolled full-time for purposes of financial aid, health and automobile insurance, Social Security, veterans' benefits and other purposes.
- 9 credits The minimum credit level to be considered enrolled three-quarter time.
- 6 credits The minimum credit level to be considered enrolled half-time.

## Registration and Adding Courses

New students register during their Advising and Registration session (consult the Advising and Registration section of this catalog for complete information). For currently enrolled students and students who have previously attended Normandale, summer and fall registration begins mid-spring semester, and spring registration begins mid-fall semester. Students are assigned a registration time (or window) based on the number of credits they have earned. Students can determine their registration window from eServices or the Registration Guide, which is available on the Records Office website.

Students register using eServices. Registration instructions are available on the Register Online page at [www.normandale.edu/records](http://www.normandale.edu/records) or from the Records Office in person.

For classes offered during the fall and spring semesters, students can register and add classes through the fifth day of the term (for full-semester classes) or the first business day following the first class period (for weekend classes and classes that do not meet the full semester). For classes offered during the summer, students can register and add classes through the third day of the late May/early June session (the first session of the summer semester) or the first business day following the first class period (whichever is later).

## Registration Credit Limit

Normandale limits the number of credits for which a student can register each semester to ensure academic success. During fall and spring semesters, students may register for up to 18 credits. Registration for 19 or more credits requires written approval from an academic advisor or counselor. The maximum enrollment during the summer semester is 14 credits, with a recommendation that a student enrolls in no more than 8 credits in a session.

Minnesota State restricts students to a maximum term enrollment of 22 credits System-wide.

## Drop or Withdrawal from a Course

Whether a student drops or withdraws from a class is determined by the date of the registration activity.

- During the first five days of the fall and spring semesters and the first 5 days of the first summer session, a student may drop a class (remove it from his or her academic record). For late-starting classes, weekend classes and other classes that do not meet the full length of the term (including classes that begin after the 5th day of the first summer session), students can drop through the end of the business day following the official course begin date. A student who drops from a course is no longer allowed to attend or participate in that course.
- After the drop period, a student may withdraw from any course prior to the withdrawal deadline (approximately 80% of the length of the course). Withdrawal deadlines are published in the registration guide each term for full-term classes; students should consult eServices for withdrawal deadlines for classes that do not meet for the full term.

When a student withdraws from a class, a grade of W is recorded on the student's academic record. A grade of W does not impact a student's GPA, but it is considered attempted/not completed credits for the purpose of satisfactory academic progress for enrollment and financial aid. A student who withdraws from a course is no longer allowed to attend or participate in that course.

Students are encouraged to confer with their instructors and an advisor or counselor as part of the official withdrawal process.

Students are responsible for understanding the impact a drop or withdrawal has on their student account and academic and financial aid status. See the Refund Policy and Satisfactory Academic Progress Policy for complete information. Financial aid recipients are strongly encouraged to consult the Refunds and Return of Title IV Policy and a financial aid officer before withdrawing.

## College-Initiated Drop or Withdrawal from a Course

At times, college administration may initiate a course drop or withdrawal according to policies established by the college and the Minnesota State Colleges and Universities Board of Trustees. A drop or withdrawal may be initiated as a result of the student's failure to pay tuition, failure to attend classes, failure to meet course prerequisites, failure to meet the standards of satisfactory academic progress, violations of the code of conduct and other situations.

## Course Prerequisites

A prerequisite is a requirement that a student must complete in order to enroll in a course. Prerequisites include courses, and other criteria established by faculty to ensure a student has adequate preparation to be academically successful in a course. The college catalog, the semester course schedule and eServices indicate course prerequisites. EServices does not enforce prerequisites for all classes, but students are responsible for understanding and adhering to prerequisite requirements for all classes. For mathematics courses, prerequisites must have been completed within 24 months before the date the course begins.

Students who register for a course for which they have not met the prerequisite requirements may be removed from that class and receive no refund.

Students who are unable to register but believe they have satisfied a course prerequisite should consult an advisor or counselor.

## Attendance

Students are expected to attend all classes and are responsible for all instruction and coursework. Failure to fulfill course obligations because of illness, accident or other unavoidable circumstances must be discussed with instructors. Whenever possible, arrangements to make up work should be made in advance. Students should understand that many faculty consider attendance and participation when determining final grades.

## Last Date of Attendance

Students are responsible for dropping or withdrawing from classes in a timely manner to avoid financial and/or academic consequences.

Federal regulations require faculty to report attendance information for students who are not attending classes but did not drop or withdraw. A student who is reported to have stopped attending will be assigned a grade of FW or NC for that class, and a student who is reported to have never attended will be assigned a grade of FN or NC. Financial aid may be reduced or cancelled based on student attendance information.

## Accommodation of Religious Observances

Normandale Community College strongly supports the diversity of the beliefs and religions represented by our student body. The college will provide reasonable flexibility when religious observances occasionally conflict with academic obligations such as class attendance, activities, assignments, examinations and other course requirements. Students must inform instructors of such conflicts in advance and in a timely manner. Students remain responsible for all class work and other academic obligations missed as a result of their absence.

## Cancelled Classes

The college may cancel a class before the start of a term due to low enrollment or for other reasons. Students will not be obligated for tuition and fees of courses that have been cancelled. The college will notify students when a decision has been made to cancel a class; however, students are encouraged to confirm their class schedules utilizing eServices prior to the term start and to replace lost credits in the event their schedule has been reduced. This may be important especially to students who are required to maintain a certain credit level to maintain financial aid, loan deferment or other eligibility.

## Grading Policies

- A Superior achievement of course requirements; 4 grade points per credit.
- B Above average achievement of course requirements; 3 grade points per credit.
- C Average achievement of course requirements; 2 grade points per credit.
- D Below average achievement of course requirements; 1 grade point per credit.
- F Failure. Student did not meet minimum course requirements; 0 grade points per credit (included in GPA).
- FN Failure. Student never attended the course; 0 grade points per credit (included in GPA).
- FW Failure. Student attended one or more class sessions but did not complete course. In the opinion of the instructor, student did not complete enough assignments and/or course activities to make normal evaluation of academic performance possible; 0 grade points per credit (included in GPA).
- I Incomplete. A temporary grade issued when the instructor has reasonable expectation that the student can complete unfinished course requirements; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. If work is not made up, the Incomplete will automatically change to an F at the end of the subsequent semester.
- P Pass. Indicates successful achievement of requirements with a minimum grade of C; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. May be used in courses numbered below 1000. With the exception of MUSC 1152 and MUSC 1159, courses numbered 1000 and above cannot be taken for Pass/No Credit.
- NC No Credit. Indicates inadequate achievement of requirements; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. May be used in courses numbered below 1000. With the exception of MUSC 1152 and MUSC 1159, courses numbered 1000 and above cannot be taken for Pass/No Credit.
- AU Audit. 0 grade points per credit; excluded from GPA. Audited courses are not given college credit, are not eligible for financial aid or VA benefits and cannot be used to satisfy graduation requirements. PSEO students cannot take courses for audit.



- W Withdrawal after the first five days of the semester up to the 80<sup>th</sup> percent point of the semester (this time period is adjusted for the summer session and for classes that do not meet the full length of the term); 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements.
- Z Class in progress or no grade reported; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements.

Normandale does not use +/- grading symbols.

## D Grades

A grade of D counts as 1 point per credit toward a student's grade point average (GPA). A student who earns a grade of D in a course numbered below 1000 does not meet the prerequisite for the next course in the sequence. This student must either retake the course for a higher grade or retake the placement test and score a higher placement.

In courses numbered below 1000, students can choose a Pass/No Credit (P/NC) grade instead of a letter grade. P/NC grades do not count toward a student's GPA. However, they are considered in the quantitative measure (part 3) of Satisfactory Academic Progress. A student who earns a D in a course numbered below 1000 and who chooses the Pass/No Credit option will be assigned a grade of NC.

## Pass/No Credit

A grade of Pass (P) indicates the student has completed a class with a minimum grade of C. A grade of No Credit (NC) means the student did not successfully complete the class and therefore earns no credit. Neither grade is included in the grade point average, but both are considered when determining percent completion when assessing Satisfactory Academic Progress. Students may select the Pass/No Credit grade method any time from the beginning of registration through the end of the withdrawal period by utilizing eServices or seeking assistance from the Records Office.

Students enrolled in any course numbered below 1000 may elect to choose a Pass/No Credit grading method instead of the traditional A-F option. The course description will indicate whether a course's default grading method is pass/no credit. Proficiency classes are graded Pass/No Credit only. All other courses must be graded A-F.

## Incomplete Grades

An instructor may assign a grade of I (Incomplete) to a student who fails to complete a course due to circumstances beyond his or her control when the work can be made up without retaking the course. In such cases, it is assumed that the student has fulfilled the majority of class obligations and has missed only an examination or major assignment.

The instructor and student will agree upon the work to be completed and the deadline by which it must be done. If the assigned work has not been completed by the end of the following semester, the Incomplete will automatically change to an F. If the instructor who assigned the Incomplete is no longer employed at Normandale, the student should contact the appropriate academic dean, who may then arrange for resolving the grade. The incomplete grading option is utilized at the discretion of the instructor.

Students are cautioned to utilize the Incomplete option only when absolutely necessary, as a grade of I will count as credits attempted but not completed when calculating a student's percent of completion for satisfactory academic progress.

## Repeated Courses

Students may choose to repeat a class to meet academic requirements, to improve their GPA or to refresh their knowledge of the subject material. While both the original and the repeated grades will remain on the transcript, only the highest grade will be used to determine the GPA, unless the catalog description allows the class to be repeated for additional credit.

All instances of a repeated course will count as attempted credits when determining completion rate for satisfactory academic progress, but only one instance of the course can be considered successfully completed. Students may repeat a course twice; a third repeat attempt requires the approval of the academic dean of the division that offers the course. Students should consult the Financial Aid and Scholarship Office to determine whether repeated coursework will be eligible for financial aid.

PSEO students cannot repeat courses in which they have already earned a passing grade (A-D).

## Audit

A student who wishes to audit a class must select the audit grading option at the time of registration or prior to the end of the withdrawal period by selecting the Audit grade method in eServices. The symbol "AU" will appear in the grade column of the student's transcript. The fee for such a course is the same as for credit.

### Audited courses:

- Earn no credit
- Do not transfer to other colleges
- Do not satisfy prerequisites for other courses
- Do not meet requirements for a degree, certificate or program
- Are not eligible for financial aid or VA benefits
- Cannot be taken by PSEO students

## Grade Point Average

Each letter grade (A through F/FN/FW) carries a certain number of grade points per credit. A grade of B, for example, is worth 3 grade points per credit, so that a student receiving a B in a 3-credit course would earn 9 grade points. The grade point average (GPA) is calculated by dividing the total number of grade points earned by the total number of GPA credits attempted. Only grades of A, B, C, D and F, FN and FW are included in the GPA calculation.

See the table below for a scale of grades and grade points.

Grade	Grade Points Assigned				
	1 cr	2 cr	3 cr	4 cr	5 cr
A	4	8	12	16	20
B	3	6	9	12	15
C	2	4	6	8	10
D	1	2	3	4	5
F/FN/FW	0	0	0	0	0

### How to calculate a GPA

Example: A student earns the following grades:

- A** in a class for 3 credits = 12 grade points
- C** in a class for 4 credits = 8 grade points
- F** in a class for 3 credits = 0 grade points
- B** in a class for 5 credits = 15 grade points

Grade points earned (35) divided by GPA credits attempted (15) = 2.33 GPA

### GPA Calculator

Normandale provides a tool that allows students to predict their GPA or to determine the grades they will need in order to earn a specific GPA. The GPA Calculator is available at

<https://services.normandale.edu/apps/gpa/>.

## Dean's List

Each semester, Normandale Community College recognizes students who have demonstrated outstanding academic performance. Students who enrolled in a minimum of 9 credits and who completed the semester with a grade point average of at least 3.50 are included in the Dean's List, receiving special recognition from the Vice President of Academic Affairs.

## Academic and Financial Aid Satisfactory Academic Progress

### Part 1. Introduction

Normandale Community College, the Minnesota State system and Federal and State law require that a student make satisfactory academic progress towards a degree or certificate to attend the college and remain eligible for financial aid. The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Counseling, tutoring, mentoring, special programs and outside referrals are all available.

### Part 2. Qualitative Measure of Progress (Grade Point Average)

All students are required to meet or exceed a cumulative earned grade point average (GPA) of 2.00.

### Part 3. Quantitative Measure of Progress (Completion Percentage and Maximum Time Frame)

#### Completion Percentage

All students are required to earn a minimum of 67% of their cumulative registered/attempted credits. Grades of F, FN, FW, I, N, NC, W, Z and IP (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion.

Formula:

Percent of completion = cumulative earned credits / cumulative registered credits.

#### Maximum Time Frame

All financial aid recipients are expected to complete their degree/certificate at Normandale within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of credits needed to complete their degree/certificate at Normandale.

## Part 4. Evaluation Period

Normandale Community College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

## Part 5. Failure to Meet Standards

### Warning

- If at the end of the evaluation period a student has not met either an institution's GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

### Suspension of Students on Warning Status

If at the end of the warning period a student who has been on warning status has not met both the institution's cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

### Suspension of Students Not on Warning Status

- Suspension for Exceeding the Maximum Time-Frame. If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.
- Suspension for Inability to Meet Program Requirements within the Maximum Time Frame. If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student completes their program of study at Normandale, the student shall be suspended from financial aid.
- Suspension for Extraordinary Circumstances. Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.
- Suspension at Another Minnesota State Institution. Students who have been suspended from another Minnesota State institution within the past academic year shall be denied admission at Normandale but may contact the Admissions Office for the appropriate appeal form.

## Part 6. Appeals and Probation

### Appeals

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.

- Appeals are due by the Wednesday prior to the begin date of the semester the student wishes to be reinstated for financial aid and/or enrollment.
- Appeals must be submitted in writing with a form(s) available from the college.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by the Director of Financial Aid, Registrar or designee. If the appeal is denied, the student may submit an Appeal of a Previously Denied Suspension Appeal to the Dean of Students.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.
- All academic plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic plans put in place for percent completion deficiency, will require a term completion percentage of 100% during any probationary term.

### Probationary Status

A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan (2.50 term GPA and/or 100% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under the status of probation with an academic plan for the subsequent evaluation period.

- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

## Part 7. Notification of Status and Appeal Results

### Status Notification

Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

### Appeal Result Notification

Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial and the process to appeal the denial.

## Part 8. Reinstatement

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. A student suspended from the college may be reinstated to enroll for classes after not attending Normandale for one year. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

## Part 9. Treatment of Grades and Credits

**Credits:** The unit by which academic work is measured.

**Registered (Attempted) Credits:** The total number of credits for which a student is officially enrolled at the end of the registration drop period each term.

**Cumulative Registered Credits:** Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

**Earned Credits:** Earned credits include grades of A, B, C, D and P. They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

**Attempted, NOT earned:** Grades of F, FN, FW, I, N, NC, W, Z and IP (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

**Academic Renewal:** Credits for which a student has been granted academic renewal WILL be included in all financial aid satisfactory academic progress measurements.

**Audited Courses:** Audited courses are not aid eligible courses and are not included in any satisfactory academic progress measurements.

**Consortium Credits:** Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.

**Developmental Credits:** Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding ESL). These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.

**Repeat Credits:** Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The institution will determine, based on its Repeated Courses policy, which grade will become the grade calculated in the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

**Transfer Credits:** Transfer credits are credits earned at another college which are accepted by this college. Transfer credits which are accepted by Normandale and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating GPA.

**Withdrawal:** The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

**Incompletes:** The mark of “I” (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An “I” grade will automatically become an “F” grade at the end of the next term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student. A grade of “I” is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student’s percent of completion.

## Part 10. Definitions

**Academic Plan.** A student who successfully appeals for reinstatement will be required by Normandale to complete, during their probationary period, specific requirements contained in an academic plan developed for that student by Normandale. At a minimum the academic plan will require a student to achieve a 2.50 GPA during their probationary term and/or a 100% completion rate during their probationary term, depending upon the deficiency.

**Probationary Status.** A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- Has met the institution’s cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution’s cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under the status of probation with an academic plan for the subsequent evaluation period.
- Has not met the institution’s cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

**Suspension Status.** A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution’s appeal process or when they are again meeting the institution’s satisfactory academic progress cumulative grade point average and completion percentage standards.

**Warning Status.** Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution’s grade point average standard, or completion percentage standard, or both.

- If at the end of the warning period a student who has been on warning status has met both the institution’s cumulative grade point average and completion percentage standards, the warning status is ended and the student is returned to good standing.
- If at the end of the warning period a student who has been on warning status has not met either the institution’s cumulative grade point average or completion percentage standards, the institution shall suspend the student.

## Student Complaint & Grievance Process

Normandale Community College is part of the Minnesota State Colleges and Universities System (Minnesota State) of public two and four year institutions of higher education designated by Minnesota Statutes Chapter 136F and governed by the Board of Trustees of the Minnesota State College and Universities. Normandale Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). If you wish to file a complaint about Normandale Community College with the HLC, you may do so by contacting: Higher Learning Commission, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413.

Normandale Community College takes student complaints and grievances seriously. If you have a complaint about Normandale, we encourage you to utilize the Institution’s Student Complaint and Grievance Process provided in Minnesota State Board Policy 3.8 and System Procedure 3.8.1 by completing and submitting a “Student Complaint/Grievance Form.” If your grievance involves a Board Policy, the actions of the Normandale Community College President, an issue of institutional or program quality such as an institution’s compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practices, you may appeal to the Minnesota State System Office pursuant to the above policy and procedure. The contact information for the Minnesota State System Office is: Academic and Student Affairs, Minnesota State System Office, Wells Fargo Place, 30 7th Street E, Suite 350, St. Paul, MN 55101-7804.

The above processes do not apply to other complaints or grievances subject to different procedures specified in board, college, or university policies, procedures, or other regulations, including:

Academic grade disputes. Grade appeals must be handled by completing the Academic Student Complaint/Grievance form and specifying a "Grade Review" option as the complaint topic.

- Students may report complaints regarding improper, unfair, or arbitrary treatment by an employee of the college using the Non-academic Complaint/Grievance form.

- Members of the public may report an unpleasant experience at one of our facilities, events, or with one of our staff members using the Public Complaint form.
- Student complaints regarding discrimination or harassment are subject to Board Policy 1B.1 and System Procedure 1B.1.1, and filed with Normandale's Human Resources. Students may also complete the Sexual Misconduct form.

## Academic Renewal

The academic renewal policy allows students to select any consecutive terms and have all the courses from those terms removed from their GPA calculation. All courses in the selected term(s) will not count for degree requirements or for graduation.

This policy recognizes that, for various reasons, some students have had some previous college work at Normandale that has been unsatisfactory. This policy also recognizes that students can change, mature or rediscover their potential and an appreciation of the benefits of an education.

Even though academic renewal excludes credits and corresponding grades from degree requirements and grade point calculations, these courses are not removed from the student's academic record.

To qualify for academic renewal, the student must meet the following conditions:

- The coursework must have been completed at least three years prior to the semester the student submits the petition for academic renewal.
- Following the term(s) for which academic renewal is sought and before applying for academic renewal, the student must complete at least 12 credits at Normandale with a minimum GPA of 2.0. The GPA will be determined by the student's cumulative Normandale record (all courses with grades of A, B, C, D, F, FN and FW), following the renewal term(s).
- Excluding the coursework for which academic renewal is sought, the student must have completed (earned a grade of A, B, C, D or P) at least 67% of the cumulative courses in which s/he has enrolled at Normandale.
- The semesters for which academic renewal is sought must be consecutive on the student's academic record with no attempted or completed coursework separating the renewal terms. For example, a student can petition for academic renewal for Fall 2002 and Fall 2003, provided no coursework was completed in Spring or Summer 2003 (unless renewal is also sought for those terms).
- All courses within those terms will be included in this policy.
- A student may only be granted academic renewal one time.

- Coursework attempted within a degree program cannot be considered for academic renewal after a student has earned a degree, even if that coursework was not used to satisfy degree requirements.
- The student is encouraged to meet with an advisor or counselor to discuss if this is an appropriate choice.
- Approval for academic renewal is determined by meeting the above conditions.

### Benefits

- Improved likelihood of meeting the standards of Satisfactory Academic Progress for enrollment.
- Students can meet the 2.00 GPA graduation requirement.
- Students may qualify for competitive health programs at Normandale.

### Disclaimers

- Students lose the credits of a course with a passing grade taken in a term for which academic renewal has been granted.
- The transcript will continue to reflect the actual courses and grades, but they will no longer be calculated in the GPA, nor will they count toward graduation requirements. A transcript notation will indicate that academic renewal has been granted.
- Courses subject to academic renewal will still be considered when determining Satisfactory Academic Progress for financial aid.
- Normandale's renewal policy does not mean that receiving institutions will honor this adjustment. Competitive admissions programs will likely consider the entire transcript. It is the student's responsibility to consult their receiving institution.

## Degree Audit (DARS) Report

The Degree Audit Reporting System (DARS) produces a report designed to help students identify and understand current academic requirements for degree or program completion. This program will monitor students' progress by:

- Identifying all requirements needed to complete a specific program
- Indicating how the courses the student has already completed apply to the requirements
- Specifying what is still needed to complete the degree or program and the courses from which students may select to satisfy each requirement.

The degree audit report (DARS) can be viewed in eServices by clicking on the "Academic Records" link on the left side of the screen, followed by the "Degree Audit Report" link.

It is the student's responsibility to complete all requirements of the selected program, whether or not these requirements have been identified on the DARS report. Therefore, students are encouraged to review the DARS report with an advisor or counselor as early in his or her college career as possible, especially when the student has transferred credits to Normandale.

## Holds

The college may prevent a student from registering for classes or receiving financial aid or transcripts for financial or other obligations, or for failure to return equipment or material to the college. Failure to fulfill these obligations may result in the assessment of late fees, collection efforts by the Minnesota Department of Revenue or other agency, and holds that prevent future enrollment at Normandale and other Minnesota State institutions.

## Transfer Credit Policy

Transfer coursework will be evaluated according to the following standards in accordance with policies established by the Board of Trustees of the Minnesota State system:

- All college courses in which a student has received a grade of A, B, C, D or P (Pass) at regionally accredited, liberal arts, post-secondary institutions shall be considered for transfer.
- If the student's cumulative GPA at the originating institution is less than 2.00, only grades of P, C and higher will be considered, unless the course was completed at a Minnesota State college and that college has used it to satisfy a Minnesota Transfer Curriculum (MnTC) goal requirement. Students retain the right to appeal the acceptance of credits.
- Duplicate credits cannot be awarded for equivalent courses.
- Up to 16 credits of public or private regionally accredited technical college coursework shall be considered for credit if the coursework was completed with a grade of P, C or higher and the student's cumulative GPA at the technical college was 2.0 or higher.
- Grades earned for transfer coursework shall not be computed in the student's GPA on the Normandale transcript, but they will be included in the calculation of the GPA required for the MnTC and graduation.
- Credits earned by examination at a regionally accredited post-secondary institution will be considered for transfer.
- Credit achieved through experiential learning processes shall be evaluated, following a student's petition, according to published national standard guidelines established by the American Council on Education (ACE), the Council for Adult and Experiential Learning (CAEL) and other similar national organizations.
- In accordance with Minnesota Statutes §197.775, Subdivision 2, Recognition of Courses, credit may be granted for military training or service if courses meet the standards of the American Council on Education or the equivalent. Information about military credit transfer options can be at [www.minnstate.edu/military](http://www.minnstate.edu/military). Up to 16 technical and/or vocational credits and an unlimited number of associate and baccalaureate credits will be accepted for unduplicated course content.
- Credits earned in competency-based education programs will transfer as general electives unless approved for other requirements.
- Transfer decisions are not made solely on the source of accreditation. Non-collegiate work and coursework from non-regionally accredited institutions recognized by Council of Higher Education Accreditation (CHEA) and the U.S. Department of Education will be considered on a course-by-course basis through the academic petition process.
- Coursework completed at an international college or university will be considered for transfer if recommended by a professional credential evaluation service that is recognized by the Association of International Educators (AIE) or the National Association of Credential Evaluation Services (NACES).

## Transfer Credit Appeals

Appeals of the transcript evaluation are done by completing the Academic Petition form, available from the Nath Advising Center. The academic petition will be reviewed by an academic dean and, if appropriate, the academic department. Notification of the outcome will be emailed to the student's my.normandale.edu account within three weeks of the date the petition was received.

If a student is not satisfied with the college's transfer appeal decision, the student may submit a request to the Senior Vice Chancellor of Academic and Student Affairs for a System level appeal of the college's transfer appeal decision.

- A student shall appeal a transfer decision at the college or university level prior to appeal at the system level.
- The system level appeal request shall include a copy of the college or university transfer appeal decision with supporting rationale, transcript and other documentation.
- To be considered, the student appeal for a decision that involves credits from system colleges and universities must have the support of the chief academic officer or designee of the sending system college or university. When a transfer decision involves credit earned at an institution outside the system colleges and universities, the support of a chief academic officer or designee is not required.
- Upon receipt of the system level appeal, there shall be a review by Minnesota State system office transfer staff. The review shall be based on course descriptions, outlines, objectives, learning outcomes, and/or other

relevant information. The transfer staff shall submit a recommendation to the Senior Vice Chancellor for Academic and Student Affairs.

The Senior Vice Chancellor of Academic and Student Affairs shall make a final determination regarding disposition of the appeal. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties. Additional information can be found at [www.mntransfer.org/students/plan/s\\_tap.php](http://www.mntransfer.org/students/plan/s_tap.php) under "Always Keep in Mind."

## Credit for Prior Learning

In accordance with Minnesota State Board Policy 3.35 and Minnesota State System Procedure 3.35.1, Credit for Prior Learning, students at Normandale may earn academic credit for college level learning gained through learning experiences outside college or university credit-bearing courses as assessed by academically sound and rigorous methods and processes. Assessment methods and processes at the college that could result in credit for prior learning (CPL) include those achieved and assessed through a nationally recognized third-party assessment agency or organization, regionally or nationally accredited postsecondary institution, or noncredit instruction. CPL external assessment types may include but are not limited to AP, IB, CLEP, and other national standardized assessments as described in the following sections of this catalog; world language seals and certificates; industry recognized credentials, licenses and certifications; and noncredit instruction in programs such as registered apprenticeships, continuing education, and customized training.

Credits earned through alternative methods are not resident credits and may not be used to satisfy resident credit requirements for graduation. Credits earned through alternative methods are noted on the student's transcript as transfer credit, with no letter grade.

## Credit by Examination

### Advanced Placement Program

The Advanced Placement (AP) Program of the College Board allows high school students to complete college-level courses and later earn college credit by demonstrating proficiency on culminating examinations. Students who feel prepared by independent study or other means can also take AP examinations.

Students who earn a score of 3 or higher on the examinations are awarded credit upon submission of an official AP score report to the Office of Admissions.

Students interested in possible waivers from placement testing must submit their AP score report to the Office of Admissions at the time of application to the college.

Score reports are available for a fee by calling 888-308-0013 or 609-771-7366, or by writing to AP Services at PO Box 6671, Princeton, NJ 08541-6671.

Visit the AP website at [www.collegeboard.com/ap](http://www.collegeboard.com/ap).

## International Baccalaureate

The International Baccalaureate (IB) is an internationally recognized program through which secondary students complete a comprehensive curriculum of rigorous study and demonstrate performance on culminating examinations.

The examination for the IB diploma covers 6 subjects, 3 or 4 of which must be at the higher level, with others at the standard level. Students may present a full IB diploma or a certificate recognizing specific subject examinations and be considered for credit based on the examination level and result.

Students shall be granted 6 semester credits for scores of 4 or higher on each higher level examination, plus 2 credits for each standard level examination with a score of 4 or higher.

Where test material is substantially similar to the content of an existing Normandale course, credit for that course will be awarded. Where test material is considered to be college level but not substantially similar to the content of a Normandale course, elective credit will be awarded.

## College Level Examination Program

The College Level Examination Program (CLEP) of the College Board allows students of all ages to earn college credit for the knowledge and skills they have obtained both inside and outside of the classroom.

CLEP offers examinations for subjects normally covered during the first two years of college. Upon completion of testing, students must submit an official score report to the Office of Admissions for consideration of credit.

For examinations completed July 2001 or later, the minimum CLEP score for acceptance of credit is 50, with higher scores required in level 2 foreign language examinations.

There is no limit to the number of credits a student may earn for CLEP examinations; however, students who are seeking a degree or certificate must meet the college residency requirement.

Students interested in possible waivers from placement testing must submit an official CLEP score report to the Office of Admissions at the time of application to the college.

For information about CLEP, visit [www.collegeboard.com/clep](http://www.collegeboard.com/clep) or, for information specific to Normandale, visit the Course Equivalencies page's links at the bottom.



## Other Evaluations

Admitted students may also demonstrate college level learning through other nationally recognized examinations such as

- Thomas Edison College Examination Program (TECEP)
- The New York University Foreign Language Proficiency examination (NYUFLP)
- National Occupational Competency Testing Institute (NOCTI)
- DANTES Subject Standardized Tests (DSST)
- Project Lead the Way™ (PLTW) Science, Technology, Engineering and Mathematics (STEM) Examinations (must submit within 3 years of high school graduation)

## Veterans' Policies

### Information for Veterans, Servicemembers and Eligible Dependents

#### VA Education Benefits

Normandale Community College is an approved Institute of Higher Learning (IHL) for federal education benefits from the Department of Veterans Affairs (VA). All associate degrees and certificates are certified as approved educational programs by the Minnesota State Approving Agency and VA. Students attending Normandale may apply for and use these benefits:

- Post-9/11 GI Bill®
- Montgomery GI Bill® Active Duty or Selected Reserve
- Survivors' and Dependents' Educational Assistance
- Fry Scholarship
- Vocational Rehabilitation and Employment

A full description these benefits is available at <https://benefits.va.gov/gibill/>

#### Enrollment Certification to VA

Each semester, students must notify the School Certifying Official of their intention to use VA education benefits. At the time of registration, students complete the VA & Military Benefits Request Form found online at [www.normandale.edu/veterans](http://www.normandale.edu/veterans) to disclose their benefit selection. Upon receipt and processing of the form, a tuition deferment is granted for the specified semester. Additional documents may be required from the student to verify eligibility for benefits.

The college will certify enrollment according to the guidelines set forth by VA. Whenever possible, certifications will be sent to VA prior to the start of the semester to help ensure timely processing of benefit payments. In general, benefits are not applicable to unnecessary elective courses, online and hybrid courses numbered below 1000,

and audited courses. Students should meet with the School Certifying Official when they have questions about if and how benefits can be used for their registered courses.

According to VA policy, the student is responsible for submitting official transcripts for all previous coursework by the end of the first term of enrollment. Transfer credit will be granted in accordance with college policy. Additionally, the student is responsible for notifying the certifying official of changes in enrollment (course adds, drops, and withdrawals) and changes in declared degree/program.

For additional information about VA education benefits, contact the School Certifying Official at [veteransbenefits@normandale.edu](mailto:veteransbenefits@normandale.edu).

#### Priority Registration

Students who have self-disclosed their military service (past or present), or are using military-related funding like tuition assistance, or are using VA education benefits are eligible for priority registration. A student's first semester registration occurs during new student orientation, therefore priority registration is granted for the second and subsequent semesters at Normandale. Priority registration refers to the first day and first timeslot of a registration cycle for the upcoming semester. Students are encouraged to review their Registration Window in eServices to confirm that priority registration is in place. Questions can be directed to the Veterans Advisor at [VeteransResourceCenter@normandale.edu](mailto:VeteransResourceCenter@normandale.edu)

#### Course Interruption Due to Military Service, Medical Conditions and Medical Treatment

*Adapted from Minnesota State Procedure 5.12.1*

Students called to active duty for military service which will interrupt their course of study are expected to communicate upcoming absences to their instructors as soon as possible. Faculty may request written documentation to verify the absences. Instructors and students should discuss the anticipated duration of the absence to help determine the most suitable of the following options:

1. Completion of the course. Class sessions missed by the student due to performance of active military service must be counted as excused absences and cannot be used to adversely impact the student's grade or standing in the class. However, the student is not automatically excused from completing assignments due during the time period when the student is performing active military service. Instructors may arrange for adjustments to or accommodations for course content, assignments, due dates, etc. as they see fit, given the student's situation. Students must note that course completion may not be feasible in all situations.

2. Delayed completion of the course. An instructor may issue the temporary grade of I (Incomplete) and the student is allowed to complete the course upon fulfillment of their military service or release from active duty. Students must note that delayed course completion may not be feasible in all situations.
3. Course drop/withdrawal and refund. The student may file a Refund/Drop/Withdrawal Appeal, available from Records and Registration, and provide a copy of their active duty orders with the appeal form. Refunds are subject to college, state, and federal financial aid policies.

Veterans with service-connected disabilities whose medical conditions and/or medical appointments interrupt their course of study are allowed the same options as described above. Students are expected to communicate their upcoming absences to their instructors as soon as possible, may be asked to provide documentation of their absences to their instructors, and are encouraged to consult with their instructors on options for course completion or withdrawal.

Students and faculty with questions about this policy should contact the Veterans Advisor at [VeteransResourceCenter@normandale.edu](mailto:VeteransResourceCenter@normandale.edu).

## Graduation

Normandale has three official graduation dates each academic year, defined as the final day of the fall semester, the final day of the spring semester, and the final day of the summer semester. A student's date of graduation shall be the graduation date established for the term in which all degree requirements have been met. Requirements must be met within one month of the end of that term. These requirements include:

- Completing all course and credit requirements for the student's intended degree or certificate, as outlined in the Programs of Study section of this catalog.
- Meeting the Normandale residency requirement: Completing at least 20 credits at Normandale if earning an associate degree; completing at least 1/3 of the required credits at Normandale if earning a certificate.
- Earning a minimum cumulative grade point average of 2.00 in all college-level coursework.
- Completing any certifications and passing background checks, if required for the student's intended degree.
- Submitting final transcripts from other institutions, when other institutions' coursework will be used to fulfill Normandale degree requirements.
- Resolving incompletes and/or obtaining grade changes for any courses that satisfy Normandale degree requirements.
- Obtaining final approval of academic petitions that impact the student's degree program (such as a waiver of a graduation requirement or acceptance of outside

credit). Academic petition forms are available from Advising and Counseling or at [www.normandale.edu/gradforms](http://www.normandale.edu/gradforms).

- Submitting an Application for Graduation. The graduation application form is available at [www.normandale.edu/gradforms](http://www.normandale.edu/gradforms).

## Commencement Honors

Honors will be awarded to associate degree graduates with a cumulative Normandale grade point average (GPA) of 3.00 - 3.49 in college-level courses (those numbered 1000 and above) and high honors to graduates with a cumulative GPA of 3.50 or higher in college-level courses. For purposes of the commencement ceremony, honors for spring graduates will be determined by the student's cumulative GPA through the prior fall semester. The final designation, as it appears on the transcript and diploma, will be based on grades earned in all Normandale college-level coursework. Commencement honors are not awarded for certificates.

## Student Rights & Data/Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the date the college receives a request for access.

Students must submit a written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records will be.

- The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They must write to the Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision in writing and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Minnesota State Colleges and Universities Board of Trustees; or a student serving on an official committee (such as the Normandale Community College Student Rights and Responsibilities Board) or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Normandale Community College forwards educational records without the student's consent to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Normandale Community College to comply with the requirements of FERPA.

Students may contact:  
Family Policy Compliance Office  
U.S. Department of Education  
Washington, D.C. 20202-4605

Phone: 202-260-3887

Fax: 202-260-9001

Family Policy Compliance Office Website

Email: [fpco@ed.gov](mailto:fpco@ed.gov)

### Student Directory Information

The following information has been designated as "directory information" and, as such, must be disclosed to a third party upon request.

- Name
- Address
- Telephone number
- Photograph\*
- Dates of attendance
- Full-time or Part-time status
- Class standing (freshman, sophomore, etc.)
- Major field of study
- Degrees, certificates and awards and the dates they were received
- Date of birth

\*Photographs of Normandale students are public data, regardless of the media format (stills or motion).

To prevent release of the above information outside of the college, the student must submit a Request to Withhold Directory Information to the Records Office. The form is available from the Records Office or the Records website.

The Normandale Community College directory information public notice is also available in the semester registration guide and on the college website.

### Limited Directory Data

Student email addresses and Star ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State system that are approved by the State Office IT, including but not limited to inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.

*Effective August 21, 2017*

### Student Data Practices

In accumulating student information, the college provides the following assurances:

- Student records are official records of Normandale Community College and will be used for educational purposes according to Minnesota and federal student data laws.

Upon request, the college will explain the purpose and intended use of the data as well as the possible consequences of refusing to supply private or confidential information



## Degrees & Certificates Awarded

Normandale's academic awards include certificates (4-30 credits), Minnesota Transfer Curriculum (MnTC) certification (40 credits), and degrees (60 or more credits).

Except for a few of the technical certificates, all awards require some general education. Minnesota State colleges define general education in terms of Minnesota Transfer Curriculum (MnTC) goals. All degrees require that some number of MnTC goals be completed. Three MnTC goals must be completed for an Associate of Applied Science (AAS) degree, 6 goals for the Associate of Science (AS), and all 10 goals for the Associate of Arts (AA). General Education credits for the Associate of Fine Arts (AFA) programs vary.

Certificates will always require the completion of a specific set of specialized coursework. Except for the AA, all degrees also have specialized course requirements in the form of a major and/or emphasis.

The AA degree major is always Liberal Education. It allows up to 20 elective credits. However, students are encouraged to complete one of several available emphases consisting of up to 20 credits of specialized coursework.

The AFA, AS, and AAS degrees each have a major that corresponds to the program of study. The number of credits required in the majors is 30 credits for the AS, 40 credits for the AAS and varies for the AFA.

It is often possible to earn one or more certificates on the way to completing degree requirements. It is also common for those who already have earned degrees to continue to earn specialized certificates throughout their careers.

### Associate of Arts (AA)

The Associate of Arts degree (AA) is intended primarily for students who plan to transfer to another college to complete a bachelor's degree. The AA degree is a generalist liberal arts degree. Many students choose to concentrate in a particular field of study as preparation for a planned major at a four-year college or university. Students may choose to follow one of the emphases or develop an individual plan within the general AA degree. Both options are designed to identify the appropriate core of courses for transfer in a student's major to their chosen four-year college or university. At least 40 of the 60 credits must be taken within the Minnesota Transfer Curriculum (MnTC). Students are strongly encouraged to develop an educational plan in consultation with a Normandale counselor or academic advisor to assure that degree requirements are fulfilled.

### Associate of Arts with Emphasis

Each of the emphasis areas of the AA degree is designed to provide students with a listing of the core courses needed in preparation for transfer within that major. Earning an AA degree with an emphasis allows students to deepen their breadth of knowledge in a particular subject area while more thoroughly preparing them for the major at corresponding baccalaureate programs at several public and private four-year colleges and universities. To earn the AA with Emphasis, students need to complete all requirements for a general AA degree, including the specific requirements of their chosen emphasis. Courses within specific emphases may satisfy either elective or MnTC requirements. Students satisfying graduation requirements for the degree will have the AA degree and the appropriate emphasis documented on their academic transcript. Careful planning with a counselor or academic advisor is strongly advised to tailor any of the emphasis areas to meet the requirements of the student's chosen four-year college or university.

### Associate of Science (AS)

The Associate of Science degree (AS) is intended for those students who wish to balance liberal arts education with career-oriented classes. The primary purpose of the degree is to provide the credentials for a specific career and to prepare graduates for admission to a four-year college or university. Credit and course requirements are unique for each program. Refer to the curriculum requirements listed in the Programs and Majors section of this catalog for specific requirements of each AS degree program. Approximately one-half of the course work consists of liberal arts or general education credits, and one-half include career-oriented courses. The extent to which credits transfer to a four-year college varies with the specific program completed and the subsequent major selected. Specific transfer agreements exist with selected four-year colleges for each AS program; check with a counselor or academic advisor.

## **Associate of Applied Science (AAS)**

The Associate of Applied Science degree (AAS) is intended for those students who plan to use the competence gained through their degree for immediate employment. The AAS degree is granted in a specific major, and typically at least one-half of the course work is in the program area, approximately one-third is in general education and liberal arts, and the balance of credits are either in the program area or general education depending on the specific major chosen. The AAS degree is not designed to transfer to a four-year college. However, the general education and liberal arts courses typically do transfer and some of the career-oriented courses also may transfer to specific majors at selected schools. Students are encouraged to consult with a Normandale counselor or academic advisor for information about transferring credits to other colleges and universities.

## **Associate of Fine Arts (AFA)**

The Associate of Fine Arts degree (AFA) is a two-year degree for students who will eventually transfer and pursue a Bachelor of Fine Arts degree and also for students interested in entering the job market. Students take 30 credits in general requirements and 30 credits in fine art. Courses in music, art or theatre may transfer in part or in entirety to baccalaureate institutions. In order to plan a program, students should consult with a counselor or academic advisor.

## **Minnesota State Transfer Pathway Degrees**

Through Transfer Pathways, students enrolled at a Minnesota State College will be able to select from more than 30 fields that will prepare them to complete related bachelor's degrees at any Minnesota State university offering a degree in that field. Students who complete the transfer degree will be guaranteed junior status upon admission to the university. The student will still need to meet any special admission requirement for the major. The bachelor's degree will be completed in 60 additional credits.

## **Certificates**

Concentrated programs of study are available in certain areas as certificates. Certificates are awarded to students upon completion of a specific career program with a GPA of at least 2.00. The programs are designed for those students who wish to develop vocational skills for entry-level employment in specific career areas.

## **Articulation Agreements**

Articulation agreements are formal agreements between two or more colleges and/or universities to accept credits in transfer toward a specific academic program. Normandale Community College participates in articulation agreements with a number of public and private colleges and universities in Minnesota and Wisconsin. The agreements Normandale has entered with Minnesota State institutions are available at [www.mntransfer.org](http://www.mntransfer.org). Visit an advisor or counselor or the Nath Advising Center for information about articulation agreements with non-Minnesota State system institutions.



# Minnesota Transfer Curriculum

## Minnesota Transfer Curriculum (MnTC)

The Minnesota Transfer Curriculum (MnTC) is the result of a collaborative effort by all of the two- and four-year public colleges and universities in Minnesota to define a common philosophy toward general education. The goal of this effort is to help students transfer their work in general education. Completion of a defined transfer curriculum at one institution enables a student to receive credit for all lower-division general education upon admission to any other Minnesota State institution.

To complete the MnTC, students must satisfy the requirements of each of the 10 Goal Areas with a minimum of 40 credits. (Note that some courses satisfy more than one goal, but the number of credits for those courses will only be counted once.) Students must earn a minimum of a cumulative 2.0 GPA on the MnTC courses.

Visit [http://www.mntransfer.org/students/plan/s\\_mntc.php](http://www.mntransfer.org/students/plan/s_mntc.php) for details about the goal competencies of the Minnesota Transfer Curriculum

### GOAL AREA 1: COMMUNICATION - 2 courses

Course #	Course Title	Credits	Goal Area
ENGC 1101	Freshman Composition	4	1
<b>Communication - 1 course</b>			
COMM 1100	Introduction to Human Communication	3	1
COMM 1101	Fundamentals of Public Speaking	3	1
COMM 1111	Interpersonal Communication	3	1
COMM 1121	Small Group Communication	3	1

### GOAL AREA 2: CRITICAL THINKING - Met by completion of all 40 credits of MnTC

### GOAL AREA 3: NATURAL SCIENCES - 2 courses

– Select 2 courses from a minimum of 2 departments: 1 must include a laboratory experience (lab courses identified with \*)

Course #	Course Title	Credits	Goal Area
BIOL 1100*	Survey of Biology	4	3
BIOL 1101*	Introduction to Human Genetics	4	3
BIOL 1102*	Human Biology	4	3
BIOL 1103*	Introduction to Emerging Diseases	4	3, 8
BIOL 1104*	MN Natural History and Field Biology	4	3,10
BIOL 1110	Environmental Biology	3	3,10
BIOL 1120	Introduction to Evolutionary Biology	3	3
BIOL 1125	Sex and Human Diversity	3	3, 7
BIOL 1501*	Principles of Biology 1	5	3
BIOL 1502*	Principles of Biology 2	4	3
BIOL 2042*	Human Physiology	4	3
BIOL 2202*	Animal Diversity	4	3
BIOL 2203*	Botany	4	3
BIOL 2043*	Microbiology	4	3

Course #	Course Title	Credits	Goal Area
BIOL 2205*	Genetics	4	3
BIOL 2206*	Ecology	4	3,10
BIOL 2207*	Cell Biology	4	3
BIOL 2208*	Biology of Microorganisms	4	3
CHEM 1001*	Chemistry Concepts and Applications	4	3
CHEM 1010*	Environmental Chemistry	4	3,10
CHEM 1020*	Introductory Chemistry	4	3
CHEM 1050*	Foundations of Organic and Biochemistry	3	3
CHEM 1061*	Principles of Chemistry 1	5	3
CHEM 1062*	Principles of Chemistry 2	5	3
CHEM 2058*	Organic Chemistry Essentials 1	4	3
CHEM 2059*	Organic Chemistry Essentials 2	4	3
CHEM 2061*	Organic Chemistry 1	5	3
CHEM 2062*	Organic Chemistry 2	5	3
GEOG 1101*	Physical Geography	4	3,10
GEOG 1130	Climate Change: Science, Human Impacts and Adaptations	3	3, 8
GEOG 1172*	Introductory Meteorology	4	3,10
GEOL 1050*	Earth History	4	3,9
GEOL 1101*	Physical Geology	4	3,10
GEOL 1110	Environmental Geology	3	3,10
GEOL 1110+1111*	Environmental Geology + Environmental Geology Lab	4	3,10
GEOL 1120	Oceanography	3	3,10
GEOL 1130	Climate Change: Science, Human Impacts and Adaptations	3	3, 8
PHYS 1001	Energy, Climate & Physics in Society	3	3, 9
PHYS 1001+1002*	Energy, Climate & Physics in Society + Energy, Climate & Physics in Society Lab	4	3, 9
PHYS 1050*	Survey of Classical Physics	4	3
PHYS 1104	Survey of Astronomy	3	3
PHYS 1110*	College Physics 1	4	3
PHYS 1111*	College Physics 2	4	3

Course #	Course Title	Credits	Goal Area
PHYS 1114*	Introductory Astronomy	4	3
PHYS 1121*	Physics 1 for Scientists and Engineers	5	3
PHYS 1122*	Physics 2 for Scientists and Engineers	5	3
PHYS 1201*	Physics 1 with Biomedical Applications	4	3
PHYS 1202*	Physics 2 with Biomedical Applications	4	3
PHYS 2250	Modern Physics	4	3

### GOAL AREA 4: MATHEMATICAL/LOGICAL REASONING - 1 course

Course #	Course Title	Credits	Goal Area
CSCI 2011	Discrete Structures of Computer Science	4	4
MATH 1020	Math Trek: Mathematics for Liberal Arts	3	4
MATH 1055	Elements of Mathematics 1	4	4
MATH 1065	Elements of Mathematics 2	4	4
MATH 1080	Introduction to Statistics	4	4
MATH 1090	STATWAY Statistics 2	4	4
MATH 1100	College Algebra and Probability	4	4
MATH 1150	Trigonometry	4	4
MATH 1200	Finite Mathematics	4	4
MATH 1400	Survey of Calculus	4	4
MATH 1500	Pre-Calculus	5	4
MATH 1510	Calculus 1	5	4
MATH 1520	Calculus 2	5	4
MATH 2011	Discrete Structures of Computer Science	4	4
MATH 2080	Statistical Modeling	3	4
MATH 2400	Probability and Statistics with Calculus	4	4
MATH 2510	Calculus 3: Multivariable Calculus	5	4
MATH 2520	Calculus 4: Differential Equations with Linear Algebra	5	4
MATH 2700	Foundations of Mathematics and Logic: Writing Intensive	4	4
PHIL 1102	Logic	3	4

### GOAL AREA 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES - 2 courses - Select 2 courses from a minimum of 2 departments

Course #	Course Title	Credits	Goal Area
ANTH 1100	Introduction to Anthropology-What it Means to be Human	4	5, 8
ANTH 1101	Cultural Diversity	3	5, 8
ANTH 1120	Introduction to Women's Studies	3	5
ANTH 1121	Women Across Cultures	3	5, 8
ANTH 1127	Cultural Anthropology-The	3	5, 8

Course #	Course Title	Credits	Goal Area
	Global Human Experience		
ANTH 1145	Introduction to Forensic Anthropology	3	5, 7
ANTH 1148	Seeing Culture Through Film and Fieldwork	3	5, 8
ANTH 1150	Native American Voices	3	5, 7
ANTH 1188	Magic, Witchcraft and Religion: The Anthropology of Religion	3	5, 8
ANTH 1210	Human Evolution-An Introduction to Bio-Anthropology	4	5, 10
ANTH 1230	Archaeology-Prehistory and Humanity's Cultural Origins	4	5, 10
ANTH 1235	Field Archaeology-Methods of Exploring the Past	3	5, 9
ANTH 1236	Archaeology of Minnesota-Prehistoric Native Cultures	3	5, 10
ANTH 2126	Introduction to Field Archaeology	3	5
COMM 1106	Understanding Mass Media	3	5, 9
COMM 2111	Family Communication	3	5
ECON 1200	Consumer Economics	3	5, 9
ECON 1400	Survey of Economics	3	5, 9
ECON 2201	Principles of Microeconomics	3	5, 9
ECON 2202	Principles of Macroeconomics	3	5, 8
GEOG 1050	Introduction to Maps and Places	3	5, 8
GEOG 1102	Human Geography	3	5, 8
GEOG 1104	Resources, Society and Environment	3	5, 10
GEOG 1121	World Regional Geography	3	5, 8
GEOG 1123	Geography of Minnesota	3	5, 10
GEOG 1124	Geography of Latin America	3	5, 8
HIST 1101	History of World Civilizations 1	4	5, 8
HIST 1102	History of World Civilizations 2	4	5, 8
HIST 1103	History of World Civilizations 3	4	5, 8
HIST 1111	United States History 1	4	5, 7
HIST 1112	United States History 2	4	5, 7
HIST 1131	Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective	3	5, 8
HIST 1133	Minnesota History	3	5, 10
HIST 2101	History of East Asia	3	5, 8
HIST 2102	Latin American History-Pre-Conquest to the Present	3	5, 8
HIST 2111	Lesbian, Gay, Bisexual, and Transgender U.S. History	3	5, 7
HIST 2201	World in the Era of the World Wars	3	5, 8
POLS 1130	Introduction to U.S. Politics	3	5, 9
POLS 1132	Introduction to Comparative Politics	3	5, 8
POLS 1133	Middle East Politics	3	5, 8
POLS 1135	Introduction to Political Ideas	3	5, 9
POLS 1150	Introduction to World Politics	3	5, 8

Course #	Course Title	Credits	Goal Area
	and Globalization		
POLS 1152	Model United Nations	3	5, 7
POLS 1195	Conflict and Negotiation	3	5, 7
POLS 2250	Constitutional Law	3	5, 9
PSYC 1100	Psychology in Modern Life	3	5
PSYC 1109	Child and Adolescent Development	3	5
PSYC 1110	Introduction to Psychology	4	5
PSYC 1120	Psychology of Human Sexuality	3	5, 7
PSYC 1220	Psychology of Adulthood and Aging	3	5, 7
PSYC 2100	Statistics for the Behavioral Sciences	4	5
PSYC 2200	Abnormal Psychology	3	5, 7
PSYC 2210	Developmental Psychology: Life Span	4	5, 7
PSYC 2300	Psychology of Personality	3	5
PSYC 2400	Psychology of Religion and Spirituality	3	5, 7
PSYC 2500	Biopsychology	3	5
PSYC 2600	Introduction to Social Psychology	3	5, 7
SOC 1100	Modern US Society: Everyday Life in the United States of America	3	5, 7
SOC 1101	Cultural Diversity	3	5, 8
SOC 1102	Love, Sex and Family	3	5, 7
SOC 1104	Introduction to Sociology	3	5
SOC 1106	Social Problems in a Changing World	3	5, 8
SOC 1109	Wealth and Poverty	3	5, 7
SOC 1115	Sociology of Sex and Gender Roles	3	5, 7
SOC 1121	Women Across Cultures	3	5, 8
SOC 1120	Introduction to Women's Studies	3	5
SOC 2108	Social Psychology	3	5, 7
SOC 2110	American Minority Relations	3	5, 7
SOC 2112	Criminology	3	5
SOC 2114	Families in Crisis	3	5, 7
SOC 2116	Popular Culture and Media Sociology	3	5, 9
SOC 2125	Social Deviance	3	5, 9
WMST 1120	Introduction to Women's Studies	3	5
WMST 1121	Women Across Cultures	3	5, 8

**GOAL AREA 6: HUMANITIES AND FINE ARTS – 2 courses** - Select 2 course from a minimum of 2 departments

Course #	Course Title	Credits	Goal Area
ART 1101	The Visual Arts	3	6, 8
ART 1102	Foundation Art History 1	3	6, 8
ART 1103	Foundation Art History 2	3	6, 8
ART 1104	Contemporary Art Survey	3	6, 8
ART 1105	Non-Western Art Survey	3	6, 8

Course #	Course Title	Credits	Goal Area
ART 1109	Exploring Photography	3	6
ART 1110	Introduction to Black and White Photography	3	6
ART 1113	Video Art	3	6
ART 1114	Introduction to Digital Photography	3	6
ART 1115	2D Animation and Interactivity	3	6
ART 1116	Introduction to Graphic Design Foundation	3	6
ART 1118	Two-Dimensional Design Foundation	3	6
ART 1120	Three-Dimensional Design	3	6
ART 1121	Foundation Drawing 1	3	6
ART 1122	Foundation of Digital Imaging	3	6
ART 1123	Introduction to Sculpture	3	6
ART 1124	Introduction to Ceramics: Handbuilding	3	6
ART 1125	Glass Fusing 1	3	6
ART 1126	Introduction to Printmaking: Screenprint	3	6
ART 1127	Introduction to Painting	3	6
ART 1128	Watercolor Painting	3	6
ART 1129	Introduction to Printmaking	3	6
ART 1130	Introduction to Ceramics: Wheel Throwing	3	6
ART 1132	Mixed Media	3	6
ART 2201	Figure Drawing	3	6
ART 2204	Foundation Drawing 2	3	6
ART 2206	Glass Fusing 2	3	6
ART 2207	Advanced Photography	3	6
ART 2208	Advanced Painting	3	6
CHIN 1111	Chinese Culture and Civilization	3	6, 8
CHIN 2100	Intermediate Chinese 1	5	6, 8
CHIN 2200	Intermediate Chinese 2	5	6, 8
COMM 1151	Storytelling	3	6
COMM 1440	Intro to Digital Film and Video Production	3	6
ENGL 1000	Introduction to Literature	3	6
ENGL 1120	Graphic Novels	3	6
ENGL 1130	Literature of Diversity	3	6, 7
ENGL 1140	Gender and Literature	3	6
ENGL 1150	Contemporary Literary Studies	3	6
ENGL 1170	Modern World Literature	3	6, 8
ENGL 1175	Myths and Legends	3	6, 8
ENGL 1186	Introduction to Poetry	3	6
ENGL 1188	Introduction to Short Stories	3	6
ENGL 1189	Introduction to the Novel	3	6
ENGL 2060	Children's and Young Adult Literature	3	6
ENGL 2120	Shakespeare	3	6
ENGL 2125	The Novels of Jane Austen	3	6
ENGL 2127	Sherlock Holmes and the Victorian Age	3	6
ENGL 2130	African American Literature	3	6, 7
ENGL 2133	Native American Literature	3	6, 7
ENGL 2150	American Literature 1	4	6, 9



Course #	Course Title	Credits	Goal Area
ENGL 2151	American Literature 2	4	6, 9
ENGL 2160	British Writers 1	4	6
ENGL 2161	British Writers 2	4	6
ENGL 2174	African Literature	3	6, 8
ENGW 1111	Introduction to Creative Writing	3	6
ENGW 2112	Poetry Writing	3	6
ENGW 2113	Fiction Writing	3	6
ENGW 2114	Play and Screen Writing	3	6
ENGW 2115	Memoir/Non-Fiction Writing	3	6
FREN 1111	French Culture and Civilization	3	6, 8
FREN 2100	Intermediate French 1	5	6, 8
FREN 2200	Intermediate French 2	5	6, 8
GERM 1111	German Culture and Civilization	3	6, 8
GERM 2100	Intermediate German 1	5	6, 8
GERM 2200	Intermediate German 2	5	6, 8
JAPN 1111	Japanese Culture and Civilization	3	6, 8
JAPN 2100	Intermediate Japanese 1	5	6, 8
JAPN 2200	Intermediate Japanese 2	5	6, 8
MUSC 1120	Fundamentals of Music	3	6
MUSC 1121	Introduction to World Music	3	6, 8
MUSC 1122	Introduction to Music	3	6
MUSC 1123	Jazz History	3	6, 7
MUSC 1124	Rock and Roll History	3	6, 7
MUSC 1131	Music Theory 1	3	6
MUSC 1132	Music Theory 2	3	6
MUSC 2231	Music Theory 3	3	6
MUSC 2232	Music Theory 4	3	6
MUSC 2245	Music History 1	3	6, 8
MUSC 2246	Music History 2	3	6, 8
PHIL 1101	Introduction to Philosophy	3	6
PHIL 1103	Ethics	3	6, 9
PHIL 1105	Philosophy of Religion	3	6, 8
PHIL 1150	Introduction to World Religions	3	6, 8
PHIL 1160	Philosophy of Art	3	6
PHIL 1170	Business Ethics	3	6, 9
PHIL 1180	Biomedical Ethics	3	6, 9
SMLI 1111	Somali Civilization and Culture	5	6, 8
SPAN 1111	Spanish Culture and Civilization	3	6, 8
SPAN 2100	Intermediate Spanish 1	5	6, 8
SPAN 2200	Intermediate Spanish 2	5	6, 8
THTR 1111	Introduction to Cinema	3	6, 7
THTR 1116	Introduction to Theatre	3	6
THTR 1117	Introduction to Television and Digital Media	3	6, 7
THTR 1118	Theatre in the Twin Cities	3	6, 7
THTR 1125	Drawing and Rendering	3	6
THTR 1130	Introduction to Stage Costumes	3	6
THTR 1140	Introduction to Stagecraft	3	6
THTR 1145	Introduction to Stage Lighting and Sound	3	6
THTR 1151	Acting 1	3	6

Course #	Course Title	Credits	Goal Area
THTR 2020	Basic Design for the Stage	3	6
THTR 2111	World Cinema	3	6, 8
THTR 2150	Script Analysis	3	6
THTR 2151	Acting 2	3	6
THTR 2160	Audition Techniques	3	6
THTR 2520	Stage Management	3	6
THTR 2550	Directing 1	3	6

### GOAL AREA 7: HUMAN DIVERSITY – 1 course

Course #	Course Title	Credits	Goal Area
ANTH 1145	Introduction to Forensic Anthropology	3	5, 7
ANTH 1150	Native American Voices	3	5, 7
ANTH 1899	Medical Anthropology: Health, Illness and Healing Across Cultures	3	7, 8
BIOL 1125	Sex and Human Diversity	3	3, 7
COMM 1131	Intercultural Communication	3	7, 8
COMM 1141	Nonverbal Communication	3	7
ENGL 1130	Literature of Diversity	3	6, 7
ENGL 2130	African American Literature	3	6, 7
ENGL 2133	Native American Literature	3	6, 7
GEOG 1125	Geography of the US and Canada	3	7, 10
GEOG 1170	Urban Geography	3	7, 9
HIST 1111	United States History 1	4	5, 7
HIST 1112	United States History 2	4	5, 7
HIST 2111	Lesbian, Gay, Bisexual, and Transgender U.S. History	3	5, 7
MUSC 1123	Jazz History	3	6, 7
MUSC 1124	Rock and Roll History	3	6, 7
POLS 1195	Conflict and Negotiation	3	5, 7
PSYC 1106	Psychology of Women	3	7
PSYC 1108	Psychology of Death and Dying	3	7, 9
PSYC 1120	Psychology of Human Sexuality	3	5, 7
PSYC 1140	Psychology of Gender	3	7
PSYC 1220	Psychology of Adulthood and Aging	3	5, 7
PSYC 2200	Abnormal Psychology	3	5, 7
PSYC 2210	Developmental Psychology: Life Span	4	5, 7
PSYC 2400	Psychology of Religion and Spirituality	3	5, 7
PSYC 2600	Introduction to Social Psychology	3	5, 7
SOC 1100	Modern US Society: Everyday Life in the United States of America	3	5, 7
SOC 1102	Love, Sex and Family	3	5, 7
SOC 1103	Social Change in Action and Service Learning	3	7, 9
SOC 1109	Wealth and Poverty	3	5, 7
SOC 1115	Sociology of Sex and Gender Roles	3	5, 7
SOC 2108	Social Psychology	3	5, 7

Course #	Course Title	Credits	Goal Area
SOC 2110	American Minority Relations	3	5, 7
SOC 2114	Families in Crisis	3	5, 7
THTR 1111	Introduction to Cinema	3	6, 7
THTR 1117	Introduction to Television and Digital Media	3	6, 7
THTR 1118	Theatre in the Twin Cities	3	6, 7

### GOAL AREA 8: GLOBAL PERSPECTIVE – 1 course

Course #	Course Title	Credits	Goal Area
ANTH 1100	Introduction to Anthropology-What it Means to be Human	3	5, 8
ANTH 1101	Cultural Diversity	3	5, 8
ANTH 1121	Women Across Cultures	3	5, 8
ANTH 1127	Cultural Anthropology-The Global Human Experience	3	5, 8
ANTH 1148	Seeing Culture Through Film and Fieldwork	3	5, 8
ANTH 1188	Magic, Witchcraft and Religion: The Anthropology of Religion	3	5, 8
ANTH 1899	Medical Anthropology: Health, Illness and Healing Across Cultures	3	7, 8
ART 1101	The Visual Arts	3	6, 8
ART 1102	Foundation Art History 1	3	6, 8
ART 1103	Foundation Art History 2	3	6, 8
ART 1104	Contemporary Art Survey	3	6, 8
ART 1105	Non-Western Art Survey	3	6, 8
BIOL 1103*	Introduction to Emerging Diseases	4	3, 8
CHIN 1100	Beginning Chinese 1	5	8
CHIN 1111	Chinese Culture and Civilization	3	6, 8
CHIN 1200	Beginning Chinese 2	5	8
CHIN 2100	Intermediate Chinese 1	5	6, 8
CHIN 2200	Intermediate Chinese 2	5	6, 8
COMM 1131	Intercultural Communication	3	7, 8
ECON 2202	Principles of Macroeconomics	3	5, 8
ENGL 1170	Modern World Literature	3	6, 8
ENGL 1175	Myths and Legends	3	6, 8
ENGL 2174	African Literature	3	6, 8
FREN 1100	Beginning French 1	5	8
FREN 1111	French Culture and Civilization	3	6, 8
FREN 1200	Beginning French 2	5	8
FREN 2100	Intermediate French 1	5	6, 8
FREN 2200	Intermediate French 2	5	6, 8
GEOG 1050	Introduction to Maps & Places	3	5, 8
GEOG 1102	Human Geography	3	5, 8
GEOG 1121	World Regional Geography	3	5, 8
GEOG 1124	Geography of Latin America	3	5, 8
GEOG 1130	Climate Change: Science,	3	3, 8

Course #	Course Title	Credits	Goal Area
	Human Impacts and Adaptations		
GEOG 1130	Climate Change: Science, Human Impacts and Adaptations	3	3, 8
GERM 1100	Beginning German 1	5	8
GERM 1111	German Culture and Civilization	3	6, 8
GERM 1200	Beginning German 2	5	8
GERM 2100	Intermediate German 1	5	6, 8
GERM 2200	Intermediate German 2	5	6, 8
HIST 1101	History of World Civilizations 1	4	5, 8
HIST 1102	History of World Civilizations 2	4	5, 8
HIST 1103	History of World Civilizations 3	4	5, 8
HIST 1131	Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective	3	5, 8
HIST 2101	History of East Asia	3	5, 8
HIST 2102	Latin American History-Pre-Conquest to the Present	3	5, 8
HIST 2201	World in the Era of the World Wars	3	5, 8
JAPN 1100	Beginning Japanese 1	5	8
JAPN 1111	Japanese Culture and Civilization	3	6, 8
JAPN 1200	Beginning Japanese 2	5	8
JAPN 2100	Intermediate Japanese 1	5	6, 8
JAPN 2200	Intermediate Japanese 2	5	6, 8
MUSC 1121	Introduction to World Music	3	6, 8
MUSC 2245	Music History 1	3	6, 8
MUSC 2246	Music History 2	3	6, 8
PHIL 1105	Philosophy of Religion	3	6, 8
PHIL 1150	Introduction to World Religions	3	6, 8
POLS 1132	Introduction to Comparative Politics	3	5, 8
POLS 1133	Middle East Politics	3	5, 8
POLS 1150	Introduction to World Politics and Globalization	3	5, 8
SMLI 1100	Beginning Somali 1	5	8
SMLI 1111	Somali Civilization and Culture	3	6, 8
SMLI 1200	Beginning Somali 2	5	8
SOC 1101	Cultural Diversity	3	5, 8
SOC 1106	Social Problems in a Changing World	3	5, 8
SOC 1121	Women Across Cultures	3	5, 8
SPAN 1100	Beginning Spanish 1	5	8
SPAN 1111	Spanish Culture and Civilization	3	6, 8
SPAN 1200	Beginning Spanish 2	5	8
SPAN 2100	Intermediate Spanish 1	5	6, 8
SPAN 2200	Intermediate Spanish 2	5	6, 8
THTR 2111	World Cinema	3	6, 8
WMST 1121	Women Across Cultures	3	5, 8

**GOAL AREA 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 course**

Course #	Course Title	Credits	Goal Area
ANTH 1235	Field Archaeology-Methods of Exploring the Past	3	5, 9
COMM 1106	Understanding Mass Media	3	5, 9
COMM 1113	Strategic Communication: Advertising and Public Relations	3	9
ECON 1100	Personal Finance	3	9
ECON 1200	Consumer Economics	3	5, 9
ECON 1400	Survey of Economics	3	5, 9
ECON 2201	Principles of Microeconomics	3	5, 9
ENGC 2102	Business and Technical Writing	3	9
ENGL 2150	American Literature 1	4	6, 9
ENGL 2151	American Literature 2	4	6, 9
GEOG 1170	Urban Geography	3	7, 9
GEOL 1050*	Earth History	4	3, 9
INDS 1600	Leadership Development Studies	3	9
PHIL 1103	Ethics	3	6, 9
PHIL 1140	Environmental Ethics	3	9, 10
PHIL 1170	Business Ethics	3	6, 9
PHIL 1180	Biomedical Ethics	3	6, 9
PHYS 1001	Energy, Climate & Physics in Society	3	3, 9
PHYS 1001+1002*	Energy, Climate & Physics in Society + Energy, Climate & Physics in Society Lab	4	3, 9
POLS 1130	Introduction to U.S. Politics	3	5, 9
POLS 1135	Introduction to Political Ideas	3	5, 9
POLS 1152	Model United Nations	3	5, 9
POLS 2250	Constitutional Law	3	5, 9
PSYC 1108	Psychology of Death and Dying	3	7, 9
SOC 1103	Social Change in Action and Service Learning	3	7, 9
SOC 2116	Popular Culture and Media Sociology	3	5, 9
SOC 2125	Social Deviance	3	5, 9
SOC 2130	Introduction to Criminal Justice	3	9

**GOAL AREA 10: PEOPLE AND THE ENVIRONMENT – 1 course**

Course #	Course Title	Credits	Goal Area
ANTH 1210	Human Evolution-An Introduction to Bio-Anthropology	4	5, 10
ANTH 1230	Archaeology-Prehistory and Humanity's Cultural Origins	4	5, 10
ANTH 1236	Archaeology of Minnesota-Prehistoric Native Cultures	3	5, 10
BIOL 1104*	MN Natural History and Field Biology	4	3, 10
BIOL 1110	Environmental Biology	3	3, 10
BIOL 2206*	Ecology	4	3, 10
CHEM 1010*	Environmental Chemistry	4	3, 10
GEOG 1101*	Physical Geography	4	3, 10
GEOG 1104	Resources, Society and Environment	3	5, 10
GEOG 1123	Geography of Minnesota	3	5, 10
GEOG 1125	Geography of the US and Canada	3	7, 10
GEOG 1172*	Introductory Meteorology	4	3, 10
GEOL 1101*	Physical Geology	4	3, 10
GEOL 1110	Environmental Geology	3	3, 10
GEOL 1110+1111*	Environmental Geology + Environmental Geology Lab	4	3, 10
GEOL 1120	Oceanography	3	3, 10
HIST 1133	Minnesota History	3	5, 10
PHIL 1140	Environmental Ethics	3	9, 10

This degree is intended to satisfy the first two years of a baccalaureate degree program. Transferability of courses from Normandale Community College to other higher education systems in Minnesota is enhanced by transfer agreements that are in place. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor or counselor.

## General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC course listing.

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments; at least one must include a lab**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

## Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Accounting Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Accounting bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Students transferring to non-system universities are advised to consult with their intended transfer institution to determine transferability of the courses in this curriculum.

### Core Courses – 30 credits

<input type="checkbox"/> ACCT 1052	Computerized Accounting	2
<input type="checkbox"/> ACCT 2251	Financial Accounting	4
<input type="checkbox"/> ACCT 2252	Managerial Accounting	4
<input type="checkbox"/> ACCT 2254	Introduction to Management Information Systems	4
<input type="checkbox"/> ACCT 2853	Federal Individual Income Tax	4
<input type="checkbox"/> BUSN 1201	Information Technology Concepts and Business Software 1	3
<input type="checkbox"/> BUSN 2155	Legal Environment of Business	3
<input type="checkbox"/> BUSN 2300	Principles of Management	3
<input type="checkbox"/> BUSN 2400	Principles of Marketing	3

### Additional Required Courses – 30 credits

<input type="checkbox"/> ENGC 1101	Freshman Composition	4
<input type="checkbox"/> Complete one of the following three courses:		
<input type="checkbox"/> COMM 1101	Fundamentals of Public Speaking	3
<input type="checkbox"/> COMM 1111	Interpersonal Communication	3
<input type="checkbox"/> COMM 1121	Small Group Communication	3
<input type="checkbox"/> MATH 1100	College Algebra and Probability	4
<input type="checkbox"/> Complete one of the following two courses:		
<input type="checkbox"/> MATH 1080	Introduction to Statistics	4
<input type="checkbox"/> MATH 1090	STATWAY Statistics 2	4
<input type="checkbox"/> ECON 2201	Principles of Microeconomics	3
<input type="checkbox"/> ECON 2202	Principles of Macroeconomics	3
<input type="checkbox"/>	One course from MnTC Goal 3 (with traditional lab)	4

- Complete additional MnTC courses to reach 30 credits 5

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

*Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

*Following degree completion, successful transfer to Minnesota State universities includes meeting the admission requirements for those individual universities and their related academic program.*

The Accounting Certificate is designed for working adults who need to acquire additional technical accounting skills. The Accounting Certificate offers core accounting courses that prepare students for entry-level accounting jobs.

The Financial Accounting course emphasizes recording business transactions and providing reports to users. The Managerial Accounting course deals with gathering vital information for managers to use in operating the business. Federal Individual Income Tax trains students to prepare a basic tax return. The Computerized Accounting and Information Technology Concepts/Business Software I courses provide experience with industry software that streamlines the accounting process.

### Required Courses – 17 credits

- |                          |  |   |   |
|--------------------------|--|---|---|
| <input type="checkbox"/> | ACCT 1052                                  | Computerized Accounting                                 | 2 |
| <input type="checkbox"/> | ACCT 2853                                  | Federal Individual Income Tax                           | 4 |
| <input type="checkbox"/> | ACCT 2251                                  | Financial Accounting                                    | 4 |
| <input type="checkbox"/> | ACCT 2252                                  | Managerial Accounting                                   | 4 |
| <br>                     |  |   |   |
| <input type="checkbox"/> | Complete one of the following two courses: |   |   |
| <input type="checkbox"/> | CIM 1201                                   | Information Technology Concepts and Business Software 1 | 3 |
| <input type="checkbox"/> | BUSN 1201                                  | Information Technology Concepts and Business Software 1 | 3 |

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled about this program by the colleges and universities of Minnesota State is available at <http://www.normandale.edu/ge>

The Anthropology Department explores human nature and culture very broadly and comparatively. Our courses foster a bio-cultural understanding of humans from materially simple to complex cultures from the distant past to the present.

The Associate of Arts degree with Emphasis in Anthropology provides a solid foundation for an undergraduate major or for study in related disciplines as well as powerful tools for making one's way in a changing world.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- ANTH 1127 Cultural Anthropology – The Global Human Experience 3
- ANTH 1210 Human Evolution – An Introduction to Bio-Anthropology 3
- ANTH 1230 Archaeology - Prehistory and Humanity's Cultural Origins 3
- Complete at least one of the following nine courses:
  - ANTH 1101 Cultural Diversity 3
  - ANTH 1121 Women Across Cultures 3
  - ANTH 1145 Introduction to Forensic Anthropology 3
  - ANTH 1148 Seeing Culture Through Film and Fieldwork 3
  - ANTH 1150 Native American Voices 3
  - ANTH 1188 Magic, Witchcraft and Religion 3
  - ANTH 1235 Field Archaeology – Methods of Exploring the Past 3
  - ANTH 1236 Archaeology of Minnesota – Prehistoric Native Cultures 3
  - ANTH 1899 Medical Anthropology: Health, Illness and Healing Across Cultures 3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from two different departments; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_

- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from two different departments)
  - Course #1 – met by taking required ANTH courses
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from two different departments)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
 (can be met by taking ANTH 1145 or ANTH 1150 or ANTH 1899)
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course - met by taking required ANTH courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course - met by taking required ANTH courses

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale

Archaeology explores the vanished cultures of the past through recovery and scientific analysis of physical evidence found at ancient sites. Our courses foster a bio-cultural understanding of societies, from materially simple to complex cultures and from the distant past to historical times. The Certificate in Field Archaeology provides a solid foundation in Archaeology and it introduces the tools and hands-on skills for participation in field research and cultural resource management.

### Required Courses – 18 credits

- ANTH 1100 Introduction to Anthropology-What it Means to be Human 4
- ANTH 1230 Archaeology – Prehistory and Humanity’s Cultural Origins 4
- ANTH 1235 Field Archaeology: Methods of Exploring The Past 3
- ANTH 1236 Archaeology of Minnesota – Prehistoric Native Cultures 3
- Complete one of the following three courses:
  - \*GEOL 1110/1111 Environmental Geology and Lab 4
  - GEOL 1101 Physical Geology 4
  - GEOG 1101 Physical Geography 4

*\*GEOL 1110 must be taken with its lab GEOL 1111 for a total of 4 credits.*

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)



Archaeology explores the vanished cultures of the past through recovery and scientific analysis of physical evidence found at ancient sites. Our courses foster a bio-cultural understanding of societies; from the materially simple to complex cultures, and from the distant past to historic times.

The Associate of Arts with Emphasis in Archaeology provides a solid foundation for an undergraduate major or for study in related disciplines, and it introduces tools and hands-on skills for participating in field research and cultural resource management.

## Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- ANTH 1100 Introduction to Anthropology-What it Means to be Human 4
- ANTH 1230 Archaeology - Prehistory and Humanity's Cultural Origins 3
- ANTH 1235 Field Archaeology – Methods of Exploring the Past 3
- ANTH 1236 Archaeology in Minnesota – Prehistoric Native Cultures 3
- Complete at least one of the following three courses:
  - GEOL 1110/1111\* Environmental Geology and Lab 4
  - GEOL 1101 Physical Geology 4
  - GEOG 1101 Physical Geography 4

\*GEOL 1110 must be taken with its lab, GEOL 1111 for a total of 4 credits.

## General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 - met by taking required GEOL or GEOG course
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_

- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES - 2 COURSES (Select from **two different departments**)
  - Course #1 – met by taking required ANTH courses
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course – met by taking required ANTH courses
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_  
(can be met by taking ANTH 1127)
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course - met by taking required ANTH courses

## Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Art Transfer Pathway AFA (Associate of Fine Arts in Art) is a pre-professional degree intended for students transferring to a four-year program or those with a strong interest in visual art. The AFA in Art is designed to encourage students to focus their coursework to achieve an associate degree that distinguishes their accomplishments in art.

The Art Transfer Pathway AFA offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Art bachelor's degree programs at Minnesota State universities.

\* The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

\*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Core Courses – 40 credits

- ART 1102 Foundation Art History 1 3
- ART 1103 Foundation Art History 2 3
- ART 1121 Foundation Drawing 1 3
- ART 1118 Foundation Two-Dimensional Design 3
- ART 1120 Foundation Three-Dimensional Design 3
- ART 1122 Foundation Digital Imaging 3
- ART 2200\*\* Portfolio and Professional Practices 3
- ART 2210\*\*\* AFA in Art Capstone: Exhibition 1

- Complete four courses, including a minimum of one course from each of the following categories:

#### Two-Dimensional Courses:

- ART 1110 Introduction to Black and White Photography 3
- ART 1114 Introduction to Digital Photography 3
- ART 1116 Introduction to Graphic Design 3
- ART 1126 Introduction to Printmaking: Screenprint 3
- ART 1127 Introduction to Painting 3
- ART 1129 Introduction to Printmaking: Relief 3
- ART 2204 Foundation Drawing 2 3

#### Three-Dimensional Courses:

- ART 1123 Introduction to Sculpture 3
- ART 1124 Introduction to Ceramics: Handbuilding 3
- ART 1130 Introduction to Ceramics: Wheel Throwing 3

- Complete two of the following nine courses:

- ART 1113 Video Art 3
- ART 1115 2D Animation and Interactivity 3
- ART 1125 Glass Fusing 1 3
- ART 1128 Watercolor Painting 3
- ART 1132 Mixed Media 3
- ART 2201 Figure Drawing 3
- ART 2206 Glass Fusing 2 3
- ART 2207 Advanced Photography 3
- ART 2208 Advanced Painting 3

### Additional Course Requirements – 20 credits

- ENGC 1101 Freshman Composition 4
- Complete one of the following courses:
  - COMM 1100 Introduction to Human Communication 3
  - COMM 1101 Fundamentals of Public Speaking 3
  - COMM 1111 Interpersonal Communication 3
  - COMM 1121 Small Group Communication 3
- Complete a minimum of 13 credits from three of the following MnTC Goal areas: 3, 5, 7, 9, or 10.

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum cumulative grade point average (GPA) of 3.0 in ART courses.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

#### Admission to the Program is a two-step process:

- **Application and Portfolio:** Complete and submit the AFA in Art application form below and a digital portfolio of artwork (4 pieces) to the AFA in Art Coordinator, Brian Mack (brian.mack@normandale.edu / F2245 / 952-358-8592). The AFA in Art application can be found at the AFA & AA in Art Major's bulletin board or online at [www.normandale.edu/art-afa](http://www.normandale.edu/art-afa). Use the *Preparation of a Portfolio* on page 2 for specific requirements for submitting a digital portfolio of artwork. Completed application and artwork will be reviewed by Art Department faculty.
  - **Interview with AFA in Art Coordinator:** After the application is reviewed, the AFA coordinator will schedule an interview to discuss the application and review the degree requirements.
- \*\*Complete ART 2200 Portfolio and Professional Practices (grade C or higher) after completing ART 1121, ART 1118, ART 1122.
- \*\*\*Complete ART 2210 AFA in Art Capstone: Exhibition (grade C or higher) after completing ART 2200 and 10 or fewer ART credits remaining to complete degree.

The Associate of Arts (AA) with Emphasis in Art is a liberal education degree with a concentration in visual art courses. It is intended for transfer to a BA four-year program. Students seeking an Associate of Arts (AA) degree with Emphasis in Art must successfully complete the AA requirements and the specific Art Emphasis requirements. This degree is designed for students who seek a general liberal arts degree with an art emphasis. The degree provides a sound art history and art studio foundation and satisfies the complete MnTC.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- ART 1102 Foundation Art History 1 3
- ART 1103 Foundation Art History 2 3
- ART 1118 Foundation Two-Dimensional Design 3
- ART 1120 Foundation Three-Dimensional Design 3
- ART 1121 Foundation Drawing 1 3

Complete at least 2 additional ART courses for 6 credits total, excluding ART 1101, Visual Arts:

- Course #1 \_\_\_\_\_
- Course #2 \_\_\_\_\_

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC course listings.

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 met by taking required ART courses
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_

- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course - met by taking required ART courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Biology Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Biology bachelor's degree programs at Minnesota State universities.

\* The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

\*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Core Courses – 17 credits

Each of the following courses must be completed with a grade of C or higher:

- BIOL 1501 Principles of Biology 1 5
- BIOL 1502 Principles of Biology 2 4
- BIOL 2205 Genetics 4
- Complete one of the following three courses:
  - BIOL 2206 Ecology 4
  - BIOL 2207 Cell Biology 4
  - BIOL 2208 Biology of Microorganisms 4

### Additional Required Courses – 43 credits

- ENGC 1101 Freshman Composition 4
- Complete one of the following two courses:
  - COMM 1101 Fundamentals of Public Speaking 3
  - COMM 1111 Interpersonal Communication 3
- CHEM 1061 Principles of Chemistry 1 5
- CHEM 1062 Principles of Chemistry 2 5
- Complete two of the following four courses (or higher) depending on specific major track and transfer university:
  - MATH 1100 College Algebra and Probability 4
  - MATH 1150 Trigonometry 4
  - MATH 1500 Pre-Calculus 5
  - MATH 1510 Calculus 1 5
- Complete one course from MnTC Goal 5 3-4
- Complete one course from MnTC Goal 6 3-5
- Complete one course from MnTC Goal 7, 8, 9 or 10 3-5  
 With careful planning, courses used to satisfy Goals 5 and 6 may also be counted for Goals 7, 8, 9 or 10.
- Complete additional courses to reach 60 credits total.

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

Biology Transfer Pathway (AS)		
needs placement into college level for READ, WRITE (ENGC) and MATH		
Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.		
	Fall Semester	Spring Semester
1st year	ENGC 1101 .....4cr BIOL 1501 .....5cr MATH 1100, 1150 or 1500 (depending on placement).....4-5cr <b>TOTAL.....13-14cr</b>	BIOL 1502.....4cr MATH 1150, 1500 or 1510.....4-5cr CHEM 1061 .....5cr COMM 1101 or 1111.....3cr <b>TOTAL.....16-17cr</b>
	Fall Semester	Spring Semester
2nd year	BIOL 2206 or 2208.....4cr CHEM 1062 .....5cr MNTC GOAL 5.....3cr MNTC GOAL 6.....3cr <b>TOTAL.....15cr</b>	BIOL 2207 (if had not taken BIOL 2206 or 2208).....4cr BIOL 2205.....4cr MNTC GOAL 7, 8, 9 or 10....3cr MNTC electives.....3cr <b>TOTAL.....16cr</b>

The Business: Marketing and Management AAS Degree is designed for individuals who wish to seek employment after graduation or who want to enhance their advancement opportunities with their current employers. The program offers a combination of general education and business classes that provide students with critical thinking and technical business skills. These skills are appropriate for positions in management, supervision, marketing, sales or small business management.

Normandale business programs are nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

The Higher Learning Commission has extended Normandale's accreditation to include the online delivery of the Associate of Applied Science in Business: Marketing and Management.

### Core Courses – 40 credits

- Complete one of the following two courses:
  - ACCT 2251 Financial Accounting 4
  - ACCT 2252 Managerial Accounting 4
- BUSN 1201 Information Technology Concepts and Business Software 1 3
- BUSN 2096 Internship in Business 2-4
- BUSN 2155 Legal Environment of Business 3
- BUSN 2300 Principles of Management 3
- BUSN 2400 Principles of Marketing 3
- Complete 20-22 credits of additional BUSN courses to reach 40 credits of required coursework.
  - BUSN \_\_\_\_\_
  - BUSN \_\_\_\_\_
  - BUSN \_\_\_\_\_
  - BUSN \_\_\_\_\_
  - BUSN \_\_\_\_\_
  - BUSN \_\_\_\_\_
  - BUSN \_\_\_\_\_

The department recommends that students complete courses which, when combined with the required courses above, lead to the achievement of a marketable business certificate. See Business Enrichment Certificate page for options.

### Additional Required Courses – 20 credits

- ENGC 1101 Freshman Composition 4
- Complete one of the following three courses:
  - COMM 1101 Fundamentals of Public Speaking 3
  - COMM 1111 Interpersonal Communication 3
  - COMM 1121 Small Group Communication 3
- ENGC 2102 Business and Technical Writing 3
- Complete one of the following two courses:
  - ECON 2201 Principles of Microeconomics 3
  - ECON 2202 Principles of Macroeconomics 3
- Complete 7 credits of additional MnTC courses to reach 20 credits.

### Other Degree Requirements

- If needed, complete additional courses to reach 60 credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

The Business Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Business bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

*The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Associate of Science in Business. Normandale's Business programs are nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).*

### Core Courses – 28-30 credits

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> ACCT 2251 | Financial Accounting   | 4 |
| <input type="checkbox"/> ACCT 2252 | Managerial Accounting  | 4 |
| <input type="checkbox"/> BUSN 1201 | Information Technology Concepts and Business Software 1      | 3 |
| <input type="checkbox"/> BUSN 2155 | Legal Environment of Business                                | 3 |
| <input type="checkbox"/> BUSN 2300 | Principles of Management                                     | 3 |
| <input type="checkbox"/> BUSN 2400 | Principles of Marketing                                      | 3 |
| <br>                               |  |   |
| <input type="checkbox"/>           | Complete any three additional BUSN courses for 8-10 credits. |   |
| <input type="checkbox"/>           | BUSN _____   |   |
| <input type="checkbox"/>           | BUSN _____   |   |
| <input type="checkbox"/>           | BUSN _____   |   |

The department recommends that students complete courses which, when combined with the required courses above, lead to the achievement of a marketable business certificate. Students may choose from the following certificates:

Human Resources Management:

BUSN 1145, BUSN 2100, and BUSN 2200

Management:

BUSN 1145, BUSN 1210, and BUSN 2100

Marketing:

BUSN 1102, BUSN 1210, and BUSN 2252

Small Business Management:

BUSN 1125, BUSN 1220, and BUSN 2310

### Additional Required Courses – 30-32 credits

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> ENGC 1101 | Freshman Composition  | 4 |
| <input type="checkbox"/> ECON 2201 | Principles of Microeconomics  | 3 |
| <input type="checkbox"/> ECON 2202 | Principles of Macroeconomics  | 3 |
| <br>                               |   |   |
| <input type="checkbox"/>           | Complete one of the following three courses:  |   |
| <input type="checkbox"/>           | COMM 1101 Fundamentals of Public Speaking   | 3 |
| <input type="checkbox"/>           | COMM 1111 Interpersonal Communication   | 3 |
| <input type="checkbox"/>           | COMM 1121 Small Group Communication   | 3 |
| <br>                               |   |   |
| <input type="checkbox"/>           | MATH 1100 College Algebra and Probability<br>(or any higher numbered MATH course for which MATH 1100 is a prerequisite) | 4 |
| <br>                               |   |   |
| <input type="checkbox"/>           | Complete one of the following two courses:  |   |
| <input type="checkbox"/>           | MATH 1080 Introduction to Statistics  | 4 |
| <input type="checkbox"/>           | MATH 1090 STATWAY Statistics 2  | 4 |
| <br>                               |   |   |
| <input type="checkbox"/>           | Complete one course from MnTC Goal 3  |   |
| <br>                               |   |   |
| <input type="checkbox"/>           | Complete one course from MnTC Goal 6<br>(PHIL 1170 recommended)   |   |
| <br>                               |   |   |
| <input type="checkbox"/>           | Complete any additional MnTC courses if needed to reach 30 credits.   |   |

### Other Degree Requirements

- If needed, complete additional courses to reach 60 credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion, or wishes to gain management skills in their current career or to change careers. Business Enrichment Certificates may also be completed by students working toward an AS or AAS in Business.

**Please see the following Business Enrichment Certificate options:**

- Human Resource Management Certificate
- Management Certificate
- Marketing Certificate
- Small Business Management Certificate



Certificates in Hospitality and Tourism may be completed by students working towards an AAS in Hospitality Management. The certificates are also appropriate for students looking to gain knowledge in the hospitality and tourism industry, to either change careers or obtain leadership skills towards a promotion within the industry. At least one-third of the credits required for these certificates must be completed at Normandale.

### Required Courses – 20 credits

- |                          |  |  |   |
|--------------------------|--|--|---|
| <input type="checkbox"/> | HSMA 1103                                    | Introduction to Hospitality and Tourism Management | 4 |
| <input type="checkbox"/> | Complete one of the following three courses: |  |   |
| <input type="checkbox"/> | HSMA 2096                                    | Hospitality Management Internship                  | 4 |
| <input type="checkbox"/> | HSMA 2097                                    | Senior Hospitality Internship                      | 4 |
| <input type="checkbox"/> | HSMA 2098                                    | International Internship                           | 4 |
| <input type="checkbox"/> | HSMA 2100                                    | Casino Management and Operations                   | 4 |
| <input type="checkbox"/> | HSMA 2144                                    | Food/Beverage Management and Cost Control          | 4 |
| <input type="checkbox"/> | HSMA 2172                                    | Hospitality Sales and Marketing Management         | 4 |

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)



The Chemistry Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated chemistry bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Core Courses – 40 credits

<input type="checkbox"/> CHEM 1061	Principles of Chemistry 1	5
<input type="checkbox"/> CHEM 1062	Principles of Chemistry 2	5
<input type="checkbox"/> CHEM 2061	Organic Chemistry 1	5
<input type="checkbox"/> CHEM 2062	Organic Chemistry 2	5
<input type="checkbox"/> MATH 1510	Calculus 1	5
<input type="checkbox"/> MATH 1520	Calculus 2	5
<input type="checkbox"/> PHYS 1121	Physics 1 for Scientists and Engineers	5
<input type="checkbox"/> PHYS 1122	Physics 2 for Scientists and Engineers	5

### Additional Required Courses – 20 credits

<input type="checkbox"/> ENGC 1101	Freshman Composition	4
<input type="checkbox"/>	Complete one of the following two courses:	
<input type="checkbox"/> COMM 1101	Fundamentals of Public Speaking	3
<input type="checkbox"/> COMM 1111	Interpersonal Communication	3
<input type="checkbox"/>	Complete one course from MnTC Goal 5	3
<input type="checkbox"/>	Complete one course from MnTC Goal 6	3
<input type="checkbox"/>	Complete two courses totaling 7 credits from MnTC Goal 7, 8, 9 or 10.	

(It is recommended students select one course from MnTC Goal 5 or 6 that also satisfies one of the MnTC Goals 7, 8, 9, or 10.)

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Chemistry Transfer Pathway (AS)		
needs placement into college level for READ, WRITE (ENGC) and MATH 1510		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
1st year	<b>Fall Semester</b>	<b>Spring Semester</b>
	ENGC 1101.....4cr	CHEM 1062.....5cr
	CHEM 1061.....5cr	MATH 1520.....5cr
	MATH 1510.....5cr	PHYS 1121.....5cr
	<b>TOTAL.....14cr</b>	<b>TOTAL.....15cr</b>
2nd year	<b>Fall Semester</b>	<b>Spring Semester</b>
	CHEM 2061.....5cr	CHEM 2062.....5cr
	PHYS 1122.....5cr	MNTC GOAL 6.....3cr
	COMM 1101 or 1111.....3cr	MNTC GOAL 7, 8, 9 or 10.....4cr
	MNTC GOAL 5.....3cr	MNTC GOAL 7, 8, 9 or 10.....3cr
<b>TOTAL.....16cr</b>	<b>TOTAL.....15cr</b>	

The Communication Studies Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Communication Studies bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Research indicates that communication skills are highly valued in today's society. Communication Studies explores how messages are sent and received in various contexts, cultures, and relationships. Students will foster skills in speaking, listening, presenting, and conflict management that will enhance their personal and professional relationships.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

## Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- COMM 1101 Fundamentals of Public Speaking 3
- COMM 1111 Interpersonal Communication 3
- COMM 1121 Small Group Communication 3
- COMM 1131 Intercultural Communication 3

## General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
- COMM - met by taking required COMM courses
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)  
*COMM 2111 and PSYC 1110 recommended*
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course – met by taking required COMM courses

- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course – met by taking required COMM courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

## Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement (*The department highly recommends that students take COMM 1141*)

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The focus of this program prepares students with the foundational knowledge in health education to transfer to a baccalaureate degree that educates students to serve as program facilitators, health education managers, health advocates and referral professionals. Upon completion students are prepared to link health care and related social services with under-served communities to reduce health disparities, prevent disease, and encourage health behavior change through integrative health practices. Health educators may be employed in clinics and community organizations that emphasize outreach, education, advocacy, and goal writing to promote health. The AS degree provides students with a means to add to their knowledge by continuing with bachelor's and graduate degree options.

### Core Courses – 24 credits

<input type="checkbox"/> BIOL 2041	Human Anatomy	4
<input type="checkbox"/> HLTH 1104	Personal and Community Health	3
<input type="checkbox"/> HLTH 1106	Drug Use and Abuse	3
<input type="checkbox"/> HLTH 1107	Principles of Nutrition	3
<input type="checkbox"/> HLTH 2209	Emergency Medical Responder	3
<input type="checkbox"/> HLTH 2010	Healthcare in the US	3
<input type="checkbox"/>	Complete additional HLTH or EXSC courses	5

### Additional Required Courses – 36 credits

<input type="checkbox"/> ENGC 1101	Freshman Composition	4
<input type="checkbox"/> BIOL 2042	Human Physiology	4
<input type="checkbox"/> CHEM 1061	Principles of Chemistry 1	5
<input type="checkbox"/> COMM 1101	Fundamentals of Public Speaking	3
<input type="checkbox"/> MATH 1020	Mathematics for Liberal Arts	3
<input type="checkbox"/> PSYC 1110	Introduction to Psychology	4
<input type="checkbox"/> SOC 1104	Introduction to Sociology	3
<input type="checkbox"/>	Complete 10 additional credits from MnTC Goals 6, 7, 8, 9 and 10 to reach 36 credits	

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Community Health Education (AS)		
needs placement into college level for READ, WRITE (ENGC) and MATH		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
1st year	<b>Fall Semester</b>	<b>Spring Semester</b>
	ENGC 1101.....4cr	BIOL 2041.....4cr
	CHEM 1061.....5cr	COMM 1101.....3cr
	HLTH 1104.....3cr	HLTH 1107.....3cr
	HLTH 1106.....3cr	PSYC 1110.....4cr
	<b>TOTAL.....15cr</b>	<b>TOTAL.....14cr</b>
2nd year	<b>Fall Semester</b>	<b>Spring Semester</b>
	BIOL 2042.....4cr	HLTH 2010.....3cr
	HLTH 2209.....3cr	HLTH or EXSC electives .....2cr
	HLTH or EXSC electives.....3cr	MNTC GOAL 6, 7, 8, 9 or 10...4cr
	SOC 1104.....3cr	MNTC GOAL 6, 7, 8, 9 or 10...3cr
	MATH 1020.....3cr	MNTC GOAL 6, 7, 8, 9 or 10...3cr
	<b>TOTAL.....16cr</b>	<b>TOTAL.....15cr</b>

This certificate program will prepare students for a variety of entry-level healthcare employment opportunities. Community Health Worker-Navigators work to increase cultural competence, improve access to health care for underserved communities, coordinate care for chronically ill people, and map community resources to improve the overall health of communities. Community Health Worker-Navigators play a critical role in bridging the gap between community, health care, government, and social service systems.

## Required Courses – 16 credits

<input type="checkbox"/> CHWN 1000	Advocacy and Outreach	2
<input type="checkbox"/> CHWN 1100	Organization, Resources, Teaching and Capacity Building	3
<input type="checkbox"/> CHWN 1200	Legal and Ethical Responsibilities for the Community Health Worker	1
<input type="checkbox"/> CHWN 1300	Coordination, Documentation, Reporting, Informatics, Navigator and Care Coordinator for the Community Health Worker	3
<input type="checkbox"/> CHWN 1400	Communication Skills and Cultural Competence	2
<input type="checkbox"/> CHWN 1500	Health Promotion	3
<input type="checkbox"/> CHWN 2096	Internship	2

## Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

## Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Computers/Information Management degree is designed for students interested in employment after graduation or enhancing current skills. The program provides students with the knowledge of business and technology skills that facilitate the delivery and management of information. Students will use the latest computer technology and software programs in managerial decision making. Graduates from this program can enter careers in administration, management, sales, marketing, or technology departments within a business or organization.

*Normandale's Computers/Information Management Program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).*

### Core Courses – 18 credits

- CIM 1000 Computer Keyboarding 3  
*(CIM 1000 is not required if speed is at least 30 wpm with accuracy; skill will be measured in CIM 1600)*
- CIM 1201 Information Technology Concepts and Business Software 1 3
- CIM 1220 Business Problem Solving Analyzing - Excel 3
- CIM 1600 Computer Training Practicum 3
- Complete two of the following four courses:
  - CIM 1230 Business Information Mgmt - Access 3
  - CIM 1240 Business Word Processing 3
  - CIM 1250 Intro to Project Management Software 3
  - CIM 1260 Presentation Software 3

### Additional Required Courses – 42 credits

- ENG 1101 Freshman Composition 4
- Complete one of the following three courses:
  - COMM 1101 Fundamentals of Public Speaking 3
  - COMM 1111 Interpersonal Communication 3
  - COMM 1121 Small Group Communication 3
- ENG 2102 Business and Technical Writing 3
- Complete one of the following two courses:
  - ECON 2201 Principles of Microeconomics 3
  - ECON 2202 Principles of Macroeconomics 3
- Complete at least 7 credits from MnTC Goal areas 5, 6, 7, 8, 9 or 10 7

- Complete additional courses in one of the following areas to reach 42 credits for this section:
  - ACCT
  - BUSN (Except BUSN 1201, 1220 OR 1250)
  - COMT

### Other Degree Requirements

- If needed, complete additional courses to reach 60-level credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

*Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

The Computers/Information Management Certificate is for the student who wants to extend their skills to position themselves for a job upgrade or promotion. Completion of many of the courses in this program will prepare students with skills necessary to successfully complete industry testing for specialized certificates showing mastery of current business software. These industry credentials show that the student meets globally recognized performance standards. Students earning these credentials are valuable to organizations that want to reinforce their technology investments with accelerated productivity and improved organizational performance. Industry certifications are available from companies such as Microsoft and from globally recognized organizations.

## Required Courses – 15 credits

- Complete one of the following two courses:
  - CIM 1201 Information Technology Concepts and Business Software 1 3
  - BUSN 1201 Information Technology Concepts and Business Software 1 3
- Complete one of the following two courses:
  - CIM 1220 Business Problem Solving Analyzing 3
  - BUSN 1220 Business Problem Solving Analyzing 3
- CIM 1230 Business Information Management – Access 3
- CIM 1240 Business Word Processing 3
- Complete one of the following two courses:
  - CIM 1250 Intro to Project Management Software 3
  - BUSN 1250 Intro to Project Management Software 3

## Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

## Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Computer Science Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Computer Science bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Core Courses – 28 credits

- CSCI 1101 Introduction to Computers and Problem Solving 4
- CSCI 1111 Introduction to Programming in C 4
- CSCI 2001 Computer Programming Concepts 4
- CSCI 2002 Algorithms and Data Structures 4
- CSCI 2021 Computer Architectures and Organization 4
- Complete one of the following two courses:
  - CSCI 2011 Discrete Structures of Computer Science 4
  - MATH 2011 Discrete Structures of Computer Science 4
- Complete one of the following four courses:
  - CSCI 1202 Introduction to Object-Oriented Programming in C++ 4
  - CSCI 1203 Intro to Computer Programming in Java 4
  - CSCI 2033 Elementary Computational Linear Algebra 4
  - MATH 2033 Elementary Computational Linear Algebra 4

### Additional Required Courses – 32 credits

- ENG 1101 Freshman Composition 4
- Complete one of the following three courses:
  - COMM 1100 Introduction to Human Communication 3
  - COMM 1101 Fundamentals of Public Speaking 3
  - COMM 1111 Interpersonal Communication 3
- MATH 1510 Calculus 1 5
- Complete a minimum of 20 additional credits from at least 4 of the MnTC Goal Areas: 3, 5, 6, 7, 8, 9, or 10 in order to have completed courses from at least 6 of the 10 goal areas. (Check with your transfer institution for specific requirements)

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

*Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

*The University of Minnesota is not part of this transfer pathway agreement. Students who wish to transfer to the University of Minnesota should check with the admissions office at the University of Minnesota for current degree requirements, and plan to include MATH 1520, PHYS 1121, and PHYS 1122 or CHEM 1061.*

Computer Science Transfer Pathway (AS)		
needs placement into college level for READ, WRITE (ENGC) and MATH 1510		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
1st year	<b>Fall Semester</b>	<b>Spring Semester</b>
	ENG 1101.....4cr	CSCI 1111.....4cr
	CSCI 1101.....4cr	CSCI 2001.....4cr
	MATH 1510.....5cr	MNTC GOAL 3.....5cr
	COMM 1100, 1101 or 111...3cr	MNTC GOAL 6.....3cr
<b>TOTAL.....16cr</b>	<b>TOTAL.....16cr</b>	
2nd year	<b>Fall Semester</b>	<b>Spring Semester</b>
	CSCI 2002.....4cr	CSCI 2011 or MATH 2011.....4cr
	CSCI 2021.....4cr	CSCI 1202, 1203, 2033
	MNTC GOAL 5.....3cr	or MATH 2033.....4cr
	MNTC GOAL 7, 8, 9 or 10...3cr	MNTC elective.....3cr
<b>TOTAL.....14cr</b>	<b>TOTAL.....14cr</b>	

Graduates who earn the AAS degree in Computer Technology will develop a broad range of skills to support computer-based applications in business and industry. These skills include problem-solving in computer architecture, database use and design, telecommunications, programming and system design. This degree positions individuals to seek employment in a variety of businesses that utilize Information Technology (IT) professionals.

### Core Courses – 32 credits

<input type="checkbox"/>	ACCT 2251	Financial Accounting	4
<input type="checkbox"/>	CIM 1201	Information Technology Concepts and Business Software 1	3
<input type="checkbox"/>	CIM 1220	Business Problem Solving Analyzing - Excel	3
<input type="checkbox"/>	COMT 1107	Introduction to Computer Technology	4
<input type="checkbox"/>	COMT 1173*	PC Architecture Operation and Interface	3
<input type="checkbox"/>	COMT 1181*	Database Management Systems	3
<input type="checkbox"/>	COMT 1184*	Telecommunications	3
<input type="checkbox"/>	COMT 2188*	Systems Analysis and Design	3
<input type="checkbox"/>	Complete at least 6 credits from the following eight courses:		
<input type="checkbox"/>	COMT 1205*	Introduction to Visual Basic	3
<input type="checkbox"/>	COMT 1182	Advanced Database with Crystal Reports	3
<input type="checkbox"/>	COMT 2096	Internship in Computer Technology	2-4
<input type="checkbox"/>	COMT 2250	Object Oriented Programming in Java	4
<input type="checkbox"/>	CSCI 1101	Introduction to Computing and Problem Solving	4
<input type="checkbox"/>	CSCI 1111*	Introduction to Programming in C	4
<input type="checkbox"/>	CSCI 1202*	Introduction to Object-Oriented Programming in C++	4
<input type="checkbox"/>	CSCI 1203*	Introduction to Computer Programming in Java	4

\*These courses must be completed within the last seven years prior to completing the Associate of Applied Science degree in Computer Technology, with or without Industry Certification.

### Additional Required Courses – 28 credits

<input type="checkbox"/>	ENG 1101	Freshman Composition	4
<input type="checkbox"/>	Complete one of the following two courses:		
<input type="checkbox"/>	COMM 1111	Interpersonal Communication	3
<input type="checkbox"/>	COMM 1121	Small Group Communication	3
<input type="checkbox"/>	ENG 2102	Business and Technical Writing	3
<input type="checkbox"/>	MATH 1100	College Algebra and Probability	4
<input type="checkbox"/>	Complete one of the following three courses:		

<input type="checkbox"/>	MATH 1080	Introduction to Statistics	4
<input type="checkbox"/>	MATH 1090	STATWAY Statistics 2	4
<input type="checkbox"/>	BUSN 2220	Statistics for Business and Economics	4
<input type="checkbox"/>	Complete one additional MnTC course from Goals 3-10		
<input type="checkbox"/>	Complete additional courses to reach 28 credits		8-10
	Recommended:		
<input type="checkbox"/>	BUSN 1102	Scial Media Marketing	3
<input type="checkbox"/>	BUSN 1105	Introduction to Business	3
<input type="checkbox"/>	BUSN 1125	Entrepreneurship	3
<input type="checkbox"/>	CIM 1230	Business Info Management	3
<input type="checkbox"/>	CIM 1250	Introto Project Management Software	3
<input type="checkbox"/>	ENGT 2188	Electronics with Automation	4
<input type="checkbox"/>	ART 1116	Intro to Graphic Design	3
<input type="checkbox"/>	ART 1122	Foundation Digital Imaging	3

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Computer Technology (AAS)		
needs placement into college level for READ, WRITE (ENGC) and MATH		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
	Fall Semester	Spring Semester
1st year	ENG 1101.....4cr	COMT 1173.....3cr
	COMT 1107.....4cr	COMT 1184.....3cr
	MATH 1100.....4cr	CIM 1201.....3cr
	COMM 1111 or 1121.....3cr	ENGC 2102.....3cr
	<b>TOTAL.....15cr</b>	MATH 1080 or BUSN 2220...3cr
		<b>TOTAL.....16-17cr</b>
	Fall Semester	Spring Semester
2nd year	COMT 1181.....3cr	COMT 2188.....3cr
	ACCT 2251.....4cr	CIM 1220.....3cr
	COMT elective.....3cr	*Electives from BUSN, CIM, ENGR, ENGT, CSCI or MNTEC Goals.....4cr
	COMT elective.....3cr	*Electives from BUSN, CIM, ENGR, ENGT, CSCI, MNTEC Goals.....3cr
	MNTEC elective.....3cr	<b>TOTAL.....13cr</b>
	<b>TOTAL.....16cr</b>	
<i>*All electives credits must be from the same subject area.</i>		



The Computer Technology Certificate is a “fast-track” path for acquiring computer technology skills. This curriculum will develop a student’s problem solving skills in computer architecture, database use and design, telecommunications, and beginning programming. The certificate encompasses learning of foundation skills for Information Technology (IT) professionals.

### Required Courses – 16 credits

<input type="checkbox"/> COMT 1107	Intro to Computer Technology	4
<input type="checkbox"/> COMT 1173*	PC Architecture Operation and Interface	3
<input type="checkbox"/> COMT 1181*	Database Management Systems	3
<input type="checkbox"/> COMT 1184*	Telecommunications	3
<input type="checkbox"/>	Complete one of the following two courses:	
<input type="checkbox"/>	COMT 1205* Introduction to Visual Basic	3
<input type="checkbox"/>	COMT 1182 Advanced Database with Crystal Reports	3

\*These courses must be completed within the last seven years prior to completing *the Computer Technology Certificate* with or without Industry Certification.

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Associate of Fine Arts (AFA) degree in Creative Writing is designed for the student who has selected Creative Writing as a career option and intends to transfer to a fine arts baccalaureate program (BA or BFA) in Creative Writing at a four-year institution.

The AFA degree combines creative writing coursework in several genres with the study of literature. Students who complete this course of study and meet the admission requirements to their selected institution may be eligible to apply for admission with junior standing.

### Admission to the Program

1. A student may indicate interest in admission to the AFA in Creative Writing major by declaring a "Pre-AFA in Creative Writing" major.
2. To be admitted into the program, students must:
  - a. Complete ENGC 1101 with a grade of C or higher - Transferring into their Normandale transcript CLEP exams, or other proof of having met the Goal 1 English requirement.
  - b. Submit an application to the Director of the AFA in Creative Writing program, either hard copy or online at [submittable.com](http://submittable.com), with the following materials included:
    - Current contact information
    - A 10-page writing sample (either one document or a combination of documents) that shows evidence of college level writing skills in organization, revision, editing, and proofreading.

### Required Courses

Incorporate the following Required Courses into the General Education/MnTC or other degree requirement sections below.

- Complete 12 credits from the following six courses:
 

□	ENGW 1111	Introduction to Creative Writing	3
□	ENGW 2112	Poetry Writing	3
□	ENGW 2113	Fiction Writing	3
□	ENGW 2114	Play and Screen Writing	3
□	ENGW 2115	Memoir/Non-Fiction Writing	3
□	ENGW 2900	Topics in Creative Writing	3
- Complete one of the following two courses:
 

□	ENGL 2130	African American Literature	3
□	ENGL 2133	Native American Literature	3
- ENGL 2151 American Literature 2 4
- Complete additional ENGL course numbered over 2100 3
- ENGW 2800 AFA Capstone 3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 – met by taking required ENGW course
  - Course #2 – met by taking required ENGL course
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course – met by taking required ENGL course
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Other Degree Requirements – 20 credits

- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

*Coursework in this degree program satisfies the Minnesota Transfer Curriculum (MnTC).*

This certificate program is designed for the student pursuing creative writing in addition to another program or as a supplement to current credentials. It combines creative writing coursework in several genres with liberal arts general education courses.

### Required Courses – 29 credits

- ENGC 1101 Freshman Composition 4
- ENGL 1150 Contemporary Literary Studies 3
- ENGL 2151 American Literature 2 4
- Complete one of the following three courses:
  - ENGL 1130 Literature of Diversity 3
  - ENGL 2130 African American Literature 3
  - ENGL 2133 Native American Literature 3
- Complete five of the following six courses:
  - ENGW 1111 Introduction to Creative Writing 3
  - ENGW 2112 Poetry Writing 3
  - ENGW 2113 Fiction Writing 3
  - ENGW 2114 Play and Screen Writing 3
  - ENGW 2115 Memoir/Non-Fiction Writing 3
  - ENGW 2900 Topics in Creative Writing 3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Criminal Justice Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree that directly transfers to a designated Criminal Justice bachelor's degree program at Minnesota State universities. The curriculum has been carefully designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enters the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.*

### Core Courses – 27 credits

- POLS 2250 Constitutional Law 3
- SOC 1104 Introduction to Sociology 3
- SOC 2112 Criminology 3
- SOC 2130 Introduction to Criminal Justice 3
- SOC 2131 Juvenile Justice 3
- SOC 2132 Police and Community 3
- SOC 2134 Corrections 3
- Complete one of the following two courses:
  - SOC 1106 Social Problems in a Changing World 3
  - SOC 1121 Women Across Cultures 3
- Complete one of the following three courses:
  - SOC 1109 Wealth and Poverty 3
  - SOC 1115 Sociology of Sex and Gender Roles 3
  - SOC 2110 American Minorities 3

### Additional Required Courses – 32 credits

- Complete one of the following two courses:
  - COMM 1111 Interpersonal Communication 3
  - COMM 1131 Intercultural Communication 3
- ENGC 1101 Freshman Composition 4
- PHIL 1103 Ethics 3
- Complete two courses from MnTC Goal 3 taken from two different departments (including one lab course). 7-8

- Complete one course from MnTC Goal 4 (MATH 1080 or MATH 1090 strongly recommended). 4
- Complete one course from MnTC Goal 5 (PSYC 1110 strongly recommended). 4
- Complete one course from MnTC Goal 6 in department other than PHIL 3
- Complete one course from MnTC Goal 10. 3
- If needed, complete additional courses to reach 60 credits total. The department recommends the following elective courses:
  - HLTH 1106 Drug Use and Abuse 3
  - HLTH 2209 Emergency Medical Responder 3

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

This degree provides an introduction to data science by combining the tools of basic statistics, computer programming, and mathematical analysis with foundational concepts from a specific domain area. It will give students sufficient knowledge to enter the job market and to transfer credits to a baccalaureate program at a four-year institution.

### Core Courses – 33-35 credits

Completion of this degree is dependent upon a grade of C or higher in each of the following courses:

- CSCI 1111 Introduction to Programming in C 4
- CSCI 2001 Computer Programming Concepts 4
- CSCI 2002 Algorithms and Data Structures 4
- COMT 1181 Database Management Systems 3
- DSCI 2000 Introduction to Data Science 3
  
- Complete one of the following two courses:
  - MATH 1080 Introduction to Statistics 4
  - MATH 1090 STATWAY Statistics 2 4
- MATH 2080 Statistical Modeling 3
  
- Complete two of the following MATH courses grouped as follows:
  - MATH 1100 College Algebra 4
  - MATH 1400 Survey of Calculus 4
 or
  - MATH 1500 Precalculus 5
  - MATH 1510 Calculus 1 5

### Additional Required Courses – 25-27 credits

- ENG 1101 Freshman Composition 4
  
- Complete one of the following three courses:
  - COMM 1100 Introduction to Human Communication 3
  - COMM 1101 Fundamentals of Public Speaking 3
  - COMM 1111 Interpersonal Communication 3
- ECON 2201 Principles of Microeconomics 3
- Complete a minimum of six additional credits from at least two of the following MnTC Goals: 3, 6, 7, 8 or 10. 6
- Complete additional courses to reach 60 college-level credits total. Suggested courses for domain specialization areas are listed below. 9-11

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale. Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

### Sample Domain Specialization Areas for the AS in Data Analytics

Four-year data science programs and employers want students to be prepared to specialize in a chosen domain area. The domain specialties below represent a few possible areas of interest. Students should consult with faculty and advisors, including those at possible transfer institutions, for further information.

#### Bioinformatics:

BIOL 1501, CHEM 1020, PHIL 1180, ENGC 2102

#### Finance:

ACCT 2251, ACCT 2254, ECON 2202, PHIL 1170, ENGC 2102

#### Law Enforcement/Government:

PSYC 1110, SOC 1106, SOC 2130, POLS 1195, ENGC 2102, CIM 1141

#### Marketing:

BUSN 2254, BUSN 2400, ECON 2202, PHIL 1170, ENGC 2102, CIM 1141

#### Mathematics:

GEOG 1050, PHIL 1140 or GEOG 1104, MATH 1520, MATH 2400

#### Others:

Students can also develop other domain specialization areas in consultation with their advisor and faculty.

Data Analytics (AS)		
needs placement into college level for READ, WRITE (ENG) and MATH 1500		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
	Fall Semester	Spring Semester
1st year	ENG 1101.....4cr	CSCI 1111.....4cr
	CSCI 1101.....4cr	MATH 1510.....5cr
	MATH 1500.....5cr	MATH 1080.....4cr
	COMM 1100, 1101 or 1111...3cr	ECON 2201.....3cr
	<b>TOTAL.....16cr</b>	<b>TOTAL.....16cr</b>
	Fall Semester	Spring Semester
2nd year	CSCI 2001.....4cr	CSCI 2002.....4cr
	DSCI 2000.....3cr	MNTC GOAL 3, 6, 7, 8, 9 or 10.....3cr
	COMT 1181.....3cr	*College level electives
	MATH 2080.....3cr	credits.....5cr
	MNTC GOAL 3, 6, 7, 8, 9 or 10.....3cr	<b>TOTAL.....12cr</b>
	<b>TOTAL.....16cr</b>	
<i>*See Catalog for Sample Domain Specializations Areas.</i>		

This program provides academic and clinical educational opportunities for capable individuals to acquire the knowledge, skills, and attitudes necessary for the professional practice of dental hygiene. The curriculum focuses on sciences, as well as essential technical and clinical skills in preparation for providing preventive dental hygiene services to the public. Dental hygienists are preventive oral healthcare professionals, licensed in dental hygiene, which provide educational, clinical, and therapeutic services supporting a patient's total health through the promotion of optimal oral health

The mission of the Dental Hygiene Program at Normandale Community College is to prepare dental hygiene students in the provision of comprehensive dental hygiene care, while emphasizing professionalism, communication, social responsibility, and lifelong learning. Program goals include the intent to:

- Prepare graduates who will be competent to provide quality comprehensive dental hygiene care
- Promote admission of a qualified and diverse student population
- Participate in interprofessional community health promotion
- Engage in professional activities and lifelong learning
- Maintain a program that reflects relevant, current and advancing dental hygiene practice
- Incorporate emerging technologies to enhance quality dental hygiene care

Normandale Community College offers the Associate of Science (AS) degree in Dental Hygiene as a two-year program located within the health sciences division. NOTE: Most students complete their required science and liberal arts courses prior to acceptance into the program. The dental hygiene coursework requires four semesters to complete and begins each fall semester. Graduates will be eligible to take the National Board Dental Hygiene Examination, Central Regional Dental Testing Examination, and the Minnesota State Board of Dentistry Jurisprudence Examination for licensure in the State of Minnesota.

Following graduation and licensure requirements of the State Board of Dentistry, the dental hygienist becomes a primary healthcare professional, oral health educator and clinician who may choose to work in a variety of settings.

### Dual Admission and Enrollment Option - BS in Dental Hygiene

Through a partnership with Metropolitan State University, we offer the option of a dual admissions and enrollment program. This means that there is simultaneous admittance to the Normandale Associate Degree program and Metropolitan State University Bachelor of Science in Dental Hygiene (BSDH) program if an applicant chooses this option. For those who are anxious to obtain a BSDH, this can be accomplished within one to two semesters after completion of the Associate Degree Program. More information about this option is available by meeting with the Health Sciences Enrollment Manager, Kiara Taylor.

The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 E. Chicago Ave., Chicago, Illinois 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

### Core Courses – 50 credits

*Courses are web-supplemented and web-enhanced, requiring computer and Internet access*

<input type="checkbox"/> DENH 1112	Oral and Facial Anatomy	3	<input type="checkbox"/> DENH 1162	Pharmacology for the Dental Hygienist	2
<input type="checkbox"/> DENH 1140	Pre-Clinic Theory	3	<input type="checkbox"/> DENH 2240	Clinic 2 Theory	2
<input type="checkbox"/> DENH 1141	Pre-Clinic Skill Development	4	<input type="checkbox"/> DENH 2241	Clinic 2	6
<input type="checkbox"/> DENH 1142	Clinic 1 Theory	2	<input type="checkbox"/> DENH 2242	Clinic 3 Theory	2
<input type="checkbox"/> DENH 1143	Clinic 1	4	<input type="checkbox"/> DENH 2243	Clinic 3	6
<input type="checkbox"/> Complete one of the following two courses:			<input type="checkbox"/> DENH 2252	Clinical Radiology 1	1
<input type="checkbox"/> DENH 1150	Dental Radiology	4	<input type="checkbox"/> DENH 2254	Clinical Radiology 2	1
<input type="checkbox"/> DENH 1151	Accelerated Dental Radiology	2	<input type="checkbox"/> DENH 2263	Pain Management	2
<input type="checkbox"/> Complete one of the following two courses:			<input type="checkbox"/> DENH 2264	Periodontics for the Dental Hygienist	2
<input type="checkbox"/> DENH 1160	Dental Materials	2	<input type="checkbox"/> DENH 2266	General and Oral Pathology	2
<input type="checkbox"/> DENH 1161	Accelerated Dental Materials	1	<input type="checkbox"/> DENH 2281	Preventive Concepts in Community Dental Health	2

## Additional Required Courses – 38 credits

Progression through the program is dependent upon a grade of C or higher for each of the following courses:

□ ENG 1101	Freshman Composition	4
□ COMM 1111	Interpersonal Communication	3
□ CHEM 1050	Foundations of Organic and Biochemistry	3
□ BIOL 2041	Human Anatomy	4
□ BIOL 2042	Human Physiology	4
□ BIOL 2043	Microbiology	4
□ HLTH 1107	Principles of Nutrition	3
□ PSYC 1110	Introduction to Psychology	4
□ SOC 1104	Introduction to Sociology	3
□ MATH 0700	Intermediate Algebra	0

□ Complete two courses from MnTC Goal areas 4, 6, 7, 8, 9 or 10. Courses must satisfy at least two different MnTC Goal areas.

Students who are considering a bachelor's degree completion program are strongly encouraged to complete their Minnesota Transfer Curriculum (MnTC) electives by taking MATH 1080 (Goal 4) and one class from Goal 6 and/or 10. These courses will meet bachelor degree completion requirements at Metropolitan State University. For more information, visit [www.metrostate.edu/cnhs](http://www.metrostate.edu/cnhs).

## Other Degree Requirements

□ Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.

□ Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.

□ Earn a minimum of 20 college-level credits at Normandale.

Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

### Admission Requirements and Application Process

- Applicants who are new to Normandale must complete the online college application, found at [www.normandale.edu/apply](http://www.normandale.edu/apply). Acceptance to the college does not imply acceptance into the dental hygiene program. A separate Normandale Health Sciences Dental Hygiene Program application must be submitted to be considered for acceptance into the dental hygiene program. The completed application is to be submitted to the Health Sciences Enrollment Manager (located in A2507) by December 31 of each year. The Dental Hygiene application can be found on the Dental Hygiene Apply page.
- An overall college GPA of 2.75 or higher is required.
- If the student earned credits in the fall semester, official transcripts with these fall grades must be submitted to the Health Science Enrollment Manager by January 15 to complete the application.
- All applicants will be notified of their dental hygiene program application status via US mail on or before April 30 of each year.
- Applicants who are not accepted into the dental hygiene program and have met the application requirements will be placed on an alternate list.
- Applicants who were placed on the alternate list and were not accepted into the program will need to meet all requirements and reapply for admission into the program the following year.

### Dental Hygiene Application Requirements

The requirements below must be completed before an application is processed. A grade of C or higher is required for each course.

MATH 0700	or equivalent or higher
ENG 1101	or equivalent
CHEM 1050	or equivalent
BIOL 2041	with a lab or equivalent
BIOL 2042	with a lab or equivalent or show registration in this course for spring semester
BIOL 2043*	with a lab or equivalent

\*To increase their science ranking points on an application, students are strongly encouraged to complete this course prior to program application, although it may be completed during the first year of the dental hygiene program.

### Additional Program Information

Visit [www.normandale.edu/dental-hygiene](http://www.normandale.edu/dental-hygiene). For further questions, please contact the Health Science Enrollment Manager, Kiara Taylor at [kiara.taylor@normandale.edu](mailto:kiara.taylor@normandale.edu) or call 952-358-8417.

### General Information

In addition to general fees and books, admitted dental hygiene students purchase uniforms, instruments, clinic supplies, software and textbooks. Each student is required to purchase dental professional liability insurance which is included in course fees each fall. Students will be required to pay additional fees to take the National Board Exam, Central Regional Clinical Board Exam and State Jurisprudence examination during the spring semester of the second year of study.

Due to the nature of the dental hygiene profession, students will be participating in a learning environment that has the potential of exposure to blood borne pathogens. Students accepted into the program are provided with written policies and instruction on infection control protocol to reduce the risk of disease transmission. The program complies with all institutional, local, state and federal policies. Policies and procedures on the dental hygiene program's infection control protocol are available to applicants upon request. All students must complete the following prior to entry in fall semester of the first year of study and must be maintained throughout enrollment in the program.

- Physical examination
- Immunizations
- Optical examination
- Successful Minnesota Department of Human Services background study
- HIPAA training
- Cardiopulmonary Resuscitation (CPR) for the health care provider

Students entering the Dental Hygiene program are expected to meet the *Technical Standards for Entry-Level Dental Hygiene Programs*. These technical standards are required abilities for effective performance in the Minnesota State dental hygiene education program. The standards are compatible with the scope of practice as defined by the Minnesota Board of Dentistry.

### Sequence of Courses:

#### First Year Fall Semester - 13 credits

COMM 1111	Interpersonal Communication	3
DENH 1112	Oral and Facial Anatomy	3
DENH 1140	Pre-Clinic Theory	3
DENH 1141	Pre-Clinic Skill Development	4

#### First Year Spring Semester - 18 credits

BIOL 2043	Microbiology	4
DENH 1142	Clinic 1 Theory	2
DENH 1143	Clinic 1	4
DENH 1150	Dental Radiology	4
DENH 1160	Dental Materials	2
DENH 1162	Pharmacology for the Dental Hygienist	2

#### Summer Sessions 1 and 2 - 8 credits

PSYC 1110	Introduction to Psychology	4
Electives for 4 credits.		

#### Second Year Fall Semester - 18 credits

DENH 2240	Clinic 2 Theory	2
DENH 2241	Clinic 2	6
DENH 2252	Clinical Radiology 1	1
DENH 2263	Pain Management	2
DENH 2264	Periodontics for the Dental Hygienist	2
DENH 2266	General and Oral Pathology	2
HLTH 1107	Principles of Nutrition	3

#### Second Year Spring Semester - 14 credits

DENH 2242	Clinic 3 Theory	2
DENH 2243	Clinic 3	6
DENH 2254	Clinical Radiology 2	1
DENH 2281	Preventive Concepts in Community Dental Health	2
SOC 1104	Introduction to Sociology	3

#### Additional Information

For more information on Advanced Degrees, visit [www.normandale.edu/dental-hygiene-advanced-degrees](http://www.normandale.edu/dental-hygiene-advanced-degrees).



The Dietetic Technology program provides in-depth nutrition course work in three areas: clinical and community nutrition, and food service management. Students will be prepared to work in partnership with a registered dietitian in a variety of settings such as hospitals, clinics, nursing homes, schools, community health programs, food companies and wellness centers. The degree will also transfer to a variety of colleges and universities where students can continue their education in dietetics, nutrition, food science, or other healthcare-related fields.

Upon successful completion of graduation requirements, students will have the opportunity to earn the DTRN (Registered Dietetic Technician/Nutritionist) credential by successfully completing the Registration Examination for Dietetic Technicians, given by Commission on Dietetic Registrations.

Students who complete the AAS degree in Dietetic Technology may move seamlessly to the University of North Dakota to complete the baccalaureate-level registered dietitian program.

The Dietetic Technology Program has been accredited by the Accreditation Council for Education Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 Ext. 5400.

### Core Courses – 33 credits

*Application to the Dietetic Technology program requires a minimum cumulative GPA of 2.50. Students must earn a C or better in all NUTR classes to remain in the program.*

<input type="checkbox"/> NUTR 1110	Life Cycle Nutrition	3
<input type="checkbox"/> NUTR 1154	Nutrition Education and Counseling	3
<input type="checkbox"/> NUTR 1259	Medical Nutrition Therapy 1	4
<input type="checkbox"/> NUTR 1269	Food Systems Management	3
<input type="checkbox"/> NUTR 1271	Clinical Experience 1 – Food Service Management	3
<input type="checkbox"/> NUTR 2145	Experimental Foods	3
<input type="checkbox"/> NUTR 2259	Medical Nutrition Therapy 2	5
<input type="checkbox"/> NUTR 2261	Clinical Experience 2 - Medical Nutrition Therapy	4
<input type="checkbox"/> NUTR 2270	Community Nutrition: Political and Cultural Concerns	2
<input type="checkbox"/> NUTR 2272	Clinical Experience 3 – Community Nutrition	3

### Additional Required Courses – 34 credits

<input type="checkbox"/> BIOL 1102	Human Biology	4
<input type="checkbox"/> CHEM 1020	Introductory Chemistry	4
<input type="checkbox"/> ENGC 1101	Freshman Composition	4
<input type="checkbox"/> PSYC 1110	Introduction to Psychology	4
<input type="checkbox"/> SOC 1104	Introduction to Sociology	3
<input type="checkbox"/> COMM 1111	Interpersonal Communication	3
<input type="checkbox"/> ENGC 2102	Business and Technical Writing	3
<input type="checkbox"/>	Complete 3 credits from MnTC Goal 6	3
<input type="checkbox"/>	Complete one of the following two courses:	
<input type="checkbox"/> BUSN 2100	Human Relations and Effective Teams	3
<input type="checkbox"/> BUSN 2200	Human Resource Management	3
<input type="checkbox"/> HLTH 1107	Principles of Nutrition	3

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

### Program Costs

- Tuition: Consult the current class schedule
- Books: \$500 to \$600 per semester
- Lab Coat, Misc.: Approximately \$100.00
- Student memberships: AND \$50.00
- Attendance at meetings: \$50 - \$100
- Food Handling course: \$150

### Application Process

- Applicants new to Normandale should complete the Normandale Community College general application form, indicate "Dietetic Technology" as your preference and include the \$20 application fee. For more information, visit the department website: [www.normandale.edu/diettech](http://www.normandale.edu/diettech)
- Submit the completed Normandale Health Sciences Dietetic Technology application to Kiara Taylor, Health Science Enrollment Manager at 952-358-8417. Completed applications will be accepted October 1 through June 15 for the next year's class.

### Information Sessions

Health Science Information Sessions are offered every other week. For additional information, contact the Admissions Office at 952-358-8210 or visit our website at [www.normandale.edu/visit/](http://www.normandale.edu/visit/).

For an overview of this career regarding skills, abilities, knowledge, wages, benefits and job outlook, visit Minnesota's gateway to career, education, employment and business information at [www.iseek.org](http://www.iseek.org).

### Sequence of Core Courses

The Dietetic Technology Program offers the Core Course Program Requirements as a one-year curriculum. Students who have no more than six general education credits remaining may apply to the program. For further questions please contact Kiara Taylor, Health Science Enrollment Manager at 952-358-8417.

#### Fall Semester - 16 credits

NUTR 1110	Life Cycle Nutrition	3
NUTR 1154	Nutrition Education and Counseling	3
NUTR 1259	Medical Nutrition Therapy 1	4
NUTR 1269	Food Systems Management	3
NUTR 1271	Clinical Experience 1 - Food Service Management	3

*Food Handling Course: 8-hour certificate course.*

#### Spring Semester - 14 credits

NUTR 2145	Experimental Foods	3
NUTR 2259	Medical Nutrition Therapy 2	5
NUTR 2261	Clinical Experience 2 - Medical Nutrition Therapy	4
NUTR 2270	Community Nutrition: Political and Cultural Concerns	2

#### Summer Semester - 3 credits

NUTR 2272	Clinical Experience 3 - Community Nutrition	3
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The Economics Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Economics bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Economics provides new way to think about the world – an analytical mindset that is valuable in a wide variety of careers. It also helps people make better decisions in their private lives.

Students study how societies, businesses and individuals manage the scarce resources they have – and sometimes what the unintended consequences of their decisions are. In doing so, they learn to think more critically about issues we all face – not just commercial matters such as supply and demand, but also societal concerns such as government intervention, pollution control, and inequality.

Some economics majors become business or government analysts. But many graduates use this data-driven way of thinking to become successful in many fields, including business, law, medicine, government, nonprofit work and international relations.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- ECON 2201 Principles of Microeconomics 3
- ECON 2202 Principles of Macroeconomics 3
- MATH 1100 College Algebra and Probability 4  
*or any higher numbered MATH course for which 1100 is a prerequisite.*
- Complete one of the following three courses:
  - MATH 1080 Introduction to Statistics 4
  - MATH 1090 STATWAY Statistics 2 4
  - BUSN 2220 Statistics for Business and Economics 4

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
*(met by completion of all 40 credits of the MnTC)*
- GOAL 3: NATURAL SCIENCES – 2 COURSES  
*(Select from two different departments; at least one must include a lab)*
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course – met by taking required MATH courses

- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES  
2 COURSES (Select from two different departments)
  - Course #1 - met by taking required ECON courses
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from two different departments)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course – met by taking required ECON courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course – met by taking required ECON courses
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

The department recommends taking at least one additional ECON course.

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Elementary Education Foundations Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Elementary Education bachelor's degree programs at Minnesota State universities. \* The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

\*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Minnesota State University, Mankato offers the Bachelor of Science program in Elementary Education on the Normandale Community College campus.

Individuals who have been arrested, charged or convicted of any criminal offense should investigate the impact that the arrest, charge or conviction may have on their chances of employment in the field they intend to study or on their chances to obtain federal, state and other higher education financial aid.

### Required Courses – 60 credits

<input type="checkbox"/> ART 1101	The Visual Arts	3
<input type="checkbox"/> BIOL 1100	Survey of Biology	4
<input type="checkbox"/> COMM 1101	Fundamentals of Public Speaking (Grade of B or higher is required)	3
<input type="checkbox"/> EDUC 1101	Introduction to Education	4
<input type="checkbox"/> EDUC 2101	Educational Technology	3
<input type="checkbox"/> EDUC 2222	Multicultural Education and Human Relations in Schools	3
<input type="checkbox"/> EDUC 2223	Foundations of Instruction	1
<input type="checkbox"/> ENGC 1101	Freshman Composition (Grade of B or higher is required)	4
<input type="checkbox"/> GEOG 1121	World Regional Geography	3
<input type="checkbox"/> HIST 1111	United States History 1	4
<input type="checkbox"/> HLTH 1106	Drug Use & Abuse	3
<input type="checkbox"/> MATH 1055	Elements of Mathematics 1	4
<input type="checkbox"/> MATH 1065	Elements of Mathematics 2	4
<input type="checkbox"/> PHYS 1001	Energy, Climate, and Physics in Society	3
<input type="checkbox"/> PHYS 1002	Energy, Climate, and Physics in Society Laboratory	1
<input type="checkbox"/> PSYC 1109	Child and Adolescent Development	3
<input type="checkbox"/> THTR 1151	Acting 1	3
<input type="checkbox"/>	Complete one course from MnTC Goal 10	3
<input type="checkbox"/>	Complete additional course(s) to reach 60 credits total. The department recommends the following courses:	
<input type="checkbox"/> EDUC 2408	Individuals with Diverse Needs	4
<input type="checkbox"/> ENGL 2060	Children's and Young Adult Literature	3
<input type="checkbox"/> ENGT 1050	Bridging Engineering and Education	3
<input type="checkbox"/> SPAN 1120	Spanish for Educators	3

### Other Degree Requirements

- Complete Basic Skills Licensure exams
  - Complete required 30 field work hours
  - Demonstrate expected standards in Professional Disposition
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Engineers identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics in fields as diverse as computer hardware and software, assistive technology, medical technology, infrastructure, and defense systems. They produce solutions that consider public safety and welfare, as well as environmental and economic factors. They develop and conduct experiments and analyze the results. Engineers work effectively on teams and communication with a broad range of audiences. The Associate of Science in Engineering Broad Field from Normandale ensures that students have the foundation and prerequisites to complete a bachelor's degree at a transfer institution in wide range of engineering disciplines. Our students transfer to four year programs regionally and nationwide.

To complete the AS in Engineering Foundations at Normandale, students must:

1. Select the university to which you plan to transfer and select an engineering specialty offered at that university (such as Civil, Chemical, Mechanical, etc.).
2. Develop a coursework plan that includes all the requirements listed below.
3. Apply to graduate during their final semester at Normandale.

### Core Courses – 47 credits

- MATH 1510 Calculus 1 5
- MATH 1520 Calculus 2 5
- MATH 2510 Calculus 3: Multivariable Calculus 5
- MATH 2520 Calculus 4: Differential Equations with Linear Algebra 5
- PHYS 1121 Physics 1 for Scientists and Engineers 5
- PHYS 1122 Physics 2 for Scientists and Engineers 5
- CHEM 1061 Principles of Chemistry 1 5
- Select a minimum of 4 courses and 12 credits from a single engineering specialty (e.g. civil, computer, electrical, general, mechanical, etc.) from the table below: 12
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
  - Course #3 \_\_\_\_\_
  - Course #4 \_\_\_\_\_

#### Key for Engineering Degrees:

- CIV** Civil Engineering
- COM** Computer Engineering
- ELEC** Electrical Engineering
- ENV** Environmental Engineering
- GEN** General Engineering
- MECH** Mechanical Engineering
- MANU** Manufacturing Engineering
- COMP** Composite Engineering

#### Key for Engineering Specialty Table:

- A** See advisor/counselor to confirm course transfer to a university program
- R** Required university program course
- UA** See advisor/counselor to confirm course transfer to a University of Minnesota program
- UR** Required University of Minnesota program course

CIV	COM	ELEC	ENV*	GEN	MECH	MANU	COMP	COURSE	CR
A	A	A	R	R	R	A	R	ENGR 1020 Intro to Engineering	4
	R	R	R	R	R	A	R	Computer Programming*	3
R		A	R	R	R	R	R	ENGR 2235 Statics	3
R		A	R	R	R	R	R	ENGR 2236 Dynamics	3
R				R	R	R	R	ENGR 2331 Deformable Body Mechanics	3
R UA		A	A	A	R	A	A	ENGR 2231 Thermodynamics	3
	R	R		R	R	R	R	ENGR 2001 Circuits with Electronics 1	5
	R	R						ENGR 2011 Circuits with Electronics 2	4
	R	R			A UR			ENGR 2301 Intro to Digital Systems Design A	2
	R	R			A			ENGR 2302 Intro to Digital Systems Design B	2
UA	A		A		A	A	A	MATH 2400 Probability & Statistics w/Calculus	4
A	A	A	R	A	A	A	R	CHEM 1062 Principles of Chemistry 2	5
			R				R	CHEM 2061 & 2062 Organic Chemistry 1 & 2	10

\* For Environmental Engineering at the University of Minnesota, see the UofM table.

\*CSCI 1113 is recommended for all specialties except Computer Engineering. Consult an advisor or counselor for Computer Science courses required for baccalaureate Computer Engineering programs.

## Additional Required Courses – 13 credits

- ENGC 1101 Freshman Composition 4
- Complete two courses that satisfy MnTC Goals 5 and 6. 6  
One of these courses must also satisfy at least one of the following MnTC Goal areas: 7, 8, 9 or 10.
- Complete elective course to reach a minimum of 60 credits selected from courses that fulfill requirements at the desired transfer institution. 3

Some transfer programs have specific course requirements. Electives can be additional required engineering courses (recommended) or additional general education courses. Consult with an advisor or counselor for guidance on course selection.

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

### University Admissions & Graduation Requirements

This degree has an articulation agreement with Minnesota State University, Mankato; St. Cloud State University; Winona State University; University of Minnesota; University of Minnesota, Duluth and any System college approved to offer the Associate of Science in Engineering Broad Field degree program. These schools have agreed that:

- All MnTC courses listed above and required (R) Engineering Specialty courses below will transfer and count toward university baccalaureate degree program requirements.
- Completion of the Associate of Science in Engineering Broad Field degree does not guarantee admission to a baccalaureate degree program.
- Students must meet university admission requirements and degree program admission requirements.
- Baccalaureate engineering degree programs may have limited enrollment capacity with seats available on a competitive basis.
- Students accepted into a university must fulfill the baccalaureate program graduation requirements.

### Transfer to the University of Minnesota, Twin Cities

The University of Minnesota offers Engineering Specialties that are not listed above. In most cases, students pursuing one of these specialties can still earn an AS-EBF. The table below lists the *additional* specialties, the specialty technical requirements, and the AS - EBF specialty that the courses satisfy.

U of MN Specialty	Technical Requirements	AS - EBF Specialty
Aerospace	ENGR 2001, 2301, 2235, 2236, 2331; PHYS 2250; Programming	Mechanical
Biomedical	BIOL 1100; CHEM 1062, 2061; MATH 2400; Programming	Composite
Bioproducts/ Biosystems	BIOL 1100; CHEM 1062; ENGR 2235, 2236;	
	--Bioproducts: CHEM 2061, 2062	Composite or Environmental
	--Bioprocessing/ Food: CHEM 2061, 2062	Composite or Environmental
	--Environmental/ Ecological: no additional courses	
Chemical	CHEM 1062, 2041, 2061, 2062	None
Geo-engineering	ENGR 2235, 2236, 2331; CHEM 1062 OR PHYS 2250; MATH 2400; GEOL 1101	Any except Computer
Industrial/ Systems	BUSN 1100; ECON 2201; MATH 2400; Programming; BIOL 1100	None
Material Science	CHEM 1062, 2061; ENGR 2235, 2331; PHYS 2250	Composite
Environmental	BIOL 1100; CHEM 1062, 2061; ENGR 2235, 2331; GEOL 1101; MATH 2400	Environmental (and others)

### Engineering Broad Field (AS)

needs placement into college level for READ, WRITE (ENGC) and MATH 1510  
*Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.*

	Fall Semester	Spring Semester
1st year	ENGC 1101.....4cr	MATH 1520.....5cr
	MATH 1510.....5cr	PHYS 1121.....5cr
	CHEM 1061.....5cr	ENGR elective for specialty.....4cr
	<b>TOTAL.....14cr</b>	<b>TOTAL.....14cr</b>
2nd year	MATH 2510.....5cr	MATH 2520.....5cr
	PHYS 1121.....5cr	ENGR elective for specialty.....4cr
	ENGR elective for specialty.....3cr	*MNTC GOAL 5.....4cr
	ENGR elective for specialty.....3cr	*MNTC GOAL 6.....3cr
	<b>TOTAL.....16cr</b>	<b>TOTAL.....16cr</b>

\*One of the above MNTC courses must also satisfy MNTC GOAL 7, 8, 9 or 10.

The Exercise Science Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Exercise Science bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Students obtaining the Exercise Science degree will have a strong working knowledge of exercise and sport physiology, applied kinesiology and positive behavior change. This degree incorporates active classroom learning. These skills are emphasized to prepare students for future performance and therapeutic applications.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Core Courses – 17 credits

<input type="checkbox"/> EXSC 1129	Fitness for Life	2
<input type="checkbox"/> EXSC 1200	Weight Training	1
<input type="checkbox"/> EXSC 2300	Introduction to Exercise Science	3
<input type="checkbox"/> EXSC 2305	Exercise Physiology	3
<input type="checkbox"/> EXSC 2310	Foundation of Personal Training	3
<input type="checkbox"/> EXSC 2315	Exercise Prescription	3
<input type="checkbox"/> EXSC 2330	Applications of Personal Training	2

### Additional Required Courses – 43 credits

<input type="checkbox"/> ENG 1101	Freshman Composition	4
<input type="checkbox"/> Complete one of the following four courses:		
<input type="checkbox"/> COMM 1100	Introduction to Human Communication	3
<input type="checkbox"/> COMM 1101	Fundamentals of Public Speaking	3
<input type="checkbox"/> COMM 1111	Interpersonal Communication	3
<input type="checkbox"/> COMM 1121	Small Group Communication	3
<input type="checkbox"/> BIOL 1501	Principles of Biology 1	5
<input type="checkbox"/> BIOL 2041	Human Anatomy	4
<input type="checkbox"/> BIOL 2042	Human Physiology	4
<input type="checkbox"/> CHEM 1050	Foundations of Organic and Biochemistry	3
<input type="checkbox"/> HLTH 1107	Principles of Nutrition	3
<input type="checkbox"/> Complete one of the following two courses:		
<input type="checkbox"/> MATH 1080	Introduction to Statistics	4
<input type="checkbox"/> MATH 1090	STATWAY Statistics 2	4
<input type="checkbox"/> PSYC 1110	Introduction to Psychology	4
<input type="checkbox"/> Complete one course from MnTC Goal 5 (non-PSYC course)		3-4
<input type="checkbox"/> Complete two courses from two different MnTC Goal areas: 7, 8, 9 or 10		6

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

*Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Exercise Science Transfer Pathway (AS)		
needs placement into college level for READ, WRITE (ENG) and MATH		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
	Fall Semester	Spring Semester
1st year	ENG 1101.....4cr	BIOL 2041.....4cr
	MATH 1080.....4cr	EXSC 2305.....3cr
	EXSC 2300.....3cr	HLTH 1107.....3cr
	CHEM 1050.....3cr	PSYC 1110.....4cr
	EXSC 1129.....2cr	EXSC 1200.....1cr
	<b>TOTAL.....16cr</b>	<b>TOTAL.....15cr</b>
	Fall Semester	Spring Semester
2nd year	BIOL 2042.....4cr	BIOL 1501.....5cr
	COMM1100, 1101, 1111 or 1121.....3cr	EXSC 2315.....3cr
	EXSC 2310.....3cr	MNTC Goal 7, 8, 9 or 10.....6cr
	EXSC 2330.....2cr	<b>TOTAL.....14cr</b>
	MNTC Goal 5 (non PSYC).....3cr	
	<b>TOTAL.....15cr</b>	

The Exercise Specialist Certificate includes Exercise Science courses that provide comprehensive curriculum designed to prepare students to successfully participate in the American College of Sports Medicine (ACSM) Certified Personal Training Examination and enter the workforce as a personal trainer working with generally healthy populations. The Exercise Specialist Certificate is recognized as a “career laddering” opportunity for students to encourage degree completion while students gain additional credentials to professionally compete for careers within the fitness industry. Certificate completion includes current national certification of adult CPR and AED, as well as a passing grade of C or higher in the following four courses.

### Required Courses - 12 credits

Complete each of the following courses with a grade of C or higher.

<input type="checkbox"/> EXSC 2300	Introduction to Exercise Science	3
<input type="checkbox"/> EXSC2305	Exercise Physiology	3
<input type="checkbox"/> EXSC 2310	Foundations of Personal Training	3
<input type="checkbox"/> EXSC 2315	Exercise Prescription	3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.



Family relationships tend to pervade all aspects of our personal and professional lives. Consequently, the systematic study of these relationships can serve to improve our lives. They can also help us to better understand the lives of others. This certificate is intended to provide a foundation for all of these desirable outcomes.

The Family Studies Certificate offers students foundational coursework in preparation to transfer to a four-year college in the area of Family Studies. Or it offers students a credential to find employment in areas associated with Family Studies. While no ta required credential for students who work in areas associated with Family Studies, it quickly communicates a relevant background to prospective employers. Students will gain knowledge from various fields of study by completing this certificate.

### Required Courses - 18 credits

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> COMM 2111              | Family Communication                                      | 3 |
| <input type="checkbox"/> HIST 1131              | Family: Sex/Gender/Power: A<br>Cross-Cultural Perspective | 3 |
| <input type="checkbox"/> SOC 1102               | Love, Sex and Family                                      | 3 |
| <input type="checkbox"/> SOC 2114               | Families in Crisis  | 3 |
| <br>  |   |   |
| <input type="checkbox"/>                        | Complete two of the following six courses:                |   |
| <input type="checkbox"/> ANTH/SOC/<br>WMST 1120 | Introducton to Women's Studies                            | 3 |
| <input type="checkbox"/> ANTH/SOC/<br>WMST 1121 | Women Across Cultures                                     | 3 |
| <input type="checkbox"/> SOC 1115               | Sociology of Sex and Gender Roles                         | 3 |
| <input type="checkbox"/> PSYC 1109              | Child and Adolescent Development                          | 3 |
| <input type="checkbox"/> PSYC 1220              | Psychology of Adulthood and Aging                         | 3 |
| <input type="checkbox"/> HIST 2111              | Lesbian, Gay, Bisexual and<br>Transgender U.S. History    | 3 |

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

Certificates in Hospitality and Tourism may be completed by students working towards an AAS in Hospitality Management. The certificates are also appropriate for students looking to gain knowledge in the hospitality and tourism industry, to either change careers or obtain leadership skills towards a promotion within the industry. At least one-third of the credits required for these certificates must be completed at Normandale.

### Required Courses – 20 credits

<input type="checkbox"/> HSMA 1103	Introduction to Hospitality and Tourism Management	4
<input type="checkbox"/>	Complete one of the following three courses:	
<input type="checkbox"/> HSMA 2096	Hospitality Management Internship	4
<input type="checkbox"/> HSMA 2097	Senior Hospitality Internship	4
<input type="checkbox"/> HSMA 2098	International Internship	4
<input type="checkbox"/> HSMA 2144	Food/Beverage Management and Cost Control	4
<input type="checkbox"/> HSMA 2150	Revenue Management in Hospitality and Tourism	4
<input type="checkbox"/> HSMA 2173	Convention and Meeting Planning Management	4

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Associate of Science in Food Service is designed to prepare students for transfer as juniors to a four-year program in food science. It is the basis of a transfer agreement that facilitates credit transfer from Normandale to the College of Food, Agriculture and Natural Resource Sciences (CFANS) at the University of Minnesota. Students who complete the AS may apply a minimum of 60 credits toward the bachelor's degree.

Food scientists and technologists use chemistry, microbiology, engineering, and other sciences to study the principles underlying the processing and deterioration of food; analyze food content; discover new food sources; make processed foods safe, palatable, and healthful; and determine the best ways to process, package, preserve, store and distribute food.

### Core Courses – 30 credits

<input type="checkbox"/>	FSCI 2100	Introduction to Food Science	3
<input type="checkbox"/>	MATH 1080	Introduction to Statistics	4
<input type="checkbox"/>	HLTH 1107	Principles of Nutrition	3
<input type="checkbox"/>	CHEM 1061	Principles of Chemistry 1	5
<input type="checkbox"/>	CHEM 1062	Principles of Chemistry 2	5
<input type="checkbox"/>	CHEM 2061	Organic Chemistry 1	5
<input type="checkbox"/>	CHEM 2062	Organic Chemistry 2	5

### Additional Required Courses – 30 credits

<input type="checkbox"/>	ENG 1101	Freshman Composition	4
<input type="checkbox"/>	COMM 1101	Fundamentals of Public Speaking	3
<input type="checkbox"/>	MATH 1400	Survey of Calculus	4
<input type="checkbox"/>	BIOL 1501	Principles of Biology 1	5
<input type="checkbox"/>	PHYS 1121	Physics 1 for Scientists and Engineers	5
<input type="checkbox"/>	Complete 9 additional credits from MnTC Goal areas 5, 6, 7, 8, 9 or 10 to reach 30 credits total in the MnTC		9

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

*Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Food Science (AS)			
needs placement into college level for READ, WRITE (ENG 1101) and MATH 1510 <i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>			
1st year	Fall Semester	Spring Semester	
	ENG 1101.....4cr	CHEM 1062.....5cr	
	CHEM 1061.....5cr	HLTH 1107.....3cr	
	MATH 1510.....5cr	COMM 1101.....3cr	
	<b>TOTAL.....14cr</b>	PHYS 1121.....5cr	<b>TOTAL.....16cr</b>
2nd year	Fall Semester	Spring Semester	
	CHEM 2061.....5cr	CHEM 2062.....5cr	
	BIOL 1501.....5cr	FSCI 2100.....3cr	
	MATH 1080.....4cr	*MNTC GOAL 5, 6, 7, 8, 9 or 10.....8cr	
	<b>TOTAL.....14cr</b>	<b>TOTAL.....16cr</b>	
<i>*See Catalog for elective credits to reach 30 MNTC credits.</i>			

Through the Normandale French program students work towards linguistic proficiency and cultural competence in a language spoken in over 50 countries. The study of French provides global insight as France's foundational contributions to political, scientific, and artistic thought continue to shape our world. The Normandale program focuses on both France and Francophone regions. Knowledge of French is useful in many professional fields, including international business, global health, and science.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

<input type="checkbox"/> FREN 1111	Culture and Civilization	3
<input type="checkbox"/> FREN 1200	Beginning French 2	5
<input type="checkbox"/> FREN 2100	Intermediate French 1	5
<input type="checkbox"/> FREN 2200	Intermediate French 2	5

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING (*met by completion of all 40 credits of the MnTC*)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 *met by taking required FREN courses*
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course - *met by taking required FREN courses*
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

Completing an AA in Geography gives you the background to interpret the complex relationships between people and their environment. Geographers interpret patterns of social, economic, and political activity on Earth, as they seek to understand variations in those human/environment relationships. This program provides the foundation and skills to transfer to a four-year institution to complete a degree and pursue a career in geography.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- GEOG 1101 Physical Geography 4
- GEOG 1102 Human Geography 3
- Complete at least two of the following seven courses for a total of at least 6 credits:
  - GEOG 1104 Resources, Society and Environment 3
  - GEOG 1121 World Regional Geography 3
  - GEOG 1125 Geography of the United States and Canada 3
  - GEOG 1170 Urban Geography 3
  - GEOG 1172 Introductory Meteorology 4
  - GEOG 1180 Cartography and Geographic Information Systems 3
  - GEOG 1900 Topics in Geography 1-4

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 - met by taking required GEOG course
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 – met by taking required GEOG courses
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_

- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_  
(can be met by taking GEOG 1125 or GEOG 1170)
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course – met by taking required GEOG courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_  
(can be met by taking GEOG 1170)
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course - met by taking required GEOG courses

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

Through the German program at Normandale, students work toward linguistic proficiency and cultural competence in a language spoken by over 100,000,000 people in the world's fourth largest economy. Germany is the world's foremost country in developing and using cutting-edge green technology, the economic engine of the European Union and the US's second largest trading partner.

The study of German provides not just global insight, but a deep awareness and appreciation for the foundational contributions of the German-speaking areas in scientific, philosophical, political, humanitarian and artistic thought that have shaped, and continue to influence, our world. This program focuses not just on the German-speaking areas in Europe, but worldwide.

Knowledge of German is useful in many professional fields, including international business, the sciences, green technology, the hospitality industry, music, and more.

Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum (MnTC) Goal requirements.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

<input type="checkbox"/> GERM 1111	Culture and Civilization	3
<input type="checkbox"/> GERM 1200	Beginning German 2	5
<input type="checkbox"/> GERM 2100	Intermediate German 1	5
<input type="checkbox"/> GERM 2200	Intermediate German 2	5

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_

- Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 met by taking required GERM courses
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course - met by taking required GERM courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The purpose of the Global Studies certificate is to offer educational opportunities for a student to become a productive, global citizen and future leader in the community, state, nation, and world. This certificate complements many academic fields and any career that benefits from a global perspective.

### Required Courses – 18 credits

- COMM 1131 Intercultural Communication 3
- Complete one of the following two courses:
  - BUSN 2125 Business Practices in the Global Market 3
  - HSMA 2125 Business Practices in the Global Market 3
- Complete at least 12 credits from the following courses from a minimum of two departments:
  - ANTH 1101 Cultural Diversity 3  
or SOC 1101 Cultural Diversity 3
  - ANTH 1121 Women Across Cultures 3  
or SOC 1121 Women Across Cultures 3  
or WMST 1121 Women Across Cultures 3
  - BUSN 1130 Introduction to International Business 3
  - BUSN 1132 Introduction to International Marketing 3
  - GEOG 1121 World Regional Geography 3
  - HIST 1103 History of World Civilizations 3
  - HIST 1131 Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective 3
  - MUSC 1121 Introduction to World Music 3
  - PHIL 1140 Environmental Ethics 3
  - PHIL 1150 Introduction to World Religions 3
  - POLS 1150 Introduction to World Politics and Globalization 3
  - PSYC 2400 Psychology of Religion and Spirituality 3
  - THTR 2111 World Cinema 3
  - Topics Study Abroad Course (strongly recommended) 3
  - CHIN, FREN, GERM, JAPN or SPAN language course 5
  - MnTC Goal 8 course 3-5

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled about this program by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

This degree provides students a broad base of courses that fulfill the Minnesota Transfer Curriculum goals and prerequisite science courses that may be required to transfer to a baccalaureate degree in Health Sciences. The AS in Health Science Broad Field also provides the opportunity for students to be awarded two degrees, for example Nursing or Dental Hygiene and AS Health Science Broad Field.

### Required Courses – 60 credits

<input type="checkbox"/>	BIOL 1501	Principles of Biology 1	5
<input type="checkbox"/>	BIOL 2041	Human Anatomy	4
<input type="checkbox"/>	BIOL 2042	Human Physiology	4
<input type="checkbox"/>	BIOL 2043	Microbiology	4
<input type="checkbox"/>	CHEM 1050	Foundations of Organic and Biochemistry	3
<input type="checkbox"/>	COMM 1111	Interpersonal Communication	3
<input type="checkbox"/>	ENGC 1101	Freshman Composition	4
<input type="checkbox"/>	HLTH 1107	Principles of Nutrition	3
<input type="checkbox"/>	Complete one of the following two courses:		
<input type="checkbox"/>	MATH 1080	Introduction to Statistics	4
<input type="checkbox"/>	MATH 1090	STATWAY Statistics 2	4
<input type="checkbox"/>	MATH 1100	College Algebra and Probability	4
<input type="checkbox"/>	PHIL 1103	Ethics	3
<input type="checkbox"/>	PSYC 1110	Introduction to Psychology	4
<input type="checkbox"/>	PSYC 2210	Developmental Psychology: Life Span	4
<input type="checkbox"/>	SOC 1104	Introduction to Sociology	3
<input type="checkbox"/>	Complete one course from MnTC Goal 6, 8 or 10		3-5
<input type="checkbox"/>	Complete an additional 4 credit CHEM course		4-5

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Health Science Broad Field (AS)		
needs placement into college level for READ, WRITE (ENGC) and MATH		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
	Fall Semester	Spring Semester
1st year	ENGC 1101.....4cr	CHEM 1050.....3cr
	CHEM 1020.....4cr	MATH 1080.....4cr
	MATH 1100.....4cr	BIOL 1501.....5cr
	COMM 1111.....3cr	HLTH 1107.....3cr
	<b>TOTAL.....15cr</b>	<b>TOTAL.....15cr</b>
	Fall Semester	Spring Semester
2nd year	BIOL 2041.....4cr	BIOL 2042.....4cr
	PSYC 1110.....4cr	BIOL 2043.....4cr
	PHIL 1103.....3cr	PSYC 2210.....4cr
	SOC 1104.....3cr	MNTC GOAL 6, 8 or 10.....4cr
	<b>TOTAL.....14cr</b>	<b>TOTAL.....16cr</b>



This is a multidisciplinary program infused with the skills necessary to build a strong foundation in computer technology, health information technology and healthcare. More specifically, students in this program learn: software database design, data management, data privacy laws and regulations, work flow analysis and design, and healthcare and computer terminology. Additionally, graduates of this program have the knowledge to bridge the gap in communication between multiple departments within the organization.

### Core Courses – 40 credits

<input type="checkbox"/>	COMT 1107	Introduction to Computer Technology	4
<input type="checkbox"/>	COMT 1173	PC Architecture Operation and Interface	3
<input type="checkbox"/>	COMT 1181	Database Management Systems	3
<input type="checkbox"/>	COMT 1182	Advanced Database with Crystal Reports	3
<input type="checkbox"/>	COMT 2188	Systems Analysis and Design	3
<input type="checkbox"/>	COMT 2250	Object Oriented Programming with Java for HCST	4
<input type="checkbox"/>	CSCI 1101	Introduction to Computing and Problem Solving	4
<input type="checkbox"/>	HLTH 1010	Health Professions Terminology	3
<input type="checkbox"/>	HLTH 2010	Healthcare in the US	3
<input type="checkbox"/>	HCST 2096	Professional Practical Experience	4
<input type="checkbox"/>	HCST 2100	Introduction to Health Information Technology	4
<input type="checkbox"/>	HCST 2200	Privacy and Security in Health Information Technology	2

### Additional Required Courses – 20 credits

<input type="checkbox"/>	ENG 1101	Freshman Composition	4
<input type="checkbox"/>	Complete one of the following two courses:		
<input type="checkbox"/>	COMM 1111	Interpersonal Communication	3
<input type="checkbox"/>	COMM 1121	Small Group Communication	3
<input type="checkbox"/>	Complete one of the following two courses:		
<input type="checkbox"/>	MATH 1080	Introduction to Statistics	4
<input type="checkbox"/>	MATH 1090	STATWAY Statistics 2	4
<input type="checkbox"/>	Complete at least 9 credits from MnTC Goals 3, 5, 6, 7, 8, 9 or 10		9

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Healthcare Systems Technology (AAS)				
needs placement into college level for READ, WRITE (ENGC) and MATH				
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>				
1st year	Fall Semester	Spring Semester		
	ENGC 1101.....	4cr	HLTH 2010.....	3cr
	COMT 1107.....	4cr	COMT 1173.....	3cr
	COMM 1111/1121.....	3cr	HLTH 1010.....	3cr
	MATH 1080.....	4cr	CSCI 1101.....	4cr
	<b>TOTAL.....</b>	<b>15cr</b>	MNTC GOAL 3, 5, 6, 7, 8, 9 or 10..	3cr
		<b>TOTAL.....</b>	<b>16cr</b>	
2nd year	Fall Semester	Spring Semester		
	COMT 1181.....	3cr	HCST 2096.....	4cr
	HCST 2100.....	4cr	HCST 2200.....	2cr
	COMT 2250.....	4cr	COMT 1182.....	3cr
	MNTC GOAL 3, 5, 6, 7, 8, 9 or 10.....	3cr	COMT 2188.....	3cr
	<b>TOTAL.....</b>	<b>14cr</b>	MNTC GOAL 3, 5, 6, 7, 8, 9 or 10..	3cr
		<b>TOTAL.....</b>	<b>15cr</b>	

The History Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated History bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

History prepares students to research, analyze, and present evidence with a range of oral and written styles.

Students will gain both a broad understanding of the past in U.S. and world history and an appreciation for diverse historical perspectives. The AA in history prepares students for careers that share the skills of historians, such as evaluating the credibility of information, analyzing a variety of data to tell a story, and presenting a coherent story from varied sources.

The skills and knowledge gained from an AA in history prepare students for a variety of careers, among them business, digital research, entertainment, government, law, healthcare, non-profit work, and teaching.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- Complete three of the following four courses:
- HIST 1111 United States History 1 4
- HIST 1112 United States History 2 4
- HIST 1101 History of World Civilizations 1 4
- HIST 1102 History of World Civilizations 2 4

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE *MATH 1080 or MATH 1090 recommended unless student will pursue a Social Studies Education Licensure, in which case MATH 1100 is recommended. Students should check with their transfer institution for their recommendations or requirements.*
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)

- Course #1 - met by taking required HIST courses
- Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course – met by taking required HIST courses
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course – met by taking required HIST courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE  
*HIST 1133 recommended*
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement  
An additional history course is recommended, but this is not a requirement. Students should check with the receiving institution to understand how it will transfer; a fourth history course may transfer into the major program in history or it may transfer only as an elective toward the bachelor's degree.

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

Normandale's hospitality management program prepares students to lead businesses in the hospitality, travel and tourism industry. The program concentrates on developing the interpersonal communication, conceptual-creative, leadership, technical and administrative skills needed to lead hospitality and tourism business towards current profitability and sustainability in the future.

Graduates in hospitality management go on to positions such as hotel general manager, conventions manager, event manager, rooms division director, housekeeping/maintenance director, hotel sales and marketing director, banquet/catering manager, restaurant/bar manager, casino operations, tourism manager, etc. Upon completion of a degree, students may go on to obtain a bachelor's degree in hospitality management or related programs.

Complementing the traditional degree program, the Hospitality Department offers five Certificate Programs designed for working adults. Students may also elect to complete one or more certificate concentrations and select courses to fulfill this requirement.

Normandale's Hospitality Management Program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

### Core Courses – 32 credits

<input type="checkbox"/> HSMA 1103	Introduction to Hospitality and Tourism Management	4
<input type="checkbox"/> HSMA 1162	Hotel/Lodging Management and Operations	4
<input type="checkbox"/> HSMA 2144	Food/Beverage Management and Cost Control	4
<input type="checkbox"/> HSMA 2150	Revenue Management in Hospitality and Tourism	4
<input type="checkbox"/> HSMA 2172	Hospitality Sales and Marketing Management	4
<input type="checkbox"/> HSMA 2173	Convention and Meeting Planning Management	4
<input type="checkbox"/> HSMA 2096	Hospitality Management Internship	4
<input type="checkbox"/> Complete one of the following two courses:		
<input type="checkbox"/> HSMA 2097	Senior Hospitality Internship	4
<input type="checkbox"/> HSMA 2098	International Internship	4

### Additional Required Courses – 28 credits

<input type="checkbox"/> ACCT 2251	Financial Accounting	4
<input type="checkbox"/> ENGC 1101	Freshman Composition	4
<input type="checkbox"/> Complete one of the following two courses:		
<input type="checkbox"/> COMM 1101	Fundamentals of Public Speaking	3
<input type="checkbox"/> COMM 1111	Interpersonal Communication	3
<input type="checkbox"/> ECON 2201	Principles of Microeconomics	3
<input type="checkbox"/>	Complete at least 3 credits from MnTC Goal 6	3
<input type="checkbox"/>	Complete at least 8 credits from MnTC Goal areas 3, 4, 7, 8 or 10*	8

Complete one of the following seven courses:

<input type="checkbox"/> BUSN 1130	Introduction to International Business	3
<input type="checkbox"/> BUSN 1201+	Information Technology Concepts and Business Software 1	3
<input type="checkbox"/> BUSN 1210	Exceptional Customer Service	3
<input type="checkbox"/> BUSN 2100	Human Relations and Effective Teams	3
<input type="checkbox"/> BUSN 2155	Legal Environment of Business	3
<input type="checkbox"/> BUSN 2200	Human Resource Management	3
<input type="checkbox"/> HSMA 2125	Business Practices in the Global Market	3

\*Highly recommended that students complete a MnTC Goal 3 science course with lab if planning to transfer to a bachelor's degree program.

+Highly recommended for students planning to transfer to a bachelor's degree program.

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

### Certificate Options

The department recommends that students complete courses which, when combined with the required courses above, lead to the achievement of a marketable hospitality certificate.

Certificates in Hospitality and Tourism may be completed by students working towards an AAS in Hospitality Management. The certificates are also appropriate for students looking to gain knowledge in the hospitality and tourism industry, to either change careers or obtain leadership skills towards a promotion within the industry. At least one-third of the credits required for these certificates must be completed at Normandale.

**Please see the following Hospitality Management Certificate options:**

- Casino Operations & Management Certificate
- Food & Beverage Management Certificate
- Hotel Marketing & Sales Certificate
- Hotel Operations Certificate
- Tourism Operations & Management Certificate

Certificates in Hospitality and Tourism may be completed by students working towards an AAS in Hospitality Management. The certificates are also appropriate for students looking to gain knowledge in the hospitality and tourism industry, to either change careers or obtain leadership skills towards a promotion within the industry. At least one-third of the credits required for these certificates must be completed at Normandale.

### Required Courses – 20 credits

- HSMA 1103 Introduction to Hospitality and Tourism Management 4
- Complete one of the following three courses:
  - HSMA 2096 Hospitality Management Internship 4
  - HSMA 2097 Senior Hospitality Internship 4
  - HSMA 2098 International Internship 4
- HSMA 2150 Revenue Management in Hospitality and Tourism 4
- HSMA 2172 Hospitality Sales and Marketing Management 4
- HSMA 2173 Convention and Meeting Planning Management 4

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)



Certificates in Hospitality and Tourism may be completed by students working towards an AAS in Hospitality Management. The certificates are also appropriate for students looking to gain knowledge in the hospitality and tourism industry, to either change careers or obtain leadership skills towards a promotion within the industry. At least one-third of the credits required for these certificates must be completed at Normandale.

### **Required Courses – 20 credits**

- HSMA 1103 Introduction to Hospitality and Tourism Management 4
- HSMA 1162 Hotel/Lodging Management and Operations 4
- Complete one of the following three courses:
  - HSMA 2096 Hospitality Management Internship 4
  - HSMA 2097 Senior Hospitality Internship 4
  - HSMA 2098 International Internship 4
- HSMA 2144 Food/Beverage Management and Cost Control 4
- HSMA 2172 Hospitality Sales and Marketing Management 4

### **Other Certificate Requirements**

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### **Gainful Employment Disclosure**

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)



Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand alone certificates. These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion or wishes to gain management skills in their current career or to change careers. The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Human Resources Management Certificate.

### Required Courses – 18 credits

<input type="checkbox"/>	BUSN 1145	Supervision	3
<input type="checkbox"/>	BUSN 1201	Information Technology Concepts and Business Software 1	3
<input type="checkbox"/>	BUSN 2100	Human Relations and Effective Teams	3
<input type="checkbox"/>	BUSN 2155	Legal Environment of Business	3
<input type="checkbox"/>	BUSN 2200	Human Resource Management	3
<input type="checkbox"/>	BUSN 2300	Principles of Management	3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Individualized Studies degree is ideal for working adults and/or students who have well-defined career goals and who wish to build their own program of study. In earning an Associate of Science degree, students have the opportunity to develop competencies in both distinct and emerging fields unavailable through existing degree programs. Students create an academic plan by combining complementary coursework from existing disciplines along with core Minnesota Transfer Curriculum requirements.

The program requires submission of a written degree plan initiated by the student with assistance from the dean of an appropriate division, or an academic counselor/faculty member. Students use a plan template to guide the degree planning process that they submit to the relevant academic dean's office. The approval of an industry representative must also be obtained when the degree plan applies to a specific career field. The plan must also demonstrate transferability to at least one four-year accredited institution, even when it may not be the intention of the student to transfer immediately upon degree completion.

### Core Courses – 30 credits

Select coursework from at least two discipline areas

- Coursework from selected discipline area 1                      9
- Coursework from selected discipline area 2                      9
- Additional courses to reach a minimum of                      12  
30 Specialized Program credits

*Coursework will be determined in consultation with Normandale faculty and/or administration*

### Additional Required Courses – 30 credits

- ENGC 1101 Freshman Composition                                      4
- Complete one of the following three courses:
  - COMM 1101 Fundamentals of Public Speaking                      3
  - COMM 1111 Interpersonal Communication                      3
  - COMM 1121 Small Group Communication                      3
- Complete one course from MnTC Goal 3 or 4                      3
- Complete one course from MnTC Goal 5                              3
- Complete one course from MnTC Goal 6                              3
- Complete 6 credits from two different of the following      6  
MnTC Goals 7, 8, 9 or 10
- Complete additional MnTC courses to reach a minimum  
of 30 MnTC credits

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

*Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*



The International Experience Certificate focuses on the development of knowledge in world languages, area studies, and intercultural competence, providing students with the skills they need to thrive in our international community and workforce both in Minnesota and around the globe.

### Required Courses – 14 credits

- COMM 1131 Intercultural Communication 3
- Complete one 5 credit language course; choose from the following:
  - CHIN 1100, 1200, 2100, 2200 5
  - FREN 1100, 1200, 2100, 2200 5
  - GERM 1100, 1200, 2100, 2200 5
  - JAPN 1100, 1200, 2100, 2200 5
  - SPAN 1100, 1200, 2100, 2200 5
- Complete one 3 credit culture course; choose from the following:
  - CHIN 1111 Chinese Culture & Civilization 3
  - FREN 1111 French Culture & Civilization 3
  - GERM 1111 German Culture & Civilization 3
  - JAPN 1111 Japanese Culture & Civilization 3
  - SPAN 1111 Spanish Culture & Civilization 3
- Complete one 3 credit World Languages and Cultures study abroad course; choose from the following:
  - CHIN 1900 Topics/Study Abroad 3
  - FREN 1900 Topics/Study Abroad 3
  - SPAN 1900 Topics/Study Abroad 3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled about this program by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Law Enforcement Transfer Pathway (AS) offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Law Enforcement bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field

This program is designed to prepare students to be eligible to take the Minnesota Peace Officer Licensing Exam and eventually enter police work.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.*

### Core Courses – 46-47 credits

Courses marked with an asterisk (\*) are prerequisites for admission to the Law Enforcement Education Center (LEEC), must be completed with a minimum grade of C in each course, and require a minimum combined GPA of 2.5.

<input type="checkbox"/> COMM 1111	Interpersonal Communication	3
<input type="checkbox"/> ENGC 1101*	Freshman Composition	4
<input type="checkbox"/> ENGC 2102*	Business and Technical Writing	3
<input type="checkbox"/> EXSC 1129	Fitness for Life 1	2
<input type="checkbox"/> HLTH 2209	Emergency Medical Responder	3
<input type="checkbox"/> PHIL 1103	Ethics	3
<input type="checkbox"/> PSYC 1110*	Introduction to Psychology	4
<input type="checkbox"/> SOC 1104*	Introduction to Sociology	3
<input type="checkbox"/> SOC 2114*	Families in Crisis	3
<input type="checkbox"/> SOC 2130*	Introduction to Criminal Justice	3
<input type="checkbox"/> SOC 2131*	Juvenile Justice	3
<input type="checkbox"/> SOC 2132*	Police and Community	3
<input type="checkbox"/> Complete one of the following two courses:		
<input type="checkbox"/> SOC 1101*	Cultural Diversity	3
<input type="checkbox"/> SOC 2110*	American Minority Relations	3
<input type="checkbox"/> Complete one course from MnTC Goal 4		3
<input type="checkbox"/> Complete one of the following two courses:		
<input type="checkbox"/> POLS 2250	Constitutional Law	3
<input type="checkbox"/> PSYC 2200	Abnormal Psychology	3

### Additional Required Courses – 22 credits

*Courses below will be taken over two semesters at LEEC.*

#### Semester 1

<input type="checkbox"/> LAWE 2225	Criminal Investigation	3
<input type="checkbox"/> LAWE 2230	Legal Issues in Law Enforcement	3
<input type="checkbox"/> LAWE 2231	Minnesota Criminal and Traffic Codes	3
<input type="checkbox"/> LAWE 2235	Police Report Writing/Interview	2
<input type="checkbox"/> LAWE 2241	Police Response and Human Behavior	3

#### Semester 2

<input type="checkbox"/> LAWE 2261	In Progress Responses	2
<input type="checkbox"/> LAWE 2275	Traffic	1
<input type="checkbox"/> LAWE 2280	Defensive Tactics	2
<input type="checkbox"/> LAWE 2285	Crime Scene and Evidence	1
<input type="checkbox"/> LAWE 2290	Firearms	2
<input type="checkbox"/> LAWE 2300	Tactical Driving for Law Enforcement Students	0

### Additional Requirements to Take the POST Examination

- Completion of an Emergency Medical Response or EMT course is required prior to taking the licensing exam. HLTH 2209 fulfills this requirement. *Students with current certification may petition completion of the requirement and substitute another 3 credit course for HLTH 2209.*  
 NOTE: A successful petition will not affect the 68 credit requirement for the Associate of Science degree.

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale. Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

This certificate is designed to prepare graduates for police work. The Certificate in Law Enforcement is designed for students who already have completed either an associate or bachelor's degree at an accredited college or university.

Coursework in practical skills is offered at the Law Enforcement Education Center (LEEC). For more information on LEEC, call 763-657-3700.

### Required Courses – 30-31 credits

*Courses marked with an asterisk (\*) are prerequisites for admission to the Law Enforcement Education Center (LEEC), must be completed with a minimum grade of C in each course, and require a minimum combined GPA of 2.5.*

<input type="checkbox"/> ENGC 1101*	Freshman Composition	4
<input type="checkbox"/> ENGC 2102*	Business and Technical Writing	3
<input type="checkbox"/> EXSC 1129	Fitness for Life 1	2
<input type="checkbox"/> PSYC 1100*	Psychology in Modern Life	3
<input type="checkbox"/> or PSYC 1110*	Introduction to Psychology	4
<input type="checkbox"/> SOC 1104*	Introduction to Sociology	3
<input type="checkbox"/> SOC 2110*	American Minority Relations	3
<input type="checkbox"/> SOC 2114*	Families in Crisis	3
<input type="checkbox"/> SOC 2130*	Introduction to Criminal Justice	3
<input type="checkbox"/> SOC 2131*	Juvenile Justice	3
<input type="checkbox"/> SOC 2132*	Police and Community	3

### Professional Licensing Core Courses

*Completion of this certificate prepares students to apply to LEEC where they will be able to take coursework required to become a licensed police officer.*

Courses below will be taken over two semesters at LEEC.

<input type="checkbox"/> LAWE 2225	Criminal Investigation	3
<input type="checkbox"/> LAWE 2230	Legal Issues in Law Enforcement	3
<input type="checkbox"/> LAWE 2231	Minnesota Criminal and Traffic Codes	3
<input type="checkbox"/> LAWE 2235	Police Report Writing/Interview	2
<input type="checkbox"/> LAWE 2241	Police Response and Human Behavior	3
<input type="checkbox"/> LAWE 2261	In Progress Responses	2
<input type="checkbox"/> LAWE 2275	Traffic	1
<input type="checkbox"/> LAWE 2280	Defensive Tactics	2
<input type="checkbox"/> LAWE 2285	Crime Scene and Evidence	1
<input type="checkbox"/> LAWE 2290	Firearms	2
<input type="checkbox"/> LAWE 2300	Tactical Driving for Law Enforcement	0

Students

### Additional Requirements to Take the POST Examination

- Completion of a First Responder, Emergency Medical Response or EMT course is required prior to taking the licensing exam. HLTH 2209 fulfills this requirement.

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled about this program by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Associate of Arts degree with a Literary Studies Emphasis satisfies the first two years of Minnesota Transfer Curriculum credits and prepares English majors to enter a Bachelor of Arts program in this field. This degree will provide sound preparation in subject knowledge, effective communications, and critical thinking skills needed in many career fields, ranging from business and law to humanities.

## Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- ENGC 2000 Writing about Literature 3
- ENGL 2120 Shakespeare 3
- Complete two of the following four courses:
  - ENGL 2150 American Literature 1 4
  - ENGL 2151 American Literature 2 4
  - ENGL 2160 British Writers 1 4
  - ENGL 2161 British Writers 2 4
- Complete one of the following two courses:
  - ENGL 2130 African American Literature 3
  - ENGL 2133 Native American Literature 3
- Complete one additional ENGL course numbered over 2100 3

## General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101 (B or higher)
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_

- GOAL 6: HUMANITIES AND FINE ARTS - 2 COURSES  
(Select from **two different departments**)
  - Course #1 - met by taking required ENGL courses
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course – met by taking required ENGL courses
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_  
(can be met by taking ENGL 2150 or ENGL 2151)
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

## Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand alone certificates. These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion or wishes to gain management skills in their current career or to change careers. The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Management Certificate.

**Required Courses – 18 credits**

<input type="checkbox"/>	BUSN 1145	Supervision	3
<input type="checkbox"/>	BUSN 1201	Information Technology Concepts and Business Software 1	3
<input type="checkbox"/>	BUSN 1210	Exceptional Customer Service	3
<input type="checkbox"/>	BUSN 2100	Human Relations and Effective Teams	3
<input type="checkbox"/>	BUSN 2155	Legal Environment of Business	3
<input type="checkbox"/>	BUSN 2300	Principles of Management	3

**Other Certificate Requirements**

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

**Gainful Employment Disclosure**

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)



Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand alone certificates. These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion or wishes to gain management skills in their current career or to change careers. The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Marketing Certificate.

### **Required Courses – 18 credits**

<input type="checkbox"/>	BUSN 1102	Social Media Marketing	3
<input type="checkbox"/>	BUSN 1201	Information Technology Concepts and Business Software 1	3
<input type="checkbox"/>	BUSN 1210	Exceptional Customer Service	3
<input type="checkbox"/>	BUSN 2155	Legal Environment of Business	3
<input type="checkbox"/>	BUSN 2252	Professional Selling	3
<input type="checkbox"/>	BUSN 2400	Principles of Marketing	3

### **Other Certificate Requirements**

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### **Gainful Employment Disclosure**

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Mathematics Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Mathematics bachelor's degree programs at Minnesota State universities. \* The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

\*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

<input type="checkbox"/> MATH 1510	Calculus 1	5
<input type="checkbox"/> MATH 1520	Calculus 2	5
<input type="checkbox"/> MATH 2510	Calculus 3: Multivariable Calculus	5
<input type="checkbox"/> MATH 2520	Calculus 4: Differential Equations with Linear Algebra	5

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(*met by completion of all 40 credits of the MnTC*)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course – *met by taking required MATH courses*
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_

- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Associate of Fine Arts degree in Music provides a high-quality two-year curriculum that completes the first two years of a baccalaureate degree in music. Upon completion, students will be able to demonstrate comprehension of harmonic analysis, four-part voice-leading, transposition, aural intervallic and chord identification, melodic and rhythmic dictation, solmization, history of western art music, fundamental piano proficiency, solo and ensemble performance, and instrumental or vocal facility through applied study with artist-level faculty.

The AFA in Music prepares a student for transfer into the third year of a baccalaureate music program, in particular, those students pursuing a four-year degree in music performance, music education, or music therapy.

The Music Department at Normandale Community College is an accredited institutional member of the National Association of Schools of Music.

### Core Courses – 38 credits

<input type="checkbox"/> MUSC 1131	Music Theory 1	3
<input type="checkbox"/> MUSC 1132	Music Theory 2	3
<input type="checkbox"/> MUSC 2231	Music Theory 3	3
<input type="checkbox"/> MUSC 2232	Music Theory 4	3
<input type="checkbox"/> MUSC 1181	Ear Training 1	2
<input type="checkbox"/> MUSC 1182	Ear Training 2	2
<input type="checkbox"/> MUSC 2281	Ear Training 3	2
<input type="checkbox"/> MUSC 2282	Ear Training 4	2
<input type="checkbox"/> MUSC 1151	Applied Music 1	2

(Complete MUSC 1151 in two different semesters for a total of 4 credits)

<input type="checkbox"/> MUSC 2251	Applied Music 2	2
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(Complete MUSC 2251 in two different semesters for a total of 4 credits)

<input type="checkbox"/> MUSC 1152	Performance Class	0
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(Complete MUSC 1152 four times in four different semesters)

<input type="checkbox"/> MUSC 1159	Piano Proficiency	0
<input type="checkbox"/> MUSC 2245	Music History 1	3
<input type="checkbox"/> MUSC 2246	Music History 2	3

<input type="checkbox"/>	Complete one of the following music ensemble courses in four different semesters for a total of 4 credits:	
<input type="checkbox"/>	MUSC 1113 Concert Choir	1
<input type="checkbox"/>	MUSC 1116 Concert Band	1
<input type="checkbox"/>	MUSC 1118 Orchestra	1

### Additional Required Courses – 30 credits

<input type="checkbox"/>	ENG 1101 Freshman Composition	4
<input type="checkbox"/>	Complete one of the following four courses:	
<input type="checkbox"/>	COMM 1100 Introduction to Human Communication	3
<input type="checkbox"/>	COMM 1101 Fundamentals of Public Speaking	3

<input type="checkbox"/>	COMM 1111 Interpersonal Communication	3
<input type="checkbox"/>	COMM 1121 Small Group Communication	3

Complete a minimum of 23 credits from at least three of the following MnTC Goals 3, 5, 7, 9 or 10.

### Other Degree Requirements

Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.

Earn a minimum of 20 college-level credits at Normandale.

Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

Music (AFA)	
needs placement into college level for READ, WRITE (ENGC)	
Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.	
1st year	Fall Semester
	ENGC 1101.....4cr MUSC 1131.....3cr MUSC 1181.....2cr MUSC 1151.....2cr MUSC 1152.....0cr MUSC 1113, 1116 or 1118.....1cr MUSC 2245.....3cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr <b>TOTAL.....18cr</b>
1st year	Spring Semester
	MUSC 1132.....3cr MUSC 1182.....2cr MUSC 1151.....2cr MUSC 1152.....0cr MUSC 1113, 1116 or 1118.....1cr MUSC 2246.....3cr COMM 1100, 1101, 1111 or 1121...3cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr <b>TOTAL.....17-18cr</b>
2nd year	Fall Semester
	MUSC 2231.....3cr MUSC 22.....2cr MUSC 225.....2cr MUSC 11.....0cr MUSC 1113, 1116 or 1118.....1cr MUSC 1159.....0cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr <b>TOTAL.....17cr</b>
2nd year	Spring Semester
	MUSC 2232.....3cr MUSC 2282.....2cr MUSC 2251.....2cr MUSC 1152.....0cr MUSC 1113, 1116 or 1118.....1cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr *MnTC GOAL 3, 5, 7, 9 or 10...3cr <b>TOTAL.....17cr</b>
*Complete a minimum of 23cr from at least three of the following MnTC GOALS 3, 5, 7, 9 or 10.	



The Normandale Nursing Department educates students to become entry-level professional nurses who are prepared to begin their careers as competent, caring members of today's health care team. The Normandale Nursing program has adopted the Minnesota Alliance for Nursing Education (MANE) curriculum which is a collaboratively-developed curriculum designed to remove barriers for students wishing to obtain their baccalaureate degree in nursing (BSN). Normandale offers five semesters of an eight semester BSN program. Students admitted to Normandale's Nursing program will be dually admitted to Metropolitan State University's Nursing program.

Normandale students will receive their associate of science degree following successful completion of the fifth semester of the program and may elect to take the National Council Licensure Examination (NCLEX) for Registered Nurse Licensure. Students will have the opportunity to complete the remaining three semesters of the MANE BSN curriculum as Metropolitan State University students. This program is committed to quality, integrity, active life-long learning, student success, alliances and community service.

Students entering the nursing program are expected to meet the Minnesota State Performance Standards for Entry-Level Nursing Programs, which are available on the Non-academics Requirements page on the Nursing department website. These performance standards are required abilities for effective performance in Minnesota State nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in an entry-level nursing program.

Reasonable accommodations for meeting standards may be available for otherwise program-qualified individuals with disabilities. Information is available in the Office for Students with Disabilities at 952-358-8625.

Normandale's nursing program is approved by the Minnesota Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, Georgia 30326. Contact at 404-975-5000 or online at [ACENursing.org](http://ACENursing.org)

### Core Courses – 35 credits

(Students already holding LPN licensure are required to take 30 nursing credits)

- Complete one of the following courses.
  - NURS 2700 Health Promotion and the Role of the Professional Nurse 9  
*(for general nursing students)*
  - NURS 2720 Transition to the Role of the Professional Nurse 4  
*(for LPN students)*
  - NURS 2750 Nutrition and the Role of the Professional Nurse 2
  - NURS 2800 Chronic and Palliative Care 7
  - NURS 2820 Pharmacology and the Role of the Professional Nurse 3
  - NURS 2850 Applied Pathophysiology for Nursing 1 2
  - NURS 2910 Acute and Complex Care 7
  - NURS 2920 Applied Pathophysiology for Nursing 2 2
  - NURS 2950 Nursing Leadership 1 3

### Additional Required Courses – 40 credits

- ENGC 1101 Freshman Composition 4
- COMM 1111 Interpersonal Communication 3
- CHEM 1050 Foundations of Organic and Biochemistry 3
- BIOL 2041 Human Anatomy 4
- BIOL 2042 Human Physiology 4
- BIOL 2043 Microbiology 4
- PSYC 1110 Introduction to Psychology 4
- PSYC 2210 Developmental Psychology: Life Span 4
- Complete one of the following two courses:
  - SOC 1104 Introduction to Sociology 3
  - ANTH 1127 Cultural Anthropology - The Global Human Experience 3
- Complete one of the following two courses:
  - PHIL 1103 Ethics 3
  - PHIL 1180 Biomedical Ethics 3
- Complete 4 credits from MnTC Goal areas 4, 6, 7, 8, 9 or 10 4

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

### Admission Requirements and Application Process

- Submit the Normandale Community College general application form and the \$20 application fee to the Admissions Office (applicants new to Normandale only).
- The nursing program application deadlines are February 1 for fall and June 1 for spring the following year.
- Please see the nursing program website for application information for detailed application instructions.
- Students wishing to petition an exemption of admission requirements must do so prior to the application deadline.
- New students are encouraged to attend a college information session; current students should call 952-358-8261 to schedule a meeting with an advisor.
- Nursing information sessions are offered each semester. Visit our nursing website for session dates and locations.

### Applicants must meet the following requirements before the application is processed:

- High school graduation or GED.
- Complete semester one of the MANE curriculum plan: ENGC 1101, CHEM 1050 or CHEM 1061, BIOL 2041, and an elective in MnTC Goal 4, 6, 7, 8, 9, or 10.
- Have a GPA of 2.75 or higher in the semester one coursework shown above.
- Complete the ATI TEAS pre-entrance exam. Visit Normandale's Nursing website or visit the ATI-TEAS testing page.

### Submission of Nursing Program Application

When the program admission requirements are met, the nursing application form may be completed and mailed to the Health Sciences Enrollment Manager at:

Kiara Taylor  
Health Science Enrollment Manager  
Normandale Community College  
9700 France Avenue S  
Bloomington, MN 55431

Applications to Normandale's nursing program are available on campus in the Activities building, online on the Nursing Department website and by downloading the Nursing Application PDF.

Admissions policies are subject to change. Applications will be accepted under the terms in place at the time an application is received by the Health Science Division. It is the responsibility of the student to keep up-to-date on any changes which may affect their qualifications for acceptance.

### Application Deadlines

The application to the nursing program is February 1 for fall semester and June 1 for spring semester. The application and all required documents must be postmarked on or before the due date.

### Application Notification

Applicants will be notified in writing on or before March 15 for fall semester and July 15 for spring semester. Candidates will be instructed in their acceptance letter of the due date to accept or decline the admission offer. If a response is not received by the due date, the seat will be considered declined.

Students who are not admitted must reapply to the nursing program the following cycle.

## MANE Curriculum Plan at Normandale Community College

### Semester 1

ENGC 1101	Freshman Composition	4
CHEM 1050	Foundations of Organic and Biochemistry	3
BIOL 2041	Human Anatomy	4

### Elective Credits:

4 credits from MnTC Goals 4, 6, 7, 8, 9 or 10

### Semester 2

PSYC 1110	Introduction to Psychology	4
BIOL 2042	Human Physiology	4
BIOL 2043	Microbiology	4
COMM 1111	Interpersonal Communication	3

### Semester 3

NURS 2700	Health Promotion and the Role of the Professional Nurse	9
or NURS 2720	Transition to the Role of the Professional Nurse	4
NURS 2750	Nutrition and the Role of the Professional Nurse	2
PSYC 2210	Developmental Psychology: Life Span	4

### Semester 4

NURS 2800	Chronic and Palliative Care	7
NURS 2820	Pharmacology and the Role of the Professional Nurse	3
NURS 2850	Applied Pathophysiology for Nursing I	2
SOC 1104	Introduction to Sociology	3
or ANTH 1127	Cultural Anthropology - The Global Human Experience	3

<b>Semester 5</b>		
NURS 2910	Acute and Complex Care	7
NURS 2920	Applied Pathophysiology for Nursing 2	2
NURS 2950	Nursing Leadership I	3
PHIL 1103	Ethics	3
or PHIL 1180	Biomedical Ethics	3

*Upon completion of Semester 5, students are eligible for the AS in Nursing and NCLEX-RN/licensure.*

<b>Semester 6</b> - Metropolitan State University upper division coursework begins - 15 credits		
	Nursing Care of the Family	4
	Epidemiology for Nursing	3
	General Education – Statistics (MATH 1080 or completing both Normandale’s MATH 0990 & MATH 1090 will fulfill this requirement –Statway Statistics 1 & 2)	4
	General Education – Writing in your Major	4

<b>Semester 7</b> - Upper division coursework 16 credits		
	Population Based Care	7
	Nursing Leadership II	4
	Nursing Informatics	2
	General Education - elective	3

<b>Semester 8</b> - Upper division coursework 14 credits		
	Integrative Seminar & Practicum	7
	Global Health Perspectives for Nursing	3
	General Education - elective	4



The Nursing Assistant Certificate course prepares individuals to assist others with personal care needs. This certificate course is approved by the Minnesota Department of Health (MDH) and prepares students to take the National Nursing Assistant Training and Competency Evaluation Test. Upon successful completion of the test, students are placed on the Minnesota Nursing Assistant Registry (NA/R).

The Nursing Assistant (NA/R) provides care under the direct supervision of licensed nurses. Employment is primarily in facilities caring for older adults. The demand for NA/Rs continues to grow due to our aging population.

Skills and knowledge obtained while earning the Nursing Assistant Certificate provide a strong foundation for individuals planning to pursue a career in healthcare.

### Required Course

- Complete one of the following two courses:
  - NURS 1057 Nursing Assistant Certificate 4
  - NURS 1060 Nursing Assistant/Home Health Aide 4

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

The following websites provide more information about nursing assistants, information about skills testing and links to the practice test and competency test brochure:

- The “Contacting the Nursing Assistant Registry” page on the Minnesota Department of Health website provides links to Registry forms, training and testing sites.
- The Pearson VUE website offers a test/skills brochure and a practice written test for Minnesota nursing assistants.

The Nutrition Studies Certificate provides an in-depth study of nutrition. It includes the study and application of nutrition principles in a variety of diverse populations and communities. This certificate will prepare students to work in areas where the knowledge and skills of nutrition are required. For example: Women, Infants and Children (WIC) assistants, nutrition aides, nutrition assistants, and health coaching and hospitality workers. It also provides a pathway to the AAS in Dietetic Technology, where students learn direct patient/client nutrition care. The certificate will also transfer to a variety of colleges and universities where students can continue their education in dietetics, nutrition, food science, or other healthcare-related fields.

### Required Courses – 18 credits

- HLTH 1107\* Principles of Nutrition 3
- NUTR 1110 Lifecycle Nutrition 3
- NUTR 1154 Nutrition Education and Counseling 3
- Complete three of the following six courses:
  - BUSN 2100 Human Relations and Effective Teams 3
  - COMM 1111 Interpersonal Communication 3
  - HLTH 1104 Personal and Consumer Health 3
  - NUTR 1269 Food Service Management 3
  - NUTR 2145 Experimental Foods 3
  - NUTR 2270 Community Nutrition 3

\*With instructor permission, students may be allowed to enroll in HLTH 1107 concurrently with NUTR courses.

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled about this program by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Associate of Arts Degree with Emphasis in Philosophy provides students with the opportunity to reflect on the most fundamental questions that concern human beings. Through careful study of major figures and traditions within philosophy, courses in this program will help students develop skills for reasoning and critical analysis, and encourage imagination, intellectual curiosity and rigor, personal reflection, and civic engagement.

Since the study of philosophy cultivates intellectual curiosity and imagination, and draws upon all areas of human endeavor, students who complete the emphasis will be prepared to transfer to a four-year institution in pursuit of many different majors. Philosophy majors are prepared for a wide variety of careers, including law, journalism, business, technology, and government and politics. Philosophy courses satisfy 6 of the 10 goals in the Minnesota Transfer Curriculum.

## Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- Complete two of the following three courses:
  - PHIL 1101 Introduction to Philosophy 3
  - PHIL 1102 Logic 3
  - PHIL 1103 Ethics 3
- Complete one of the following five courses:
  - PHIL 1140 Environmental Ethics 3
  - PHIL 1150 Introduction to World Religions 3
  - PHIL 1160 Philosophy of Art 3
  - PHIL 1170 Business Ethics 3
  - PHIL 1180 Biomedical Ethics 3

## General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
  - (can be met by taking PHIL 1102)
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_

- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 - met by taking required PHIL courses
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
  - (can be met by taking PHIL 1150)
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
  - (can be met by taking PHIL 1103 or PHIL 1140 or PHIL 1170 or PHIL 1180)
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_
  - (can be met by taking PHIL 1140)

## Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Associate of Arts (AA) with Emphasis in Photography is a liberal education degree with a concentration in fine art photography coursework. It is intended for transfer to a BA four-year program in photographic studies. Students seeking an Associate of Arts (AA) degree with Emphasis in Photography must successfully complete the AA requirements and the specific Photography Emphasis requirements. This degree is designed for students who seek a general liberal arts degree with an emphasis in fine arts photography. The degree provides a sound photography foundation and satisfies the complete Minnesota Transfer Curriculum (MnTC).

## Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- ART 1109 Exploring Photography 3
- ART 1110 Introduction to Black and White Photography 3
- ART 1113 Video Art 3
- ART 1114 Introduction to Digital Photography 3
- ART 2207 Advanced Photography 3
- Complete one of the following two courses:
  - ART 1103 Foundation Art History 2 3
  - ART 1104 Contemporary Art Survey 3
- Complete one studio art elective course:
  - ART \_\_\_\_ Choose any additional ART course 3  
(excluding ART 1101)

## General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENG 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_

- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 – met by taking required ART courses
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course – met by taking required ART courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

## Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

## Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

Physics encompasses the study of the universe from the largest galaxies to the smallest subatomic particles and is the basis of many other sciences. Students who study physics develop a range of skills that can be applied in many areas, including: problem solving, with a pragmatic and analytical approach; constructing logical arguments; applying analytical skills; and grasping complex problems.

An Associate of Arts with Emphasis in Physics from Normandale provides students with fundamental knowledge of physics and mathematics that will ensure that they have the foundation and prerequisites to complete a bachelor's degree in physics at a transfer institution. In addition to the AA with Emphasis in Physics, the physics department at Normandale offers classes that fulfill requirements for students studying mathematics, the physical and biological sciences, engineering, and some health fields. All physics classes at Normandale fulfill Goal 3 (Natural Sciences) of the MnTC.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- MATH 2510    Calculus 3: Multivariable Calculus    5
- MATH 2520    Calculus 4: Differential Equations with Linear Algebra    5
- PHYS 1121    Physics 1 for Scientists and Engineers    5
- PHYS 1122    Physics 2 for Scientists and Engineers    5
- PHYS 2250    Modern Physics    4

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 - met by taking required PHYS courses
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course - met by taking required MATH courses
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE

Course \_\_\_\_\_

- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE

Course \_\_\_\_\_

- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE

Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course (EXSC 1129 is recommended).
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

Physics Emphasis (AA)		
needs placement into college level for READ, WRITE (ENGC) and MATH 1510 <i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
1st year	<b>Fall Semester</b>	<b>Spring Semester</b>
	ENGC 1101.....4cr	MATH 1520.....5cr
	MATH 1510.....5cr	PHYS 1121.....5cr
	MNTC GOAL 1 (COMM).....3cr	*MNTC GOAL 5, 6, 7, 8, 9 or 10.....3cr
	MNTC GOAL 3 (non-PHYS)....4cr	EXSC elective.....1cr
<b>TOTAL.....16cr</b>	<b>TOTAL.....14cr</b>	
2nd year	<b>Fall Semester</b>	<b>Spring Semester</b>
	MATH 2510.....5cr	MATH 2520.....5cr
	PHYS 112.....5cr	PHYS 2250.....5cr
	*MNTC GOAL 5, 6, 7, 8, 9 or 10.....3cr	*MNTC GOAL 5, 6, 7, 8, 9 or 10.....4cr
	HLTH elective.....3cr	
<b>TOTAL.....16cr</b>	<b>TOTAL.....14cr</b>	
<i>*All MNTC GOALS must be met to fulfill the degree requirements.</i>		



The Political Science Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Political Science bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Employers regard Political Science as one of the two most highly-prized social science degrees among employees. Why do employers desire students who study power and government and can hold national and international perspectives on topics? Because businesses, non-profit organizations, government, public service, law, media, education, and more need and admire the rare combination of knowledge, talent, and skills that Political Science students develop.

Political Science students uniquely combine wide-ranging knowledge with skills at research, analysis, and communication. These traits make students supremely qualified to work in the Information Age. Professional life increasingly requires collecting, organizing, applying, evaluating, and presenting information and ideas, as well as thinking critically, solving problems creatively, demonstrating cross-cultural understanding, and working individually and collaboratively.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- POLS 1130 Introduction to U.S. Politics 3
- Complete one of the following two courses:
  - POLS 1132 Introduction to Comparative Politics 3
  - POLS 1150 Introduction to World Politics and Globalization 3
- Complete one of the following seven courses:  
*Students may take POLS 1132 or POLS 1150 (whichever was NOT used to satisfy the required course above)*
  - POLS 1132 Introduction to Comparative Politics 3
  - POLS 1133 Middle East Politics 3
  - POLS 1135 Introduction to Political Ideas 3
  - POLS 1150 Introduction to World Politics and Globalization 3
  - POLS 1152 Model United Nations 3
  - POLS 1195 Conflict and Negotiation 3
  - POLS 2250 Constitutional Law 3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
*(met by completion of all 40 credits of the MnTC)*
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_

- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE  
*MATH 1080 or MATH 1090 recommended*
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 - *met by taking required POLS courses*
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_  
*(can be met by taking POLS 1195)*
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course - *met by taking required POLS courses*
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course - *met by taking required POLS courses*
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Psychology Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Psychology bachelor's degree programs at Minnesota State universities.

The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

The Pathway may not apply to schools outside of Minnesota State, including the University of Minnesota. Students intending to transfer to those schools should investigate the requirements at the receiving institutions.

Part of the Pathway is to complete at least one elective course chosen from the extensive offerings of the Psychology Department.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- PSYC 1110 Introduction to Psychology 4
- PSYC 2100 Statistics for the Behavioral Sciences 4
- Complete one of the following three courses:
  - PSYC 2200 Abnormal Psychology 3
  - PSYC 2210 Developmental Psychology: Life Span 4
  - PSYC 2600 Introduction to Social Psychology 3
- Complete one additional PSYC course 3-4

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1111
- GOAL 2: CRITICAL THINKING  
*(met by completion of all 40 credits of the MnTC)*
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 BIOL \_\_\_\_\_  
*(must complete one Goal 3 BIOL course)*
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - MATH 1080 or MATH 1090 or MATH 1100
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 - met by taking required PSYC courses
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 PHIL \_\_\_\_\_

*(must complete one Goal 6 PHIL course)*

- Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course - met by taking required PSYC courses
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale

The Religious Studies Certificate is designed for students who desire a concentrated course of academic study in the field of religious studies. Students will gain knowledge of the beliefs, practices, history, struggles, and influences of various religious and spiritual traditions from the perspectives of a variety of academic disciplines. Courses are rigorous and personally enriching. Religious studies address some of the most fundamental and enduring sources of meaning and community, as well as conflict and misunderstanding in human history. Students will gain knowledge of many types of belief and practice communities. Through completing this certificate, students will demonstrate a sustained exploration and appreciation of people's strongly diverse religious beliefs and behaviors.

### Required Courses – 15-16 credits

- Complete three of the following four courses:
  - ANTH 1188 Magic, Witchcraft and Religion: The Anthropology of Religion 3
  - PHIL 1150 Introduction to World Religions 3
  - PSYC 2400 Psychology of Religion and Spirituality 3
  - PHIL 1105 Philosophy of Religion 3
- Complete two of the following ten courses:
  - ANTH 1150 Native American Voices 3
  - ANTH 1899 Medical Anthropology: Health, Illness and Healing Across Cultures 3
  - ART 1102 Foundation Art History 1 3
  - ART 1105 Non-Western Art Survey 3
  - ENGL 1175 Myths and Legends 3
  - GEOL 1050 Earth History 4
  - HIST 1101 History of World Civilizations 1 4
  - HIST 1102 History of World Civilizations 2 4
  - MUSC 1121 Introduction to World Music 3
  - PSYC 1108 Psychology of Death and Dying 3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand alone certificates. These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion or wishes to gain management skills in their current career or to change careers. The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Small Business Management Certificate.

### Required Courses – 18 credits

<input type="checkbox"/>	BUSN 1125	Entrepreneurship	3
<input type="checkbox"/>	BUSN 1201	Information Technology Concepts and Business Software 1	3
<input type="checkbox"/>	BUSN 1220	Problem Solving Analyzing-Excel	3
<input type="checkbox"/>	BUSN 2155	Legal Environment of Business	3
<input type="checkbox"/>	BUSN 2310	Small Business Management	3
<input type="checkbox"/>	BUSN 2400	Principles of Marketing	3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Sociology Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Sociology bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- SOC 1104 Introduction to Sociology 3
- Complete one of the following two courses:
  - SOC 1102 Love, Sex, and Family 3
  - SOC 2116 Popular Culture and Media Sociology 3
- Complete one of the following three courses:
  - SOC 1109 Wealth and Poverty 3
  - SOC 1115 Sociology of Sex and Gender Roles 3
  - SOC 2110 American Minority Relations 3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE  
*MATH 1080 or MATH 1090 recommended*
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 - met by taking required SOC courses
  - Course #2 \_\_\_\_\_

- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course – met by completing required SOC courses
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_  
(can be met by completing SOC 2116)
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The Spanish Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Spanish bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- SPAN 1100 Beginning Spanish 1 5
- SPAN 1200 Beginning Spanish 2 5
- SPAN 2100 Intermediate Spanish 1 5
- SPAN 2200 Intermediate Spanish 2 5

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
*(met by completion of all 40 credits of the MnTC)*
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_

- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 met by taking required SPAN courses
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course - met by taking required SPAN courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement (SPAN 1111 is recommended).

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.

The goal of the Spanish Certificate is to provide students with the opportunity to acquire linguistic skills, cultural knowledge and intercultural competence necessary to work in an increasingly global community. This certificate complements many academic fields and careers in which students would benefit from an international perspective.

### Required Courses – 13 credits

- |   |                               |   |
|---|-------------------------------|---|
| <input type="checkbox"/> SPAN 2100                                  | Intermediate Spanish 1        | 5 |
| <input type="checkbox"/> SPAN 2200                                  | Intermediate Spanish 2        | 5 |
| <input type="checkbox"/> Complete one of the following two courses: |                               |   |
| <input type="checkbox"/> SPAN 1111                                  | Culture and Civilization      | 3 |
| <input type="checkbox"/> SPAN 2210                                  | Advanced Communication Skills | 3 |

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

The Special Education Foundations Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Special Education bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Minnesota State University, Mankato offers the Bachelor of Science program in Special Education on the Normandale Community College campus.

Individuals who have been arrested, charged or convicted of any criminal offense should investigate the impact that the arrest, charge or conviction may have on their chances of employment in the field they intend to study or on their chances to obtain federal, state and other higher education financial aid.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

<input type="checkbox"/> COMM 1101	Public Speaking	3
	<i>(Grade of B or higher is required)</i>	
<input type="checkbox"/> EDUC 1101	Introduction to Education	4
<input type="checkbox"/> EDUC 2101	Educational Technology	3
<input type="checkbox"/> EDUC 2222	Multicultural Education & Human Relations in Schools	3
<input type="checkbox"/> EDUC 2331	Professional Practice & IEPs	2
<input type="checkbox"/> EDUC 2408	Individuals with Diverse Needs	4
<input type="checkbox"/> EDUC 2409	Learning & Human Development	4
<input type="checkbox"/> ENGC 1101	Freshman Composition	4
	<i>(Grade of B or higher is required)</i>	
<input type="checkbox"/> MATH 1055	Elements of Mathematics 1	4
<input type="checkbox"/> PSYC 1109	Child & Adolescent Development	3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

The department recommends the following courses for completion of MnTC:

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101 *(met by completing required course with B or higher)*
  - COMM 1101 *(met by completing required course with B or higher)*
- GOAL 2: CRITICAL THINKING  
*(met by completion of all 40 credits of the MnTC)*

- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)  
*BIOL 1100 and PHYS 1001 & PHYS 1002 recommended*
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course – met by completing required MATH course
- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)  
*GEOG 1121 or HIST 1111 recommended*
  - Course #1 – *met by completing required PSYC course*
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)  
*ART 1101 and ENGL 2060 recommended*
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE  
*HIST 1111 recommended*
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE  
*ART 1101 or GEOG 1121 recommended*
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE  
*PHYS 1001 & PHYS 1002 recommended*
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE  
*BIOL 1104 recommended*
  - Course \_\_\_\_\_



Additional recommended courses to meet 60 credits

- EDUC 2223 Foundations of Instruction 1
- MATH 1065 Elements of Mathematics 2 4
- ENGT 1050 Bridging Engineering and Education 3
- SPAN 1120 Spanish for Educators 3

## Additional Degree Requirements – 20 credits

- Complete Basic Skills Licensure exams
- Complete required 30 field work hours
- Demonstrate expected standards in Professional Disposition
- Complete additional courses to reach 60 total credits, of which 40 credits must satisfy all 10 MnTC Goals
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college-level credits at Normandale.

Coursework in this degree program satisfies the Minnesota Transfer Curriculum (MnTC).

Special Education Foundations Transfer Pathway (AS)		
needs placement into college level for READ, WRITE (ENGC) and MATH		
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>		
1st year	Fall Semester	Spring Semester
	ENGC 1101.....4cr	EDUC 2408.....4cr
	COMM 1101.....3cr	MATH 1055.....4cr
	EDUC 1101.....4cr	HIST 1111.....4cr
	PSYC 1109.....3cr	ART 1101.....3cr
	<b>TOTAL.....14cr</b>	<b>TOTAL.....15cr</b>
2nd year	Fall Semester	Spring Semester
	EDUC 2222.....3cr	EDUC 2409.....4cr
	BIOL 1104.....4cr	EDUC 2331.....2cr
	ENGL 2060.....3cr	PHYS 1001.....3cr
	EDUC 2101.....3cr	MNTC Courses.....6cr
	GEOG 1121.....3cr	<b>TOTAL.....15cr</b>
<b>TOTAL.....16cr</b>		

As a Theatre Performance AFA candidate, students will prepare for a career as a stage artist. Students will build skills in auditioning, acting, voice, movement, directing and analysis as well as having multiple roles in fully produced productions. Upon completion of the degree, students will be prepared to either begin auditioning professionally or transfer into a BA or BFA theatre performance program for further training.

The Theatre Performance Transfer Pathway AFA offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Theater Performance (BA or BFA) bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Acceptance into this degree program is by audition and interview only. Students should consult their intended transfer institution for any additional admissions or general education requirements.

The Theatre Department at Normandale Community College is an accredited institutional member of the National Association of Schools of Theatre.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Other Degree Requirements sections below.

<input type="checkbox"/> THTR 1101	Voice and Movement	3
<input type="checkbox"/> THTR 1116	Introduction to Theatre	3
<input type="checkbox"/> THTR 1120	Theatre Performance Practicum	1
	<i>(THTR 1120 must be repeated for a total of 3 credits)</i>	
<input type="checkbox"/> THTR 1135	Stage Makeup	2
<input type="checkbox"/> THTR 1151	Acting 1	3
<input type="checkbox"/> THTR 2150	Script Analysis	3
<input type="checkbox"/> THTR 2151	Acting 2	3
<input type="checkbox"/> THTR 2160	Audition Techniques	3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
*(met by completion of all 40 credits of the MnTC)*
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_

- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 – met by taking required THTR course
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Other Degree Requirements – 20 credits

- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.
- Earn a minimum cumulative GPA of 3.0 for THTR coursework.

*Coursework in this degree program satisfies the Minnesota Transfer Curriculum (MnTC)*

As a Technical Theatre AFA candidate, students will prepare for a career as a theatre technician. Students will build skills in scenic, costume and lighting technology as well as design and rendering. Students will have opportunities to work both backstage and as technicians creating multiple fully produced productions. Upon completion of the degree, students will be prepared to either begin working professionally or transfer into a BA or BFA theatre program for further training.

The Theatre Production and Design Transfer Pathway AFA offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Theatre Production and Design (BA or BFA) bachelor's degree programs at Minnesota State universities. \* The curriculum has been specifically designed so that students completing and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

\*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Acceptance into this degree program is by audition and interview only. Students should consult their intended transfer institution for any additional admissions or general education requirements.

The Theatre Department at Normandale Community College is an accredited institutional member of the National Association of Schools of Theatre.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Other Degree Requirements sections below.

- THTR 1116 Introduction to Theatre 3
- THTR 1122 Technical Theatre Practicum 1  
(THTR 1122 must be repeated for a total of 2 credits)
- THTR 1125 Drawing and Rendering 3
- THTR 1140 Stagecraft 3
- THTR 2150 Script Analysis 3
- THTR 2520 Stage Management 3
- Complete two of the following three courses:
  - THTR 1130 Costume Construction 3
  - THTR 1145 Lighting and Sound 3
  - THTR 2020 Basic Design for the Stage 3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_

- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES  
(Select from **two different departments**)
  - Course #1 – met by taking required THTR course
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Other Degree Requirements – 20 credits

- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.
- Earn a minimum cumulative GPA of 3.0 for THTR coursework.

Coursework in this degree program satisfies the Minnesota Transfer Curriculum (MnTC).



Certificates in Hospitality and Tourism may be completed by students working towards an AAS in Hospitality Management. The certificates are also appropriate for students looking to gain knowledge in the hospitality and tourism industry, to either change careers or obtain leadership skills towards a promotion within the industry. At least one-third of the credits required for these certificates must be completed at Normandale.

### Required Courses – 19 credits

- HSMA 1103 Introduction to Hospitality and Tourism Management 4
- Complete one of the following three courses:
  - HSMA 2096 Hospitality Management Internship 4
  - HSMA 2097 Senior Hospitality Internship 4
  - HSMA 2098 International Internship 4
- HSMA 2100 Casino Management and Operations 4
- HSMA 2144 Food/Beverage Management and Cost Control 4
- GEOG 1102 Human Geography 3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Vacuum and Thin Film Technology program prepares a student to work as a technician in industries which rely on vacuum-based processes to create and manufacture products. Employment opportunities span a variety of industries such as semiconductor, microelectromechanical systems (MEMS), glass, optics, light-emitting diodes (LEDs) solar cells, vacuum-based equipment and other industries which use thin film coating processes.

### Core Courses – 30 credits

<input type="checkbox"/>	ENGT 1153	AC/DC Circuits	4
<input type="checkbox"/>	ENGT 1184	Fluid Mechanics	3
<input type="checkbox"/>	ENGT 1290	Measurement and Process Control	2
<input type="checkbox"/>	ENGT 2188	Electronics and Automation	4
<input type="checkbox"/>	VACT 1292	Introduction to Vacuum Technology	2
<input type="checkbox"/>	VACT 2293	Vacuum Analysis and Troubleshooting	4
<input type="checkbox"/>	VACT 2297	Thin Film Deposition	3
<input type="checkbox"/>	Complete eight credits from the following eight courses:		
<input type="checkbox"/>	COMT 1107	Introduction to Computer Technology	4
<input type="checkbox"/>	CSCI 1101	Introduction to Computing and Problem Solving	4
<input type="checkbox"/>	ENGT 1180	Manufacturing Processes	2
<input type="checkbox"/>	ENGT 1511	Introduction to Engineering Technology (PLTW™)	3
<input type="checkbox"/>	ENGT 1512	Principles of Engineering (PLTW™)	3
<input type="checkbox"/>	ENGT 1513	Digital Electronics Technology (PLTW™)	3
<input type="checkbox"/>	ENGT 1514	Computer Integrated Manufacturing (PLTW™)	3
<input type="checkbox"/>	VACT 2294	Semiconductor Processing	4

### Additional Required Courses – 30 credits

<input type="checkbox"/>	Complete one of the following two courses:		
<input type="checkbox"/>	CHEM 1020	Introductory Chemistry	4
<input type="checkbox"/>	CHEM 1061	Principles of Chemistry 1	5
<input type="checkbox"/>	Complete one of the following two courses:		
<input type="checkbox"/>	COMM 1100	Introduction to Human Communication	3
<input type="checkbox"/>	COMM 1101	Fundamentals of Public Speaking	3
<input type="checkbox"/>	COMM 1111	Interpersonal Communication	3
<input type="checkbox"/>	COMM 1121	Small Group Communication	3
<input type="checkbox"/>	ENGC 1101	Freshman Composition	4
<input type="checkbox"/>	ENGC 2102	Business and Technical Writing	3
<input type="checkbox"/>	Complete one of the following two courses:		
<input type="checkbox"/>	MATH 1100	College Algebra and Probability	4
<input type="checkbox"/>	MATH 1400	Survey of Calculus	4
<input type="checkbox"/>	MATH 1080	Introduction to Statistics	4
<input type="checkbox"/>	PHYS 1110	College Physics 1	4
<input type="checkbox"/>	Complete one of the following fourteen courses to reach 30 credits:		
<input type="checkbox"/>	ACCT 2251	Financial Accounting	4
<input type="checkbox"/>	ART 1123	Introduction to Sculpture	3
<input type="checkbox"/>	ART 1124	Ceramics - Handbuilding	3

<input type="checkbox"/>	ART 1125	Glass Fusing 1	3
<input type="checkbox"/>	COMT 1107*	Introduction to Computer Technology	4
<input type="checkbox"/>	CSCI 1101*	Introduction to Computing and Problem Solving	4
<input type="checkbox"/>	ECON 2201	Principles of Microeconomics	3
<input type="checkbox"/>	ECON 2202	Principles of Macroeconomics	3
<input type="checkbox"/>	ENGT 1511*	Introduction to Engineering Technology (PLTW™)	3
<input type="checkbox"/>	ENGT 1512*	Principles of Engineering (PLTW™)	3
<input type="checkbox"/>	ENGT 1513*	Digital Electronics Technology (PLTW™)	3
<input type="checkbox"/>	ENGT 1514*	Computer Integrated Manufacturing (PLTW™)	3
<input type="checkbox"/>	PHYS 1111	College Physics 2	4
<input type="checkbox"/>	THTR 1140	Introduction to Stagecraft	3

\*If not previously used to satisfy Core Courses credit requirements.

### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
  - Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
  - Earn a minimum of 20 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.*

Vacuum and Thin Film (AAS)			
needs placement into college level for READ, WRITE (ENGC) and MATH			
<i>Program Sequence: The sequence is designed for full-time students. It will take longer for part-time students to complete this program.</i>			
1st year	Fall Semester	Spring Semester	
	ENGC 1101.....4cr	ENGT 1184.....3cr	
	VACT 1292.....2cr	MATH 1080.....4cr	
	MATH 1100.....4cr	PHYS 1110.....4cr	
	CHEM 1020.....4cr	ENGC 2102.....3cr	
	<b>TOTAL.....14cr</b>	<b>TOTAL.....14cr</b>	
2nd year	Fall Semester	Spring Semester	
	VACT 2293.....4cr	VACT 2297.....3cr	
	ENGT 1153.....4cr	ENGT 2188.....4cr	
	ENGT 1022.....2cr	*Elective cr.....4cr	
	COMM 1100, 1101, 1111 or 1121.....3cr	*Elective cr.....4cr	
	*Elective cr.....4cr	<b>TOTAL.....15cr</b>	
	<b>TOTAL.....17cr</b>		
<i>*See Catalog for elective credits to reach 60 credits.</i>			

The Vacuum Maintenance Technician Certificate prepares individuals with little or no previous college coursework for a career as a technician supporting vacuum-based equipment. The coursework included in the certificate provides the student with the necessary academic experience in college algebra, chemistry, general engineering technology and vacuum technology to perform as a vacuum maintenance technician.

### Required Courses – 28-29 credits

- Complete one of the following two courses:
  - CHEM 1020 Introductory Chemistry 4
  - CHEM 1061 Principles of Chemistry 1 5
- ENGC 1101 Freshman Composition 4
- Complete one of the following two courses:
  - MATH 1100 College Algebra and Probability 4
  - MATH 1400 Survey of Calculus 4
- ENGT 1153 AC/DC Circuits 4
- ENGT 1184 Fluid Mechanics 3
- VACT 1292 Introduction to Vacuum Technology 2
- VACT 2293 Vacuum Analysis and Troubleshooting 4
- VACT 2297 Thin Film Deposition 3

### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

### Gainful Employment Disclosure

Data compiled by the colleges and universities of Minnesota State is available at [www.normandale.edu/ge](http://www.normandale.edu/ge)

The Vacuum Technology Certificate is recommended for individuals who have either a 2-year technical degree (complete with necessary background in college algebra and chemistry) or a four-year technical or non-technical degree and the desire to acquire the necessary knowledge and skills to enter the field of vacuum technology. Completion of the certificate courses prepares the two-year technical degreed student for a career as a technician in vacuum technology. Students who possess four-year degrees will be prepared to advise on and support vacuum-based processes used in industries such as semi-conductor, microelectromechanical systems (MEMS), glass and optics, LED and solar cell and thin film coatings.

## Required Courses – 9 credits

- |                                    |                                     |   |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> VACT 1292 | Introduction to Vacuum Technology   | 2 |
| <input type="checkbox"/> VACT 2293 | Vacuum Analysis and Troubleshooting | 4 |
| <input type="checkbox"/> VACT 2297 | This Film Deposition                | 3 |

## Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.



Coursework in this area is supportive of bachelor's degree programs in women's studies as well as the related fields of human services, education, American studies and other social sciences and humanities.

### Required Courses

Incorporate the following Required Courses into the General Education/Minnesota Transfer Curriculum or Additional Course Requirements sections below.

- Complete one of the following three courses:
  - WMST 1120 Introduction to Women's Studies 3
  - ANTH 1120 Introduction to Women's Studies 3
  - SOC 1120 Introduction to Women's Studies 3
- Complete one of the following three courses:
  - WMST 1121 Women Across Cultures 3
  - ANTH 1121 Women Across Cultures 3
  - SOC 1121 Women Across Cultures 3
- Complete three of the following five courses:
  - BIOL 1125 Sex and Human Diversity 3
  - ENGL 1140 Gender and Literature 3
  - HIST 1131 Family: Sex/Gender/Power: Cross-Cultural, Historical Perspective 3
  - PSYC 1106 Psychology of Women 3
  - SOC 1115 Sociology of Sex and Gender Roles 3

### General Education/Minnesota Transfer Curriculum (MnTC) – 40 credits

\*See MnTC Curriculum for specific course options

- GOAL 1: COMMUNICATION – 2 COURSES
  - ENGC 1101
  - COMM 1100 or 1101 or 1111 or 1121
- GOAL 2: CRITICAL THINKING  
(met by completion of all 40 credits of the MnTC)
- GOAL 3: NATURAL SCIENCES – 2 COURSES (Select from **two different departments**; at least one must include a lab)
  - Course #1 \_\_\_\_\_  
(can be met by taking BIOL 1125)
  - Course #2 \_\_\_\_\_
- GOAL 4: MATHEMATICAL/LOGICAL REASONING – 1 COURSE
  - Course \_\_\_\_\_

- GOAL 5: HISTORY AND SOCIAL/BEHAVIORAL SCIENCES – 2 COURSES (Select from **two different departments**)  
*This goal can be met by completing the 1120 and 1121 required courses from two different departments*
  - Course #1 \_\_\_\_\_
  - Course #2 \_\_\_\_\_
- GOAL 6: HUMANITIES AND FINE ARTS- 2 COURSES (Select from **two different departments**)
  - Course #1 \_\_\_\_\_  
(can be met by taking ENGL 1140)
  - Course #2 \_\_\_\_\_
- GOAL 7: HUMAN DIVERSITY – 1 COURSE
  - Course – met by taking required courses
- GOAL 8: GLOBAL PERSPECTIVE – 1 COURSE
  - Course – met by taking required courses
- GOAL 9: ETHICAL AND CIVIC RESPONSIBILITY – 1 COURSE
  - Course \_\_\_\_\_
- GOAL 10: PEOPLE AND THE ENVIRONMENT – 1 COURSE
  - Course \_\_\_\_\_

### Additional Course Requirements – 20 credits

- One Health (HLTH) course
- One Exercise Science (EXSC) course
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

### Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 20 college-level credits at Normandale.





# How to Read a Course Description

## Concurrent Registration

Some course prerequisites can be taken during the same term as the course for which it is the prerequisite. For example, a student can complete NUTR 1269 prior to enrollment in NUTR 1271, or the student can take both NUTR 1269 and NUTR 1271 during the same semester (concurrently).

## Co-requisite

A co-requisite is a course that a student must be enrolled in at the same time as the course requiring the co-requisite. It is listed in the course descriptions as “Co-req:”

## Course Number and Class Title

Each course is designated by a department (such as ENGW, English Writing), a number, and a title. Courses numbered from 0 to 0999 are developmental and do not count toward degree requirements. Courses numbered 1000 to 2999 are college-level and apply toward certificate and associate degree program requirements.

## Credits

One credit equals one hour of class time per week for the duration of the semester. Courses are offered for fixed credits and for variable credits. A fixed-credit course is one whose hours are determined by the nature of the course as approved by faculty governance. A variable-credit course means that a student will determine how many credits a class will be worth in consultation with the instructor. Variable credits are seen in independent studies, internships, cooperative education experience, and other such courses.

## Course Description

The course description reflects the course’s main content. It also gives information such as laboratory or clinical hours, repeat policies and other class-related requirements.

## Fall, Spring, Summer

The terms in which the course will be offered.

## MnTC Goal

If the class satisfies one or more goal areas of the Minnesota Transfer Curriculum (MnTC), the course description will reflect it. While the credits awarded for a class will be counted only one time, the class can be applied toward all of the goal areas as reflected in the course description. Topics courses (those numbered 1900 and 2900) cannot be used to satisfy MnTC Goal requirements.

## Prerequisite

A prerequisite is a course that a student must complete in order to enroll in another course. Students are responsible for the prerequisites and placement test requirements for all classes.

If a student registers for a class but does not meet the prerequisites, the College reserves the right to remove the student from that class and provide no refund.

“Eligible for” means a student’s placement score placed the student into the course, or the student completed the prerequisite, or the student transferred an equivalent prerequisite course to Normandale.

For mathematics courses, prerequisites must have been completed within 24 months before the date the course begins.

## Recommended

Some courses reflect coursework or other preparation the faculty has recommended. Such preparation is not required prior to enrollment in a class, but students may find the background knowledge helpful.



# Course Descriptions

## Accounting Courses

### **ACCT 1051 Accounting Basics (1 cr)**

This class provides preparation for future accounting work. It will help develop basic accounting knowledge in the following areas: the role of accounting in business, the accounting equation, rules of debits and credits, analyzing and recording transactions, adjusting accounts, preparing financial statements, and completing the accounting cycle.

Semesters: Fall, Spring

### **ACCT 1052 Computerized Accounting (2 cr)**

Prerequisites: ACCT 1051 or ACCT 2251

This course is designed for non-accounting majors. The course provides an environment in which students use computerized accounting software to create financial statements and other financial reports, reinforce learned accounting concepts, and see how computer software can be used to make business decisions.

Semesters: Spring

### **ACCT 2853 Federal Individual Income Tax (4 cr)**

Prerequisites: Recommended ACCT 2251

This course is intended to cover Internal Revenue Code as applied to individual income tax returns. The material covered would include filing requirements, personal tax credits and exemptions, gross income inclusions and exclusions, itemized deductions, employee business expenses, self-employment, rental activities, property basis, and capital gains and losses. Students will have the opportunity to prepare federal and state income tax returns using tax preparation software. (Same as BUSN 2853.)

Semesters: Fall, Spring

### **ACCT 1900 Topics in Accounting (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in accounting (e.g. accounting information systems). Intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

### **ACCT 2096 Internship in Accounting (2-4 cr)**

Prerequisites: Previous coursework in Accounting, consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

### **ACCT 2251 Financial Accounting (4 cr)**

This course, the first of the two consecutive courses in financial and managerial accounting, is designed to develop basic accounting knowledge of students in the following areas: generally accepted accounting principles and concepts, accounting cycle, preparation of financial statements, cash management, accounting for merchandising operations, receivables, inventory, current and long-term liabilities, long-term assets, stock transactions and financial statement analysis.

Semesters: Fall, Spring

### **ACCT 2252 Managerial Accounting (4 cr)**

Prerequisites: ACCT 2251

This course is the second of the two consecutive courses in financial and managerial accounting. The course focuses on managerial accounting concepts and accounting tools and techniques used for decision-making. The course content includes job and process costing, activity-based costing, cost volume-profit analysis, target pricing, budgets, variances and cost-revenue analysis for decision-making.

Semesters: Fall, Spring

### **ACCT 2254 Introduction to Management Information Systems (4 cr)**

Introduction to Management Information Systems focuses on the role of computer-based information systems in organizations and the use of information to satisfy business information needs. This course explores the use of information technology in redesigning products and procedures to make businesses more efficient and competitive. Coverage includes concepts and approaches in developing information systems, the growing role of Internet in electronic commerce, and the social and ethical impact of information systems. Emphasis is also placed on the design and use of databases. (Same as BUSN 2254)

Semesters: Fall

**ACCT 2900 Topics in Accounting (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in accounting (e.g. accounting information systems); intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## **Anthropology Courses**

**ANTH 1100 Introduction to Anthropology - What it Means to be Human (4 cr)**

This course is designed to introduce students to a full four-field approach to the anthropological study of human beings. Students will survey the ways that humans shape and live within the cultural realms through historical, environmental, biological and cultural (social) factors. The importance of context in research will be emphasized in this course, with key concepts, sub-discipline content, approaches and questions relating to cultural, biological and linguistic anthropology, plus archaeology introduced. In addition, specific categories of key vocabulary, theoretical orientations, methods, and practices will be provided as a general introduction to what it means to be human.

Semesters: Fall, Spring MnTC Goals: 5, 8

**ANTH 1101 Cultural Diversity (3 cr)**

This course promotes an understanding and appreciation of cultural diversity. Sociological and anthropological perspectives will be implemented to examine sociocultural diversity and multiculturalism, the challenges and opportunities they present, and their importance in our dynamic contemporary world. The course also emphasizes processes such as workplace diversity and long-term trends in multiculturalism, which are transforming our everyday experience. (Same as SOC 1101)

Semesters: Fall, Spring MnTC Goals: 5, 8

**ANTH 1120 Introduction to Women's Studies (3 cr)**

Investigates the history and role of women in regard to psychological, political, sociological, philosophical, economic and religious thought, with the aim of enhancing women's knowledge, sense of self-worth, images, and rights. (Same as SOC 1120 and WMST 1120)

Semesters: Fall, Spring MnTC Goals: 5

**ANTH 1121 Women Across Cultures (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106  
Global course focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. Women's issues addressed throughout many cultures of the world. (Same as SOC 1121 and WMST 1121)

Semesters: Fall, Spring MnTC Goals: 5, 8

**ANTH 1127 Cultural Anthropology - The Global Human Experience (3 cr)**

The human way of life: cultural adaptation to natural and social environments. The cultural organization of non-western and western, indigenous and modern, societies: subsistence, social structure, language, belief systems, child-rearing, and personality. Cultural change and applied anthropology.

Semesters: Fall, Spring MnTC Goals: 5, 8

**ANTH 1130 Human Language - An Introduction to Linguistic Anthropology (3 cr)**

This course is a comparative study that explores the relationship between language and culture and introduces students to the field of linguistic anthropology. This course will focus on the following questions: What do linguistic anthropologists do? How do they do it? Why is it important? Students will become familiar with the standard discussions and arguments of the field and engage in self-reflection about their own relationship with language. By the end of the semester, students will understand the role that language plays in our lives and appreciate the dynamic relationship between language and culture.

Semesters: Fall, Spring MnTC Goals: 5, 8

**ANTH 1145 Introduction to Forensic Anthropology (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

This course examines the physical diversity of human populations - the young and old, male and female, large and small, and people of broadly varying ethnic origins. Scientific study of differences among human populations in skeletal anatomy, dentition, hair, certain soft tissue and DNA can be useful in understanding and debunking historical prejudices, understanding how natural selection operates, and to identify victims from their remains. Students will examine actual human bones and gain understanding of how physical evidence can be applied to subjects ranging from archaeology to judicial proceedings.

Semesters: Fall, Spring MnTC Goals: 5, 7

**ANTH 1148 Seeing Culture Through Film and Fieldwork (3 cr)**

Participant observation has been, and continues to be, the primary method used by anthropologists in evaluating culture. Students who take this course, either as a supplement to introductory cultural anthropology or as an alternative to typical cultural anthropology courses, will learn to actively participate in the examination of culture. Ethnographic fieldwork and/or media-based visual essays will be developed and presented in the classroom. Through this type of hands-on experience (participant observation), students will come to understand how film, photography, music, and fieldwork interviews, as examples, play major roles in the evaluation of cross-cultural materials. As part of the seeing and doing exercises in this course, students will review basic anthropological concepts, emphasizing trends in the analysis of societal cultural dynamics. The individual student projects will represent the culmination of full experiential learning in anthropology.

Semesters: Fall, Spring MnTC Goals: 5, 8

**ANTH 1150 Native American Voices (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106  
New World pre-history; selected traditional Native American cultures; Native American cultures and their responses to historical change; intercultural conflict between Native Americans and others.

Semesters: Fall, Spring MnTC Goals: 5, 7

**ANTH 1188 Magic, Witchcraft and Religion: The Anthropology of Religion (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106  
This course offers a systematic comparison of the many religions practiced in human cultures from simple to complex. Students will explore not only belief, mythology, and ritual; but also sacred space, symbols, organization, personnel, and how religion relates to other aspects of culture, such as language and politics. May include one or more field trips.

Semesters: Fall, Spring MnTC Goals: 5, 8

**ANTH 1899 Medical Anthropology: Health, Illness and Healing Across Cultures (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106  
This course explores various cultural traditions, including those in the U.S., and how culture shapes our experience, understanding and treatment of illness and health. The course covers the evolution of diseases and contemporary disease trends. It compares different kinds of healers and healing. This course includes service-learning opportunities.

Semesters: Fall, Spring MnTC Goals: 7, 8

**ANTH 1900 Topics in Anthropology (3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in anthropology. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**ANTH 1210 Human Evolution - An Introduction to Bio-Anthropology (4 cr)**

This course introduces humans as biological organisms, descended from animal ancestors and closely related to other living primates. The processes involved in evolution such as natural selection, population genetics, genetic inheritance, and bio-cultural adaptation will be discussed. Human ancestry, inferred from the fossil record, will be a primary focus, especially those attributes and selection pressures that led to behaviorally modern humans. Students will be involved with hands-on activities with various fossils and artifacts for this course.

Semesters: Fall, Spring MnTC Goals: 5, 10

**ANTH 1211 Methods, Observations, and Practices in Human Evolution: Human Evolution Lab Experience (1 cr)**

This one-credit laboratory experience course is built to provide hands-on and more detailed exposure to the concepts outlined in ANTH 1210 (Human Evolution – An Introduction to Bio-Anthropology) through the collection and analysis of observational data – one 50 minute lab session per week and pre-lab exercises prepared outside of class.

Semesters: Fall, Spring

**ANTH 1212 Primatology Observations and Applications (1 cr)**

An optional course for students taking ANTH 1210 or for those who have previously taken ANTH 1210 or an equivalent course at another institution. This course offers an enriched, hands-on learning experience beyond ANTH 1210 in the study of non-human primates. By comparing and contrasting many varieties of primates in laboratory osteology applications, observing living primates in captive environments (zoos) and also in free range film studies (film), students will be able to assess our most closely related species and gain an appreciate for the differences and similarities seen in primates as they pertain to the study of human origins both anatomically and behaviorally.

Semesters: Fall, Spring

**ANTH 1230 Archaeology - Prehistory and Humanity's Cultural Origins (4 cr)**

This course examines how the physical remains of past cultures are used to reconstruct vanished societies, explain their origins, and understand the factors that contributed to their ultimate collapse. It focuses on the universal cultural, economic and ecological factors that affected ancient peoples and how these staged the modern world.

Semesters: Fall, Spring MnTC Goals: 5, 10

**ANTH 1231 Archaeology Lab - Ancient Technologies (1 cr)**

Prerequisites: ANTH 1230 or ANTH 1126 or concurrent enrollment

This laboratory course introduces archaeology students ancient technologies that enabled the rise of complex societies. Using hands-on activities and instructor demonstrations, students will learn how materials like stone, ceramic, and metals and innovations like projectiles, watercraft, and artificial environments led to modern complex societies.

Semesters: Fall, Spring

**ANTH 1235 Field Archeology - Methods of Exploring the Past (3 cr)**

This course will provide an introduction to field and laboratory archeology. The course covers the full scope of the scientific methods used to locate, excavate, analyze, and interpret the material evidence of vanished prehistoric cultures. Field archeology requires familiarity with the legal and ethical responsibilities that govern such work, and the course will discuss these in detail. Particular focus will be given to field work, including an intensive two-day excavation of a Native American site in southwestern Minnesota. The laboratory component will also include hands-on interaction with artifacts, interpreting, and cataloging materials that have been recently recovered by teams at Normandale.

Semesters: Fall, Spring MnTC Goals: 5, 9

**ANTH 1236 Archaeology of Minnesota - Prehistoric Native Cultures (3 cr)**

Prerequisites: Eligible for ENGC 1101, Eligible for READ 1106

This course will evaluate the prehistory and cultures in Minnesota from the earliest prehistoric human presence to the time of contact with European settlements. Students will examine how the physical remains of past cultures in Minnesota are used to reconstruct the past. The focus will be on the environmental and resource factors that affected these early cultural groups in Minnesota.

Semesters: Fall, Spring MnTC Goals: 5, 10

**ANTH 2096 Internship in Anthropology (2-4 cr)**

Prerequisites: Previous coursework in Anthropology and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

## Art Courses

**ART 1101 The Visual Arts (3 cr)**

Introduction to the concepts underlying the creation and appreciation of the visual arts. Examination of works of Western and non-Western art: the visual elements and principles of design, art mediums, expression, and style. In addition to lecture, weekly studio sessions allow for the exploration of the creative process in works of art using a variety of materials.

Semesters: Fall, Spring MnTC Goals: 6, 8

**ART 1102 Foundation Art History 1 (3 cr)**

Examines major Western art movements from Paleolithic cave painting through the Renaissance and Reformation in Northern Europe. Explores architecture, sculpture, painting, and craft through lecture, discussion, and written assignments.

Semesters: Fall MnTC Goals: 6, 8

**ART 1103 Foundation Art History 2 (3 cr)**

Examines major Western art movements from the Baroque through Expressionism and other movements of the 1940s. Explores architecture, photography, sculpture, painting, and craft through lecture, discussion, and written assignments.

Semesters: Spring MnTC Goals: 6, 8

**ART 1104 Contemporary Art Survey (3 cr)**

Examines art movements from Abstract Expressionism through Postmodern and Contemporary styles, encompassing 1945 to the present day. Explores architecture, painting, photography, video art, sculpture, and craft through lecture, discussion, and written assignments.

Semesters: Fall, Spring MnTC Goals: 6, 8

**ART 1105 Non-Western Art Survey (3 cr)**

Examines art from the cultures of Asia, Africa, and the Americas. Explores architecture, painting, sculpture, craft, textile, and body adornment through lecture, discussion, and written assignments.

Semesters: Fall, Spring MnTC Goals: 6, 8

**ART 1109 Exploring Photography (3 cr)**

An overview of photography, combining principles and processes of traditional film with contemporary digital technology. A variety of visual projects solving creative and technical problems incorporating analysis, interpretation, and expression. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1110 Introduction to Black and White Photography (3 cr)**

Introduction to the technical and conceptual practices of photography as a creative medium. Camera operation and technique, photographic composition and design, processing and printing in a traditional darkroom. Development of critique and related vocabulary.

Semesters: Fall MnTC Goals: 6

**ART 1113 Video Art (3 cr)**

Introduction to the technical and conceptual practices of video as a creative medium. Concentration on conceptualization, interpretation, and evaluation of video-based art through screenings, discussions, critiques, demonstrations, and assigned projects. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1114 Introduction to Digital Photography (3 cr)**

Prerequisites: Basic computer literacy

Introduction to the technical and conceptual practices of photography and digital technology as a creative medium. Camera operation and techniques, composition and design, digital image capture, related software, and digital output using the computer as a digital darkroom for creating photographic images. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1115 2D Animation and Interactivity (3 cr)**

Prerequisites: Basic computer literacy

Introduction to the technical and conceptual practice of two-dimensional animation and interactivity as a creative medium. Computer software applications are used to create animations and interactive content. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1116 Introduction to Graphic Design (3 cr)**

This course presents an introduction to graphic design as a form of visual expression. Emphasis will be placed on layout, design elements, typography and output. Relevant software, critique, and related vocabulary are also incorporated.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1118 Foundation Two-Dimensional Design (3 cr)**

Introduction to making art in two-dimensions. Composition and the arrangement of color, line, shape, texture, value, and space using the principles of design. Assignments use a variety of tools, techniques, and materials. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1120 Foundation Three-Dimensional Design (3 cr)**

Introduction to making art in three-dimensions. Theory and application using the elements and principles of design. Assignments use a variety of tools, techniques, and materials. Development of critique and related vocabulary.

Semesters: Spring MnTC Goals: 6

**ART 1121 Foundation Drawing 1 (3 cr)**

Introduction to concepts, materials, and methods of drawing. Emphasis on visual elements and principles of design using various drawing media. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1122 Foundation Digital Imaging (3 cr)**

Introduction to the technical and conceptual practices of computer-generated art. Raster and vector computer software programs are used for digital output of projects. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1123 Introduction to Sculpture (3 cr)**

Introduction to the basic language and spatial concepts of sculpture to develop an understanding of additive, subtractive, and assemblage techniques. Create three-dimensional sculptures using a variety of materials to solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Fall MnTC Goals: 6

**ART 1124 Introduction to Ceramics: Handbuilding (3 cr)**

Introduction to concepts, materials, and methods of ceramics. Handbuilding techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1125 Glass Fusing 1 (3 cr)**

Introduction to concepts, materials, and methods of fused glass. Glass fusing techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1126 Introduction to Printmaking: Screenprint (3 cr)**

Introduction to concepts, materials, and methods of printmaking. Screenprint and print techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Fall MnTC Goals: 6

**ART 1127 Introduction to Painting (3 cr)**

Recommended: ART 1118 or ART 1121

Introduction to concepts, materials, and methods of painting. Explore paint to create various artworks that solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1128 Watercolor Painting (3 cr)**

Recommended: ART 1118 or ART 1121

Introduction to the concepts, materials and methods of watercolor painting. Explore watercolor to create various artworks that solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Spring MnTC Goals: 6

**ART 1129 Introduction to Printmaking: Relief(3 cr)**

Introduction to concepts, materials, and methods of printmaking. Relief print techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Fall MnTC Goals: 6

**ART 1130 Introduction to Ceramics: Wheel Throwing (3 cr)**

Introduction to concepts, materials, and methods of ceramics. Wheel throwing techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary.

Semesters: Fall, Spring MnTC Goals: 6

**ART 1132 Mixed Media (3 cr)**

Introduction to concepts, materials, and methods of mixed media. Experimentation with a variety of media. Projects may include photographic screenprinting, felting, batik, papermaking, and/or bookbinding. Development of critique and related vocabulary.

Semesters: Spring MnTC Goals: 6

**ART 1900 Topics in Art (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in art; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**ART 2096 Internship in Art (2-4 cr)**

Prerequisites: Previous coursework in Art and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience in occupations that require artistic sensitivity and judgment. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**ART 2200 Portfolio and Professional Practices (3 cr)**

Prerequisites: ART 1118 and ART 1121 and ART 1122

Introduction to presentation, documentation, business skills, and career planning specific to studio art. Practical applications to assist in transfer and career building. Portfolio & Professional Practices, along with the AFA in Art Capstone: Exhibition course, are culminating activities for the AFA in Art degree.

Semesters: Fall

**ART 2201 Figure Drawing (3 cr)**

Prerequisites: ART 1121

Explore, refine, and expand on concepts and skills learned in Drawing I. Introduction to drawing both nude and clothed models with an emphasis on human proportion, human anatomy, and composition. Work with various drawing techniques and materials.

Semesters: Fall MnTC Goals: 6

**ART 2204 Foundation Drawing 2 (3 cr)**

Prerequisites: ART 1121

Explore, refine, and expand on concepts and skills learned in Drawing I. Emphasis on experimentation, the expressive potential of the medium use of color, and developing a personal vision that utilizes both formal and conceptual concerns.

Semesters: Spring MnTC Goals: 6

**ART 2206 Glass Fusing 2 (3 cr)**

Prerequisites: ART 1125

Explore, refine, and expand on concepts and skills learned in Glass Fusing I. Emphasis on experimentation, the expressive potential of the medium, and developing a personal vision that utilizes both formal and conceptual concerns.

Semesters: Spring MnTC Goals: 6

**ART 2207    Advanced Photography                    (3 cr)**

Prerequisites: ART 1110 or ART 1114

Explore, refine, and expand on concepts and skills learned in Black and White Photography or Digital Photography.

Emphasis on experimentation, the expressive potential of the medium, and developing a personal vision that utilizes both formal and conceptual concerns.

Semesters: Spring

MnTC Goals: 6

**ART 2208    Advanced Painting                            (3 cr)**

Prerequisites: ART 1127 or ART 1128

Explore, refine, and expand on concepts and skills learned in Painting or Watercolor Painting. Emphasis on experimentation, the expressive potential of the medium, and developing a personal vision that utilizes both formal and conceptual concerns.

Plan, design, and install an art exhibition with fellow degree students, in a gallery setting. Exhibiting a body of artwork is a culminating activity for the AFA in Art degree.

Semesters: Spring

MnTC Goals: 6

**ART 2210    AFA in Art Capstone: Exhibition(3 cr)**

Prerequisites: Applied and accepted into AFA in Art degree program and ART 2200 (C or higher) and ten or fewer art credits remain for program completion

Plan, design, and install an art exhibition with fellow degree students, in a gallery setting. Exhibiting a body of artwork is a culminating activity for the AFA in Art degree.

Semesters: Spring

**ART 2900    Topics in Art    (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in art; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## **Biology Courses**

**BIOL 1100    Survey of Biology                                    (4 cr)**

Prerequisites: Eligible for READ 1106

A non-majors, general education lab course that explores the organization of life. Topics include the scientific method, cells, metabolism, molecular biology, genetic change, species diversity, and ecology and evolution.

Lecture 3 hours per week. Lab requires a minimum of 3 hours per week of scheduled and/or self-directed lab work.

Semesters: Fall, Spring

MnTC Goals: 3

**BIOL 1101    Introduction to Human Genetics    (4 cr)**

Prerequisites: Eligible for READ 1106

A non-majors, general education lab course that explores the basic principles of human genetics. Topics include scientific method, Mendelian genetics, sex determination, karyotyping, molecular genetics, genetic counseling, the Human Genome Project, genetics of immunity and cancer, and population genetics. Lecture 3 hours per week. Lab requires a minimum of 3 hours per week of self-directed lab work.

Semesters: Fall, Spring

MnTC Goals: 3

**BIOL 1102    Human Biology    (4 cr)**

Prerequisites: Eligible for READ 1106

A non-majors, general education lab course that introduces the topics of human structure, function, and causes of disease. Topics include the scientific method, cells and organ systems with an emphasis on contemporary issues. Lab requires dissection of a small mammal and collaborative data collection. Lecture 3 hours per week. Lab requires a minimum of 3 hours per week of self-directed lab work.

Semesters: Fall, Spring

MnTC Goals: 3



**BIOL 1103 Introduction to Emerging Diseases (4 cr)**

Prerequisites: Eligible for READ 1106

A non-majors general education lab course that introduces the global, national, and local factors that cause and influence the emergence and re-emergence of infectious disease. Topics include the scientific method, epidemiology, disease transmission, survey of microorganisms, bioterrorism, food and water safety, and sexually transmitted diseases. Lab exercises mandate following biosafety practices for handling microbial pathogens. Lecture 3 hours per week. Lab requires a minimum of 3 hours per week of scheduled and self-directed lab work.

Semesters: Spring MnTC Goals: 3, 8

**BIOL 1104 Minnesota Natural History and Field Biology (4 cr)**

Prerequisites: Eligible for READ 1106

A general education lab course that explores the diversity of life in Minnesota from a natural history perspective. Topics include the scientific method, ecology of terrestrial and aquatic biomes, evolution of plants and animals, consequences of historic and contemporary environmental change, and the future of Minnesota's biodiversity. This course is intended for students who are not majoring in biology. Lab requires field trips on and off campus which might include required field trips on prescribed dates. Lecture 3 hours per week. Lab requires a minimum of 3 hours per week of scheduled and/or self-directed lab work including field trips.

Semesters: Fall MnTC Goals: 3, 10

**BIOL 1110 Environmental Biology (3 cr)**

Prerequisites: Eligible for READ 1106

A general education biology course without lab that explores the principles of environmental biology and the ways in which humans depend on and influence the natural world. Topics included the scientific method, basic ecological principles, population growth, natural resources, energy, conservation, pollution and their relationships to Minnesota and global environmental concerns. This course is intended for students who are not majoring in biology. Lecture 3 hours per week.

Semesters: Fall, Spring MnTC Goals: 3, 10

**BIOL 1120 Introduction to Evolutionary Biology (3 cr)**

Prerequisites: Eligible for READ 1106

A non-majors, general education course that explores the process of biological evolution and the fundamental mechanisms and concepts by which evolution works. Topics typically covered include the nature of science, the scientific history of evolution, evidence and processes of evolution, natural selection and adaptation, role of DNA variation and gene regulation in evolution, origin of life, macroevolution and the tree of life. Lecture 3 hours per week.

Semesters: Fall, Spring MnTC Goals: 3

**BIOL 1125 Sex and Human Diversity (3 cr)**

Prerequisites: Eligible for READ 1106

A general education course without a lab for biology non-majors. An introduction to the science of biology focused on the fundamental concepts underlying human sexuality, reproduction and development from an evolutionary perspective. Topics include the evolution of sex, sex determination, anatomy and physiology of the human reproductive systems, development, infertility, contraception, reproductive health disparities, and sexually transmitted diseases. Lecture 3 hours.

Semesters: Fall, Spring MnTC Goals: 3, 7

**BIOL 1501 Principles of Biology I (5 cr)**

Prerequisites: MATH 1080 or 1090 or eligible for MATH 1100 and eligible for READ 1106

This course is designed for students majoring in biology and other science related fields, including the health professions. Students will explore major biological processes occurring at the cellular level, with emphasis on cell structure and function, metabolism, reproduction, development, genetics and gene expression, and evolution. Students will engage in techniques appropriate to the study of biological processes and gain experience in experimental design, data analysis and interpretation, and the communication of results. This course meets a requirement for the Biology (Minnesota State Transfer Pathway) AS-P degree and is a prerequisite for BIOL 1502. It is strongly recommended that students have successfully completed (C or higher) a college level biology lab course or a high school biology course within the past three years, before enrolling in this course. Lecture 4 hours per week; lab 3 hours per week.

Semesters: Fall, Spring MnTC Goals: 3

**BIOL 1502 Principles of Biology II (4 cr)**

Prerequisites: BIOL 1501 (C or higher)

This course is the second in a sequence designed for students majoring in biology and other science related fields, including the health professions. Students will explore the evolution and diversity of organisms and their interactions with each other and the environment. Students will engage in techniques appropriate to the study of diverse organisms and their interactions and gain experience in experimental design, data analysis and interpretation, and the communication of results. This course meets a requirement for the Biology (Minnesota State Transfer Pathway) AS-P degree and is the prerequisite for BIOL 2202, 2203, 2205, 2206, 2207, and 2208.

Lecture 3 hours per week; lab 3 hours per week.

Semesters: Fall, Spring

MnTC Goals: 3

**BIOL 1900 Topics in Biology (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in biology; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**BIOL 2041 Human Anatomy (4 cr)**

Prerequisites: CHEM 1050 or CHEM 1061 (C or higher) or concurrent registration and eligible for READ 1106

A rigorous and demanding study of the human body, intended for students pursuing careers in the health professions. Emphasis includes both gross and microscopic anatomy. Laboratory includes small mammal dissection, basic histology, and the gross and microscopic study of the human organ systems. Small mammal dissection is required for course completion. Lecture 3 hours. Lab requires a minimum of 3 hours per week of self-directed lab work.

Semesters: Fall, Spring

**BIOL 2042 Human Physiology (4 cr)**

Prerequisites: BIOL 2041 (C or higher), CHEM 1050 or CHEM 1061 (C or higher)

Examination of the principles of human biological function with emphasis on homeostatic mechanisms of the body. Lecture and laboratory experiences include EMG, ECG, pulmonary function, hormone studies, exercise studies, and independent investigations. Lecture 3 hours. Lab requires a minimum of 3 hours per week of scheduled and/or self-directed lab work.

Semesters: Fall, Spring

MnTC Goals: 3

**BIOL 2043 Microbiology (4 cr)**

Prerequisites: BIOL 1100 or 1501 or 2041 (C or higher); CHEM 1050 or 1061 (C or higher)

A rigorous lab course intended for students pursuing careers in the health professions that examines the biology of bacteria, protozoa, fungi, helminths, viruses, and prions. Topics include prokaryotic and eukaryotic cell structure and function, microbial metabolism, microbial genetics, physical and chemical methods of control, host defenses, and applications in health care. Lab exercises mandate following biosafety level 2 practices for handling microbial pathogens. Lecture 3 hours. Lab requires a minimum of 3 hours per week of scheduled and self-directed laboratory work.

Semesters: Fall, Spring

MnTC Goals: 3

**BIOL 2096 Internship in Biology (2-4 cr)**

Prerequisites: Previous coursework in Biology and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience to explore careers and business concepts. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**BIOL 2202 Animal Diversity (4 cr)**

Prerequisites: BIOL 1106 or BIOL 1502 (C or higher)

A laboratory science course intended for biology and related majors. Students will explore evolutionary relationships among animal taxa from morphological, physiological, developmental, and ecological perspectives. Dissection of preserved animals is a required part of the laboratory. Lecture 3 hours per week; lab 3 hours per week.

Semesters: Spring

MnTC Goals: 3

**BIOL 2203 Botany (4 cr)**

Prerequisites: BIOL 1501 (C or higher)

A majors lab course that introduces the biology of plants and plant-like organisms. Course takes an evolutionary perspective emphasizing morphology, anatomy, adaptations, physiology, reproduction, ecology and economic importance of plants. Lecture 3 hours. Lab requires a minimum of 3 hours per week of scheduled or self-directed lab work.

Semesters: Fall

MnTC Goals: 3

**BIOL 2205 Genetics (4 cr)**

Prerequisites: BIOL 1502 (C or higher)

This course is designed for students majoring in biology. Students will explore major concepts in Mendelian, molecular, and population genetics, with emphasis on prokaryotic and eukaryotic gene expression, recombination, gene mapping, and chromosome analysis. Students will engage in techniques appropriate to genetic analysis and gain experience in experimental design, data analysis and interpretation, and the communication of results. This course meets a requirement for the Biology (Minnesota State Transfer Pathway) AS-P degree. Lecture 3 hours per week; Lab 3 hours per week.

Semesters: Spring MnTC Goals: 3

**BIOL 2206 Ecology (4 cr)**

Prerequisites: BIOL 1502 (C or higher)

This course is designed for students majoring in biology. Students will explore ecological concepts and the scientific research that has built out understanding of interactions in nature at the organismal, population, community, ecosystem, and global levels. Students will acquire an understanding of how the different levels of ecology are studied, how these levels relate to each other, and what properties are important at increasing levels of complexity. Additional topics include evolutionary ecology and contemporary environmental change and its consequences. Students will engage in techniques appropriate to ecological study and gain experience in experimental design, data analysis and interpretation, and the communication of results. This course meets a requirement for the Biology (Minnesota State Transfer Pathway) AS-P degree. Lab requires field trips on and off campus which might include field trips on prescribed dates. Lecture 3 hours per week; lab 3 hours per week.

Semesters: Fall MnTC Goals: 3, 10

**BIOL 2207 Cell Biology (4 cr)**

Prerequisites: BIOL 1502 (C or higher)

This course is designed for students majoring in biology. Students will explore major concepts in cell biology including eukaryotic cell structure and function, the cellular use of biomolecules, membranes, signal transduction, motility, and the extracellular matrix. Students will engage in techniques appropriate to the study of cells and cellular processes and gain experience in experimental design, data analysis and interpretation, and the communication of results. This course meets a requirement for the Biology (Minnesota State Transfer Pathway) AS-P degree. It is strongly recommended that students have successfully completed (C or higher) BIOL 2205 before enrolling in this course. Lecture 3 hours per week; lab 3 hours per week.

Semesters: Spring MnTC Goals: 3

**BIOL 2208 Biology of Microorganisms (4 cr)**

Prerequisites: BIOL 1502 (C or higher)

This course is designed for students majoring in biology. Students will explore major concepts in microbiology including taxonomy, structure and function, biochemistry, metabolism, pathogenesis, immunology, and ecology of microbes, emphasizing the diverse role of microbes in the biological world. Students will engage in techniques appropriate to the study of microorganisms and gain experience in experimental design, data analysis and interpretation, and the communication of results. This course meets a requirement for the Biology (Minnesota State Transfer Pathway) AS-P degree. It is strongly recommended that students have successfully completed (C or higher) BIOL 2205 before enrolling in this course. Lecture 3 hours per week; lab 3 hours per week.

Semesters: Fall MnTC Goals: 3

**BIOL 2900 Topics in Biology (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in biology; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Business Courses

**BUSN 1102 Social Media Marketing (3 cr)**

In this course, students examine how organizations use social media to listen, understand and engage their target markets, provide value to their customers and potential customers, and promote calls to action that lead to sales of products and services. Topics include blogs, microblogs, social networks, video sharing, photo and image sharing, podcasting, various social media platforms, and careers in social media marketing.

Semesters: Fall, Spring

**BUSN 1105 Introduction to Business (3 cr)**

The world of business, its relationship to the modern American economy, management, marketing, and financial disciplines. A broad overview of business functions and organizations.

Semesters: Fall, Spring

**BUSN 1125 Entrepreneurship (3 cr)**

Examines the skills needed to be a successful entrepreneur; screens a business opportunity and assesses the resources needed for successful setup of a company.

Semesters: Fall, Spring

**BUSN 1130 Introduction to International Business (3 cr)**

International dimensions of business: global business environment (economic, legal, cultural, and political), and international business functions (management, marketing, finance, exporting, and importing).

Semesters: Fall, Spring

**BUSN 1132 Introduction to International Marketing (3 cr)**

This course explores the globalization of markets. The market has accelerated due to a universal acceptance of the democratic free enterprise model and new communication technologies. This course provides an approach and framework identifying and analyzing the important cultural and environmental uniqueness of nations and global regions.

Semesters: Spring

**BUSN 1145 Supervision (3 cr)**

Recommended: Eligible for READ 1106, ENGC 0900 and MATH 0500

This course is designed for those students who are interested in becoming supervisors, or have recently become supervisors at their current jobs. Students will learn, develop, and improve the core competencies that will assist them in becoming a good supervisor.

Semesters: Fall, Spring

**BUSN 1152 Hotel/Lodging Management (4 cr)**

This course examines the theoretical applications of room division operations including yield management and other vital hotel information concepts, with an emphasis on the bottom line. (Same as HSMA 1162)

Semesters: Fall

**BUSN 1153 Principles of Food Production and Sanitation (4 cr)**

Students are given hands on laboratory experiences in all major areas of food production. Lectures allow students to bridge the gap of food production with operating profitable food service and restaurant entities. (Same as HSMA 1143)

**BUSN 1154 Food/Beverage Management and Cost Control (4 cr)**

A working understanding and application of the principles of food, beverage, labor, cost control, and management functions. (Same as HSMA 2144)

Semesters: Spring

**BUSN 1156 Casino Management and Operations (4 cr)**

Develop a working understanding of the principles of casino management and operational procedures necessary for state, federal, and Native American compliance (regulations and legal issues). (Same as HSMA 2100)

Semesters: Spring

**BUSN 1157 Introduction to Hospitality and Tourism Management (4 cr)**

This introductory course provides a portal to the dynamic field of hospitality, travel, and tourism industry. It provides students with a comprehensive overview of hospitality and tourism management including hotels, restaurants, food service, marketing, service companies, as well as the functional areas of hotel operations. (Same as HSMA 1103)

Semesters: Fall

**BUSN 1158 Convention and Meeting Planning Management (4 cr)**

An overview of successful convention and meeting planning management including all services, execution, and follow-up. (Same as HSMA 2173)

Semesters: Fall

**BUSN 1159 Hospitality Sales and Marketing Management (4 cr)**

Recommended: Strong interest in hotel management along with computer skills.

Organization and functioning of marketing and sales department, the need for sales planning through analysis of product, competitors and market. In addition to sales planning and analysis, students will work with industry experts selling the hospitality product. (Same as HSMA 2172)

Semesters: Spring

**BUSN 1170 Introduction to Club Management (4 cr)**

Introduction to Club Management provides a unique perspective on all types of club management including spa, fitness, athletic, and city. Unique discussion and case study provide the student with the keys to successful leadership development complemented with relationship marketing skills and manufacturing successful club managers. (Same as HSMA 1170)

Semesters: Fall

**BUSN 1201 Information Technology Concepts and Business Software 1 (3 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: Eligible for READ 0960 and ENGC 0900 or higher

The purpose of the course is to prepare students for their future academic and professional pursuits using computers. The outcomes are designed to give students the tools to exceed the minimum expectations of employers. The course includes computer concepts and computer application software. Students will learn computer concepts of how computers operate, how they are used in industry, and how they improve communications as well as computer hardware, software and development, personal productivity software, data communications, the World Wide Web and e-mail, the social challenge, and career options. Students will also learn computer application software using document production in word processing, spreadsheets, and database management. Students will create text-based documents to include letters, research reports in MLA and APA formatting with citations, one-page brochure with clip art, page and section breaks, reviewing/tracking features, and creating a resume as a web page, use the formula features, charting, functions, pivot tables and goal seeking for spreadsheets; and use the database features to create tables and reports. Import data from Excel, set validation rules, and establish referential integrity of data including sorting and querying to gain skills to use in other courses or in the workplace. This course is required for most general computer requirements at 4-year colleges. (Same as CIM 1201)

Semesters: Fall, Spring

**BUSN 1210 Exceptional Customer Service (3 cr)**

Examines exceptional customer service issues that are key to building a successful customer driven organization.

Semesters: Spring

**BUSN 1220 Business Problem Solving Analyzing – Excel (3 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1201 or BUSN 1201 (C or higher) or completion of equivalent computer competency tests administered by Normandale's CIM Department and eligible for ENGC 1101 and READ 1106

Emphasizes worksheet formatting, formula design, advanced functions, macro commands (Visual Basic for Applications), graphing, PivotTables, and data analysis. Students will learn features using business scenarios. After taking this course, students will be prepared to take the Microsoft Office Systems (MOS) Excel Certified Application Specialist Exam. (Same as CIM 1220).

Semesters: Spring

**BUSN 1250 Intro to Project Management Software (3 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1201 or BUSN 1201 (C or higher) or completion of equivalent computer competency tests administered by Normandale's CIM Department and eligible for READ 1106 and ENGC 1101

An introduction to project management using MS Project. Includes topics such as project management terminology, navigation in MS Project, creating and editing a project schedule, working with charts, resources and filters, tracking progress and costs, and closing a project. Provides a foundation for globally recognized Project Management Institute credentials such as CAPM and PMP. (Same as CIM 1250)

Semesters: Spring

**BUSN 1900 Topics in Business (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in business; intended for all interested students. Topics may include public administration, supervision, and others. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Semesters: Fall, Spring

**BUSN 2096 Internship in Business (2-4 cr)**

Prerequisites: Previous coursework in Business and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience in an approved business environment. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**BUSN 2100 Human Relations and Effective Teams (3 cr)**

Focuses on the importance of personal and group interrelationships within an organization. Topics covered are behavioral types, the communication process, diversity, equal opportunity, workplace bias, group leadership, and the psychological aspects of group dynamics.

Semesters: Fall, Spring

**BUSN 2125 Business Practices in the Global Market (3 cr)**

Prerequisites: At least one course in BUSN or HSMA

Provides understanding and application into the complex global business arena. Global markets have created the need for companies to do business in every corner of the world. It is imperative that businesses conduct themselves in a professional, ethical, yet sensitive manner regarding regional customs, traditions, and religious practices. This course examines the need for professional business practices, ethics, protocol, etiquette, and professional and social behavior in all settings of business, national and international. (Same as HSMA 2125)

Semesters: Spring

**BUSN 2130 Artist as Entrepreneur (3 cr)**

This course examines the skills needed to be a successful entrepreneur in the arts. Students will research an artistic opportunity and develop a plan to market, operate, and assess the resources needed for successful set-up of their art medium as a business. (Same as ART 2130)

Semesters: Fall

**BUSN 2150 Revenue Management in Hospitality and Tourism (4 cr)**

This course provides a foundation for managing revenues and costs in the hospitality and tourism industry. Students will learn the historical development of yield management (YM) and its formation into modern day revenue management (RM). The course will rely upon cases and articles to analyze trends and develop effective revenue management strategies in the accommodations, food and beverage, attractions and transportation sectors of the hospitality and tourism industry.

Semesters: Fall

**BUSN 2155 Legal Environment of Business (3 cr)**

A survey course about the legal aspects of managing a business. It includes a review of the basic U.S. legal system, ethics, contracts, legal structure of business, employment, consumer issues and international business law.

Semesters: Fall, Spring

**BUSN 2200 Human Resource Management (3 cr)**

An overview of the principles and practices of administering the human resource management functions in modern organizations to achieve an organization's objectives. Topics include employee selection and retention, training, job evaluation, compensation, health and safety, labor-management relations, communication with diverse workforces, employment law, and outsourcing.

Semesters: Fall, Spring

**BUSN 2220 Statistics for Business and Economics (4 cr)**

Prerequisites: Eligible for MATH 1100

This course is an introduction and overview of statistics for business and economics. Topics will include descriptive statistics, probability, sampling methods, confidence intervals, one and two samples tests of hypothesis, analysis of variance, and linear regression. Emphasis is on application of statistical techniques and procedures for solving business-related problems. In addition, students will become familiar with some key statistical functions of Microsoft Excel.

Semesters: Fall, Spring

**BUSN 2252 Professional Selling (3 cr)**

Analyze successful sales practices. Develop need satisfaction selling skills through skill practice that may apply to both selling and non-selling.

Semesters: Fall, Spring

**BUSN 2254 Introduction to Management Information Systems (4 cr)**

Introduction to Management Information Systems focuses on the role of computer-based information systems in organizations and the use of information to satisfy business information needs. This course explores the use of information technology in redesigning products and procedures to make businesses more efficient and competitive. Coverage includes concepts and approaches in developing information systems, the growing role of the Internet in electronic commerce, and the social and ethical impact of information systems. Emphasis is also placed on the design and use of databases. (Same as ACCT 2254)

Semesters: Fall

**BUSN 2300 Principles of Management (3 cr)**

Develop insights into successful planning, organizing, directing, staffing, and controlling an organization and its employees.

Semesters: Fall, Spring

**BUSN 2310 Small Business Management (3 cr)**

All phases of setting up a small business: management, marketing, and financial operations. The final project is the development of a business plan.

Semesters: Fall, Spring

**BUSN 2400 Principles of Marketing (3 cr)**

The total marketing process from a strategic view, emphasizing managerial implications for product, promotion, price, and distribution strategies.

Semesters: Fall, Spring

**BUSN 2853 Federal Individual Income Tax (4 cr)**

Prerequisites: Recommended ACCT 2251

This course is intended to cover Internal Revenue Code as applied to individual income tax returns. The material covered would include filing requirements, personal tax credits and exemptions, gross income inclusions and exclusions, itemized deductions, employee business expenses, self-employment, rental activities, property basis, and capital gains and losses. Students will have the opportunity to prepare federal and state income tax returns using tax preparation software. (Same as ACCT 2853)

Semesters: Fall, Spring

**BUSN 2900 Topics in Business (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in business; intended for all interested students. Topics may include public administration, supervision, and others. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Chemistry Courses

**CHEM 1001 Chemistry: Concepts and Applications (4 cr)**

Basic chemical principles will be presented within the framework of several real world themes that will illustrate the role chemistry plays in our lives. Themes may vary and may include the role chemistry plays in cooking, food and nutrition, crime, pseudoscience, cosmetics, art, polymers, poisons and consumer products to name a few. Emphasis will be placed on using the chemical concepts to solve problems in these topics areas both in the classroom and in labs. This course is specifically designed for non-majors and fulfills the MnTC goal 3. Lecture 3 hours; lab 2 hours.

Semesters: Spring

MnTC Goals: 3

**CHEM 1010 Environmental Chemistry (4 cr)**

Chemical concepts are covered and applied to understanding and analyzing current environmental issues. Topics include air and water pollution, nuclear power, energy usage, and recycling. Lecture 3 hours; lab 2 hours.

Semesters: Fall

MnTC Goals: 3, 10

**CHEM 1020 Introductory Chemistry (4 cr)**

Basic principles of chemistry discussed and applied to everyday situations. Tools and methods of investigation used by chemists are introduced through weekly laboratory sessions. Lecture 3 hours; lab 2 hours.

Semesters: Fall, Spring

MnTC Goals: 3

**CHEM 1050 Foundations of Organic and Biochemistry (3 cr)**

Prerequisites: CHEM 1020 or high school chemistry within the past 2 academic years

This one-term laboratory course, designed for non-majors, builds on general chemistry concepts to provide an overview of organic and biochemistry with an emphasis on applications to the chemistry of the human body. Topics include solutions and body fluids, acid-base chemistry, relation between structure and reactivity for biochemical molecules, metabolic pathways, and applications of nuclear chemistry. Lecture 2 hours; lab 2 hours.

Semesters: Fall, Spring

MnTC Goals: 3

**CHEM 1061 Principles of Chemistry 1 (5 cr)**

Prerequisites: CHEM 1020 (C or higher) or high school chemistry with lab within the past 2 academic years and MATH 0700 proficiency or concurrent registration or high school equivalent

Basic concepts of chemistry: atomic theory, stoichiometry, thermochemistry, chemical bonding, molecular structure, properties and behavior of the physical states, reaction types. Lecture 4 hours; lab 3 hours.

Semesters: Fall, Spring

MnTC Goals: 3

**CHEM 1062 Principles of Chemistry 2 (5 cr)**

Prerequisites: CHEM 1061 (C or higher)

Continuation of Chemistry 1061: Physical properties of solutions, chemical equilibrium, kinetics, reaction mechanisms, acid-base chemistry, thermodynamics, electrochemistry, qualitative analysis, nuclear chemistry, and chemistry in the atmosphere. Lecture 4 hours; lab 3 hours.

Semesters: Fall, Spring

MnTC Goals: 3

**CHEM 1900 Topics in Chemistry (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in chemistry; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**CHEM 2041 Quantitative Analysis (4 cr)**

Prerequisites: CHEM 1062

Lecture and laboratory course emphasizing the theory and practice of gravimetric, volumetric, and instrumental analysis. Lecture 3 hours; lab 3 hours.

Semesters: Fall

**CHEM 2058 Organic Chemistry Essentials 1 (4 cr)**

Prerequisites: CHEM 1062

Mechanisms and reactions of aliphatic compounds; stereochemistry. Lecture 8 hours; lab 8 hours.

MnTC Goals: 3

**CHEM 2059 Organic Chemistry Essentials 2 (4 cr)**

Prerequisites: CHEM 2058 or CHEM 2061

Aromaticity and reactions of aromatic compounds, heterocyclic compounds, spectral analysis, and relevant instrumentation, carbonyl polyfunctional compounds (aldehydes, ketones, carboxylic acids), the aldol reaction, carbohydrates, structure of synthetic polymers, amino acids, and proteins. Lecture 8 hours; lab 8 hours.

MnTC Goals: 3

**CHEM 2061 Organic Chemistry 1 (5 cr)**

Prerequisites: CHEM 1062

Mechanisms and reactions of aliphatic compounds, stereochemistry, spectral analysis, and relevant instrumentation. Lecture 4 hours; lab 4 hours.

Semesters: Fall, Spring

MnTC Goals: 3

**CHEM 2062 Organic Chemistry 2 (5 cr)**

Prerequisites: CHEM 2061 or CHEM 2058 with instructor's permission

Aromaticity and reactions of aromatic compounds, heterocyclic compounds, polynuclear aromatic compounds, carbonyl polyfunctional compounds (aldehydes, ketones, carboxylic acids, carboxylic acid derivatives), enol and enolate chemistry, carbohydrates, synthetic polymers, amino acids, and proteins. Lecture 4 hours; lab 4 hours.

Semesters: Fall, Spring

MnTC Goals: 3

**CHEM 2096 Internship in Chemistry (2-4 cr)**

Prerequisites: Previous coursework in Chemistry and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**CHEM 2900 Topics in Chemistry (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in chemistry; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**CHEM 2921 Biochemistry (3 cr)**

Prerequisites: CHEM 2061 and BIOL 1501

This is a one semester non-biochemistry major course designed for students who intend to complete a four year biological sciences major or enter a pre-professional program in dentistry, medicine, veterinary medicine, or pharmacology. Introduction to the fundamentals of biochemistry: structure and function of biological macromolecules; including the study of enzyme catalysis, metabolism and the regulation of metabolism (carbohydrates, lipids, amino acids and nucleotides), comprehensive, quantitative analysis of chemical equilibria, bioenergetics, and the chemical foundation of genetic information. Lecture 3 hours.

Semesters: Spring

**Chinese Courses****CHIN 1100 Beginning Chinese 1 (5 cr)**

Introduction to basic language skills. Development of listening, reading, speaking, and writing skills. Cultural understanding and sensitivity are important aspects of the course.

Semesters: Fall

MnTC Goals: 8



**CHIN 1101 Introduction to Interpreting and Translation (2 cr)**

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English. (Same as INDS 1101, FREN 1101, GERM 1101, JAPN 1101, SPAN 1101).

Semesters: Fall, Spring

**CHIN 1111 Chinese Culture & Civilization (3 cr)**

This course acquaints students with aspects of the culture and civilization of the Chinese-speaking peoples. Course topics will be selected from among the areas of the arts, literature and history to allow students to gain an awareness of cultural, social, religious and linguistic aspects of the target culture. Students will develop an understanding of the responsibility that world citizens share for their common global future by comparing and contrasting their own culture with that of Chinese-speaking peoples. Taught in English.

Semesters: Fall, Spring MnTC Goals: 6, 8

**CHIN 1200 Beginning Chinese 2 (5 cr)**

Recommended: CHIN 1100

This course is a continuation of the listening, speaking, reading, and writing competencies developed in CHIN 1100. Students further explore cultural differences, helping them to develop a deeper understanding of the world and a greater cultural perspective

Semesters: Spring MnTC Goals: 8

**CHIN 2096 Internship in Chinese (2-4 cr)**

Prerequisites: Previous coursework in Chinese and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**CHIN 2100 Intermediate Chinese 1 (5 cr)**

Recommended: CHIN 1200

Students continue the development and strengthening of the four communication skills (listening, speaking, reading, and writing). Cultural and literary materials will develop an appreciation for the arts, history, culture, and the literature of Chinese-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes resultative and potential complements, progressive change, and the aspect particle.

Semesters: Fall MnTC Goals: 6, 8

**CHIN 2200 Intermediate Chinese 2 (5 cr)**

Recommended: CHIN 2100

Students continue the development and strengthening of the four communication skills (listening, speaking, reading, and writing). Cultural and literary materials will develop an appreciation for the arts, history, culture, and the literature of Chinese-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes the passive structure, compound sentences, causative and pivotal constructions, and tone/mood.

Semesters: Spring MnTC Goals: 6, 8

## Communication Courses

**COMM 1100 Introduction to Human Communication (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

A broad-based communication course which introduces the student to three areas of skills: interpersonal communication, public speaking, and small group communication. Students may still register for COMM 1101, 1111, or 1121 after taking 1100.

Semesters: Fall, Spring MnTC Goals: 1

**COMM 1101 Fundamentals of Public Speaking (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

The primary purpose of this course is to provide instruction and practical experience in the basic fundamentals of effective public speaking. Students will prepare, perform, and evaluate a variety of speeches throughout the semester.

Semesters: Fall, Spring MnTC Goals: 1

**COMM 1106 Understanding Mass Media (3 cr)**

The goal of this course is to develop media literate citizens through the examination of the nature, function, history, and effects of mass communication. A primary emphasis will be placed on developing a critical awareness of mass media (radio, film, music, television, social media, video games, etc), the converged world, advertising, media ethics, and society impact.

Semesters: Fall, Spring MnTC Goals: 5, 9

**COMM 1111 Interpersonal Communication (3 cr)**

*Recommended: Eligible for ENG 1101 and READ 1106*

The primary purpose of this course is to assist the student in examining and developing competence as an interpersonal communicator. Students will practice skills and learn strategies to develop and manage relationships more effectively in a variety of contexts.

Semesters: Fall, Spring MnTC Goals: 1

**COMM 1113 Strategic Communication: Advertising and Public Relations (3 cr)**

*Recommended: Eligible for ENG 1101 and READ 1106*

This course explores the principles, practices, and ethics of strategic communication used in advertising and public relations. It examines the role of advertising and public relations in the historical and modern world of communication. By using an active learning approach, students will research, create, and evaluate advertising and public relations messages.

Semesters: Spring MnTC Goals: 9

**COMM 1121 Small Group Communication (3 cr)**

*Recommended: Eligible for ENG 1101 and READ 1106*

The primary purpose of this course is to assist the student in understanding and applying small group communication principles. Students will develop skills while participating in groups, completing group projects, and analyzing group processes.

Semesters: Fall, Spring MnTC Goals: 1

**COMM 1131 Intercultural Communication (3 cr)**

*Recommended: COMM 1111 and eligible for ENG 1101 and READ 1106*

The primary purposes of this course are to raise awareness of cultural values, beliefs, norms, and biases and address how culture affects communication choices on the interpersonal, group, cross-cultural, and global levels. Issues of nationality, race, ethnicity, class, gender, religion, etc., will be addressed.

Semesters: Fall, Spring MnTC Goals: 7, 8

**COMM 1141 Nonverbal Communication (3 cr)**

*Recommended: COMM 1101 or COMM 1111 and eligible for ENG 1101 and READ 1106*

Nonverbal messages as a formal message system used to communicate. Focuses on the major areas of nonverbal messages. Identifies how nonverbal messages differ according to gender, culture, and power and how this translates into various contexts such as education, business, environment, and interpersonal relationship development.

Semesters: Fall, Spring MnTC Goals: 7

**COMM 1151 Storytelling (3 cr)**

*Recommended: Eligible for ENG 1101 and READ 1106*

The primary purpose of this course is to discover the cultural and personal connections in oral storytelling. Through critical analysis and performance, students will explore the art of storytelling. Emphasis will be given to vocal and physical delivery elements as a means to communicate the message of cultural and personal narrative. Students will perform a variety of stories.

Semesters: Fall, Spring MnTC Goals: 6

**COMM 1421 Media Writing – Journalism (3 cr)**

*Recommended: Eligible for ENG 1101*

*Prerequisites: Eligible for READ 1106*

The primary purpose of this course is to develop skills in writing, reporting, and editing for the mass media. This is done through skill-building exercises and writing assignments in varying formats for media audiences. News gathering techniques, media law and ethics, and media careers are also addressed.

Semesters: Fall, Spring

**COMM 1440 Introduction to Digital Film and Video Production (3 cr)**

Through a series of audio and video productions, students will explore and practice the aesthetic, technical, and communicative elements of digital film, video, and sound production. Particular attention is paid to the skills required to successfully bring a mediated story or message to an audience. This will include story development, the production process (audio and video recording), and post-production (editing). Students will learn to analyze and respond critically to a variety of media productions. *Students are required to provide a data storage option for their projects.*

Semesters: Fall MnTC Goals: 6

**COMM 1450 Interactive Digital Communication (3 cr)**

This course is aimed at helping students master the latest interactive tools for communicating on the world wide web and the strategies and theories employed in their development and use.

Semesters: Fall, Spring

**COMM 1900 Topics in Communication (1-4 cr)**

*Prerequisites: Topic-dependent*

An examination of a special topic in the field of communication; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**COMM 2096 Internship in Communication (2-4 cr)**

Prerequisites: Previous coursework in Communication and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience in work at sites such as TV stations, newspapers, cable broadcast, and public relations agencies. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**COMM 2111 Family Communication (3 cr)**

Recommended: COMM 1111 and eligible for ENGC 1101 and READ 1106

This course explores how communication functions within families to develop, maintain, enrich, or limit family relationships. Descriptive rather than prescriptive, the course emphasizes understanding families as unique communication systems embedded within sub-cultural and cultural ecosystems. Awareness of the functions of communication in families can help students understand more about how and why their families behave as they do. The course also provides several theoretical approaches to help students better understand the interactional dynamics occurring within their family or families.

Semesters: Fall, Spring

MnTC Goals: 5

**COMM 2900 Topics in Communication (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in the field of communication; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Community Health Worker-Navigator Courses

### **CHWN 1000 Advocacy and Outreach (2 cr)**

The course focuses on the role of the community health worker/navigators' personal safety, self-care, personal wellness and the promotion of health and disease prevention of clients.

Semesters: Fall

### **CHWN 1100 Organization, Resources, Teaching and Capacity Building (3 cr)**

This course focuses on the community health worker's knowledge of the community and their ability to prioritize and organize their work. Emphasis is on the use and critical analysis of resources and information problem solving. The second half of the course focuses on the community health worker's role in teaching and increasing capacity of the community and of the client. Emphasis is on establishing healthy lifestyles and clients developing agreements to take responsibility for achieving health goals. Students will learn and practice methods for planning, developing and implementing plans with clients to promote wellness.

Semesters: Spring

### **CHWN 1200 Legal and Ethical Responsibilities for the Community Health Worker (1 cr)**

This course focuses on the legal and ethical dimensions for the community health worker/navigator role. Included are boundaries of the community health work position, agency policies, confidentiality, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities.

Semesters: Fall

### **CHWN 1300 Coordination, Documentation, Reporting, Informatics, Navigator and Care Coordinator for the Community Health Worker (3 cr)**

This module focuses on the importance and ability of the community health worker/navigator to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate, and clear documentation with consideration of legal and agency requirements and the inclusion of Electronic Health Records and Navigator roles as a means to identify Health Insurance Exchange options, coordinate care, document and gather data.

Semesters: Fall

### **CHWN 1400 Communication Skills and Cultural Competence (2 cr)**

This course provides the content and skills in communication to assist the Community Health Worker/Navigator in effectively interacting with a variety of clients, their families and a range of health care providers. Included are verbal/nonverbal communication, listening and interviewing skills, networking, building trust and working in teams. Communication skills are grounded within the context of the community's culture and the cultural implications that can affect client communication.

Semesters: Fall

### **CHWN 1500 Health Promotion (3 cr)**

Assist clients in realizing healthy eating patterns, integrating exercise into their lives, taking their medications, talking with doctors, controlling substances such as tobacco, preventing heart disease and stroke as well as managing those who already have conditions. Emphasis will be on Maternal and Child health as well as diabetes, cancer, oral health and mental health care and prevention. Emphasis will also be on learning strategies that can be used to aid in client awareness, education and incorporation of health into their daily living.

Semesters: Spring

### **CHWN 2096 Internship (2 cr)**

The goal of the Community Health Worker/Navigator Internship is to provide students the opportunity to use the skills and tools they have learned and apply them to assigned agency's needs. Students will apply these skills of advocacy and outreach to help individuals and families reduce health disparities. Students will be required to complete 80-90 hours of on the job training and coursework. The on the job weekly hours requirement will be an agreement between the organization, student and faculty advisor.

Semesters: Spring

## Computers/Information Management Courses

### **CIM 1000 Computer Keyboarding (3 cr)**

Recommended: enrollment during first semester at Normandale to apply skills and knowledge in other courses.

Keyboarding skills for students who cannot keyboard by touch. Topics include alphabetic keys, top-row numbers, ten-key pad, common symbols, proofreading. Text processing skills for correspondence (letters, memos and email), and reports. Emphasis on the development of speed to a minimum of 30 words per minute. Students should schedule at least 60 minutes of practice per day.

Semesters: Fall, Spring

**CIM 1052 Desktop Publishing (3 cr)**

Prerequisites: CIM 1201 or BUSN 1201

Designing and producing information-oriented publications utilizing a personal computer and page-layout software.

**CIM 1101 Computer Basics (1 cr)**

Information about computers that provides the foundation for understanding how computers operate, how they are used in industry, and how they improve communications. Hands-on work with major applications not included.

**CIM 1111 Word Processing 1 (1 cr)**

Prerequisites: Eligible for READ 0860 and ENGC 0800 this course is taught using Microsoft Office latest version business software for a PC.

Same word processing content that is presented in CIM 1201 and BUSN 1201.

**CIM 1121 Spreadsheets 1 (1 cr)**

Prerequisites: Eligible for READ 0860 and ENGC 0800 this course is taught using Microsoft Office latest version business software for a PC.

Same spreadsheet content that is presented in CIM 1201 and BUSN 1201.

**CIM 1131 Database Management 1 (1 cr)**

Prerequisites: Eligible for READ 0860 and ENGC 0800 this course is taught using Microsoft Office latest version business software for a PC.

Same database management content that is presented in CIM 1201 and BUSN 1201.

**CIM 1141 Presentation Graphics 1 (1 cr)**

Prerequisites: Eligible for READ 0860 and ENGC 0800 this course is taught using Microsoft Office latest version business software for a PC.

Same presentation graphics content that is presented in CIM 1201, using the most current release of software.

**CIM 1201 Information Technology Concepts and Business Software 1 (3 cr)**

*Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.*

Prerequisites: Eligible for READ 0860 and ENGC 0900

The purpose of the course is to prepare students for their future academic and professional pursuits using computers. The outcomes are designed to give students the tools to exceed the minimum expectations of employers. The course includes computer concepts and computer application software. The students will learn computer concepts of how computers operate, how they are used in industry, and how they improve communications. They will learn computer hardware, software and development, personal productivity software, data communications, the World Wide Web and e-mail, the social challenge, and career options. The students will learn computer application software using document production in word processing, spreadsheets, and database management. Students will create text-based documents to include letters, research reports in MLA and APA formatting with citations, one-page brochure with clip art, page and section breaks, reviewing/tracking features, and creating a resume as a web page; use the formula features, charting, functions, pivot tables and goal seeking for spreadsheets; and use the database features to create tables and reports, import data from Excel, set validation rules, and establish referential integrity of data including sorting and querying to gain skills to use in other courses or in the workplace. This course is required for most upper level Management Information Systems classes at 4-year colleges. (Same as BUSN 1201).

Semesters: Fall, Spring

**CIM 1212 Word Processing 2 (1 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1111

Same word processing content that is presented in CIM 1201 and BUSN 1201.

**CIM 1220 Business Problem Solving Analyzing – Excel (3 cr)**

*Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.*

*Prerequisites: CIM 1201 or BUSN 1201 (C or higher) or completion of equivalent computer competency tests administered by Normandale's CIM Department and eligible for READ 1106 and ENGC 1101*

Emphasizes worksheet formatting, formula design, advanced functions, macro commands (Visual Basic for Applications), graphing, PivotTables, and data analysis. Students will learn features using business scenarios. After taking this course, students will be prepared to take the Microsoft Office Systems (MOS) Excel Certified Application Specialist Exam. (Same as BUSN 1220).

Semesters: Spring

**CIM 1222 Spreadsheets 2 (1 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1121

Same spreadsheet content that is presented in CIM 1201 and BUSN 1201.

**CIM 1230 Business Information Management – Access (3 cr)**

Prerequisites: CIM 1201 or BUSN 1201 (C or higher) or completion of equivalent computer competency tests administered by Normandale's CIM Department and eligible for READ 1106 and ENGC 1101

Emphasizes creating and maintaining a database, creating simple and advanced queries, creating standard and custom forms and reports, enhancing table design, automating tasks with macros, managing and securing a database. After taking this course, students will be prepared to take the Microsoft Office Systems (MOS) Access Certified Application Specialist Exam.

Semesters: Spring

**CIM 1232 Database Management 2 (1 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1131

Same database management content that is presented in CIM 1201 and BUSN 1201.

**CIM 1240 Business Word Processing (3 cr)**

Prerequisites: CIM 1201 or BUSN 1201 (C or higher) or completion of equivalent computer competency tests administered by Normandale's CIM Department and eligible for READ 1106 and ENGC 1101

This course provides skills for students in word processing to be successful in the work place, thus increasing opportunities for employment. Students will use the latest release of word processing application software to create and maintain documents, enhance page layout, create tables and reports, and use templates to create professional business documents. After taking this course, students will be prepared to take the Microsoft Office Systems (MOS) Word Certified Application Specialist Exam.

Semesters: Spring

**CIM 1242 Presentation Graphics 2 (1 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1141

This course is taught using Microsoft Office latest version business software for a PC.

**CIM 1250 Intro to Project Management Software (3 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1201 or BUSN 1201 (C or higher) or completion of equivalent computer competency tests administered by Normandale's CIM Department and eligible for READ 1106 and ENGC 1101

An introduction to project management using MS Project. Includes topics such as project management terminology, navigation in MS Project, creating and editing a project schedule, working with charts, resources and filters, tracking progress and costs, and closing a project. Provides a foundation for globally recognized Project Management Institute credentials such as CAPM and PMP. (Same as BUSN 1250)

Semesters: Spring

**CIM 1260 Presentation Software (3 cr)**

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.

Prerequisites: CIM 1201, BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101

The purpose of this course is to prepare students for their future academic and professional pursuits. Students will use the latest release of presentation software to plan and create presentations, print slides, handouts and speaker notes, apply themes, slide transitions, and animation. After taking this course students will be prepared to take the Microsoft Office Systems (MOS) PowerPoint Specialist Certification Exam.

**CIM 1600 Computer Training Practicum (3 cr)**

Prerequisites: CIM 1201 (C or higher) and consent of Computers/Information Management Program Coordinator

A training and development experience that reinforces computer applications skills and knowledge. Students practice problem-solving skills by tutoring computer users and responding to typical "Help Desk" requests. Students will demonstrate their understanding of professional behavior, show confidence in using the software, find solutions to typical problems, and explore career opportunities in training and development.

Semesters: Fall, Spring

**CIM 1900 Topics in Computers/Information Management (1-3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in computer applications; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**CIM 2096 Internship in Computers/  
Information Management (2-4 cr)**

Prerequisites: Previous coursework in Computers/Information Management and consent of instructor and the Center for Experiential Education  
This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**CIM 2900 Topics in Computers/Information  
Management (1-3 cr)**

Prerequisites: Topic-dependent  
Examination of a special topic in computer applications; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Computer Science Courses

**CSCI 1100 Fundamentals of Computers (4 cr)**

Overview of the computer system: the CPU and chip technology, input and output, storage devices, communications and networks, the Internet and World Wide Web, programming and languages, operating systems, applications software, security, privacy and ethics, artificial intelligence, expert systems and robotics, virtual reality, ergonomics, Windows, word processing, spreadsheets, database management systems, presentation graphics.

Semesters: Fall, Spring

**CSCI 1101 Introduction to Computing and  
Problem Solving (4 cr)**

Prerequisites: MATH 0700 or MATH 0670 (C or higher) or eligible for MATH 1100

Problem solving techniques in computer programming. A structured approach to algorithm development to solve a large number of problems. Students will write pseudo code to develop problem solving skills. They will write simple programs in one or more programming languages.

Semesters: Fall, Spring

**CSCI 1111 Introduction to Programming  
in C (4 cr)**

Prerequisites: CSCI 1101  
Problem solving using the C programming language. Topics will include the syntax of the language, operators and expressions, control structures, scoping rules, functions, parameter passing, arrays, strings, pointers, structures, type definitions, file handling, libraries.

Semesters: Fall, Spring

**CSCI 1113 Intro to C/C++ for Engineers (4 cr)**

Prerequisites: MATH 1510  
Programming for scientists/engineers. C/C++ programming constructs, object-oriented programming, software development, fundamental numerical techniques; exercises/examples from various scientific fields.

Semesters: Spring

**CSCI 1202 Introduction to Object-Oriented  
Programming in C++ (4 cr)**

Prerequisites: CSCI 1111  
Programming in C++ and concepts of C++, with an emphasis on programming techniques and object-oriented programming. Must be completed within the last 7 years prior to receiving the AAS degree in Computer Technology.

Semesters: Fall, Spring

**CSCI 1203 Introduction to Computer  
Programming in Java (4 cr)**

Prerequisites: CSCI 1111  
Introduction to object-oriented programming using the Java programming language. Use of Java for developing conventional applications and Internet-based applications will be examined. Must be completed within the last seven years prior to receiving the AAS degree in Computer Technology.

Semesters: Spring

**CSCI 1900 Topics in Computer Science (1-4 cr)**

Prerequisites: Topic-dependent  
Topics of current interest in the computer sciences, including specialized language courses and operating system courses. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**CSCI 2001 Computer Programming Concepts (4 cr)**

Prerequisites: CSCI 1101 and MATH 1510 or concurrent registration

Introduces students to the fundamental principles of programming. Procedures, recursion, and iteration will be presented as algorithmic development techniques. Abstract data types, modularity and the use of abstraction to hide program details will be emphasized throughout the course. The computer language Python is used as a formal way of expressing algorithms and data.

Semesters: Fall, Spring

**CSCI 2002 Algorithms and Data Structures (4 cr)**

Prerequisites: CSCI 1111 and CSCI 2001

Reinforces the concepts presented in CSCI 2001, such as data abstractions, from an object-oriented programming perspective. Introduces data structures such as stacks, queues, and trees, and introduces sorting algorithms. Students will implement data structures and their operations as abstract data types using an object-oriented approach. The programming language Java is used to express the concepts of the course.

Semesters: Fall, Spring

**CSCI 2011 Discrete Structures of Computer Science (4 cr)**

Prerequisites: MATH 1510

Concepts fundamental to the analysis of algorithms. Topics include logic, sets, methods of proof including mathematical induction, combinatorics, relations, solution of recurrence relations, graphs, trees. (Same as MATH 2011.)

Semesters: Fall, Spring MnTC Goals: 4

**CSCI 2021 Machine Architecture and Organization (4 cr)**

Prerequisites: CSCI 1101 and experience with C, C++, or Java

Introduction to computer organization, machine language, and use of assembly language programming using the Motorola 680x0.

Semesters: Fall, Spring

**CSCI 2031 Introduction to Numerical Computing (4 cr)**

Prerequisites: MATH 1520 and proficiency with C, C++, or Java

Introduction to numerical analysis. Explores various numerical methods for solving scientific and technical problems including Newton's method, numerical integration, and a variety of interactive methods.

**CSCI 2033 Elementary Computational Linear Algebra (4 cr)**

Prerequisites: MATH 1510

Matrices and linear transformations, basic theory, linear vector spaces, inner product spaces. Systems of linear equations, Eigenvalues, and singular values. Algorithms and computational matrix methods using MATLAB. Use of matrix methods to solve a variety of computer science problems. (Same as MATH 2033.)

Semesters: Fall, Spring

**CSCI 2096 Internship in Computer Science (2-4 cr)**

Prerequisites: Previous coursework in Computer Science and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**CSCI 2900 Topics in Computer Science (1-4 cr)**

Prerequisites: Topic-dependent

Special topic of current interest in the computer sciences, including specialized language courses and operating system courses. Intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Computer Technology Courses

**COMT 1107 Introduction to Computer Technology (4 cr)**

Topics associated with computers and computing: input/output, central processing unit, storage devices, programming languages, operating systems, PC software programs, security and privacy issues, and trends in computing.

Semesters: Fall, Spring

**COMT 1173 PC Architecture Operation and Interface (3 cr)**

Prerequisites: COMT 1107

Introductory course on the architecture of computers. Using the PC as a representative architecture, the primary components of the PC and their interfaces are examined. Function of the operating system and its interaction with the computer hardware. Must be completed within the last seven years prior to receiving the AAS degree or certificate in Computer Technology.

Semesters: Spring



**COMT 1181 Database Management Systems (3 cr)**

Prerequisites: COMT 1107

Various database models with emphasis on the relational model. Data relationships and attributes, the use of entity relationship diagrams, and data mapping operations. Must be completed within the last seven years prior to receiving the AAS degree or certificate in Computer Technology.

Semesters: Fall

**COMT 1182 Advanced Database with Crystal Reports (3 cr)**

Prerequisites: COMT 1181

This course will present advanced features of relational database including concurrency control, query optimization, distributed databases, and database administration. It will present many of the constructs of SQL (Structure Query Language), including queries, updates, and deletes. It will provide students with the tools to master report generation through Crystal Reports.

Semesters: Spring

**COMT 1184 Telecommunications (3 cr)**

Prerequisites: COMT 1107

Aspects of telecommunications such as network topology, standards, OSI model, media, modems, data compression, data security, and the Internet. Must be completed within the last seven years prior to receiving the AAS degree in Computer Technology.

Semesters: Spring

**COMT 1205 Introduction to Visual Basic (3 cr)**

This course introduces the Visual Basic programming language through hands-on development of projects of increasing complexity as the student gains increased understanding of the language. The course will include forms, controls, menus, programming fundamentals, syntax, and file formats. Must be completed within the last seven years prior to receiving the AAS degree or certificate in Computer Technology.

Semesters: Fall

**COMT 1900 Topics in Computer Technology (3 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in computer technology; intended for all interested students. Topics may include hardware structures of PCs, hardware/software interactions, structure of programming language, input/output. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**COMT 2096 Internship in Computer Technology (2-4 cr)**

Prerequisites: Previous coursework in Computer Technology and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience for students to gain enhancement of computer skills through a computer-related job experience. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**COMT 2186 Microprocessors and Digital Logic (Lecture only) (3 cr)**

Prerequisites: COMT 1107 or COMT 1173 (C or higher)

Basic building blocks of digital logic-gates, flip-flops, shift registers. These building blocks are used to create more and more complex forms with the microprocessors being a programmable logic element. Comparison between hard-wired and software based elements are developed as well. There is no laboratory and the prerequisite for ENGT 1153 is waived. Must be completed within the last 7 years prior to receiving the AAS degree or certificate in Computer Technology.

Semesters: Fall

**COMT 2188 Systems Analysis and Design (3 cr)**

Prerequisites: COMT 1173 (C or higher)

The total environment of a computer-based system - analysis, design, implementation, and maintenance. Concepts and tools used in the system development life cycle and analysis of large systems are introduced. Must be completed within the last 7 years prior to receiving the AAS degree in Computer Technology.

Semesters: Spring

**COMT 2201 Preparation for the A+ Exam (2 cr)**

Prerequisites: COMT 1173

The A+ Certification course covers the topics required for the two qualifying exams of the A+ certification, Core Hardware, and OS Technologies, (the exams are administered by third-party examiners selected by Comp TIA). The course consists of lecture materials covering exam topics as well as a hands-on laboratory component where the student replaces and updates major components of a personal computer.

**COMT 2250 Object Oriented Programming with Java for HCST (4 cr)**

Prerequisites: Eligible for CSCI 1101 and COMT 2188

This course enables students to learn object oriented programming principles using the Java programming language. Students will become familiar with Java techniques that are widely used in the industry, including best practices for the implementation of component based software architecture.

Semesters: Fall

**COMT 2900 Topics in Computer Technology (3 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in computer technology. Intended for second-year students. Topics may include hardware structures of PCs, hardware/software interactions, structure of programming language, and input/output. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Counseling & Career Development Courses

**CCD 1170 Career Exploration (1 cr)**

Prerequisites: Eligible for ENGC 0900 or higher and READ 0960 or higher or consent of instructor

This course is intended for students who are undecided about their major or career, seeking confirmation about the direction they are considering, or pursuing a career change. It is designed to help students define their interests, values, personality, skills, and strengths through various assessment tools, and relate these to their choice of college major and career. Students will explore the world of work, examine education options, apply this information to the decision-making process, and develop an action plan for next steps in career planning.

Semesters: Fall, Spring

**CCD 2000 Global Career Development Facilitator Program (GCDF) (8 cr)**

Recommended: Eligible for READ 0960 and ENGC 0900

Prerequisites: Prior experience and instructor's permission

A certificate training program for career development facilitators. The course consists of the education of career development facilitators in the following areas: career development overview, theory and information, helping and assessment skills, career information, resources and program design, reality checks, goal setting and action goals.

Semesters: Fall, Spring

## Data Science Course

**DSCI 2000 Introduction to Data Science (3 cr)**

Prerequisites: Math 1080 or Math 1090 and CSCI 1111 (C or higher)

An introduction to Data Science and Data Analytics. Various mathematical and statistical techniques and software tools will be used to analyze a variety of data sets in order to develop basic skills and gain a general understanding of the field.

Semesters: Fall, Spring

## Dental Hygiene Courses

Note: Courses are web-enhanced, requiring computer and internet access.

**DENH 1112 Oral and Facial Anatomy (3 cr)**

Prerequisites: Acceptance into Dental Hygiene Program

Study of the structures of the head, neck, and oral cavity. Topics include histology, embryology, tooth morphology, eruption patterns of the teeth, head and neck anatomy, and occlusion as it relates to the practice of dental hygiene. Practical laboratory exercises.

Semesters: Fall

**DENH 1140 Pre-Clinic Theory (3 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, Co-requisites: DENH 1141

Introduction to the fundamentals of dental hygiene care. Emphasis on infection control, patient assessment, emergencies, the special needs patient, periodontal disease process, patient self-care and dental deposits. Practical application experience in pre-clinical skill development. Lecture 3 hours.

Semesters: Fall

**DENH 1141 Pre-Clinic Skill Development (4 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, Co-requisites: DENH 1140

Skill development sessions are structured to develop actual experience in infection control procedures, patient assessment, instrumentation skills, dental emergencies, deposit removal, mechanical polishing, and topical fluoride application. Small groups will be utilized for practical application skills with students working on each other. Lab/clinic 8 hours.

Semesters: Fall

**DENH 1142 Clinic 1 Theory (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, DENH 1112, DENH 1140 and DENH 1141

Co-requisites: DENH 1143

Continuation in the study of the dental hygiene care process. Emphasis on professionalism, patient care planning, record keeping, periodontal conditions, scaling/root planing, dentifrices, mouth rinses, dental caries process, dietary counseling, saliva, dentinal hypersensitivity, and fluoride. Lecture 2 hours.

Semesters: Spring

**DENH 1143 Clinic 1 (4 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, DENH 1112, DENH 1140 and DENH 1141

Co-requisites: DENH 1142

Students begin fundamental patient care by providing clinical, preventive, educational, and therapeutic service in a supervised clinical setting. Clinic 8 hours.

Semesters: Spring

**DENH 1150 Dental Radiology (4 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1112

Co-requisites: DENH 1142 and DENH 1143

Theory, techniques, and procedures for exposing and processing dental radiographs; interpretation of dental radiographs, radiation safety, and practical application in dental radiography lab and clinical setting. Lecture 3 hours; lab/clinic 2 hours.

Semesters: Spring

**DENH 1151 Accelerated Dental Radiology (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and instructor's permission

Co-requisites: DENH 1142 and DENH 1143

Theory, techniques, and procedures for exposing and processing dental radiographs; interpretation of dental radiographs, radiation safety, and practical application in dental radiography lab and clinical setting. Lecture 3 hours; clinic 2 hours last five weeks of semester.

Semesters: Spring

**DENH 1160 Dental Materials (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1140, DENH 1141 and CHEM 1050

The study, demonstration, and manipulation of materials used in dental and dental hygiene procedures. Lecture online; lab 3 hours.

Semesters: Spring

**DENH 1161 Accelerated Dental Materials (1 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and instructor's permission

Co-requisites: DENH 1140, DENH 1141 and CHEM 1050

The advanced study, demonstration, and manipulation of materials used in dental and dental hygiene procedures. Dates and times are determined by course instructor.

Semesters: Spring

**DENH 1162 Pharmacology for the Dental Hygienist (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1140 and BIOL 2042

Co-requisites: DENH 1142 and DENH 1143

This course focuses on applying pharmacology knowledge to dental hygiene clinical practice. Understanding drug groups, pharmacologic effects, adverse reactions, drug contraindications, and interactions will encourage treatment modification and ensure safe patient care. Lecture 2 hours.

Semesters: Spring

**DENH 1900 Topics in Dental Hygiene (1-4 cr)**

Prerequisites: Topic-dependent

Skill development in various special areas of dental hygiene; intended for any interested dental hygiene student. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**DENH 2096 Internship in Dental Hygiene (2-4 cr)**

Prerequisites: Previous coursework in Dental Hygiene and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**DENH 2240 Clinic 2 Theory (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1142

Co-requisites: DENH 2241

Emphasis on advanced clinical procedures, professionalism, ethics, quality assurance, and evidence-based dental hygiene practice. Lecture 2 hours.

Semesters: Fall

**DENH 2241 Clinic 2 (6 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1143

Co-requisites: DENH 2240

Continuation of patient care by providing clinical, preventive, educational, and therapeutic services in a supervised clinical setting. Clinic 12 hours.

Semesters: Fall

**DENH 2242 Clinic 3 Theory (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1142, DENH 2240, DENH 2241 and DENH 2264

Co-requisites: DENH 2241

Orientation to ethics, jurisprudence, dental specialties, practice management, job placement, résumés, interviewing skills, and career opportunities. Lecture 2 hours.

Semesters: Spring

**DENH 2243 Clinic 3 (6 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 2240, DENH 2241 and DENH 2264

Co-requisites: DENH 2242

Continuation of patient care to attain clinical competency in preparation for practical examinations and licensure. Clinic 12 hours.

Semesters: Spring

**DENH 2244 Clinical Enrichment (1-3 cr)**

Prerequisites: DENH 2241 or DENH 2243 and instructor's permission

This course is designed to offer students additional skill development in areas of clinical dental hygiene and/or radiology.

**DENH 2252 Clinical Radiology 1 (1 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1150

Co-requisites: DENH 2241

Practice of radiographic technique and radiographic interpretation in a clinical setting. Clinic 2 hours.

Semesters: Fall

**DENH 2254 Clinical Radiology 2 (1 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, DENH 1150 and DENH 2252

Co-requisites: DENH 2243

Practice of radiographic technique and radiographic interpretation in a clinical setting. Clinic 2 hours.

Semesters: Spring

**DENH 2263 Pain Management (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and in the process of developing competence in clinical dental hygiene care, DENH 1142, DENH 1162 and BIOL 2042

Preparation of the dental hygiene student in effective and safe administration of local anesthesia and nitrous oxide-oxygen inhalation sedation. Lecture 1 hour; lab/clinic 2 hours.

Semesters: Fall

**DENH 2264 Periodontics for the Dental Hygienist (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, BIOL 2204 or 2043, DENH 1112, DENH 1142, DENH 1143

Co-requisites: DENH 2240 and DENH 2241

The study of periodontal diseases as the scientific basis for dental hygiene with recognition of the etiologic factors and abnormal conditions in the supporting structures with emphasis on the role of the dental hygienist in the philosophical and clinical approaches to periodontal therapy. Lecture 2 hours.

Semesters: Fall

**DENH 2266 General and Oral Pathology (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program, and DENH 1112 and DENH 2240 and DENH 2241 and DENH 2264

Co-requisites: DENH 2240 and DENH 2241 and DENH 2264

The identification, pathogenesis, histology, prevention and management of oral diseases; the oral manifestations and complications associated with systemic diseases; and the basic principles and aspects of pathology related to dental healthcare. Lecture 2 hours.

Semesters: Fall

**DENH 2281 Preventive Concepts in Community Dental Health (2 cr)**

Prerequisites: Acceptance into Dental Hygiene Program,

This course focuses on the principals of assessment, planning, implementation, and evaluation of the community oral health programs. The dental hygiene student will be introduced to federal, state, and local public health. Emphasis will be placed on epidemiology, prevention and control of oral health diseases. Through the course lab, students will explore interprofessional community enrichment and alternative practice opportunities. Lecture 1 hours; lab 2 hours.

Semesters: Spring

## **DENH 2900 Topics (1-4 cr)**

Prerequisites: Topic-dependent

Skill development in various special areas of dental hygiene; intended for second-year dental hygiene students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## **Dietetic Technology Courses**

See Nutrition and Dietetics Courses.

## **Economics Courses**

### **ECON 1100 Personal Finance (3 cr)**

Recommended: Eligible for READ 1106

A survey of cash management, credit management, housing, taxes, insurance, investing, and retirement planning. Tools and strategies for making responsible financial decisions and improving one's financial well-being. How to craft financial plans consistent with one's goals and values.

Semesters: Fall, Spring MnTC Goals: 9

### **ECON 1200 Consumer Economics (3 cr)**

Recommended: Eligible for READ 1106

Economic principles relevant to consumers; consumer information gathering and decision-making; consumer issues and problems. Laws, government regulations, and policies affecting consumers.

Semesters: Fall, Spring

MnTC Goals: 5, 9

### **ECON 1400 Survey of Economics (3 cr)**

Recommended: Eligible for READ 1106

A survey of microeconomic and macroeconomic principles illustrated by a discussion of current economic policies, issues, and problems. This course cannot be taken for credit after ECON 2201 or ECON 2202. This course is not intended to satisfy the entrance prerequisites for most four-year programs in economics, business, or accounting.

Semesters: Fall, Spring MnTC Goals: 5, 9

### **ECON 1900 Topics in Economics (1-3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in economics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

### **ECON 2096 Internship in Economics (2-4 cr)**

Prerequisites: Previous coursework in Economics and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

### **ECON 2201 Principles of Microeconomics (3 cr)**

Recommended: READ 1106

Theories of how various types of product, service, and resource markets operate and resulting implications for public policy. Decision-making by consumers, business firms, and government. Price determination, resource allocation, and income determination via markets.

Semesters: Fall, Spring MnTC Goals: 5, 9

### **ECON 2202 Principles of Macroeconomics (3 cr)**

Recommended: READ 1106

Theories that explain the overall performance of the economy. Measurement of national income, unemployment, and inflation; role of money and the banking system. Policies that stabilize the economy and promote economic growth. International trade and finance within the framework of the global economy.

Semesters: Fall, Spring MnTC Goals: 5, 8

### **ECON 2900 Topics in Economics (1-3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in economics; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## **Education Courses**

### **EDUC 1101 Introduction to Education (4 cr)**

Introduction to Education provides an overview of the education profession and the U.S. educational system, including historical development, social foundations and educational institutions. Other topics include current theories, trends and issues in education and the community, certification standards, roles and responsibilities of teachers, learners, and other school personnel, introductory instructional methods and classroom environment strategies, and a field experience/practicum. Every student must complete a field experience in an area school.

Semesters: Fall, Spring

**EDUC 1120 Spanish for Educators 1 (3 cr)**

Spanish for Educators 1 is the first of two courses designed for English-speaking educators and future educators who need to acquire vocabulary and develop basic Spanish skills in order to communicate with Spanish-speaking students and their parents on a variety of school-related topics. In addition, the course seeks to provide learners with an understanding of key concepts about Hispanic culture which influence interactions in educational settings. (Same as SPAN 1120).

Semesters: Fall, Spring

**EDUC 1220 Spanish for Educators 2 (3 cr)**

Prerequisites: EDUC 1120

Spanish for Educators 2 is the second of two courses designed for English-speaking educators who need to develop basic conversational Spanish skills in order to communicate with Spanish-speaking students and their parents on a wide variety of school-related topics. In this course, students will learn to construct sentences and questions using twelve "high-frequency" structures in Spanish, along with one hundred and twenty verbs relevant to educational settings. Students continue to develop vocabulary related to classroom and school settings. Situational dialogues and role-plays are an important part of this course. Along with developing conversational skills, attention is given to further development of beginning listening, reading and writing skills. Cultural practices and perspectives are presented through the art and literature of the Spanish-speaking peoples. The cultural components in Spanish for Educators 2 are designed to encourage teachers to use authentic Hispanic art and literature in their own classrooms or school communities to raise awareness and understanding about the cultures of Spanish-speaking peoples in Minnesota and the United States.

Semesters: Spring

**EDUC 2096 Internship in Education (2-4 cr)**

Prerequisites: Previous coursework in Education and Consent of instructor and consent of the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience in schools and similar educational sites. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**EDUC 2101 Educational Technology (3 cr)**

Prerequisites: EDUC 1101

This course is designed to provide opportunities to explore and develop skills in using current technology platforms, software, and formats; demonstrating the current best practices of using technology as a tool to enhance learning; integrating technology in today's kindergarten through twelfth-grade classrooms; and raising awareness of technological accessibility tools that could meet the needs of students with impairments or disabilities.

Semesters: Fall, Spring

**EDUC 2222 Multicultural Education and Human Relations in Schools (3 cr)**

Prerequisites: EDUC 1101

Introduces pre-service teachers to core concepts and approaches to multicultural education including issues related to student, family, and community diversity based on culture, language, race, class, gender, sexual identity, and disability. Issues discourses, hierarchy of education with regards to privilege, equity and access to high quality education are topics addressed as students use knowledge of their life experiences and those of diverse students in urban and rural public schools and learn culturally and linguistically responsive classroom strategies. Emphasis is placed on demonstrating the multicultural competence required of all successful teachers working with today's diverse youth.

Semesters: Fall, Spring

**EDUC 2223 Foundations of Instruction (1 cr)**

Prerequisites: EDUC 1101

Foundations of Instruction will allow students to apply their knowledge of cognitive, moral, social, emotional and physical development, and individual variations to instructional strategies and learning activities. Students will be able to create appropriate lessons and learning activities given the levels of development of children.

Semesters: Fall, Spring

**EDUC 2331 Professional Practice and Design of Individual Education Programs (2 cr)**

Prerequisites: EDUC 1101, EDUC 2408

This course will introduce teacher candidates to different aspects of being a special educator, including writing Individual Education Program plans, working collaboratively, addressing strategies for working with paraprofessionals, and developing an understanding of collaboration, including co-teaching in the classroom to assist student learning.

Semesters: Fall, Spring

**EDUC 2408 Individuals with Diverse and Exceptional Needs (4 cr)**

Prerequisites: EDUC 1101 and PSYC 1109

This course is designed to provide an introduction and overview of the characteristics and educational needs of children and youth with diverse and exceptional needs in all schools. The course introduces students to the language of Special Education in Minnesota.

Semesters: Fall, Spring

**EDUC 2409 Learning and Human Development for Diverse Learners (4 cr)**

Prerequisites: EDUC 1101 and PSYC 1109

This course is designed to introduce second-year students to theories of learning and human development as they relate to regular and diverse learning populations. Students will acquire an understanding of the many factors that affect learning and human development as well as strategies that can be used to enhance learning for all populations.

Semesters: Fall, Spring

## Engineering Courses

**ENGR 1020 Introduction to Engineering Design (4 cr)**

Prerequisites: Eligible for MATH 1510

A lower division course for students in the engineering disciplines. This course will: develop skills used by practicing engineers; provide extensive exposure to visual, written and oral communication forms and to computer-based design tools; include substantial design projects, including prototype construction.

Semesters: Fall, Spring

**ENGR 1900 Topics in Engineering (1-4 cr)**

An examination of a special topic in engineering; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**ENGR 2001 Circuit Analysis with Electronics (5 cr)**

Prerequisites: PHYS 1121 (C or higher), PHYS 1122 (C or higher) or concurrent enrollment, and MATH 1520 (C or higher), MATH 2520 (C or higher) or concurrent enrollment, or consent of instructor

Physical principles underlying circuit element models. Resistive circuits, Kirchhoff's laws, independent and dependent sources, node-voltage and mesh-current methods, op-amps, inductors, and capacitors. First- and second-order circuits; diodes, FETs, and elementary amplifiers. Experiments with simple circuits and electronics. Familiarization with measurement tools and equipment. Lecture 4 hours; lab 2 hours.

Semesters: Fall, Spring

**ENGR 2011 Linear Systems & Circuits (4 cr)**

Prerequisites: ENGR 2001 (C or higher) and PHYS 1122 (C or higher) and MATH 2520 (C or higher) and ENGC 1101 (C or higher)

Elements of signals and linear system analysis. Sinusoidal steady state analysis, Laplace transforms, Fourier transforms, frequency selective circuits, active filter circuits, single-stage transistor amplifier, frequency response of transistor amplifiers.

Semesters: Spring

**ENGR 2096 Internship in Engineering (2-4 cr)**

Prerequisites: Previous coursework in Engineering and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**ENGR 2231 Thermodynamics (3 cr)**

Prerequisites: CHEM 1061, PHYS 1121

This course will cover the conservation of mass and energy and entropy balance; the properties, equations of state, and the processes and cycles for reversible and irreversible thermodynamic systems; and modes of energy transfer. Thermodynamic principles will be applied to modern engineering systems.

Semesters: Fall

**ENGR 2235 Statics (3 cr)**

Prerequisites: PHYS 1121 (C or higher) and MATH 1520 (C or higher)

This course covers free-body diagrams and the principles of statics. Applications to simple trusses, frames, and machines are covered. Distributed loads and internal loads in beams are introduced.

Semesters: Fall, Spring

**ENGR 2236 Dynamics (3 cr)**

Prerequisites: ENGR 2235 (C or higher) and MATH 2520 (C or higher) or concurrent registration

This course covers the kinematics and kinetics of particles; Newton's laws; energy and momentum methods; systems of particles; kinematics and kinetics of rigid bodies in the plane; planar linkages; and mechanical vibrations.

Semesters: Spring

**ENGR 2301 Introduction to Digital Logic Design A (2 cr)**

Prerequisites: MATH 1510 (C or higher) or concurrent registration

This is the first half of an introduction to digital logic design. It is recommended for mechanical, aerospace, computer, and electrical engineering students. Topics include Boolean algebra, logic gates, Karnaugh mapping, and analysis and design of combinational-logic circuits. This course meets the first half of the semester.

Semesters: Fall

**ENGR 2302 Introduction to Digital Logic Design B (2 cr)**

Prerequisites: ENGR 2301 (C or higher)

This is the second half of an introduction to digital logic design. It is recommended for computer and electrical engineering students. Topics include: logic simplification, sequential logic, HDL modeling, and analysis and design of synchronous sequential logic circuits, VHDL modeling, and design of digital logic circuits. This course meets for the second half of the semester. Lecture 3 hours; lab 2 hours.

Semesters: Fall

**ENGR 2331 Deformable Body Mechanics (3 cr)**

Prerequisites: ENGR 2235 (C or higher), MATH 1520 (C or higher), MATH 2520 (C or higher) or concurrent registration

This course is an introduction to the linear stress-strain behavior of engineering materials. Topics will include stresses due to uniaxial loading, bending and torsion, stress transformations, beam deflections, indeterminate structures, and column buckling.

Semesters: Spring

**ENGR 2900 Topics in Engineering (1-4 cr)**

An examination of a special topic in engineering; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.



## Engineering Technology Courses

### **ENGT 1014 Safety (2 cr)**

This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Safety. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others.

Semesters: Fall, Spring

### **ENGT 1018 Manufacturing Processes and Production (2 cr)**

This course is designed to prepare students for the Manufacturing Skill Standards Council's (MSSC) Manufacturing Processes and Production Certification Assessment. The course curriculum is based upon federally endorsed national standards for production workers. This course emphasizes Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service.

Semesters: Fall, Spring

### **ENGT 1022 Quality Practices & Measurement(2 cr)**

This course is designed to prepare students for the Manufacturing Skill Standards Council's (MSSC) Quality Certification Assessment. The course curriculum is based upon federally endorsed national standards for production workers. Emphasis is on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product.

Semesters: Fall, Spring

### **ENGT 1026 Maintenance Awareness (2 cr)**

This course is designed to prepare students for the Manufacturing Skill Standards Council's (MSSC) Maintenance Awareness Certification Assessment. The course curriculum is based upon federally endorsed national standards for production workers. This course introduces the concepts of Total Productive Maintenance (TPM) and preventative maintenance. Students are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems.

Semesters: Fall, Spring

### **ENGT 1050 Bridging Engineering and Education (3 cr)**

Prerequisites: Minimum of 6 credits in both college-level math and science or instructor approval

This course is a hands-on engineering experience, intended for elementary education majors, which covers topics in science, engineering, and technology with an emphasis on understanding what engineers do and how they make a world of difference. Students will learn that with some creativity and knowledge of the engineering design process, everyone can engineer. Topics that may be covered include: weather, water, simple machines, sound, plants, energy, and electricity; with corresponding engineering fields of mechanical, environmental, industrial, acoustical, package, green, and electrical. The structure and philosophy of engineering curricular materials, engineering activities, and appropriate instructional strategies will be emphasized in this course. Students will be prepared to deliver the Minnesota engineering standards in elementary math and science classes.

Semesters: Spring

### **ENGT 1153 AC/DC Circuits (4 cr)**

Prerequisites: MATH 1100 (C or higher) or eligible for MATH 1500

A survey course designed to give understanding to the relationships of work, power, energy, and electrical charge as well as to the relationships of voltage, resistance, current, and capacitance. A laboratory experience includes analyzing basic series, parallel AC and DC circuits; identification and application of electronic components; gaining competence using electronic measuring instruments.

Semesters: Fall

### **ENGT 1180 Manufacturing Processes (2 cr)**

Prerequisites: MATH 0700 or concurrent registration or eligible for MATH 1100 eligible for ENGC 1101 eligible for READ 1106

Manufacturing processes are technology-based operations which realize the transformation of various raw input materials into a physical product. This course provides an overview of the types of materials used to create products and the basic manufacturing processes involved in manipulating those materials. Other critical functions performed in a manufacturing environment will be discussed such as statistical process control, transportation, and packaging.

Semesters: Spring

**ENGT 1184 Fluid Mechanics (3 cr)**

Prerequisites: MATH 1100 (C or higher) or eligible for MATH 1500

This course addresses fundamental concepts in fluid mechanics and introduces algebraic-based methods for modeling the behavior of fluids under static and dynamic conditions. Applications of hydraulic and pneumatic systems illustrate the significance of fluid power technology integration in support of various engineering systems. Laboratory activities examine physical characteristics and properties of fluid systems, fluid flow, fluid power, energy storage in fluid systems and behavior of pneumatic and hydraulic systems.

Semesters: Spring

**ENGT 1290 Measurement and Process Control (2 cr)**

Prerequisites: Eligible for MATH 1100 and ENGC 1101 and READ 1106

Industrial manufacturers apply a variety of statistical-based techniques to more effectively address the quality of product design and production outcomes. This course examines how manufacturers make decisions about what product and process data to collect and how they assess the adequacy of the measurement system. Students will set up and interpret histograms and process control charts to identify chance or assignable variation in a collected data set. Students will run a design of experiments study to determine the impact key design and process parameters have on system performance.

Semesters: Fall, Spring

**ENGT 1511 Introduction to Engineering Technology (PLTW™) (3 cr)**

Prerequisites: Eligible for MATH 1100 and ENGC 1101

Introduction to Engineering Technology which is based on curriculum by Project Lead the Way (PLTW) overviews the role of technology in society and provides an introduction to the use of certain engineering technologies. Course activities and projects include: creating simple control systems to experience fundamental concepts in automation and robotics; documenting simple engineering design and assembly concepts and creating rapid prototypes through the use of computer-aided-design (CAD) 3-D modeling software; and completing a focused research project related to the role of technology in society.

Semesters: Fall, Spring

**ENGT 1512 Principles of Engineering (PLTW™) (3 cr)**

Prerequisites: ENGT 1511 or concurrent registration, MATH 1100 or concurrent registration, and eligible for ENGC 1101

Principles of Engineering, which is based on curriculum developed by Project Lead the Way (PLTW) introduces several core engineering technology topics: the engineering design process; engineering foundation concepts in mechanics, thermodynamics, fluid systems, electrical systems, control systems; statics, strength of materials and material testing; and dynamics/kinematics. Students complete a variety of activities and projects to learn how engineers and technicians use math, science, and technology in the engineering problem-solving process.

Semesters: Spring

**ENGT 1513 Digital Electronics Technology (PLTW™) (3 cr)**

Prerequisites: ENGT 1511, ENGT 1153 and eligible for ENGC 1101

Digital Electronics which is based on curriculum developed by Project Lead the Way (PLTW) is an introduction to several foundation concepts in digital electronics design. Students complete a variety of activities and projects to discover how engineers and technicians use mathematics, science, and technology in an engineering problem-solving process to create and evaluate solutions for specified tasks.

Semesters: Spring

**ENGT 1514 Computer Integrated Manufacturing (PLTW™) (3 cr)**

Prerequisites: ENGT 1511 eligible for MATH 1100 and ENGC 1101 or READ 1106

Computer Integrated Manufacturing builds on computer solid modeling skills developed in Introduction to Engineering Design (ENGT 1511), a Project Lead the Way (PLTW) course taught in high schools. Students use Computer Numerical Control (CNC) equipment to produce actual models of their three-dimensional designs. Fundamental concepts of robotics used in automated manufacturing and design analysis are included.

Semesters: Spring

**ENGT 1516 Biotechnical Engineering (3 cr)**

Prerequisites: Eligible for MATH 1100 or high school Algebra 2 (B or higher), and eligible for ENGC 1101 or READ 1106

Introduction to the diverse fields of bio-chemistry, bio-engineering, and bio-medical device engineering through the integrated application of biology, physics, technology, and mathematics. Students complete projects related to the following topics: DNA modeling, pathogen identification, forensic science, bioreactions and bio-processing, orthopedics and cardiovascular devices. Lecture 2 hours; lab 2 hours.

Semesters: Spring

**ENGT 2188 Electronics and Automation (4 cr)**

Prerequisites: ENGC 1101, ENGT 1153

This course provides an introduction to automation with a focus on the operation, maintenance, and troubleshooting of automated systems in industrial settings. An understanding of the essential mechanical, electrical, and software sub-system technologies integrated as a fully functional automated system is developed. A short unit on electronics provides foundation for learning the digital-based communication interfaces. The function of sensors, actuators, and controllers is addressed. Project work will provide hands-on opportunities to experience the characteristics and behaviors of automated systems.

Semesters: Spring

## English for Academic Purposes Courses

**EAP 0655 Academic Speaking and Listening Skills (3 cr)**

Prerequisites: Eligible for EAP 0750 and EAP 0850 or higher

This course for non-native speakers of English provides instruction in the academic speaking and listening skills necessary for college success. Topics include note-taking, discussion groups, class presentations, and interactions with the wider college community. Instruction in American English pronunciation will be included as necessary. Grading options are A-F or P/NC.

Semesters: Fall, Spring

**EAP 0750 EAP Grammar and Writing 1 (5 cr)**

Prerequisites: Eligible for EAP 0750 and EAP 0850 or higher

This course for non-native speakers of English provides instruction in grammar and writing for intermediate EAP students. Topics include verb tenses, sentence skills, mechanics, and beginning paragraph writing skills. Grading options are A-F or P/NC.

Semesters: Fall, Spring

**EAP 0760 EAP Grammar and Writing 2 (5 cr)**

Prerequisites: EAP 0750 (C/P or higher) or eligible for EAP 0760 and EAP 0850 or higher

This course for non-native speakers of English is a continuation of EAP 0750. It provides instruction in grammar and writing for high-intermediate EAP students. Topics include verb tenses, clauses, pre-writing, organization, and paragraph writing. Students must pass both the course and an exit exam. Grading options are A-F or P/NC.

Semesters: Fall, Spring

**EAP 0850 Reading and Vocabulary 1 (3 cr)**

Prerequisites: Eligible for EAP 0750 and EAP 0850 or higher

This course for non-native speakers of English improves their literal reading comprehension skills and introduces them to higher-level reading and thinking skills. Grading options are A-F or P/NC.

Semesters: Fall, Spring

**EAP 0855 EAP Reading and Vocabulary 2 (4 cr)**

Prerequisites: EAP 0850 (C/P or higher) or eligible for EAP 0750 and EAP 0855 or higher

This course for non-native speakers of English builds on the skills of EAP 0850. Students will continue to improve their literal and inferential reading skills in a variety of genres. In addition, they will continue to work on improving their vocabulary. They will also begin to understand complex written processes and analyze several features of fiction. Grading options are A-F or P/NC.

Semesters: Fall, Spring

**EAP 1000 Introduction to College (1 cr)**

Prerequisites: Eligible for EAP 0750 or EAP 0760 and eligible for EAP 0850 or EAP 0855

This course for non-native speakers of English introduces students to the skills, strategies, and resources needed for a successful start to college in the U.S. Students will practice reading, writing, listening, and speaking skills as they complete the assignments.

Semesters: Fall, Spring

**EAP 1900 Topics in English for Academic Purposes (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in English for Academic Purposes; intended for first-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**EAP 2900 Topics in English for Academic Purposes (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in English for Academic Purposes; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## English Composition Courses

### ENGC 0800 Fundamentals of Writing (3 cr)

Prerequisites: EAP 0760 or eligible for ENGC 0800 and eligible for READ 0860

This course focuses on the writing skills needed to produce paragraphs and short essays. During the semester, students 1) analyze ideas; 2) follow a process for academic writing; 3) communicate clear ideas in developed paragraphs with main points and logically sequenced sentences; 4) demonstrate conventional sentence structure, punctuation and spelling, as well as vocabulary and usage. Grading options are A-F or Pass/No Credit. A grade of Pass/C or better is required to register for ENGC 0900.

Semesters: Fall, Spring

### ENGC 0900 Preparation for College Writing (4 cr)

Prerequisites: ENGC 0800 (C or higher) and eligible for READ 0960 or eligible for ENGC 0900 and READ 0960

This course focuses on writing skills needed to write essays. During the semester, students 1) understand the planning and writing process for thesis-focused, multi-paragraph essays; 2) develop ideas in paragraphs containing a topic sentence, clear order, adequate detail, transitions, and a conclusion; 3) become familiar with the basic process of research and citation; 4) demonstrate conventional grammatical sentence structure, punctuation, and spelling; 5) move towards college-level vocabulary and usage. Sources for writing model analysis and study include published articles and essays and assigned student work. Students must pass the course with a C/P or better to move on to ENGC 1101.

Semesters: Fall, Spring

### ENGC 1101 Freshman Composition (4 cr)

Prerequisites: ENGC 0900 (C or higher) and eligible for READ 1106 or eligible for ENGC 1101 and READ 1106

This course focuses on critical thinking and writing skills necessary in college and professional writing through text analyses and argument strategies. Students 1) study the writer's purpose, audience, and rhetorical structure in a variety of genres and texts, 2) organize and develop clear, thesis-driven logical arguments in various personal and academic essays, 3) find sources, and synthesize and document information in research-based academic essays, and 4) demonstrate proficient command of English writing conventions.

Semesters: Fall, Spring

MnTC Goals: 1

### ENGC 1900 Topics in Composition (1-4 cr)

Prerequisites: Topic-dependent

Examination of a special topic or field in composition. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

### ENGC 2000 Writing about Literature (3 cr)

Prerequisites: ENGC 1101 (C or higher) and eligible for READ 1106

This course introduces students to writing about literature using multiple critical lenses. The students write increasingly sophisticated essays analyzing literature and synthesizing critical sources while developing their understanding of audience and tone in writing.

Semesters: Spring

### ENGC 2020 Advanced Grammar (3 cr)

Prerequisites: ENGC 1101 and eligible for READ 1106

This course presents an overview of basic to advanced grammar concepts, their functions, and their varied and appropriate usage in written English at different levels. It also incorporates various explanations of how grammar is learned. Additional topics may include language acquisition and its cultural contexts.

Semesters: Spring

### ENGC 2096 Internship in English Composition (2-4 cr)

Prerequisites: Previous coursework in English and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

### ENGC 2102 Business and Technical Writing (3 cr)

Prerequisites: ENGC 1101

Students will explore the forms of business and technical writing common in the professions through documents such as memos, emails, reports, proposals, instructions, sales messages, and technical descriptions. Students will produce documents while focusing on document design, ethical principles in communication, and developing of a keen sense of audience, purpose, and author through informed research.

Semesters: Fall, Spring

MnTC Goals: 9

### ENGC 2900 Topics in Composition (1-4 cr)

Prerequisites: Topic-dependent

Examination of a special topic or field in composition. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## English Literature Courses

### ENGL 1000 Introduction to Literature (3 cr)

Prerequisites: Eligible for ENGC 0900 and READ 0960

By reading a variety of literary works and discussing/interpreting them from multiple perspectives, students will learn to understand and enjoy literature.

Semesters: Fall, Spring MnTC Goals: 6

### ENGL 1021 Literary Magazine (3 cr)

Prerequisites: Eligible for ENGC 0900 and READ 0960

By reading, discussing and evaluating contemporary works written in a variety of genres, enrolled students will develop a critical appreciation for literature as a living art form and become "literary citizens," taking part in the reading, writing, publication and discussion of creative work through their work on the student literary journal, *The Paper Lantern*.

Semesters: Fall, Spring

### ENGL 1120 Graphic Novels (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will read, discuss, and analyze graphic novels from a variety of genres in terms of the interplay of word and image central to this narrative medium. Analysis will include looking at the ways graphic novels represent popular culture, politics, philosophy, history, social issues, and personal identity across multiple cultures.

MnTC Goals: 6

### ENGL 1130 Literature of Diversity (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will read, discuss, and write about literature written by Americans who have traditionally been under-represented in the literary canon. The readings will include works by African Americans, Asian Americans, Latina/o Americans, Native Americans, and others, including American-educated writers born elsewhere. The writers will represent various literary periods, as well as genres, and will be discussed in socio-cultural and historical contexts.

Semesters: Fall, Spring MnTC Goals: 6, 7

### ENGL 1140 Gender and Literature (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Read, discuss, and write about works of literature from a gender-focused perspective. Topics students may explore include literary images of men and women, representations of gender in literature, portrayals of gender-based attitudes and values, and the ways in which writing can change conventional views of gender.

Semesters: Fall, Spring MnTC Goals: 6

### ENGL 1150 Contemporary Literary Studies (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

By reading contemporary literary works, discussing and developing interpretations of them, and writing about the literature and the period, students will examine how contemporary literature represents the struggles and themes of modern life.

Semesters: Fall, Spring MnTC Goals: 6

### ENGL 1170 Modern World Literature (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will study fiction, poetry, and drama by selected authors from Latin America, Continental Europe, Africa and the Middle East, and Asia and the South Pacific. As part of their study, students will analyze these texts within their diverse cultural and historical contexts, including selected literary movements. The course will primarily focus upon literature written from the early 18th century to the present.

Semesters: Fall, Spring MnTC Goals: 6, 8

### ENGL 1175 Myths and Legends (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will study the myths and legends of ancient, classical, and medieval cultures from various parts of the world. Topics of study may include written works, transcriptions of oral works, and sacred texts, as well as contemporary re-imaginings of such works.

Semesters: Fall, Spring MnTC Goals: 6, 8

### ENGL 1186 Introduction to Poetry (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will explore the way poets use words in concentrated form to convey sensory, emotional, imaginative, and intellectual experience. Students will practice close and full reading of the poems, noting imagery, figurative language, sound, and tone.

Semesters: Fall, Spring MnTC Goals: 6

### ENGL 1188 Introduction to Short Stories (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will improve critical reading and thinking skills through reading short fiction by a variety of authors and studying and writing about the techniques the authors use.

Semesters: Fall, Spring MnTC Goals: 6

### ENGL 1189 Introduction to the Novel (3 cr)

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will read novels for enjoyment and increased sensitivity to alternative meanings and analyses, critically examining the essential techniques of fiction as well as the unique perspectives an author brings to a work.

Semesters: Fall, Spring MnTC Goals: 6

**ENGL 1900 Topics in Literature (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic or field in literature. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**ENGL 2060 Children's and Young Adult Literature (3 cr)**

Prerequisites: ENGC 1101

Students will study literature written for children and young adults, from birth through high school, to effectively select, evaluate, and appreciate this literature. Course material includes various formats (picture books, easy readers, chapter books, middle grade books, young adult novels, or graphic narratives) and genres (traditional literature, fantasy, realism, historical fiction, factual books, or poetry). Topics include supporting young readers' selection of and responses to literature; studying the history of children's and young adult literature; responding to censorship and controversy; and introducing children and young adults to books about diversity (race, ethnicity, disability, etc.).

Semesters: Fall, Spring

MnTC Goals: 6

**ENGL 2096 Internship in English Literature (2-4 cr)**

Prerequisites: Previous coursework in literature and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**ENGL 2120 Shakespeare (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

Studying William Shakespeare's writing is a journey of discovery. This course is designed to start students on that journey as they discover the power of Shakespeare's language, as well as his uncanny and modern insight into human nature. As students read, discuss, and write about Shakespeare's plays and poems, written 400 years ago, they will learn about themselves.

Semesters: Fall, Spring

MnTC Goals: 6

**ENGL 2125 The Novels of Jane Austen (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

The course examines the six novels of Jane Austen, an author whose works have increased in popularity in recent years due to film versions of the novels. Studying her 6 major novels in sequence (*Northanger Abbey*, *Sense and Sensibility*, *Pride and Prejudice*, *Mansfield Park*, *Emma*, and *Persuasion*) offers an excellent opportunity to chart how an author develops the skills of characterization and plot development.

Semesters: Fall, Spring

MnTC Goals: 6

**ENGL 2127 Sherlock Holmes and the Victorian Age (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This course examines classic literary works of the Victorian era through the lens of the Sherlock Holmes series of detective stories, investigating key themes and concerns of the age such as social class, the status of women and children, the role of science, and ethics as they are represented in literature of the period.

Semesters: Fall

MnTC Goals: 6

**ENGL 2130 African American Literature (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This course gives students an introduction to literature by African American writers representing multiple experiences and historical periods. The students will study various genres and will analyze the literary works in cultural and historical context through both discussion and written assignments.

Semesters: Spring

MnTC Goals: 6, 7

**ENGL 2133 Native American Literature (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This course gives students an introduction to literature by Native American writers representing various tribal cultures and historical periods. The students will study multiple genres and will analyze the literary works in cultural and historical context through both discussion and written assignments.

Semesters: Fall

MnTC Goals: 6, 7

**ENGL 2150 American Literature 1 (4 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will read works by a variety of authors representing the diverse viewpoints and experiences of Americans before the modern era.

Semesters: Fall

MnTC Goals: 6, 9

**ENGL 2151 American Literature 2 (4 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students will read works by a variety of authors representing the diverse viewpoints and experiences of Americans during the modern era.

Semesters: Spring

MnTC Goals: 6, 9

**ENGL 2160 British Writers 1 (4 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106  
Students will read works written by a variety of authors from the Middle Ages through the 18th century.  
Semesters: Fall MnTC Goals: 6

**ENGL 2161 British Writers 2 (4 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106  
Students will read works by a variety of authors of the 19th and 20th centuries.  
Semesters: Spring MnTC Goals: 6

**ENGL 2174 African Literature (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106  
Students will study a range of African Literature in English, exploring distinctive features of several African regions. Focusing mainly on fiction genres (novels, short stories, drama) and poetry, the instructor may also use some non-fiction, including memoir, critical essays, and contextual documents. As part of their study, students will analyze these texts within their cultural and historical contexts. The course will primarily focus on literature written during the modern period (1700 - present).  
Semesters: Spring MnTC Goals: 6, 8

**ENGL 2900 Topics in Literature (1-4 cr)**

Prerequisites: Topic-dependent  
Examination of a special topic or field in literature. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Creative Writing Courses

**ENGW 1111 Introduction to Creative Writing (3 cr)**

Recommended: ENGC 1101 (C or higher)  
Prerequisites: ENGC 1101  
Students will study and write imaginatively in a variety of genres—play and screen writing, short fiction, poetry, and creative nonfiction as selected by the instructor. Students will also read and respond to imaginative writing and to student work in progress.  
Semesters: Fall, Spring MnTC Goals: 6

**ENGW 1900 Topics in Creative Writing (3 cr)**

Prerequisites: Topic-dependent  
Examination of a special topic or field in creative writing. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**ENGW 2096 Internship in Creative Writing (2-4 cr)**

Prerequisites: Previous coursework in creative writing and consent of instructor and the Center for Experiential Education  
This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.  
Semesters: Fall, Spring

**ENGW 2112 Poetry Writing (3 cr)**

Recommended: ENGW 1111 and ENGL 1186  
Prerequisites: ENGC 1101  
This course focuses on the writing and study of contemporary poetry. Students will compose original poetry, respond to classmates, and be introduced to form and technique in poetry.  
Semesters: Fall, Spring MnTC Goals: 6

**ENGW 2113 Fiction Writing (3 cr)**

Recommended: ENGW 1111, ENGL 1188 and ENGL 1150  
Prerequisites: ENGC 1101  
This course focuses on the writing and study of contemporary fiction. Students will compose original fiction, respond to classmates, and be introduced to form and technique in fiction.  
Semesters: Fall, Spring MnTC Goals: 6

**ENGW 2114 Play and Screen Writing (3 cr)**

Recommended: ENGW 1111 and  
Prerequisites: ENGC 1101  
This course focuses on the writing and study of contemporary drama. Students will compose original plays and/or screenplays, respond to classmates, and be introduced to form and technique in drama.  
Semesters: Fall, Spring MnTC Goals: 6

**ENGW 2115 Memoir/Non-Fiction Writing (3 cr)**

Recommended: ENGW 1111  
Prerequisites: ENGC 1101  
This course focuses on the writing and study of contemporary creative nonfiction, including the sub-genres of memoir and the critical essay. Students will compose original essays, respond to classmates, and be introduced to form and technique in creative nonfiction.  
Semesters: Fall, Spring MnTC Goals: 6

**ENGW 2800 AFA Capstone (3 cr)**

Prerequisites: Acceptance into the AFA in Creative Writing program and successful completion of four required courses for the AFA in Creative Writing

The Capstone course fulfills the Capstone requirement for the AFA in Creative Writing. In the course, students complete individualized creative writing projects, which may include fiction, drama, poetry, or creative nonfiction pieces, internships, or service learning projects.

Semesters: Fall, Spring

**ENGW 2900 Topics in Creative Writing (3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic or field in creative writing.

Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Exercise Science Courses

**EXSC 1000 Aspects of Fitness (1 cr)**

Provides students the fundamental components and concepts of physical fitness and health. Students will also learn strategies to help them begin, design, and maintain an exercise program to keep them fit for life. This is not an activity course. This course will be designed strictly for students who are enrolled in the Online AA degree program.

Semesters: Fall, Spring

**EXSC 1102 Badminton (1 cr)**

Course includes movement skills and techniques of badminton strokes. Positioning, strategies, and rules for singles and doubles play. A lifetime fitness activity.

Semesters: Fall

**EXSC 1103 Bowling (1 cr)**

Develop bowling proficiency through mental concentration, physical skill practice, and knowledge of rules and techniques. Approach and delivery styles as well as scoring. A lifetime fitness activity. Additional fee for this course.

Semesters: Spring

**EXSC 1104 Boot Camp I (1 cr)**

This course includes training principles and suggested programs and work outs for a boot camp style workout. It also includes techniques to improve and progress to a higher level of aerobic capacity, as well as focus on the benefits of strength and flexibility programs related to fitness. Speed, agility, and plyometrics will also be utilized to a certain extent.

Semesters: Fall, Spring

**EXSC 1105 Fitness Yoga (1 cr)**

Students will learn safe and effective fitness yoga maneuvers and how to apply them to a physically challenging workout. This course is designed to increase muscle strength and endurance along with flexibility.

Semesters: Fall, Spring

**EXSC 1107 Golf (1 cr)**

This course includes the fundamentals of golf strokes for woods, irons, and putters as well as club and shot selection, history, course etiquette, and rules of the game. A lifetime fitness activity. Additional fee for this course.

**EXSC 1109 Karate (1 cr)**

A complete Tae Kwon Do fundamentals course designed for all levels of physical ability. Included are stances, punching, blocking, kicking, self-defense, hyung (kata - patterns,) and self-discipline. Tae Kwon Do is a lifetime choice for genuine martial arts skills, fitness, confidence, and accomplishment. Uniforms are required.

Semesters: Fall, Spring

**EXSC 1112 Tennis (1 cr)**

Includes movement skills and techniques of basic tennis strokes. Positioning and strategies for singles and doubles play; rules and etiquette. A lifetime fitness activity.

Semesters: Fall

**EXSC 1116 Volleyball (1 cr)**

Offensive and defensive skills of the game as well as strategy and rules. Designed to help beginning and intermediate players learn and appreciate the physical as well as mental aspects of the game. A lifetime fitness activity.

Semesters: Fall, Spring

**EXSC 1118 Soccer (1 cr)**

Includes offensive and defensive skills of the game as well as strategy and rules. Designed to help beginning and intermediate players learn and appreciate the physical as well as mental aspects of the game. A lifetime fitness activity.

Semesters: Fall

**EXSC 1122 Zumba (1 cr)**

Zumba is the latest fitness trend that is a Latin-inspired dance-fitness class. It offers great cardiovascular benefits, burns calories, and tones muscles in a party-like atmosphere. The cardio-based dance moves are easy to follow and very effective. It is a non-intimidating opportunity for non-dancers, dancers, fit, and unfit to participate in an exciting and energetic fitness class.



**EXSC 1128 Team Sports and Exercise (3 cr)**

Recommended: Eligible for READ 1106 and ENGC 0900

This course provides students with valuable fitness, wellness, and exercise information through lectures, assignments, and labs. Students will also engage in a variety of activities, exercise, and team sports throughout the semester for a complete wellness experience.

Semesters: Fall, Spring

**EXSC 1129 Fitness for Life I (2 cr)**

Recommended: Eligible for READ 0960

Cardiovascular and strength enhancement through participation in an aerobic super circuit program. Selected strength training and cardiovascular equipment will be used. Assessment of current level of fitness helps students evaluate present status and set goals. Post test shows improvement and areas needing continued emphasis. Proper nutrition, weight management, and healthy lifestyle information is presented. Appropriate for all ages and fitness levels. Additional fee for this course.

Semesters: Fall, Spring

**EXSC 1130 Fitness Walking (1 cr)**

Students will learn how to implement healthy lifestyle choices using fitness and nutritional concepts. Course includes an emphasis on a fitness walking program to strengthen cardiovascular system and improve muscular strength and flexibility. A lifetime fitness activity.

Semesters: Fall, Spring

**EXSC 1133 Fencing (1 cr)**

Includes the various phases of the art of fencing, including history, etiquette, scoring, and officiating. Technique and skill development in position and mobility, simple attacks, defensive parries, and bouting.

Semesters: Fall

**EXSC 1151 Rock Climbing (2 cr)**

Recommended: Eligible for ENGC 0900 and READ 0960

Climbing equipment, types of climbs, terminology, knots, anchors, belaying, free climbing, aid climbing, and rappelling. Individuals will assess their abilities and limitations as they relate to climbing activities. Strong emphasis on safety. Appropriate for beginners as well as experienced climbers. Additional fee for this course.

Semesters: Fall, Spring

**EXSC 1153 Backpacking and Wilderness Preservation (3 cr)**

Hiking equipment and clothing, minimum impact techniques, fires, water treatment, food preparation, area and route selection, map use, injury prevention, and treatment. Strong emphasis on ecology, wildlife and environmental concerns, and preservation. A camping trip is required. Additional fee for this course.

Semesters: Fall, Spring

**EXSC 1200 Beginning Weight Training (1 cr)**

Provides basic weight training instruction, safe and effective equipment utilization, and basic program design techniques to reach personal strength goals. Students will create and participate in a personalized strength training program. Additional fee for this course.

Semesters: Fall, Spring

**EXSC 1400 Studio Cycling (1 cr)**

Involves continuous aerobic activity on studio cycling bikes. Students will learn proper body positions; participate in basic and rhythmic drills; power pacing workouts and safe cool-down techniques, with an emphasis on cardio-respiratory training improvements. Additional fee for this course.

Semesters: Fall, Spring

**EXSC 1500 Hiking and Snowshoeing (1 cr)**

Involves cardio-respiratory activity in a variety of outdoor settings within the metro area. Students will learn to select proper clothing, footwear, and snowshoe equipment; participate in outdoor training techniques; utilize map reading skills; practice minimum impact principles; recognize symptoms, treatment and prevention techniques for frost bite, hypothermia, dehydration, and heat exhaustion.

Semesters: Fall, Spring

**EXSC 1900 Topics in Exercise Science (1-4 cr)**

Prerequisites: Topic-dependent

Skill development in various special areas of exercise science; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**EXSC 2096 Internship in Exercise Science (2-4 cr)**

Prerequisites: Previous coursework in Exercise Science and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**EXSC 2253 Advanced Backpacking and Outdoor Leadership (2 cr)**

Prerequisites: EXSC 1153

Provides an understanding of trip leadership in a wilderness backpacking setting. A review of backpacking skills including: equipment selection, food selection, cooking skills, and appropriate clothing selection will complement additional trip planning skills. Good judgment is the underlying educational objective of this course, which is measured by practical decision-making and problem-solving activities both in the classroom and during field experiences. Backpacking trip required. Additional fee for this course.

**EXSC 2300 Introduction to Exercise Science (3 cr)**

Recommended: Eligible for READ 1106 and ENGC 1101

An introduction to the science of human movement in a format of a lecture class. This course provides an overview of exercise physiology, sport and exercise psychology, biomechanics, motor behavior, sociocultural aspects of sport and exercise, sport nutrition, and other related topics. This course also provides information on the numerous areas of study and their applications within the field of kinesiology.

Semesters: Fall, Spring

**EXSC 2305 Exercise Physiology (3 cr)**

Recommended: Eligible for READ 1106 and ENGC 1101

A lecture-based course designed to study the body's physiological responses from the cellular to organ system level to acute and chronic exercise. Emphasis on the physiological effects of muscular exercise, physical conditioning and sport-specific training. Provides the student with an opportunity to study how physiological responses to exercise are related to health, exercise performance, and personal training concerns.

Semesters: Spring

**EXSC 2310 Foundations of Personal Training (3 cr)**

Recommended: Eligible for READ 1106

A comprehensive course to familiarize students with all aspects of personal training through the developmental curriculum designed by an accredited, nationally-recognized organization. This class is a preparatory course for becoming a Nationally-Certified Personal Trainer.

Semesters: Fall, Spring

**EXSC 2315 Exercise Prescription (3 cr)**

Prerequisites: EXSC 2310 or concurrent registration

Policies, procedures, and physiological basis for exercise testing and exercise prescription, as applied to apparently healthy and special populations. Students will gain practical fitness test administration experience and utilize data to create safe and effective exercise programs.

Semesters: Spring

**EXSC 2330 Applications of Personal Training (2 cr)**

Prerequisites: EXSC 2300, EXSC 2305, and EXSC 2310.

Concurrent enrollment with 2310 also accepted.

Recommended eligible for READ 1106 and ENGC 1101.

This course will expose students to the practical application and responsibilities of personal training. Students will perform assessments on individuals for fitness programs, prepare and execute fitness programs, adapt and adjust fitness program specifics to meet the changing fitness and health needs of the client.

Semesters: Fall, Spring

**EXSC 2900 Topics in Exercise Science (1-4 cr)**

Skill development in various special areas of exercise science; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Food Science Courses

### **FSCI 2096 Internship in Food Science (2-4 cr)**

Prerequisites: Previous coursework in Food Science and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

### **FSCI 2100 Introduction to Food Science (3 cr)**

Prerequisites: CHEM 1062 or HLTH 1107

Introduction to the composition and the chemical and physical properties of foods, and the interaction, reaction, and evaluation of foods due to formulation, processing, and preparation. (Same as NUTR 2145)

Semesters: Spring

## French Courses

### **FREN 1100 Beginning French 1 (5 cr)**

In this course students develop competencies in speaking, listening, reading, and writing in French. Verb forms studied include the present and compound past tenses of regular and irregular verbs. Culture is an integral part of the course and is incorporated through the analysis of film, music, traditions, and daily life in the francophone world.

Semesters: Fall, Spring

MnTC Goals: 8

### **FREN 1101 Introduction to Interpreting and Translation (2 cr)**

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English. (Same as CHIN 1101, INDS 1101, GERM 1101, JAPN 1101, SPAN 1101).

Semesters: Fall, Spring

### **FREN 1111 French Culture and Civilization (3 cr)**

This course acquaints students with aspects of the culture and civilization of French-speaking peoples. Course topics will be selected from among the areas of the arts, literature, and history to allow students to gain an awareness of cultural, social, religious, and linguistic aspects of the target culture. Students will develop an understanding of the responsibility world citizens share for their common global future by comparing and contrasting their own culture with that of French-speaking peoples. Taught in English.

Semesters: Fall, Spring

MnTC Goals: 6, 8

### **FREN 1200 Beginning French 2 (5 cr)**

Recommended: FREN 1100

This course is a continuation of the listening, reading, speaking, and writing competencies developed in FREN 1100. Verb forms studied include the imperfect, future, and conditional tenses. Students further explore cultural differences helping them develop a deeper understanding of the francophone world and a greater cultural perspective.

Semesters: Spring

MnTC Goals: 8

### **FREN 2096 Internship in French (2-4 cr)**

Prerequisites: Previous coursework in French and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

### **FREN 2100 Intermediate French 1 (5 cr)**

Recommended: FREN 1200

Students continue the development and strengthening of the four communication skills: listening, speaking, reading, and writing. Cultural and literary materials are used to develop an appreciation for the arts, history, culture and literature of French-speaking peoples and to create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes regular and irregular present tense, compound past and imperfect forms. Cultural topics include immigration and changing French identity. The course has an important online component and relies on the use of short films to introduce cultural and grammatical topics.

Semesters: Fall

MnTC Goals: 6, 8

**FREN 2200 Intermediate French 2 (5 cr)**

Recommended: FREN 2100

Students continue the development and strengthening of the four communication skills: listening, speaking, reading, and writing. Cultural and literary materials are used to develop an appreciation for the arts, history, culture, and literature of French-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes the subjunctive, future, conditional verb forms. The course has an important online component and relies on the use of short films to introduce cultural and grammatical topics.

Semesters: Spring MnTC Goals: 6, 8

**FREN 2210 Advanced Communication Skills (3 cr)**

Students continue the development and strengthening of oral and written proficiency acquired in previous courses. This course is strongly recommended for those students who have taken two years of language at the community college level or who have acquired knowledge through other coursework. Oral and written assignments may be based on cultural and/or literary materials presented in class.

Semesters: Spring

**German Courses****GERM 1100 Beginning German 1 (5 cr)**

This course introduces critical differences and similarities between German and English while students develop competency in speaking, listening, reading, and writing. Aspects of German culture are also frequently introduced in class, which help students acquire cultural sensitivity toward the German-speaking world as part of increased global understanding.

Semesters: Fall MnTC Goals: 8

**GERM 1101 Introduction to Interpreting and Translation (2 cr)**

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English. (Same as CHIN 1101, FREN 1101, INDS 1101, JAPN 1101, SPAN 1101).

Semesters: Fall, Spring

**GERM 1111 German Culture and Civilization (3 cr)**

This course acquaints students with aspects of the culture and civilization of the German-speaking peoples. Course topics will be selected from among the areas of the arts, literature, and history to allow students to gain an awareness of cultural, social, religious, and linguistic aspects of the target culture. Students will develop an understanding of the responsibility world citizens share for their common global future by comparing and contrasting their own culture with that of German-speaking peoples. Taught in English.

Semesters: Fall, Spring MnTC Goals: 6, 8

**GERM 1200 Beginning German 2 (5 cr)**

Recommended: GERM 1100

This course is a continuation of the listening, reading, speaking, and writing competencies developed in GERM 1100. Students further explore cultural differences helping them develop a deeper understanding of the world and a greater cultural perspective.

Semesters: Spring MnTC Goals: 8

**GERM 2096 Internship in German (2-4 cr)**

Prerequisites: Previous coursework in German and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**GERM 2100 Intermediate German 1 (5 cr)**

Recommended: GERM 1200

Students continue the development and strengthening of the four communication skills: listening, speaking, reading, and writing. Cultural and literary materials are used to develop an appreciation for the arts, history, culture, and literature of German-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities.

MnTC Goals: 6, 8

**GERM 2200 Intermediate German 2 (5 cr)**

Recommended: GERM 2100

Students continue the development and strengthening of the four communication skills: listening, speaking, reading, and writing. Cultural and literary materials are used to develop an appreciation for the arts, history, culture, and literature of German-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities.

MnTC Goals: 6, 8

**GERM 2210 Advanced Communication Skills (3 cr)**

Students continue the development and strengthening of oral and written proficiency acquired in previous courses.

This course is strongly recommended for those students who have taken two years of language at the community college level, or who have acquired equivalent knowledge through other courses.

Oral and written assignments may be based on cultural and/or literary materials presented in class.

Semesters: Fall, Spring

## Geography Courses

**GEOG 1050 Introduction to Maps and Places (3 cr)**

An introduction to geography including study of the location and significance of important cultural and physical features of the earth, along with basic principles of map communication including: projection, scale, and symbolization. Includes principles of topographic and thematic mapping.

Semesters: Fall MnTC Goals: 5, 8

**GEOG 1101 Physical Geography (4 cr)**

A study of the earth's physical environment, its systems, and the physical processes that drive them. Interactions of the atmosphere, hydrosphere, lithosphere, and biosphere with human activity. Laboratory assignments provide application of concepts. Lecture 3 hours; lab 2 hours.

Semesters: Fall, Spring MnTC Goals: 3, 10

**GEOG 1102 Human Geography (3 cr)**

Human populations, their cultures and their landscapes, emphasizing cultural diversity, and interaction with the physical environment.

Semesters: Fall, Spring MnTC Goals: 5, 8

**GEOG 1104 Resources, Society and Environment (3 cr)**

Human-environmental interactions: Physical, economic, social and political processes, and perspectives related to global natural resource use, and issues of sustainability and global change.

Semesters: Fall, Spring MnTC Goals: 5, 10

**GEOG 1121 World Regional Geography (3 cr)**

A survey of world issues and controversies at the regional and global scale; emphasizing the global economy, geopolitical issues, and environmental change.

Semesters: Fall, Spring MnTC Goals: 5, 8

**GEOG 1123 Geography of Minnesota (3 cr)**

This course examines Minnesota's natural environment and the way of life of the state's people, with a focus on the relationship between human activities and the environment.

Semesters: Fall, Spring MnTC Goals: 5, 10

**GEOG 1124 Geography of Latin America (3 cr)**

Learn how environments, cultures, politics, and economies produce dynamic human landscapes from the Rio Grande to Tierra del Fuego.

MnTC Goals: 5, 8

**GEOG 1125 Geography of the United States and Canada (3 cr)**

Analysis of people and environments of the United States and Canada with special emphasis on human diversity and environmental and resource problems.

Semesters: Fall, Spring MnTC Goals: 7, 10

**GEOG 1130 Climate Change: Science, Human Impacts and Adaptations (3 cr)**

This course investigates the evidence for past and present climate change, and what this implies for the future. At the end of this course, students will understand key principles of climate science, as well as identify and address human impacts and misconceptions. Students should also be able to contribute meaningfully to conversations about climate change and peoples' responsibility for ensuring a global future.

Semesters: Fall, Spring MnTC Goals: 3, 8

**GEOG 1170 Urban Geography (3 cr)**

An examination of cities as social, political, and economic landscapes; emphasizing relationships and interactions among diverse people and places at neighborhood, metropolitan, and regional scales of analysis.

Semesters: Fall, Spring MnTC Goals: 7, 9

**GEOG 1172 Introductory Meteorology (4 cr)**

An examination of atmospheric structure and processes including: temperature patterns, heating and cooling of the earth, moisture and humidity, winds, weather map interpretation, and the role of humans in atmospheric modification. Laboratory assignments provide applications of these concepts. Lecture 3 hours; lab 2 hours.

Semesters: Fall MnTC Goals: 3, 10

**GEOG 1180 Cartography and Geographic Information Systems (3 cr)**

This course is an introduction to cartographic and spatial analytical computer applications in geography and many other academic disciplines. This is a software-oriented course in which students learn the latest techniques in cartography and geographic information systems (GIS) to design many types of graphs and maps, in color and black and white formats. Knowledge of computer techniques for geographic representation is a required component for professional degrees in geography, geology, sociology, ecology, and many other academic disciplines.

**GEOG 1900 Topics in Geography (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in geography; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**GEOG 2096 Internship in Geography (2-4 cr)**

Prerequisites: Previous coursework in Geography and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**GEOG 2900 Topics in Geography (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in geography; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Geology Courses

**GEOL 1050 Earth History (4 cr)**

Prerequisites: Eligible for READ 1106

This course provides interpretations of the evolution of our planet and its natural systems, including the scientific basis of these interpretations as well as the controversies faced as these developing interpretations have challenged existing social and religious standards. The interplay of scientific advancement and societal norms are probed in order to appreciate the broader context of our understanding of Earth's evolution. Lab activities demonstrate current application of the scientific method to questions of Earth's history. Lecture 3 hours; lab 2 hours.

Semesters: Fall, Spring

MnTC Goals: 3, 9

**GEOL 1101 Physical Geology (4 cr)**

Materials and structure of the earth, and the processes acting internally and externally to change it. Identification of common rocks and minerals, as well as other laboratory activities.

Lecture 3 hours; lab 2 hours.

Semesters: Fall, Spring

MnTC Goals: 3, 10

**GEOL 1110 Environmental Geology (3 cr)**

The relationship between people and the natural environment (particularly the geological components of that environment) and includes three general topics: resource distribution (minerals and energy resources), utilization, natural hazards (volcanoes, earthquakes, floods) and their effects on human activity, human impacts on the natural environment (waste disposal).

Semesters: Fall, Spring

MnTC Goals: 3, 10

**GEOL 1111 Environmental Geology Laboratory (1 cr)**

Prerequisites: GEOL 1110 or concurrent registration

This class is an optional "add-on" lab for Environmental Geology (GEOL 1110); only for students who are concurrently or previously enrolled in GEOL 1110 and wish to have GEOL 1110 count for a Goal 3 laboratory science requirement.

Semesters: Fall, Spring

MnTC Goals: 3, 10

**GEOL 1120 Oceanography (3 cr)**

Relationship between the physical, chemical, and biological characteristics of oceans focusing on evolution of the oceans, biotic environments, dynamics of water movement, and the effect ocean processes have on humankind.

Semesters: Fall, Spring

MnTC Goals: 3, 10

**GEOL 1130 Climate Change: Science, Human Impacts and Adaptations (3 cr)**

This course investigates the evidence for past and present climate change, and what this implies for the future. At the end of this course, students will understand key principles of climate science, as well as identify and address human impacts and misconceptions. Students should also be able to contribute meaningfully to conversations about climate change and peoples' responsibility for ensuring a global future.

Semesters: Fall, Spring

MnTC Goals: 3, 8

**GEOL 1900 Topics in Geology (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in geology; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**GEOL 2096 Internship in Geology (2-4 cr)**

Prerequisites: Previous coursework in Geology and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**GEOL 2900 Topics in Geology (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in geology; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Health Courses

**HLTH 1010 Health Professions Terminology (3 cr)**

Comprehensive course designed for mastering the medical language used in all professions and industries related to health care. Course includes an introduction of body systems in relation to medical terminology. Utilization, understanding and pronunciation of medical terms are incorporated into lab each week.

Semesters: Fall, Spring

**HLTH 1103 College First Aid and Adult CPR (2 cr)**

This course provides a basic understanding of first aid, AED, and adult CPR principles, and covers fundamental skills necessary to sustain a life until Emergency Medical Services arrive at the scene. Students have the opportunity to earn CPR certification from the American Heart Association.

Semesters: Fall, Spring

**HLTH 1104 Personal and Community Health (3 cr)**

This course examines current health issues affecting the individual and community such as disease prevention, stress, nutrition, fitness, mental health, sexuality, and aging. Emphasis is placed on developing critical thinking skills to assist the student in creating a holistic plan for optimal personal and community health.

Semesters: Fall, Spring

**HLTH 1106 Drug Use and Abuse (3 cr)**

This course will examine the impact of mood-altering substances on the individual, family, and society. This includes an exploration of the interrelatedness of personal decisions regarding the use/non-use of mood-altering substances on politics, economics, and the various socio-cultural institutions. Semesters: Fall, Spring

**HLTH 1107 Principles of Nutrition (3 cr)**

Recommended: Eligible for READ 1106

Emphasis on physiological function of nutrients in the human body, including digestion, absorption, and metabolism. Basic principles of nutrition are used to demonstrate and evaluate disease preventing diets that are determined by scientific criteria. Application of nutrition theories are illustrated by an in-depth dietary analysis utilizing databases, calculations, and scientific inquiry. Taught by registered dietitians.

Semesters: Fall, Spring

**HLTH 1112 CPR for the Professional Rescuer (1 cr)**

This course is designed to teach the skills of CPR for victims of all ages, including ventilation with a barrier device, a bag-mask device, and oxygen, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide healthcare to patients in a wide variety of settings, including in-hospital and out-of-hospital. Meets admission requirements for the Dental Hygiene and Nursing programs at Normandale. This course provides an opportunity to earn the American Heart Association Basic Life Support (BLS) Certification.

Semesters: Fall, Spring

**HLTH 1118 Stress Management (3 cr)**

An exploration and celebration of the adaptive ability of human beings to create and overcome stress in our urban and technological society. This course uses a holistic approach in assisting the student to recognize personal stress levels, to develop strategies for managing stress, and to understand the relationships between complex cultural forces and personal responsibility in the 21st century.

Semesters: Fall, Spring

**HLTH 1160 Theory and Practice of T'ai Chi Ch'uan 1 (2 cr)**

Introduces the theory, applications, and postures of T'ai Chi. Emphasis is on incorporating the balance, flexibility, relaxation, and muscular strengthening concepts of T'ai Chi into a lifestyle which benefits body, mind, and spirit.

Semesters: Fall, Spring

**HLTH 1170 Introduction and Exploration into Integrative/Holistic Health Modalities (3 cr)**

This course is an overview of the theories and practice of integrative/Holistic health modalities including Qigong. Students will study theories, examine various integrative/holistic health and qigong practices, learn experientially how to influence their own energy, as well as how to facilitate self-discovery within others. This course is an exploratory class for students who want to continue their education in holistic health or have already taken Stress Management.

Semesters: Fall

**HLTH 1900 Topics in Health (1-4 cr)**

Prerequisites: Topic-dependent

Skill development in various special areas of health; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**HLTH 2010 Healthcare in the US (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

Students will understand the history, organization, influences, and delivery of healthcare in the US and abroad. A focus will be on analyzing the factors that have shaped our healthcare system compared to the other parts of the globe. The course will cover types of healthcare institutions, functions of hospitals, and other facilities; accountability in healthcare, hierarchy of the healthcare system, organizational structure, and the role of government in healthcare.

Semesters: Fall, Spring

**HLTH 2096 Internship in Health (2-4 cr)**

Prerequisites: Previous coursework in Health and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**HLTH 2105 Women's Health (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

This course examines critical issues in women's health. Topics will include biological, cultural, global, psychological, historical, and political areas that shape and define women's health and healthcare choices. We will explore behaviors which promote or compromise women's health and the philosophy of an integrative approach to optimal health.

Semesters: Fall, Spring

**HLTH 2160 Theory and Practice of T'ai Chi Ch'uan 2 (2 cr)**

Prerequisites: HLTH 1160

This course is a continuation of HLTH 1160, Theory and Practice of T'ai Chi Ch'uan 1. It is designed for the student desiring to deepen his/her understanding and practice of T'ai Chi through additional readings and work with beginning students. In addition to further study of the subject matter from HLTH 1160, instruction in advanced standing forms; Qigong, push hands and other T'ai Chi forms will be taught. Each student will be assigned a small group of beginning students as part of the Service-Learning component of the class.

**HLTH 2209 Emergency Medical Responder (3 cr)**

This course provides a more in depth examination of the techniques and procedures necessary in handling the physical and emotional needs of the injured, or the suddenly taken ill person until more advanced medical help arrives. Legal and ethical issues, treatment for shock, respiratory and circulatory emergencies, spinal immobilization, fractures, special populations, poisoning, temperature emergencies, childbirth, and rescue skills. A Minnesota EMS Regulatory Board approved Emergency Medical Responder certificate is available upon successful completion of course objectives.

Semesters: Fall, Spring

**HLTH 2900 Topics in Health (1-4 cr)**

Prerequisites: Topic-dependent

Skill development in various special areas of health; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Health and Human Services Courses

**HSER 1100 Current Issues in Health and Human Services (2 cr)**

This course is an overview of the Health and Human Services field. Topics discussed include the history of human/social services/public health in the United States and globally. Topics include poverty, barriers to service, social policy, public health, welfare systems, and future trends in the field.

Semesters: Fall



**HSER 1200 Multicultural Aspects in Health and Human Services (2 cr)**

In this course, students examine the multicultural models related to the health and human services field. Students explore their own cultural identities, values, and experiences and understand how they impact their professional role in Health and Human Services. The knowledge and skills health and human service workers need to possess in order to provide competent and ethical services for the clients and populations they serve are also examined.

Semesters: Fall

## **Health Care Core Curriculum Courses**

**HCCC 1000 Health Career Exploration (0 cr)**

This module provides information about the different types of healthcare workers in various healthcare settings. Included are education and licensure/certification requirements, scope of work, types of interaction with clients, peer groups and team members, and the impact healthcare workers have meeting the healthcare needs of clients. Also included is information about selecting, entering, and advancing in a healthcare career.

**HCCC 1010 Behaviors for Success in Healthcare Settings (.5 cr)**

This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes: types of healthcare facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of healthcare and balance their work and personal life to maintain personal wellness.

**HCCC 1020 Communications in Healthcare Settings (1 cr)**

This module emphasizes the importance of effective communication between and among healthcare workers and their clients. Included are verbal and non-verbal communication, listening skills, interpersonal communication, team communication, documentation and reporting, and the use of electronic communication devices in healthcare facilities. Focus is on the development of effective communication skills to support quality client care.

**HCCC 1030 Awareness and Sensitivity to Client Needs (.5 cr)**

This module presents challenges and issues related to the awareness and sensitivity needed to understand the healthcare needs of clients. Included is the impact disease has on individuals; the emotional, spiritual, and social needs of clients; as well as the type of care needed by different age groups. Also included is the process of death and dying and how that affects clients and their families.

**HCCC 1040 Respecting Client and Staff Diversity (.5 cr)**

This module provides a framework for dealing with diverse clients and staff. Included are belief systems, cultural practices and respect, and sensitivity to cultural and gender issues. Awareness and use of effective strategies to appropriately deal with client and staff diversity are emphasized.

**HCCC 1050 Healthcare Safety and Standard Precautions (.5 cr)**

This module focuses on the rules and standards related to regulatory policies required of healthcare facilities, as well as personal safety standards and requirements to work in healthcare settings. Included are the principles and standards of infection control, standard precautions, healthcare facility safety policies, strategies to ensure personal and client safety, and procedures to respond to emergencies.

**HCCC 1060 Legal Issues in Healthcare (.5 cr)**

This module focuses on the legal issues related to clients and healthcare workers. Areas such as healthcare laws, client rights and responsibilities, confidentiality, liability, documentation, and regulation are explored. The relationship between ethics and legal issues is discussed as well as the impact law and regulation have on healthcare systems.

**HCCC 1070 Healthcare Ethics (.5 cr)**

This module emphasizes the use of sound ethical practices in healthcare. Included are ethical practices and standards as they relate to the care of clients, and interactions with peers, colleagues, and team members. Ethical frameworks are provided for discussion on understanding the types of ethical challenges in healthcare and the difficult decisions that need to be made.

**HCCC 1074 Healthcare Core Total Curriculum (4 cr)**

The Healthcare Core Curriculum was originally designed as a flexible, modular based curriculum that could be adapted to a variety of applications in work force development centers, high schools, colleges, and to meet specific workplace training needs. This course combines all of the modules of the Healthcare Core Curriculum theory content under one unified course identification to be used when all modules will be taught.

### **HCCC 1080 Nursing Assistant Skill Set (2 cr)**

Prerequisites: HCCC 1000, HCCC 1010, HCCC 1020, HCCC 1030, HCCC 1040, HCCC 1050, HCCC 1060 and HCCC 1070

This course is an introduction to basic nursing care skills and concepts necessary to prepare the student to be employed in a healthcare facility under direct supervision of a licensed nurse. Completion of this course will prepare the student to certify as a nursing assistant with the State of Minnesota.

## **Health Care Systems Technology Courses**

### **HCST 2096 Professional Practical Experience (4 cr)**

Prerequisites: Consent of program coordinator/chair and 30 credits completed in the program

Designed to provide exploratory or specific work experiences in an approved healthcare systems technology environment. Students are not placed in a work environment but are guided through the professional development process to gain the skills necessary to conduct workforce needs assessments, informational interview skills and questions, networking tips, and resume building tools which will be used to bridge the gap from graduation to the workforce.

Semesters: Fall, Spring

### **HCST 2100 Introduction to Health Information Technology (4 cr)**

Prerequisites: HLTH 2010

This course will develop an understanding of the role of Information Technology (IT) in the US healthcare system's drive to implement electronic health data exchange. It will provide students with an introduction to Health Information Technology (HIT), Electronic Health Records (EHR), and Health Information Exchange (HIE).

Semesters: Fall

### **HCST 2200 Privacy and Security in Health Information Technology (2 cr)**

Prerequisites: HCST 2100

This course will develop an understanding of the need for privacy and security in the health care industry. This course will emphasize government mandated privacy and security requirements, the importance of compliance, and ways to implement privacy and security during software development.

Semesters: Spring

## **History Courses**

### **HIST 1101 History of World Civilizations 1 (4 cr)**

The history of world civilizations from the ancient world to 1300 C.E. (Common Era), including: Western Asia and Egypt, Greco-Roman world, India, China, Japan, Southeast Asia, Africa, medieval Europe, the Islamic world, and the Americas before Columbus' arrival. Thematically, the course begins from the earliest civilizations to the end of the Mongol expansion.

Semesters: Fall, Spring

MnTC Goals: 5, 8

### **HIST 1102 History of World Civilizations 2 (4 cr)**

The history of world civilizations from 1300 C.E. (Common Era) through World War I, including the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies, and the connection between industrialization and imperialism as causes of World War I.

Semesters: Fall, Spring

MnTC Goals: 5, 8

### **HIST 1103 History of World Civilizations 3 (4 cr)**

This course will present a history of world civilizations from 1900 to the present. Course topics will include the rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism, and the rise of the United States as the only superpower at the end of the 20th century.

Semesters: Fall, Spring

MnTC Goals: 5, 8

### **HIST 1111 United States History 1 (4 cr)**

The Age of Exploration, Colonial America, Revolutionary Era, The Early National Period, Reform and Expansion, the road to the Civil War, Civil War, and Reconstruction.

Semesters: Fall, Spring

MnTC Goals: 5, 7

### **HIST 1112 United States History 2 (4 cr)**

The Civil War and Reconstruction, the New South and the New West, Industrialization, Populism and Progressivism, World War I, the Great Depression and the New Deal, World War II, Cold War America, and beyond.

Semesters: Fall, Spring

MnTC Goals: 5, 7

### **HIST 1131 Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective (3 cr)**

A social history of the family. The course examines how social, political, economic, religious, and cultural changes have influenced the structure, function, and values of family. A comparative study of the American family will be made with other cultures.

Semesters: Fall, Spring

MnTC Goals: 5, 8

**HIST 1133 Minnesota History (3 cr)**

This course focuses on the interrelationship between Minnesota's geophysical environment and socio-cultural development. Topics will include Native American culture, European settlement, immigration, economic and industrial development, political institutions, cultural legacy, ethnic heritage, and Minnesota's place in the global community.  
Semesters: Fall, Spring MnTC Goals: 5, 10

**HIST 1900 Topics in History (1-3 cr)**

Prerequisites: Topic-dependent

A one-semester special topics course in which students may engage in a study of a subject not regularly offered in the history program, or for international educational experience. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**HIST 2096 Internship in History (2-4 cr)**

Prerequisites: Previous coursework in History and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**HIST 2101 History of East Asia (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

The course will present East Asian history with a comparative emphasis focusing on the social, cultural, and political development of the region. Topics will include: the creation and decline of early empires, diffusion of Confucian ideology, diffusion of Buddhism, resistance to Chinese expansion, Western imperialism, the rise of Asian nationalism, social revolution, modernization and nationalism, and East Asian expansion in the 21st century.

Semesters: Fall, Spring MnTC Goals: 5, 8

**HIST 2102 Latin American History - Pre-Conquest to the Present (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This course will present a history of Latin America beginning with the Native American peoples prior to European conquest and concluding with contemporary history. Course topics will include: pre-Columbian Native American empires; European conquest and Native American resistance during the 16th - 19th centuries; history of disease and its impact on historical events; Latin American independence movements; industrialization and neo-colonialism; continuing tensions and conflict between indigenous people and ladino elite; transition to modern Latin American states.

Semesters: Fall, Spring MnTC Goals: 5, 8

**HIST 2111 Lesbian, Gay, Bisexual, and Transgender U.S. History (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

Students deepen their understanding of the experiences of lesbian, gay, bisexual and transgender people in U.S. society and the historical roots within the United States of those who experience same-sex attraction and those who identify outside expectations for their perceived gender, understood now as lesbian, gay, bisexual and transgender. Students trace roots from the colonial era, when behavior rather than identity formed the common understanding of sexuality, through the 19th century when the concepts of hetero- and homosexuality were developed, into the 20th and 21st centuries, when a focus on particular social identities became a salient feature of U.S. society.

Semesters: Fall, Spring MnTC Goals: 5, 7

**HIST 2201 The World in the Era of the World Wars (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This course will present a history of the world in the first half of the twentieth century. Course topics will include: the world on the eve of the Great War; the origins of WWI; the Paris Peace Conference; the rise of totalitarian systems such as Communism, Fascism and Nazism; the origins of WWII; the war in Europe; the Holocaust; the war in the Pacific; strategic bombing; the decision to use atomic weapons against Japan; war crimes trials; war's aftermath and legacy.

Semesters: Fall, Spring MnTC Goals: 5, 8

**HIST 2900 Topics in History (1-3 cr)**

Prerequisites: Topic-dependent

A one-semester special topics course in which students may engage in a study of a subject not regularly offered in the history program, or for international educational experience; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**Hospitality Management Courses****HSMA 1103 Introduction to Hospitality and Tourism Management (4 cr)**

This introductory course provides a portal to the dynamic field of hospitality, travel, and tourism industry. It provides students with a comprehensive overview of hospitality and tourism management including hotels, restaurants, food service, marketing, service companies, as well as the functional areas of hotel operations. (Same as BUSN 1157)

Semesters: Fall, Spring

**HSMA 1143 Principles of Food Production and Sanitation (4 cr)**

Students are given hands-on laboratory experiences in all major areas of food production. Lectures allow students to bridge the gap of food production with operating profitable food service and restaurant entities. (Same as BUSN 1153)

**HSMA 1162 Hotel/Lodging Management and Operations (4 cr)**

This course examines the theoretical applications of all revenue center operations including yield management and other vital hotel functions, with emphasis on the control function of management. (Same as BUSN 1152)

Semesters: Fall

**HSMA 1170 Introduction to Club Management (4 cr)**

Introduction to club management provides a unique perspective on all types of club management including spa, fitness, athletic and city; unique discussion and case study provide the student with the keys to successful leadership development complemented with relationship marketing skills, manufacturing successful club managers. (Same as BUSN 1170)

Semesters: Fall

**HSMA 1900 Topics in Hospitality Management (1-3 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in hospitality management; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**HSMA 2096 Hospitality Management Internship (2-4 cr)**

Prerequisites: Previous coursework in Hospitality Management and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience to gain a broader understanding of management as it relates to a specific hospitality segment. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**HSMA 2097 Senior Hospitality Internship (4 cr)**

Prerequisites: instructor's permission

This capstone course is designed to enable graduating students to strengthen their career planning and assessment skill sets learned from HSMA 2096 and thus solidify their career decisions in a certain hospitality specialization. It results in the student choosing a secured hospitality career which fits with their personal and professional aspirations.

Semesters: Fall, Spring

**HSMA 2098 International Internship (4 cr)**

Prerequisites: instructor's permission

Allows students to explore the interrelationships between theory and practice of international hotel operations. Students apply key operation concepts, hospitality models and systems in an international setting.

Semesters: Fall, Spring

**HSMA 2100 Casino Management and Operations (4 cr)**

To develop a working understanding of the principles of casino management and operational procedures necessary for state, federal, and Native American compliance (regulations and legal issues). (Same as BUSN 1156)

Semesters: Spring

**HSMA 2125 Business Practices in the Global Market (3 cr)**

Prerequisites: At least one course in BUSN or HSMA

Provides understanding and application into the complex global business arena. Global markets have created the need for companies to do business in every corner of the world. It is imperative that businesses conduct themselves in a professional, ethical, yet sensitive manner regarding regional customs, traditions, and religious practices. This course examines the need for professional business practices, ethics, protocol, etiquette, and professional and social behavior in all settings of business, national and international. (Same as BUSN 2125)

Semesters: Spring

**HSMA 2144 Food/Beverage Management and Cost Control (4 cr)**

A working understanding and application of the principles of food, beverage, labor, cost control, and management functions. (Same as BUSN 1154)

Semesters: Spring

**HSMA 2150 Revenue Management in Hospitality and Tourism (4 cr)**

This course provides a foundation for managing revenues and costs in the hospitality and tourism industry. Students will learn the historical development of yield management (YM) and its formation into modern day revenue management (RM). The course will rely upon cases and articles to analyze trends and develop effective revenue management strategies in the accommodations, food and beverage, attractions and transportation sectors of the hospitality and tourism industry.  
Semesters: Fall

**HSMA 2172 Hospitality Sales and Marketing Management (4 cr)**

Recommended: Computer skills and a strong interest in hotel management

Organization and functioning of marketing and sales department; the need for sales planning through analysis of product, competitors, and market. In addition to sales planning and analysis, students will work with industry experts selling the hospitality product. (Same as BUSN 1159)

Semesters: Spring

**HSMA 2173 Convention and Meeting Planning Management (4 cr)**

An overview of successful convention and meeting planning management including all services, execution, and follow-up. (Same as BUSN 1158)

Semesters: Fall

**HSMA 2900 Topics in Hospitality Management (1-3 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in hospitality management; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Interdisciplinary Studies Courses

**INDS 1101 Introduction to Interpreting and Translation (2 cr)**

Introduction to Interpreting and Translation (INDS 1101) introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. (Same as CHIN 1101, FREN 1101, GERM 1101, JAPN 1101, SPAN 1101).

Semesters: Fall, Spring

**INDS 1600 Leadership Development Studies (3 cr)**

This honors-level course will provide a basic understanding of the concept of leadership and foster the development of leadership skills. This is a humanities-based course which integrates classical and contemporary readings, as well as relevant films. The eleven-unit curriculum has been developed through a Kellogg Foundation Leadership Grant as part of the Phi Theta Kappa Leadership Development Program and is used nationally in academic settings and the business world. The course begins with considering a personal leadership philosophy and proceeds through such areas as vision, goals, ethics, conflict management, team building, and leading by serving.

Semesters: Fall, Spring

MnTC Goals: 9

**INDS 1900 Topics in Interdisciplinary Studies (1-3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in interdisciplinary studies. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**INDS 2500 Honors Capstone (3 cr)**

Prerequisites: Admission into the Honors Program and successful completion of at least 9 honors credits

In the Honors Capstone course, students will propose, develop, and complete a research project in their major or chosen discipline, and document and present their research to the college community.

Semesters: Spring

**INDS 2900 Topics in Interdisciplinary Studies (1-3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in interdisciplinary studies. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Japanese Courses

**JAPN 1100 Beginning Japanese 1 (5 cr)**

This course introduces critical differences and similarities between Japanese and English while students develop competency in speaking, listening, reading, and writing. Aspects of Japanese culture are also frequently introduced in class, which help students develop cultural sensitivity toward the Japanese-speaking world as part of increased global understanding.

Semesters: Fall

MnTC Goals: 8

**JAPN 1101 Introduction to Interpreting and Translation (2 cr)**

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English. (Same as CHIN 1101, FREN 1101, GERM 1101, INDS 1101, SPAN 1101).  
Semesters: Fall, Spring

**JAPN 1111 Japanese Culture and Civilization (3 cr)**

This course acquaints students with aspects of the culture and civilization of the Japanese-speaking peoples. Course topics will be selected from among the areas of the arts, literature, and history to allow students to gain an awareness of cultural, social, religious, and linguistic aspects of the target culture. Students will develop an understanding of the responsibility world citizens share for their common global future by comparing and contrasting their own culture with that of Japanese-speaking peoples. Taught in English.  
Semesters: Fall, Spring MnTC Goals: 6, 8

**JAPN 1200 Beginning Japanese 2 (5 cr)**

Recommended: JAPN 1100  
This course is a continuation of the listening, reading, speaking, and writing competencies developed in JAPN 1100. Students further explore cultural differences helping them develop a deeper understanding of the world and a greater cultural perspective.  
Semesters: Spring MnTC Goals: 8

**JAPN 2096 Internship in Japanese (2-4 cr)**

Prerequisites: Previous coursework in Japanese and consent of instructor and the Center for Experiential Education  
This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.  
Semesters: Fall, Spring

**JAPN 2100 Intermediate Japanese 1 (5 cr)**

Recommended: JAPN 1200  
Students continue the development and strengthening of the four communication skills: listening, speaking, reading, and writing. Cultural and literary materials are used to develop an appreciation for the arts, history, culture, and literature of Japanese-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes a review of the forms, formation, and uses of the “ta” and “nai” forms.  
Semesters: Fall MnTC Goals: 6, 8

**JAPN 2200 Intermediate Japanese 2 (5 cr)**

Recommended: JAPN 2100  
Students continue the development and strengthening of the four communication skills: listening, speaking, reading, and writing. Cultural and literary materials are used to develop an appreciation for the arts, history, culture, and literature of Japanese-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes the forms called “plain forms” for complete phrases and sentences.  
Semesters: Spring MnTC Goals: 6, 8

## Mathematics Courses

### Math Center

MATH 0601, 0602, and 0603 are offered in the Math Center where instructors, tutors, and college lab assistants offer individual help in a guided setting with extended hours. Additional support to students includes scheduled class time in a lecture room and web-based assessments and tutorials.

### Prerequisites

All prerequisites for math courses must have been completed or assessments taken within two years of the course start date. Students must be sure that they meet the prerequisite in order to be successful in a mathematics course. The college reserves the right to drop a student from a class without refund if the prerequisite has not been met.

**MATH 0601 Pre-College Math 1 (3 cr)**

Prerequisites: Eligible for MATH 0601

MATH 0601 offers a complete review of pre-college level mathematics. Topics include linear equations and inequalities, graphs of linear equations, exponents and polynomials, linear, quadratic, exponential and logarithmic functions, problem solving and systems of equations, rational and radical expressions and equations. The number of new topics that each student will study and the number of courses that each student will need in the MATH 0601, 0602, 0603 set will vary based on the results of their initial assessment and the sequence of mathematics courses that the student intends to pursue. Eligibility for a subsequent mathematics course is determined by a specific level of mastery of the topics in MATH 0601. Students completing MATH 0601 who have achieved eligibility for their intended sequence of math courses do not need MATH 0602 or MATH 0603. MATH 0601 serves as a preparation for MATH 0630, 0700, 0990, 1020, 1050, 1080 or 1100 based on the number of learning objectives mastered.

Semesters: Fall, Spring

**MATH 0602 Pre-College Math 2 (3 cr)**

Prerequisites: MATH 0601

MATH 0602 is a continuation of Pre-college Mathematics from MATH 0601 for students who have yet to master the learning objectives required for their intended sequence of math courses. Topics are the same as those listed for MATH 0601 which include linear equations and inequalities, graphs of linear equations, exponents and polynomials, linear, quadratic, exponential and logarithmic functions, problem solving and systems of equations, rational and radical expressions and equations. Eligibility for a subsequent mathematics course is determined by a specific level of mastery of the topics. Students who achieve eligibility for their intended sequence of math courses after completing MATH 0602 do not need MATH 0603. MATH 0602 serves as a preparation for MATH 0630, 0700, 0990, 1020, 1050, 1080 or 1100 based on the number of learning objectives mastered.

Semesters: Fall, Spring

**MATH 0603 Pre-College Math 3 (3 cr)**

Prerequisites: MATH 0602

MATH 0603 is a continuation of pre-college mathematics from MATH 0602 for students who have yet to master the learning objectives required for their intended sequence of math courses. Topics are the same as those listed for MATH 0601 and MATH 0602 which include linear equations and inequalities, graphs of linear equations, exponents and polynomials, linear, quadratic, exponential and logarithmic functions, problem solving and systems of equations, rational and radical expressions and equations. Eligibility for a subsequent mathematics course is determined by a specific level of mastery of the topics. MATH 0603 serves as a preparation for MATH 0630, 0700, 0990, 1020, 1050, 1080 or 1100 based on the number of learning objectives mastered.

Semesters: Fall, Spring

**MATH 0630 Survey of Algebra (3 cr)**

Prerequisites: Eligible for MATH 0630

Note: Only for students intending to take MATH 1020, MATH 1050, or MATH 1080 as their next mathematics course. This course does NOT satisfy the prerequisites for MATH 1100.

Topics include linear and quadratic equations, graphs of linear equations, exponents and polynomials, linear and quadratic functions, introduction to exponential and logarithmic functions.

Semesters: Fall, Spring

**MATH 0700 Intermediate Algebra (0 cr)**

Prerequisites: MATH 0601, MATH 0602 or MATH 0603

Proficiency course for Pre-College Math topics. **Students cannot register for this course.** Students who successfully demonstrate mastery of the learning objectives for Intermediate Algebra in MATH 0601, MATH 0602, or MATH 0603 will be given a grade of P on their transcript for MATH 0700. The purpose of this course is to state for other programs and institutions that a student has mastered this level of mathematics material which is equivalent to eligibility for MATH 1100 (College Algebra).

**MATH 0900 Individualized Skill Development in Mathematics (1-2 cr)**

Prerequisites: instructor's permission

The content, pacing, and delivery system for this course will be individualized for each student. Weaknesses in developmental mathematics will be assessed and an instructional program will be designed to meet the needs of each individual. P/NC grading (option to choose A-F grading).

**MATH 0990 STATWAY Statistics 1 (4 cr)**

Prerequisites: MATH 0500 or eligible for MATH 0600

This course is the first in a two semester sequence designed to guide students in completing the topics covered in both beginning algebra and college-level introductory statistics in one year. The two semester sequence is useful to students whose academic program is satisfied by an introductory statistics course. STATWAY Statistics 1 covers sampling methods, descriptive statistics, graphing methods, linear and exponential models, and an introduction to probability as well as necessary topics from beginning algebra. The curriculum is based on student collaborative group learning. Students must commit to completing MATH 0990 and MATH 1090 as a required sequence of courses: MATH 0990 in one semester and MATH 1090 in a subsequent semester.

Semesters: Fall, Spring

**MATH 1020 Math Trek: Mathematics for Liberal Arts (3 cr)**

Prerequisites: Eligible for MATH 1080, or MATH 0630 with a grade of C or better or the equivalent in MATH 0601, 0602, 0603

The purpose of this introductory course is to develop an understanding of the nature of mathematics and an awareness of its role in society. Through a selection of topics, the course will develop problem-solving techniques, an appreciation for mathematics and the relationship of mathematics to other disciplines. Mathematical ideas will be explored in areas such as voting systems, financial mathematics, environmental mathematics, or logic and problem solving. This course satisfies Goal 4 of the Minnesota Transfer Curriculum.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1055 Elements of Mathematics 1 (4 cr)**

Prerequisites: Eligible for MATH 1080 or MATH 630 with a grade of C or better or the equivalent in MATH 0601, 0602, 0603

As part of a two-course sequence, this course focuses on counting and numbers, operations, fractions, decimals, ratio and proportion, number theory, and algebra. Emphasis on mathematical reasoning, estimation, and problem solving.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1065 Elements of Mathematics 2 (4 cr)**

Recommended: MATH 1055

As part of a two-course sequence, this course focuses on measurement, geometry, probability, data and statistics. Emphasis on mathematical reasoning, estimation, and problem solving. Satisfies MnTC Goal 4.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1080 Introduction to Statistics (4 cr)**

Prerequisites: MATH 0630 or eligible for MATH 1080

Concepts and application of descriptive and inferential statistics. Measures of central tendency and variation: z-scores and percentiles, normal distribution, and central limit theorem. Estimation, hypothesis testing, t and z tests, chi-square tests, analysis of variance (ANOVA), and linear regression.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1090 STATWAY Statistics 2 (4 cr)**

Prerequisites: MATH 0990

This course is the second in a two semester sequence designed to guide students in completing the topics covered in both beginning algebra and college-level introductory statistics in one year. The two semester sequence is useful to students whose academic program is satisfied by an introductory statistics course. STATWAY Statistics 2 covers sampling distributions, Central Limit Theorems, confidence intervals, and hypothesis testing for population proportions, population means, and means of paired differences. Chi-square tests for one and two way tables and ANOVA methods are also covered, as well as necessary topics from beginning algebra. The curriculum is based on student collaborative group learning. Students must commit to completing MATH 0990 and MATH 1090 as a required sequence of courses: MATH 0990 in one semester and MATH 1090 in a subsequent semester.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1100 College Algebra (4 cr)**

Prerequisites: MATH 0700 or eligible for MATH 1100

This is a college-level algebra course that emphasizes properties of functions and their graphs. Linear, quadratic, polynomial, rational, exponential and logarithmic functions are covered. Other topics include: solving equations and inequalities, and systems of equations and inequalities. This course also includes a basic introduction to right triangle trigonometry.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1150 Trigonometry (4 cr)**

Prerequisites: MATH 1100 (C or higher)

This course will include a thorough treatment of trigonometry. Other topics include polar coordinates and equations, complex numbers, DeMoivre's Theorem, vectors and their applications, the conic sections, parametric equations, sequences, and series. Note that a student wishing to take MATH 1510 (Calculus) may prepare for it by taking MATH 1150 or by taking MATH 1500.

Semesters: Fall, Spring MnTC Goals: 4



**MATH 1200 Finite Mathematics (4 cr)**

Prerequisites: MATH 0700 and instructor's permission or MATH 1100 (C or higher) or eligible for MATH 1500

Topics are financial mathematics, linear systems, matrices, linear programming, probability, Markov chains, and game theory. Use of technology, such as Excel, will be required.

MnTC Goals: 4

**MATH 1400 Survey of Calculus (4 cr)**

Prerequisites: MATH 1100 (C or higher) or eligible for MATH 1500

Concepts and techniques of differential and integral calculus for those who do not need the comprehensive calculus sequence (MATH 1510-1520). Principal applications from business, technology, social science, and statistics.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1500 Pre-Calculus (5 cr)**

Prerequisites: MATH 1100 (C or higher) and high school geometry or eligible for MATH 1500

Preparation for student success in a multiple-term calculus sequence. This is an accelerated treatment of functions and trigonometry. All elementary functions are covered and trigonometry is developed completely. Emphasis on graphing and problem solving parallels algebraic skill development.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1510 Calculus 1 (5 cr)**

Prerequisites: MATH 1150 (C or higher), MATH 1500 (C or higher) or eligible for MATH 1510

Topics include functions, limits, derivatives, and an introduction to integration. Applications include but are not limited to science, engineering, economics, and ecology.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1520 Calculus 2 (5 cr)**

Prerequisites: MATH 1510 (C or higher)

Continued development of the properties and applications of integration. Topics include infinite sequences and series, introduction to differential equations, calculus of polar coordinates, and parametric equations. Applications include but are not limited to science, engineering, economics, and ecology.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 1900 Topics in Mathematics (1-3 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in mathematics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**MATH 2011 Discrete Structures of Computer Science (4 cr)**

Prerequisites: MATH 1510

Concepts fundamental to the analysis of algorithms. Topics include logic, sets, methods of proof including mathematical induction, combinatorics, relations, solution of recurrence relations, graphs and trees. (Same as CSCI 2011.)

Semesters: Fall, Spring MnTC Goals: 4

**MATH 2031 Introduction to Numerical Computing (4 cr)**

Prerequisites: MATH 1520 and proficiency with C, C++, or Java

Explores various numerical methods for solving scientific and technical problems including Newton's method, numerical integration, and a variety of interactive methods. (Same as CSCI 2031.)

**MATH 2033 Elementary Computational Linear Algebra (4 cr)**

Prerequisites: MATH 1510

Matrices and linear transformations, basic theory, linear vector spaces, inner product spaces. Systems of linear equations, Eigenvalues, and singular values. Algorithms and computational matrix methods using MATLAB. Use of matrix methods to solve a variety of computer science problems. (Same as CSCI 2033.)

Semesters: Fall, Spring

**MATH 2080 Statistical Modeling (3 cr)**

Prerequisites: MATH 1080 or MATH 1090

This course provides an introduction to statistical model building including simple linear regression, non-linear models, logistic regression, and multiple regression models. Optionally, an instructor may include an introduction to artificial neural net models. Examples of modeling problems will be used for a variety of disciplines and thus the course should be useful to students interested in physical sciences, biology, economics, finance, and data science.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 2096 Internship in Mathematics (2-4 cr)**

Prerequisites: Previous coursework in Mathematics and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**MATH 2400 Probability and Statistics with Calculus (4 cr)**

Prerequisites: MATH 1520 (C or higher)

Descriptive statistics, elementary probability and probability distributions, sampling and the elements of statistical inference including point/interval estimation, and hypothesis tests.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 2510 Calculus 3: Multivariable Calculus (5 cr)**

Prerequisites: MATH 1520 (C or higher)

Multivariable functions, three-dimensional analytic geometry, vectors, partial derivatives, optimization, multiple integrals, curves and surfaces, vector fields, divergence, curl, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Applications include but are not limited to science, engineering, economics, and ecology.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 2520 Calculus 4: Differential Equations with Linear Algebra (5 cr)**

Prerequisites: MATH 1520 (C or higher)

Matrices and systems, vector spaces, subspaces, linear independence, basis, dimension, linear transformations, eigenvectors, first and second order differential equations, Euler's method, phase plane analysis of linear and nonlinear systems, extensive modeling. Possible topics from numerical methods: Laplace Transforms, power series solutions, or partial differential equations. Applications include but are not limited to science, engineering, economics, and ecology.

Semesters: Fall, Spring MnTC Goals: 4

**MATH 2700 Foundations of Mathematics and Logic: Writing Intensive (4 cr)**

Recommended: MATH 2510, MATH 2520 or MATH 2400

Prerequisites: MATH 1520

This course will be useful to all students pursuing advanced mathematics at four-year institutions, including but not limited to those intending majors in mathematics or mathematics education. Topics include basic logic, techniques of mathematical proof, set theory, relations and functions, sequences and series, and basic number theory. The course may include additional topics at the discretion of the instructor. Writing is an important part of this course and will be comprehensively integrated into the course and will be a significant part of the course work and course grade. Writing proofs will be explained and practiced in the course and some assignments will be refined through revisions.

Semesters: Spring MnTC Goals: 4

**MATH 2900 Topics in Mathematics (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in mathematics; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Music Courses

**MUSC 1100 Individualized Music Instruction (2 cr)**

Prerequisites: Prior instruction is not required for piano, voice, or guitar. Woodwind, brass, strings and percussion must have prior experience with reading and playing music.

Individualized music instruction for woodwinds, brass, percussion, piano, guitar, strings, and voice. The course is open to piano, voice and guitar students with no previous background. Woodwinds, brass, percussion and strings require some previous experience playing and reading music. There is an additional fee for this course. May be repeated for a maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1113 Concert Choir (1 cr)**

Studies and prepares for public performance the finest in choral literature of all musical periods and styles. Maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1116 Concert Band (1 cr)**

Prerequisites: Ability to read music

Rehearsals and performances covering standard band literature. Maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1118 Orchestra (1 cr)**

Prerequisites: audition and consent of Applied Music Coordinator

Rehearsals and performances of orchestral music of many traditions and styles. String students may audition to perform with the Bloomington Symphony Orchestra. Maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1120 Fundamentals of Music (3 cr)**

This course introduces the fundamental materials of music: pitch, rhythm, melody, harmony, and timbre. Students will learn the notation of pitch, rhythm, articulations, dynamics, and harmony. Students will analyze music and musical form common to various styles of music and create original musical compositions. Students will use music technology to demonstrate course objectives. This course assumes that students have no prior formal music training.

Semesters: Fall, Spring MnTC Goals: 6

**MUSC 1121 Introduction to World Music (3 cr)**

This course will survey the study of world music within religious, cultural, and historical contexts.

Semesters: Fall, Spring MnTC Goals: 6, 8

**MUSC 1122 Intro to Music (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

Develops an understanding and enjoyment of music. Includes a study of great music from 1600 to the present. Emphasis on developing listening skills supplemented by historical background. Open to all students wishing to increase their appreciation and understanding of music.

Semesters: Fall, Spring MnTC Goals: 6

**MUSC 1123 Jazz History (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

An introductory course in jazz history and appreciation. Traces the historical development of jazz music from pre-Civil war through current styles and trends. Emphasis is placed on developing intelligent and perceptive listening skills. Detailed analysis of successfully recorded examples of jazz and improvisation.

Semesters: Fall, Spring MnTC Goals: 6, 7

**MUSC 1124 Rock & Roll History (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 0960

Rock & Roll History is a survey course that introduces the student to scholarly examination of the musical development of Rock and Roll by examining and identifying innovators, innovations, and fundamental musical characteristics from African roots through the post-twentieth century.

Semesters: Fall, Spring MnTC Goals: 6, 7

**MUSC 1127 Class Piano: Non-Majors (2 cr)**

A beginning course for non-music majors with little or no keyboard background. Emphasis on basic functional skills, such as note reading, beginning chord knowledge, playing by ear and improvising, along with basic technique, elementary repertoire, and fundamental music theory. This course is not intended for students pursuing a degree in music.

Semesters: Fall, Spring

**MUSC 1131 Music Theory 1 (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

Co-requisites: MUSC 1181 and MUSC 1157 for music majors and minors

These courses (MUSC 1131 and 1132) provide a study of the materials and structure of music including notation, intervals, scales, four voice chorale style, melodic form and structure, diatonic and secondary harmony, binary and ternary forms. These courses are open to students who desire a rigorous music course.

Semesters: Fall MnTC Goals: 6

**MUSC 1132 Music Theory 2 (3 cr)**

Prerequisites: MUSC 1131

Co-requisites: MUSC 1158 and MUSC 1182 for music majors and minors

These courses (MUSC 1131 and 1132) provide a study of the materials and structure of music including notation, intervals, scales, four voice chorale style, melodic form and structure, diatonic and secondary harmony, binary and ternary forms. These courses are open to students who desire a rigorous music course.

Semesters: Spring MnTC Goals: 6

**MUSC 1141 Vocal Ensemble (1 cr)**

Prerequisites: instructor's permission

Vocal ensemble performs repertoire ranging from early music to vocal jazz. May be repeated for a maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1142 Guitar Ensemble (1 cr)**

Prerequisites: instructor's permission

Co-requisites: MUSC 1151

Guitar duets, trios, and quartets perform music from all periods. Repertoire includes arrangements of vocal and string chamber ensembles, as well as music composed originally for the guitar ensemble. May be repeated for a maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1143 Piano Ensemble (1 cr)**

Prerequisites: instructor's permission

Performance of four-hand piano repertoire of various style periods for one or two pianos. May be repeated for a maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1144 Instrumental Ensemble (1 cr)**

Prerequisites: instructor's permission

Performance of chamber music: duos (sonatas), trios, quartets, quintets, and other ensemble combinations of wind, percussion, and string instruments. May be repeated for a maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1145 Jazz Ensemble (1 cr)**

Instrumental jazz band; rehearses and performs a variety of jazz styles and idioms including: swing, funk, fusion, rock, hip-hop, and other current styles and trends. A historical emphasis on jazz music of the 20th and 21st centuries. An integral focus on improvisational skills and developing mature playing skills in all styles. Recommended prior experience reading music. Maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1146 Jazz Combo (1 cr)**

Performance of jazz combo music: trios, quartets, and other ensemble combinations of wind and rhythm section instruments. Recommended previous performance experience. Maximum of 4 credits.

Semesters: Fall, Spring

**MUSC 1151 Applied Music 1 (2 cr)**

Prerequisites: audition and consent of Applied Music Coordinator

Co-requisites: MUSC 1152

Individual music instruction, all instruments and voice, by arrangement with Applied Music instructors. Students are expected to have had prior individualized instruction. This course may be repeated for a maximum of 4 credits. There is an additional fee for this course.

Semesters: Fall, Spring

**MUSC 1152 Performance Class (0 cr)**

Co-requisites: MUSC 1151

Instrumental or vocal performance, performance etiquette, stage management, written program design and research applications for music students. Student will provide his/her own instrument, with the exception of piano. This course is offered P/NC only.

Semesters: Fall, Spring

**MUSC 1156 Guitar 1: Class Lessons (2 cr)**

With your own guitar, learn the basics of guitar technique, which will lead to any style of performance. Meant for the beginner, this class progresses quickly beyond the basics into what you need to know for going into more advanced levels.

Semesters: Fall, Spring

**MUSC 1157 Class Piano 1 (2 cr)**

Co-requisites: MUSC 1181 and MUSC 1131 for music majors and minors

Development of keyboard skills in sight reading, harmonization, improvisation, technique, memorization, scales, chord progressions, and transposition. These courses (MUSC 1157 and 1158), are intended for music majors and minors, but are also open to other serious students who desire a rigorous music course.

Semesters: Fall, Spring

**MUSC 1158 Class Piano 2 (2 cr)**

Prerequisites: MUSC 1157

Co-requisites: MUSC 1182 and MUSC 1132 for music majors and minors

Development of keyboard skills in sight reading, harmonization, improvisation, technique, memorization, scales, chord progressions and transposition. These courses (MUSC 1157 and 1158) are intended for music majors and minors, but are also open to other serious students who desire a rigorous music course.

Semesters: Spring

**MUSC 1159 Piano Proficiency (0 cr)**

Presentation of keyboard skills to a Music Department faculty jury. The exam includes proficiency with major and minor scales, chords, arpeggios, sight reading, open score reading, harmonization, transposition, improvisation, and performance of intermediate piano repertoire from memory. This course is offered P/NC only.

Semesters: Fall, Spring

**MUSC 1161 Class Voice (2 cr)**

This course introduces the basic principles of vocal technique: voice production, breathing, tone development, diction and pronunciation. It includes a study of vocal literature from various styles: classic, folk, Broadway. It is open to all students wishing to explore their vocal skills.

Semesters: Fall, Spring

**MUSC 1166 Guitar 2: Class Lessons (2 cr)**

Recommended: MUSC 1156

Class Lessons is a continuation of the skills developed in Guitar I, MUSC 1156. This course introduces chord progressions in several keys, right hand finger picking patterns, sight reading in higher positions, harmonization, transposition, movable scales, application of music theory to the fingerboard, and introduction to instrument literature. Students provide their own acoustic guitar (preferably a nylon string guitar).

Semesters: Spring

**MUSC 1170 Jazz Improvisation 1 (2 cr)**

Prerequisites: MUSC 1131 or instructor's permission

This course provides students with the skills necessary to create music with self-expression in jazz styles. The course includes a practical application of scales, arpeggios, and melodic lines to the student's instrument. Transcribing solos from recordings by famous jazz artists and independent study with tutorial computer programs are required. Listening and performing in class are major components of the course.

Semesters: Spring

**MUSC 1175 Introduction to Finale: Music Notation Software (1 cr)**

Prerequisites: Ability to read music

This course gives students a basic working knowledge of the notational music software 'Finale'. Materials are presented in a small lab setting. Participants will have access to a computer workstation for hands-on learning and assignment preparation.

Semesters: Fall, Spring

**MUSC 1176 Intro to Music Tech 1 (2 cr)**

Recommended: Must be able to read printed music or have completed MUSC 1100, MUSC 1120, MUSC 1131, MUSC 1151

This course is intended for students interested in learning about music software applications. Topics include music notation, introduction to sequencing, tools for enhancement of practice of music skills, introduction to recording and audio editing, and other MIDI applications.

Semesters: Fall, Spring

**MUSC 1181 Ear Training 1 (2 cr)**

Co-requisites: MUSC 1131 and MUSC 1157 for music majors and minors

This course provides training in reading at sight and in aural recognition of sound patterns through interval and rhythm reading, keyboard, dictation, and sight singing. The course is intended for music majors and minors, but also is open to other serious students who desire a rigorous music course.

Semesters: Fall

**MUSC 1182 Ear Training 2 (2 cr)**

Prerequisites: MUSC 1181

Co-requisites: MUSC 1132 and MUSC 1158 for music majors and minors

This course provides training in reading at sight and in aural recognition of sound patterns through interval and rhythm reading, keyboard, dictation, and sight singing. The course is intended for music majors and minors but also is open to other serious students who desire a rigorous music course.

Semesters: Spring

**MUSC 1190 Diction for Singers 1 (2 cr)**

Diction for Singers I is a study of the phonetic sounds of the English and Italian languages to promote the ability to sing in those languages. This course covers the use of the International Phonetic Alphabet (IPA) in English and Italian, differences in pronunciation in spoken and sung English, and the pronunciation of sung Italian. This course is intended for students studying vocal performance, choral conducting and collaborative pianists. A permit to register is required from the instructor.

Semesters: Fall

**MUSC 1191 Diction for Singers 2 (2 cr)**

Prerequisites: MUSC 1190

Diction for Singers II is a study of the phonetic sounds of the German and French languages to promote the ability to sing in those languages. This course covers the use of the International Phonetic Alphabet (IPA) in German and French, and the pronunciation of sung German and French. This course is intended for students studying voice, choral conducting and collaborative pianists. A permit to register is required from the instructor.

Semesters: Spring

**MUSC 1900 Topics in Music (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in music such as theatre orchestra and musical theatre singing. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Semesters: Fall, Spring

**MUSC 2096 Internship in Music (2-8 cr)**

Prerequisites: Previous coursework in Music and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**MUSC 2231 Music Theory 3 (3 cr)**

Prerequisites: MUSC 1132 or instructor's permission

Co-requisites: MUSC 2281 for music majors and minors

These courses (MUSC 2231 and 2232) continue the study of Music Theory 1 and 2. They include the study of augmented sixth, Neapolitan sixth, ninth, eleventh and thirteenth chords, two voice counterpoint, fugue, sonata allegro, rondo and variation forms, 19th and 20th century tonal and non-tonal formal styles.

Semesters: Fall

MnTC Goals: 6

**MUSC 2232 Music Theory 4 (3 cr)**

Prerequisites: MUSC 2231

Co-requisites: MUSC 2282 for music majors and minors

These courses (MUSC 2231 and 2232) continue the study of Music Theory 1 and 2. They include the study of augmented sixth, Neapolitan sixth, ninth, eleventh and thirteenth chords, two voice counterpoint, fugue, sonata allegro, rondo and variation forms, 19th and 20th century tonal and non-tonal formal styles.

Semesters: Spring

MnTC Goals: 6

**MUSC 2245 Music History 1 (3 cr)**

History of Western music: a study of the composers, styles, and social contexts of Medieval, Renaissance and Baroque music from 800 to 1750.

Semesters: Fall MnTC Goals: 6, 8

**MUSC 2246 Music History 2 (3 cr)**

History of Western music: a study of the composers, styles, and social contexts of Classical, Romantic, Modern and Postmodern music from 1750 to the present.

Semesters: Spring MnTC Goals: 6, 8

**MUSC 2251 Applied Music 2 (2 cr)**

Prerequisites: Two semesters of MUSC 1151 and successful audition

Co-requisites: MUSC 1152

Individual music instruction directed toward preparation of the thirty-minute Sophomore Recital or transfer audition. This course is intended for Associate of Fine Arts in Music candidates, but is open to all students who complete a successful audition and have completed 4 credits of MUSC 1151: Applied Music 1. This course may be repeated for a maximum of 4 credits. There is an additional fee for this course.

Semesters: Fall, Spring

**MUSC 2252 Sophomore Recital (0 cr)**

Prerequisites: 8 credits of MUSC 1151 4 semesters of MUSC 1152 and audition and consent of Applied Music Coordinator  
One half-hour recital at sophomore repertoire level.

Application of performance skills, performance etiquette, and written program notes. Private instructor may request a pre-recital hearing.

Semesters: Fall, Spring

**MUSC 2270 Jazz Improvisation 2 (2 cr)**

Prerequisites: MUSC 1170

This course is the second in a two-part sequence. Jazz Improvisation II provides students with the skills necessary to create music with self-expression in advanced jazz styles. The course includes continued practical application of scales, arpeggios, and melodic lines to the student's instrument. Transcribing and analyzing solos from recordings by famous jazz artists and independent study with tutorial computer programs are required. Listening and performing in class are major components of the course.

Semesters: Spring

**MUSC 2276 Intro to Music Tech 2 (2 cr)**

Recommended: MUSC 1176 or instructor's permission

This course builds upon the foundation of MUSC 1176 and is intended for students interested in further, more advanced study of music software applications. Topics include music notation, exploration of sequencing, tools for enhancement of practice of music skills, exploration of recording and audio editing, and other MIDI applications.

Semesters: Spring

**MUSC 2281 Ear Training 3 (2 cr)**

Prerequisites: MUSC 1182

Co-requisites: MUSC 2231 for music majors and minors

These courses (MUSC 2281 and 2282) continue MUSC 1182 with further study of interval and rhythm reading, sight singing, keyboard, and dictation with emphasis on 19th and 20th century materials.

Semesters: Fall

**MUSC 2282 Ear Training 4 (2 cr)**

Prerequisites: MUSC 2281

Co-requisites: MUSC 2232 for music majors and minors

These courses (MUSC 2281 and 2282) continue MUSC 1182 with further study of interval and rhythm reading, sight singing, keyboard, and dictation with emphasis on nineteenth and twentieth century materials.

Semesters: Spring

**MUSC 2900 Topics in Music (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in music. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Semesters: Fall, Spring

**Nanotechnology Courses****NANO 1292 Introduction to Vacuum Technology (2 cr)**

Recommended: MATH 0700 or concurrent registration or eligible for MATH 1100 eligible for ENGC 1101

Vacuum-based systems are a critical enabling technology used in product development and manufacturing to produce many every-day goods such as digital electronic components, energy efficient glass and metallised films used for food packaging. This course introduces the principal concepts associated with vacuum technology and the critical components of a vacuum system. Students work with a model vacuum system to complete activities intended to help them understand basic vacuum system functions and characteristics. (Same as VACT 1292)

Semesters: Fall, Spring

**NANO 1900 Topics in Nanotechnology (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in Nanotechnology; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**NANO 2293 Vacuum Analysis and Trouble Shooting (4 cr)**

Prerequisites: VACT 1292 or NANO 1292, ENGT 1153 or concurrent enrollment, ENGT 1184 or concurrent enrollment, CHEM 1020 (B or higher) or CHEM 1061, PHYS 1110 or concurrent enrollment

This course addresses advanced concepts related to the construction, operation, maintenance and repair of vacuum-based systems technologies. An understanding of how materials, mechanical systems and electrical sub-systems interact in a working vacuum system based on operating requirements is developed. Students work with a model vacuum system to complete a variety of lab activities intended to help them understand vacuum system operation and then simulate classic system problems and solutions. (Same as VACT 2293)

Semesters: Fall

**NANO 2294 Semiconductor Processing (4 cr)**

Prerequisites: VACT 2297 or NANO 2297 or concurrent registration

Semiconductor processing refers to categories of manufacturing processes associated with fabricating an integrated circuit, a type of electrical component manufactured by the semiconductor industry. This course provides an overview explaining these special processes and how they are sequenced to produce the integrated circuit. Vacuum systems technology plays a critical role in making several of the underlying fabrication processes possible. (Same as VACT 2294)

Semesters: Spring

**NANO 2297 Thin Films Deposition (3 cr)**

Prerequisites: VACT 2293 or NANO 2293

Thin film deposition refers to techniques used to deposit layers of material on a surface ranging in layer thickness of a few nanometers ( $1 \times 10^{-9}$  m) up to a thickness of 1 micrometer ( $1 \times 10^{-6}$  m). This course provides an overview of the methods and the embedded vacuum-based technologies used to realize various material deposition processes. Students set up and run processes such as vacuum evaporation and sputtering to create a thin film and then examine characteristics of the layer produced. (Same as VACT 2297)

Semesters: Spring

**NANO 2900 Topics in Nanotechnology (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in nanotechnology; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**NCC All-College Courses****NCC 1000 Paths to College Success (1 cr)**

Prerequisites: Eligible for ENGC 0800 or higher and eligible for READ 0860 or higher or consent of instructor.

This course is designed for all new students wishing to improve their academic success and experience a smooth transition to college. It is designed to help students create greater success in college and in life. Students will learn proven strategies to strengthen personal responsibility, enhance self-awareness, and improve self-management. Students will also learn to effectively utilize campus resources and will receive academic advising and educational planning support.

Semesters: Fall, Spring

**NCC 2096 Internship in NCC All-College (2-4 cr)**

Prerequisites: Previous coursework at Normandale and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**Nursing Courses****NURS 1057 Nursing Assistant Certificate (4 cr)**

The Nursing Assistant Certificate course prepares the student to provide physical nursing care to individuals in long term care facilities, hospitals, or board and care homes. Students learn how to measure vital signs and assist individuals with physical needs such as personal hygiene, elimination, mobility, exercise, and nutrition. This course also includes information on emotional, spiritual, and psychosocial needs, and basic training in behavior management for persons with dementia. Students participate on campus in lecture and by practicing in the lab. Students apply what they have learned in class to residents in a long term care facility during 24 hours of clinical participation at the end of the course. Attendance is MANDATORY, per Department of Health regulations. Students successfully completing this course are ready to take the Pearson VUE Nursing Assistant Competency Test. After passing this test students can be placed on the Minnesota Department of Health Nursing Assistant Registry. Weekly average of 2 hours lecture/3 hours lab/3 hours clinical.

Semesters: Fall, Spring

**NURS 1060 Nursing Assistant/Home Health Aide (4 cr)**

The Nursing Assistant/Home Health Aide Certificate course prepares the student to provide physical nursing care to individuals in long term care facilities, hospitals, board and care homes, and in the client's own home. Students learn how to measure vital signs, assist individuals with physical needs such as personal hygiene, elimination, mobility, exercise and nutrition. This course also includes information on emotional, spiritual and psychosocial needs, and basic training in behavior management for persons with dementia. Attendance is mandatory, per Minnesota Department of Health regulations. Students successfully completing this course are eligible to take the Pearson VUE Nursing Assistant/Home Health Aide Competency Test. After passing this test students can be placed on the Minnesota Department of Health Nursing Assistant/Home Health Aide Registry. Lecture 2 hours/Lab 4 hours. Clinical 24 hours at the end of the course.

Semesters: Fall, Spring

**NURS 1900 Topics in Nursing (3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in nursing; intended for nursing students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**NURS 2700 Health Promotion and the Role of the Professional Nurse (9 cr)**

Prerequisites: Acceptance into Nursing Program

Co-requisites: NURS 2750

This course introduces the student to the role of the professional nurse. The emphasis on health promotion across the lifespan includes learning about self-health, as well as holistic client health practices. Students learn to access and apply research evidence to guide safe preventative care. The student will incorporate communication and growth and development theory in a caring and culturally sensitive manner. The student will work as an ethical member of multi-disciplinary teams giving and receiving feedback about performance and use reflective thinking about their practice. Within the context of the nursing process, populations studied will include children, adults, older adults and the family experiencing a normal pregnancy.

Semesters: Fall, Spring

**NURS 2720 Transition to the Role of the Professional Nurse (4 cr)**

Prerequisites: Acceptance into Nursing Program

Co-requisites: NURS 2750

This course is designed to expand the knowledge and skills of the LPN as they transition to the professional role within nursing. Emphasis is placed on health promotion through the lifespan and incorporates theories related to evidence-based practice, quality and safety, communication, collaboration, clinical decision-making/reasoning, informatics, assessment, caring, and health-illness continuum.

Semesters: Fall, Spring

**NURS 2750 Nutrition and the Role of the Professional Nurse (2 cr)**

Prerequisites: Acceptance into Nursing Program

Co-requisites: NURS 2700 or NURS 2720

This course introduces the student to the role of the nurse in promoting and supporting nutritional health. Emphasis is on the role nutrition plays in health promotion/prevention of illness, recovery from acute illness and/or management of chronic illness. Students learn to access evidence to support healthy nutritional choices that reduce risk factors for disease and/or illness across the lifespan. Students explore how culture, ethnicity, socio-economic status, nutritional trends and controversies, and integrative therapies influence the nutritional health of the client.

Semesters: Fall, Spring

**NURS 2800 Chronic and Palliative Care (7 cr)**

Prerequisites: NURS 2700 or NURS 2720 (C or higher) and NURS 2750 (C or higher)

Co-requisites: NURS 2850

This course focuses on the nursing care of clients experiencing chronic illness and/or end of life. Emphasis is placed on understanding the "lived experience" of clients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-based practice is used to support appropriate focused assessments and management of care of clients experiencing concurrent illnesses/co-morbidities.

Semesters: Fall, Spring

**NURS 2820 Pharmacology and the Role of the Professional Nurse (3 cr)**

Prerequisites: NURS 2700 or NURS 2720 (C or higher) and NURS 2750 (C or higher)

This course introduces theoretical concepts that enable students to provide safe and effective care related to pharmaceuticals and natural products to diverse clients across the lifespan. A framework is presented for approaching the study of pharmacotherapeutics including pharmaceutical research and regulation, quality and safety, major drug classifications, and clinical management.

Semesters: Fall, Spring



**NURS 2850 Applied Pathophysiology  
for Nursing I (2 cr)**

Prerequisites: NURS 2700 or NURS 2720 (C or higher) and NURS 2750 (C or higher)

Co-requisites: NURS 2800

This course introduces a holistic perspective of pathophysiological processes and the disruption in normal body function. Emphasis will be on objective and subjective manifestations of common chronic health problems resulting from environmental, genetic, and stress-related maladaptations to provide a foundation for nursing care. This course complements selected topics addressed in Chronicity and End of Life to provide a comprehensive understanding of disease processes.

Semesters: Fall, Spring

**NURS 2910 Acute and Complex Care (7 cr)**

Prerequisites: NURS 2800, NURS 2820 and NURS 2850 (C or higher)

This course focuses on the nursing care of clients experiencing acute disruptions of health and/or end of life issues. Emphasis is placed on understanding and application of theory and skills required to provide nursing care to clients with complex and/or unstable conditions. Evidence-based practice is used to support appropriate focused assessments and effective, efficient nursing interventions. Knowledge of life span, developmental factors, cultural variables and legal aspects of care guide the ethical decision making in delivery of care.

Semesters: Fall, Spring

**NURS 2920 Applied Pathophysiology for  
Nursing 2 (2 cr)**

Prerequisites: NURS 2800 and NURS 2850 (C or higher)

Co-requisites: NURS 2910

This course will facilitate ongoing critical thinking and analysis of pathophysiological concepts. Emphasis will be on interpretation and prioritization of data resulting from environmental, genetic, and stress-related maladaptations. This course complements the selected topics addressed in Acute and Complex Care to provide a comprehensive understanding of disease processes.

Semesters: Fall, Spring

**NURS 2950 Nursing Leadership I (3 cr)**

Prerequisites: NURS 2800, NURS 2820 and NURS 2850 (C or higher)

This course focuses on prioritization, delegation, and supervision of nursing care of clients across the lifespan. Health care policy, finance, and regulatory environment issues are analyzed. Emphasis is on planning, collaborating and coordinating care for individuals and groups across the care continuum.

Semesters: Fall, Spring

## **Nutrition and Dietetics Courses**

**NUTR 1110 Life Cycle Nutrition (3 cr)**

Prerequisites: HLTH 1107 or other nutrition course

Nutritional needs for pregnancy, lactation, infancy, childhood, adolescents, and people who have allergies. Nutritional requirements and problems of the elderly.

Semesters: Fall

**NUTR 1154 Nutrition Education and  
Counseling (3 cr)**

Prerequisites: HLTH 1107

Co-requisites: NUTR 2259

Interviewing, counseling and education principles applied to normal and therapeutic nutrition. Computer use in nutritional assessment. Students plan, develop, present and evaluate a lesson for a group. Students provide nutritional counseling to a client.

Semesters: Fall

**NUTR 1259 Medical Nutrition Therapy 1 (4 cr)**

Prerequisites: HLTH 1107

This course introduces basic skills required in the dietetics profession. It covers medical nutrition therapy for disease states requiring modified diets and medical terminology. Techniques to modify diets and promote patient compliance are taught.

Semesters: Fall

**NUTR 1269 Food Systems Management (3 cr)**

Quantity food production, menu planning, cost controls, food purchasing, and financial controls.

Semesters: Fall

**NUTR 1271 Clinical Experience 1 -  
Food Service Management (3 cr)**

Prerequisites: NUTR 1269 or concurrent registration

Food production and management in a healthcare setting. 10 hours per week.

Semesters: Fall

**NUTR 1900 Topics in Dietetic Technology(1-4 cr)**

Prerequisites: Topic-dependent

Skill development in various special areas of dietetic technology; intended for any interested dietetic technology student. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**NUTR 2096 Internship in Dietetic Technology (2-4 cr)**

Prerequisites: Previous coursework in Dietetic Technology and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**NUTR 2145 Experimental Foods (3 cr)**

Prerequisites: CHEM 1062 or HLTH 1107

Discover the scientific explanation responsible for changes during cooking while conducting experiments on vegetables, fruits, eggs, milk, and cheese products. Lecture 2 hours; lab 2 hours. (same as FSCI 2100)

Semesters: Spring

**NUTR 2259 Medical Nutrition Therapy 2 (5 cr)**

Prerequisites: NUTR 1110, NUTR 1154 and NUTR 1107

Co-requisites: NUTR 2261

This course builds on the skills learned in DIET 1259: Medical Nutrition Therapy 1. In this course, students will apply those skills to more complex disease conditions.

Semesters: Spring

**NUTR 2261 Clinical Experience 2 - Medical Nutrition Therapy (4 cr)**

Prerequisites: NUTR 1154, HLTH 1107 and NUTR 2259 or concurrent registration

Patient interviews, chart reading, diet calculation, nutrition screening in a hospital setting. Nutrition care planning in a long-term care setting. 160 hours.

Semesters: Spring

**NUTR 2270 Community Nutrition: Political and Cultural Concerns (2 cr)**

Prerequisites: HLTH 1107

Study of federal and local nutritional concerns, feeding programs, poverty, and ethnic food habits. Ten hours of service learning is incorporated into this class.

Semesters: Spring

**NUTR 2272 Clinical Experience 3 - Community Nutrition (3 cr)**

Prerequisites: NUTR 1110, NUTR 1154, NUTR 2259, NUTR 2261, NUTR 2270 and HLTH 1107

Community nutrition field experiences in public health agencies; 140 hours in community setting, as arranged.

**NUTR 2900 Topics in Dietetic Technology (1-4 cr)**

Prerequisites: Topic-dependent

Skill development in various special areas of dietetic technology; intended for second year dietetic technology student. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Philosophy Courses

**PHIL 1101 Introduction to Philosophy (3 cr)**

Recommended: Eligible for READ 1106

An introduction to the study of philosophy, with emphasis on developing skills in philosophical modes of inquiry and analysis. Major content areas include epistemology, metaphysics, and value theory, and may also include topics in political philosophy, philosophy of science, philosophy of mind, philosophy of law, philosophy of religion, and philosophy of language. Readings will include both historical and contemporary texts.

Semesters: Fall, Spring

MnTC Goals: 6

**PHIL 1102 Logic (3 cr)**

This course is the study of the deductive analysis of arguments using the tools of contemporary symbolic logic. The course includes the examination of basic logical concepts (logical form, validity, logical truth, consistency), symbolization of arguments expressed in natural language, truth tables, formal proofs or truth trees, and elementary quantification theory.

Semesters: Fall, Spring

MnTC Goals: 4

**PHIL 1103 Ethics (3 cr)**

Recommended: Eligible for READ 1106

This course is an introduction to the philosophical study of morality. It will examine several important ethical theories concerning virtue and vice, the nature of right action, standards of value, and conceptions of the good life. Contemporary moral issues will be critically examined in light of these theories; topics may include marriage equality, animal rights, torture, euthanasia, freedom of speech, punishment and the death penalty, globalization and justice, and other issues. The course may also include topics in metaethics, such as ethical relativism. This course will help students to think analytically about the moral judgments we are tempted to make, with the goal of developing well-reasoned positions on important moral issues of personal and/or social concern.

Semesters: Fall, Spring

MnTC Goals: 6, 9

**PHIL 1105 Philosophy of Religion (3 cr)**

Content will include both classic and contemporary philosophy of religion material including but not limited to: Proofs for the existence of divine beings or God; analysis of the types of proof including mystical experiences, faith, or rational acceptance for religious and spiritual belief; Eastern philosophy from the scriptures of Daoism, Confucianism, Buddhism, and Hinduism; Indigenous religious and mythic traditional understanding of human nature, society and cosmic structure. Course will also evaluate alternatives to religious or spiritual beliefs including criticisms of them from perspectives of secular humanism, atheism, agnosticism and contemporary issues associated with our beliefs in modern life.

Semesters: Fall, Spring MnTC Goals: 6, 8

**PHIL 1140 Environmental Ethics (3 cr)**

Recommended: Eligible for READ 1106

Do animals have rights? Do we have moral obligations to preserve endangered species? What is sustainable development and do we have an ethical obligation to promote it? Do people, including future generations, have a right to environmental protection? What is environmental racism? Do we have a duty to preserve biodiversity? Does nature have value, and if so, what kind of value? These are just a few of the questions addressed in environmental ethics. Environmental ethics is the study of the moral relationship between humans and the rest of nature. In this course, we will examine various efforts to understand the nature and extent of our duties to the nonhuman world. After a general introduction to a few major ethical theories and concepts in moral philosophy, we will investigate a variety of environmental issues through the lens of these theories and concepts. At the same time, we will critically reflect on the shortcomings of traditional moral theories and investigate new concepts, theories, and perspectives as ways of understanding the moral relationship between humans and nature.

Semesters: Fall, Spring MnTC Goals: 9, 10

**PHIL 1150 Introduction to World Religions (3 cr)**

A comparative course which examines the fundamental beliefs, practices, and traditions of world religious traditions. The origins, major figures, sacred scriptures and creeds will be reviewed and compared. Topics may include justification for beliefs, cosmology, practices of the faithful, and the role of women, artistic expression, and contemporary issues. Major religious traditions including Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity, and Islam will be studied. Additionally, alternative spirituality, paganism, Egyptian religions, Native American traditions, atheism, secularism and other religious movements may be covered.

Semesters: Fall, Spring MnTC Goals: 6, 8

**PHIL 1160 Philosophy of Art (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

The study of the nature of art, the character of our experience of works of art, and standards for the interpretation and evaluation of works of art. May include examination of the nature of beauty, culturally bounded conceptions of art, the nature of artistic expressiveness and imagination, and the possibility that there are objective criteria for the evaluation of works of art. Readings will be primarily contemporary.

Semesters: Fall, Spring MnTC Goals: 6

**PHIL 1170 Business Ethics (3 cr)**

Recommended: Eligible for READ 0960

Should companies that employ sweatshop labor be boycotted? Who should take responsibility for the financial crisis of 2008? Is bribery morally acceptable if everyone is doing it? Is corporate downsizing morally wrong? Do corporations have any social responsibilities other than maximizing profits? Is capitalism an unjust economic system? These are just a few of the questions addressed in business ethics. In this course, we will examine various efforts to understand the ethical dimensions of capitalism and the conduct of business in society. After an introduction to several major ethical theories and concepts in moral philosophy, we will investigate a variety of ethical issues that arise in the conduct of business.

Semesters: Spring MnTC Goals: 6, 9

**PHIL 1180 Biomedical Ethics (3 cr)**

Should physician-assisted suicide be legalized? Is there a right to health care? Should genetic technologies be used for enhancing human capabilities? What ethical ideals ought to govern the patient-provider relationship? These are just a few of the questions addressed in biomedical ethics. Biomedical ethics is the study of the ethical issues that arise in the practice of medicine and health care. In this course, we will begin by examining several major ethical theories, including critiques of these theories that have led to alternative approaches to ethical decision-making. We will then investigate a range of specific ethical issues through the lens of these theories and approaches.

Semesters: Fall, Spring MnTC Goals: 6, 9

**PHIL 1900 Topics in Philosophy (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in philosophy; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**PHIL 2096 Internship in Philosophy (2-4 cr)**

Prerequisites: Previous coursework in Philosophy and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**PHIL 2900 Topics in Philosophy (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in philosophy; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Physics Courses

**PHYS 1001 Energy, Climate & Physics in Society (3 cr)**

This course covers topics in physics with an emphasis on conceptual understanding of physics principles and the technology applications related to current issues, including the sources and uses of energy, climate change, and the ethical dimensions of technological choices. This course will give students the solid foundation in physics they need to be critically thinking, scientifically literate citizens able to distinguish scientifically sound, evidence-based technological decisions from those that are not. Topics may include energy production and conservation, radioactivity and nuclear weapons, transportation options, various consequences of climate change, and invisible light. The personal, political, and ethical dimensions of technological choices will be a significant emphasis in this course. Lecture 3 hours; lab 0 hours.

Semesters: Fall, Spring

MnTC Goals: 3, 9

**PHYS 1002 Energy, Climate & Physics in Society Laboratory (1 cr)**

*Prerequisites: PHYS 1001 (C or higher) or concurrent enrollment*

This is an optional laboratory course for students who are concurrently enrolled in PHYS 1001 or who have previously completed PHYS 1001 (C or higher). The combination of PHYS 1001 and PHYS 1002 satisfies the MnTC Goal 3 laboratory science requirement.

Semesters: Fall, Spring

MnTC Goals: 3

**PHYS 1050 Survey of Classical Physics (4 cr)**

Prerequisites: Eligible for MATH 0700

A one-semester introductory physics course focusing on the fundamental concepts of physics. Topics are chosen from classical physics and may include one-dimensional kinematics, laws of motion, conservation laws, heat, waves, sound, light, electricity, and magnetism. Physics problems will be solved using algebra. Lecture 3 hours; lab 2 hours.

MnTC Goals: 3

**PHYS 1104 Survey of Astronomy (3 cr)**

A one-semester survey course focusing on scales and structures of the universe, observable motions of the sun, moon, and stars, patterns within the solar system, life cycles of stars, evolution of the universe. Additional topics may include telescopes and light, planetary science, extrasolar planet discovery, and space exploration. This course is not a prequel to PHYS 1114.

Semesters: Fall, Spring

MnTC Goals: 3

**PHYS 1110 College Physics 1 (4 cr)**

Prerequisites: MATH 1100 (C or higher)

This is the first semester of a two semester sequence of non-calculus, introductory physics. This course uses College Algebra. Topics include kinematics, dynamics, gravitation, momentum, energy, heat, and fluids. Lecture 3 hours; lab 2 hours.

Semesters: Fall, Spring

MnTC Goals: 3

**PHYS 1111 College Physics 2 (4 cr)**

Prerequisites: PHYS 1110 (C or higher) and MATH 1100 (C or higher)

This course is a continuation of PHYS 1110. This course uses College Algebra. Topics include oscillations and waves, electricity, magnetism, electromagnetic waves, and optics. Lecture 3 hours; lab 2 hours.

Semesters: Spring

MnTC Goals: 3

**PHYS 1114 Introductory Astronomy (4 cr)**

Prerequisites: Eligible for MATH 1100 and READ 1106

A one-semester introductory course in astronomy covering the tools and methods of astronomy and the physics of the solar system, stars, galaxies, and the universe. This course requires a background in intermediate algebra. Laboratory includes tools and methods of astronomy; data collection and analysis; and observations (when feasible). Lecture 3 hours; lab 2 hours. This course is not a sequel to PHYS 1104.

Semesters: Fall, Spring

MnTC Goals: 3

**PHYS 1121 Physics 1 for Scientists and Engineers (5 cr)**

Prerequisites: MATH 1510 (C or higher), MATH 1520 (C or higher) or concurrent registration, and eligible for READ 1106

This is the first semester of a two-semester sequence of calculus-based introductory physics. This course uses calculus. Topics include kinematics, dynamics, rotational motion, gravitation, conservation laws of momentum and energy, thermal physics, and periodic motion. Optional topics include fluids and thermodynamics. This course meets requirements for students majoring in engineering, mathematics, computer science, or the sciences. Lecture 4 hours; lab 2 hours.

Semesters: Fall, Spring MnTC Goals: 3

**PHYS 1122 Physics 2 for Scientists and Engineers (5 cr)**

Recommended: MATH 2510 or concurrent registration (preferred) or MATH 2520 (C or higher) or concurrent registration

Prerequisites: PHYS 1121 (C or higher) and MATH 1520 (C or higher)

This course is a continuation of PHYS 1121. This course uses calculus. Topics include wave phenomena, electricity, magnetism, an introduction to Maxwell's equations, electromagnetic waves, and optics. This course meets requirements for students majoring in engineering, mathematics, computer science, or the sciences. Lecture 4 hours; lab 2 hours.

Semesters: Fall, Spring MnTC Goals: 3

**PHYS 1201 Physics 1 with Biomedical Applications (4 cr)**

Prerequisites: MATH 1400 (C or higher) or MATH 1510 (C or higher)

This is the first semester of a two-semester sequence in introductory physics. This course uses the basic concepts of calculus such as the derivative and simple integration. The course covers topics from kinematics, dynamics, torque, energy, fluids, and thermal physics. This course relates fundamental concepts of physics to biomedical applications; it meets requirements for students majoring in the biological sciences and is appropriate for students who plan to enter the health professions. Lecture 3 hours; lab 2 hours.

MnTC Goals: 3

**PHYS 1202 Physics 2 with Biomedical Applications (4 cr)**

Prerequisites: PHYS 1201 (C or higher), and MATH 1400 (C or higher) or MATH 1510 (C or higher)

This course is continuation of PHYS 1201. This course uses the basic concepts of calculus such as the derivative and simple integration. The course covers topics from waves, electricity, simple DC circuits, magnetism, atomic structure and spectra, and the physics of medical imaging. This course relates fundamental concepts of physics to biomedical applications; it meets requirements for students majoring in the biological sciences and is appropriate for students who plan to enter the health professions. Lecture 3 hours; lab 2 hours.

MnTC Goals: 3

**PHYS 1900 Topics in Physics (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in physics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**PHYS 2096 Internship in Physics (2-4 cr)**

Prerequisites: Previous coursework in Physics and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**PHYS 2250 Modern Physics (4 cr)**

Recommended: MATH 2520

Prerequisites: PHYS 1121, PHYS 1122 and MATH 2510

A one-semester introduction to the topics of modern physics including the special theory of relativity, solid state physics, and quantum theory. This course requires a background in calculus-based physics and differential equations. This course is generally required for electrical engineering, physics, and astronomy majors. Lecture 3 hours; lab 0 hours.

Semesters: Spring MnTC Goals: 3

**PHYS 2900 Topics in Physics (1-4 cr)**

Prerequisites: Topic-dependent

An examination of a special topic in physics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Political Science Courses

### **POLS 1130 Introduction to U.S. Politics (3 cr)**

Considers fundamentals of U.S. politics including constitutional principles, organization of government, basic freedoms, civil liberties, civil rights, political cultures, parties and interest groups, campaigns and elections, and national controversies.

Semesters: Fall, Spring MnTC Goals: 5, 9

### **POLS 1132 Introduction to Comparative Politics (3 cr)**

Compares political and economic systems, political and economic conditions, and political and economic policies of diverse countries and regions around the world. Comparisons and contrasts will consider governments, cultures, patterns of political and economic development, as well as political values, processes, and institutions. Includes comparisons, where apt, with United States. Analyses will include statistical, historical, and forecast data, as well as theoretical perspectives.

Semesters: Fall, Spring MnTC Goals: 5, 8

### **POLS 1133 Middle East Politics (3 cr)**

Explores the historical background and current dynamics of Middle Eastern politics, including the causes and consequences of political, economic, social, cultural, military, ethnic, nationalist, and religious conditions. Central concerns include post-colonial experiences, political and economic development, political change and stability, democracy and autocracy, corruption, regional conflicts, foreign policies, and current and enduring challenges.

Semesters: Fall MnTC Goals: 5, 8

### **POLS 1135 Introduction to Political Ideas (3 cr)**

Explores political ideas, ideologies, and movements by considering popular culture (including novels, movies, music, and articles), "classics", and primary sources. Topics may include enduring and current controversies concerning justice, power, violence, authority, freedom, government, the state, democracy, capitalism, economic prosperity, security, equality, inequality, corruption, terror, nationalism, and "the good life" in a political community.

Semesters: Spring MnTC Goals: 5, 9

### **POLS 1150 Introduction to World Politics and Globalization (3 cr)**

Develops a global perspective by exploring diverse global issues such as security, human rights, environment, economic development, foreign policies, character of globalization, interactions of nation-states and other actors, origins and effects of global capitalism, and changing effects on global affairs of technological innovations, international organizations, multinational corporations, social movements and groups, and ideologies. Course provides tools for interpreting and evaluating global politics, and it furnishes background to pursue additional courses in World Politics.

Semesters: Fall MnTC Goals: 5, 8

### **POLS 1152 Model United Nations (3 cr)**

Introduces students to the workings of the world's most important international organization - the United Nations (UN) - and to the practice of negotiation and diplomacy. Course emphasizes understanding current global issues and offers direct experience in the practice of politics. Course also improves students' ability in the "civic arts" of negotiation, advocacy, public presentations, and policy analysis. All students in the class will prepare for and participate in the Arrowhead Model United Nations conference held each April.

Semesters: Spring MnTC Goals: 5, 9

### **POLS 1195 Conflict and Negotiation (3 cr)**

Politics is conflict over values, ideas, and resources. Political Science is, in part, the study of conflict and conflict management. This course introduces students to perspectives on power and conflict and to diverse strategies for resolving conflict in various political, legal, social and cultural settings. This course develops expertise, confidence, and skills for managing, transforming, and engaging conflict constructively, primarily through negotiation and mediation. Students reflect on their own style of conflict management and dispute resolution and on the roles of power, conflict, and negotiation at the individual, group, organizational, state, and system levels. The course is extremely hands-on and interactive. Extensive, frequent role plays and simulations demonstrate course themes and provide opportunities to practice managing conflict, resolving disputes, negotiating, and mediating.

Semesters: Fall MnTC Goals: 5, 7

### **POLS 1900 Topics in Political Science (1-4 cr)**

*Prerequisites: Topic-dependent*

Examines specific topics in politics and public policy; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**POLS 2096 Internship in Political Science(2-4 cr)**

*Prerequisites: Previous coursework in Political Science and consent of instructor and the Center for Experiential Education*

Explores careers and training in a supervised work setting. Combines theory with field experience in a political setting to learn how public policy is shaped. Students spend approximately 2.5 hours per week, per credit on the job, and attend weekly seminars. Students may earn 3 to 8 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**POLS 2250 Constitutional Law (3 cr)**

Explores the U.S. Constitution and Bill of Rights as elements of national government and criminal justice. Addresses equal protection, due process, First Amendment, search and seizure, rights of the accused, rights of prisoners, presidential authority, and historic Supreme Court cases. Course includes debates and mock trials.

Semesters: Fall

MnTC Goals: 5, 9

**POLS 2900 Topics in Political Science (1-4 cr)**

*Prerequisites: Topic-dependent*

Examines specific topics in politics and public policy; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Psychology Courses

**PSYC 1100 Psychology in Modern Life (3 cr)**

Psychology in Modern Life is designed to translate psychology into applications to everyday life. Examples of life situations addressed include topics such as stress management, health behaviors, behavior in groups, interpersonal relationships and psychological health. The course has an empirical focus, which means that we will apply data collected via the scientific method to matters of living, and develop our critical thinking skills in order to evaluate claims about healthy living made by sources from within and outside the psychological community.

Semesters: Fall, Spring

MnTC Goals: 5

**PSYC 1106 Psychology of Women (3 cr)**

This course examines the psychological, social, and biological factors in the development of women including the influence of biology, the development of sex roles, personality differences in emotionality, dependency, aggression, analytical ability, female development, and mental health.

Semesters: Fall, Spring

MnTC Goals: 5, 7

**PSYC 1108 Psychology of Death and Dying (3 cr)**

This course is an introduction to the historical and socio-cultural forces which shape our understanding of death and dying. The changing nature of the dying patient's situation, critical issues in end-of-life care, ceremonies and rites enacted at the time of death, legal considerations, bereavement, grief, and mourning are introduced with a lifespan and cross-cultural perspective.

Semesters: Fall, Spring

MnTC Goals: 7, 9

**PSYC 1109 Child and Adolescent Development (3 cr)**

This course focuses on the physical, cognitive, and psychosocial areas of development from conception through adolescence. Relevant theories, research, methods and issues are addressed. An interactionist approach regarding the influence of both heredity and environment is emphasized.

Semesters: Fall, Spring

MnTC Goals: 5

**PSYC 1110 Introduction to Psychology (4 cr)**

*Recommended: Eligible for READ 1106*

This course is an introduction to the scientific study of human behavior and mental processes. It prepares students for more advanced coursework in psychology and provides a basic understanding of psychology for those entering other fields. The course introduces the problems, methods, and findings of modern psychology to beginning students.

Semesters: Fall, Spring

MnTC Goals: 5

**PSYC 1120 Psychology of Human Sexuality (3 cr)**

This course is an overview of theories, research, and contemporary issues in the scientific study of human sexual behavior and experience. Topics include research methods, anatomy and physiology, arousal and response, gender identity, gender differences, orientation, and attraction and love.

Semesters: Fall, Spring

MnTC Goals: 5, 7

**PSYC 1140 Psychology of Gender (3 cr)**

This course is an exploration of gender as both a central and intersectional organizing feature of human behavior. We will examine various theoretical models of gender development from a psychological perspective.

Semesters: Fall, Spring

MnTC Goals: 5, 7

**PSYC 1220 Psychology of Adulthood and Aging (3 cr)**

This course is an exploration of the physical, cognitive, and psychological factors associated with aging. The primary focus of the class is on older adulthood; however, information concerning all years of adult development will be presented within a developmental framework. The course is also concerned with individual differences among older adults, the promotion of optimal functioning through the aging process, and death and dying.

Semesters: Fall, Spring MnTC Goals: 5, 7

**PSYC 1900 Topics in Psychology (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in psychology; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**PSYC 2096 Internship in Psychology (2-4 cr)**

Prerequisites: Previous coursework in Psychology and consent of instructor and the Center for Experiential Education

This course provides the student with the opportunity for career exploration and training in a supervised work setting. The course combines theory with field experience in settings related to psychology. Requirements include: relevant reading in psychological literature, approximately 2.5 hours per week, per credit, on the job, and a written project that integrates the literature with the work experience. Students will meet individually with appointed psychology faculty about eight times during the semester for project guidance.

Semesters: Fall, Spring

**PSYC 2100 Statistics for the Behavioral Sciences (4 cr)**

Prerequisites: PSYC 1110 (C or higher) and MATH 1080 or MATH 1090 or MATH 1100 or higher

This course introduces statistical analysis and research designs used in the behavioral sciences. In it students use statistical software (e.g., SPSS) to conduct descriptive and inferential data analyses. They choose and apply statistical procedures to help answer psychological and behavioral scientific research questions, and gain an introduction to commonly used research methods. In order to see how statistical methods and findings are reported in behavioral science research, students read, interpret, evaluate, and write APA-style Results sections.

Semesters: Spring MnTC Goals: 5

**PSYC 2200 Abnormal Psychology (3 cr)**

Prerequisites: PSYC 1110

This course is a survey of the scientific study of psychological disorders such as obsessive-compulsive disorder, depression, bipolar disorder, and schizophrenia. Topics include how people are diagnosed, possible causes of disorders, and research on the treatment of disorders.

Semesters: Fall, Spring MnTC Goals: 5, 7

**PSYC 2210 Developmental Psychology: Life Span (4 cr)**

Prerequisites: PSYC 1110

Developmental Psychology is the exploration of child, adolescent, and adult development beginning with conception and continuing through death. Emphasis is placed on the theoretical, experimental, and applied aspects of development. Physical, cognitive, and psychosocial realms of development will be investigated for each age range. Particular attention is given to the application of research and theory to current issues.

Semesters: Fall, Spring MnTC Goals: 5, 7

**PSYC 2300 Psychology of Personality (3 cr)**

Prerequisites: PSYC 1110

This course introduces students to the scientific study of human personality with an emphasis on individual differences. Important theories and research studies of personality are discussed. Topics include personality traits; biological, psychological, and social-cultural influences on personality; and links between personality and everyday life.

Semesters: Fall, Spring MnTC Goals: 5

**PSYC 2400 Psychology of Religion and Spirituality (3 cr)**

Prerequisites: PSYC 1110

This course introduces students to the psychology of religion and spirituality. Topics include how people know what they know about religious and spiritual phenomena; psychosocial characteristics of religious traditions; individual differences in religiousness and spirituality; stereotyping and prejudice perpetrated by, and directed toward, religious and non-religious groups; biological, psychological, and social/cultural influences on personal religiousness; religious and spiritual experiences such as awe; religion, spirituality, and health; religion and violence; mindfulness; forgiveness; compassion; and gratitude.

Semesters: Fall, Spring MnTC Goals: 5, 7



**PSYC 2500 Biopsychology (3 cr)**

Prerequisites: PSYC 1110 or BIOL 1102

Biopsychology provides an overview of neuroanatomy, basic principles of neural conduction, and basic techniques used in biopsychological investigations. It reviews current knowledge of the biological bases of human behavior and experience: sensation and perception, movement, cognition and language, attention, learning, memory, stress, wakefulness and sleep, psychiatric disorders. The course examines how important questions in psychology can be addressed with biological methods.

Semesters: Spring MnTC Goals: 5

**PSYC 2600 Introduction to Social Psychology (3 cr)**

Prerequisites: PSYC 1110

This course is an introduction to social psychology, which is the scientific study of how social contexts influence and shape individual behavior. Topics typically covered include the relation of self and culture, person perception, attitudes and their relation to behavior, attribution theory, persuasion, conformity and obedience, interpersonal attraction, prejudice and discrimination, aggression, group dynamics, and intergroup relations. Multicultural factors may be explored within the context of several of the above mentioned topic areas.

Semesters: Fall, Spring MnTC Goals: 5, 7

**PSYC 2900 Topics in Psychology (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in psychology; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Reading Courses

**READ 0860 Reading Skills (4 cr)**

Prerequisites: EAP 0855 (C/P or higher) or eligible for READ 0860

This course is designed with an emphasis on the basic reading skills necessary for literal comprehension of written materials including a vocabulary component and longer readings in fiction and academic content areas. P/NC grading (option to choose A-F grading).

Semesters: Fall, Spring

**READ 0955 Fast Track Reading (6 cr)**

Recommended: Accuplacer score between 50 and 59 and/or B or higher in EAP 0855

Prerequisites: EAP 0855 (C/P or higher) or eligible for READ 0860

This course combines topics from both the Reading Skills course as well as the Reading/Study Skills for College course in an accelerated, one-semester class that is designed to provide the reading and study skills necessary for success in college. It is designed to develop vocabulary, effective literal, inferential, and introductory critical reading comprehension in fiction and academic content areas with study strategies that are necessary for success in college. This course satisfies both the READ 0860 and READ 0960 requirements. P/NC grading (option to choose A-F grading).

Semesters: Fall, Spring

**READ 0960 Reading/Study Skills for College (4 cr)**

Prerequisites: READ 0860 (C/P or higher) or eligible for READ 0960

This course is designed to develop effective literal, inferential, and introductory critical reading comprehension with study strategies that are necessary for success in college. P/NC grading (option to choose A-F grading).

Semesters: Fall, Spring

**READ 0961 Reading Strategies Review (1 cr)**

Recommended: Accuplacer score between 70 and 77.49 or non-native speakers' placement test score between 115 and 120.

Prerequisites: Eligible for READ 0960

This course is designed to assist students in reviewing effective reading strategies for college course work. Strategies include effective literal, inferential, and introductory critical reading comprehension. This course is intended for review of strategies in order to improve on the Accuplacer placement test. After successful completion of this course, students may retake the Accuplacer placement test. This course does not take the place of READ 0960 for placement. P/NC grading (option to choose A-F grading).

**READ 1104 College Study Strategies (3 cr)**

Prerequisites: Eligible for READ 1106

This course is designed to assist students in developing effective study strategies for college coursework. Skills include goal setting, time management, organization, concentration, vocabulary acquisition, memory improvement, listening, note taking, test taking, test anxiety management, textbook processing, and keys to successful online learning.

Semesters: Fall, Spring

**READ 1106 Critical Reading Skills (3 cr)**

Prerequisites: READ 0960 (C/P or higher) or eligible for READ 1106

This course is designed to help students learn and develop the critical reading and thinking skills needed in order to comprehend, analyze, and interpret college-level material. Students will be introduced to a variety of genres which may include poetry, fiction, nonfiction, essays, and textbook materials.

Semesters: Fall, Spring

**READ 1110 Study and Thinking Skills in the Academic Disciplines (2 cr)**

Prerequisites: READ 0860 (C/P or higher) or eligible for READ 0960

This course is designed to help students acquire a repertoire of active study and thinking skills for use in academic disciplines.

**READ 1230 MTLE Reading Seminar (1 cr)**

This course is designed to assist students in reviewing effective reading and test taking strategies needed for passing the Minnesota Teacher Licensure Examination (MTLE). Reading strategies include effective literal, inferential, critical reading comprehension, and critical reasoning skills.

**READ 2096 Internship in Reading (2-4 cr)**

Prerequisites: Previous coursework in Reading and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

## **Sociology Courses**

**SOC 1100 Modern US Society: Everyday Life in the United States of America (3 cr)**

Recommended: Eligible for ENGC 0900 and READ 0960

This survey course will provide valuable information of the United States' social system including U.S. values, mores, and the popular culture. The course will highlight the principles and practices of U.S. society and culture and analyze the ways in which they manifest in everyday life. The course will also focus on the diversity and multicultural make up of U.S. society.

Semesters: Fall, Spring MnTC Goals: 5, 7

**SOC 1101 Cultural Diversity (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

This course aims to promote understanding and appreciation of cultural diversity. Sociological and anthropological perspectives will be used to examine sociocultural diversity and multiculturalism, the challenges and opportunities they present, and their importance in our dynamic contemporary world. The course also emphasizes processes such as workplace diversity and long-term trends in multiculturalism, which are transforming our everyday experience. (Same as ANTH 1101)

Semesters: Fall, Spring MnTC Goals: 5, 8

**SOC 1102 Love, Sex and Family (3 cr)**

This course explores the ways that our intimate relationships affect and are affected by society. Through studying love, sexuality, cohabitation, marriage, gender roles, parenting, conflict resolution and divorce, students learn about the diverse, complex, and changing nature of our intimate connections and family lives.

Semesters: Fall, Spring MnTC Goals: 5, 7

**SOC 1103 Social Change in Action and Service Learning (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This course is designed to give students the opportunity to serve as volunteers in the community, to study the social justice problems to which they are responding with their volunteer efforts, and to look at local and global social systems in which these problems exist. This course examines the role of philanthropy and community service; it also explores alternative ways that society responds to community needs. This course has a requirement of 60 hours of service during the semester in order to pass the class. Service sites (approximately 15-25) will be chosen by the instructor in order to meet the learning goals of the course.

Semesters: Fall, Spring MnTC Goals: 7, 9

**SOC 1104 Introduction to Sociology (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

An examination of the basic social processes which give order and structure to our lives: socialization, changing social roles, power and privilege, modernization and culture. Service Learning option available.

Semesters: Fall, Spring MnTC Goals: 5

**SOC 1106 Social Problems in a Changing World (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This is an overview of contemporary social problems in both the U.S. and around the world using various sociological perspectives, analytic insights, and methodologies. The course critically analyzes a range of social issues such as poverty and inequality, racism, sexism, family breakdown, education, crime and violence, political economy, unemployment, the environment, globalization, and militarism and terrorism, among other emerging structural and systematic processes affecting the survival of peoples nationally and globally.

Semesters: Fall, Spring MnTC Goals: 5, 8

**SOC 1109 Wealth and Poverty (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

Using a sociological perspective, this course explores the causes and consequences of inequality in the United States as well as in other countries across the globe. This course addresses the historical roots, sociological explanations and contemporary realities of inequality and explores the effects of social stratification on individuals and groups within society.

Semesters: Fall, Spring MnTC Goals: 5, 7

**SOC 1115 Sociology of Sex and Gender Roles (3 cr)**

An in-depth examination of the gender roles of males, females, and transgender individuals; the concept that "biology is destiny" and the effects of sex-role stereotyping in personal lives and in relationships. LGBTQIA issues explored.

Semesters: Spring MnTC Goals: 5, 7

**SOC 1120 Introduction to Women's Studies (3 cr)**

Investigates the history and role of women in regard to psychological, political, sociological, philosophical, economic and religious thought, with the aim of enhancing women's knowledge, sense of self-worth, images, and rights. (Same as ANTH 1120 and WMST 1120)

Semesters: Fall, Spring MnTC Goals: 5

**SOC 1121 Women Across Cultures (3 cr)**

Prerequisites: Eligible for ENGC 1101 and READ 1106

This is a global course focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. Women's issues addressed throughout many cultures of the world. (Same as ANTH 1121 and WMST 1121)

Semesters: Fall, Spring MnTC Goals: 5, 8

**SOC 1900 Topics in Sociology (3 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in sociology; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**SOC 2096 Internship in Sociology (2-4 cr)**

Prerequisites: Previous coursework in Sociology and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience in the field of human services. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**SOC 2108 Social Psychology (3 cr)**

Prerequisites: SOC 1104

A focus on the classical issues of social psychology: identity, conformity and obedience, aggression, alienation, communication, and prejudice and how we respond to and influence each other.

Semesters: Fall, Spring MnTC Goals: 5, 7

**SOC 2110 American Minority Relations (3 cr)**

Prerequisites: SOC 1104

This course examines intergroup relations in the U.S. focusing on majority-minority interactions, with the following emphases: race and ethnicity, prejudice and discrimination, inequality, and assimilation and pluralism; may include global comparisons and/or analysis of status disadvantages pertaining to women, gays, lesbians, bisexuals, and transgender, as well as the aged, poor, and disabled.

Semesters: Fall, Spring MnTC Goals: 5, 7

**SOC 2112 Criminology (3 cr)**

Prerequisites: SOC 1104

An exploration of crime: the definitions of crime, the patterns that crimes follow, and the prevalence of certain types of crimes. Factors that cause crime and society's responses to crime are investigated.

Semesters: Fall, Spring MnTC Goals: 5

**SOC 2114 Families in Crisis (3 cr)**

Prerequisites: SOC 1102 or SOC 1104 or SOC 1106

Theoretical perspectives on sociology of families including policy and diversity. Theoretical perspectives on family violence, spouse and child maltreatment and neglect, elder abuse, alcohol abuse, consequences for family functioning, and criminal justice system responses.

Semesters: Fall, Spring MnTC Goals: 5, 7

**SOC 2116 Popular Culture & Media Sociology (3 cr)**

Prerequisites: SOC 1102 or SOC 1104

Using a sociological perspective, this course explores the diverse constructions of popular culture within the U.S. and selected parts of the world. An important component within this area of sociology addresses how mass media both reflect and influence popular cultural trends. This course is designed to increase students' abilities to understand, explain, and analyze popular culture via the lens of the sociological imagination, thus increasing their agency as social actors.

MnTC Goals: 5, 9

**SOC 2125 Social Deviance (3 cr)**

Prerequisites: SOC 1104

Sociological examination of significant rule-making and rule-breaking that surveys explorations / explanations of non-conformity relevant to juvenile delinquency, crime, mental illness, substance abuse, and certain other non-normative lifestyle.

Semesters: Fall, Spring MnTC Goals: 5, 9

**SOC 2130 Introduction to Criminal Justice (3 cr)**

Recommended: SOC 1104

This course provides an overview of the criminal justice system. Topics include the historical development of law enforcement as well as an exploration of the components of the criminal justice system and the functions, jurisdictions, and interrelationships of various law enforcement agencies with emphasis on the United States criminal justice system. This course meets specific Peace Officer Standards and Training (POST) Board learning objectives for pre-service law enforcement students.

Semesters: Fall, Spring MnTC Goals: 9

**SOC 2131 Juvenile Justice (3 cr)**

This course provides an overview of theories of delinquency and the Juvenile Justice System. Special emphasis will be on Minnesota Statutes, Rules for Juvenile Court, and Supreme Court cases which mandate how the Juvenile Justice System works in Minnesota. This course meets specific Peace Officer Standards and Training (POST) Board learning objectives for pre-service law enforcement students to understand what police officers are mandated to do when juveniles are victims or offenders, and how those laws are different from the adult criminal justice system.

Semesters: Fall, Spring

**SOC 2132 Police and Community (3 cr)**

This course examines the interaction of peace officers with members/groups in the communities with a focus on minority groups and the application of community-oriented policing principles. This course meets specific Peace Officer Standards and Training (POST) Board learning objectives for pre-service law enforcement students including community-oriented policing philosophy, crime prevention, cultural diversity, bias-motivated crime and the proper police response, domestic abuse and assault state mandates, ethics, police professionalism, and the use of discretion by the police.

Semesters: Fall, Spring

**SOC 2133 Community Crime Prevention (3 cr)**

This course emphasizes the essential relationship between citizens and police. The course will focus on how both groups can work together to provide safer environments for our communities. This course includes an overview of crime causation theories, history of crime prevention, techniques and terminology of crime prevention, crime analysis, and the reduction of risks through controlling elements within our surroundings. Topics covered in this course meet specific POST learning objectives for pre-service law enforcement students and will permit students to take the MCPA Crime Prevention Specialist exam.

Semesters: Fall, Spring

**SOC 2134 Corrections (3 cr)**

Recommended: SOC 1104

A sociological analysis of corrections and punishment in modern society, exploring the prison system, community based corrections, and alternatives to incarceration.

Semesters: Fall, Spring

**SOC 2900 Topics in Sociology (1-4 cr)**

Prerequisites: Topic-dependent

Examination of a special topic in sociology (e.g. Community Crime Prevention); intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

## Somali Courses

**SMLI 1100 Beginning Somali 1 (5 cr)**

This course provides an introduction to Somali language and culture. Students begin to develop competencies in speaking, listening, reading & writing. Culture is an integral part of the course and is incorporated through the analysis of simple texts, film, music, traditions, and daily life in the Somali-speaking world. The entire present tense is covered.

Semesters: Fall

MnTC Goals: 8

**SMLI 1111 Somali Civilization and Culture (3 cr)**

This course acquaints students with aspects of the culture and civilization of the Somali speaking peoples. Course topics will be selected from among the areas of the arts, literature, and history to allow students to gain an awareness of cultural, social, religious, and linguistic aspects of the target culture. Students will develop an understanding of the responsibility world citizens share for their common global future by comparing and contrasting their own culture with that of Somali-speaking peoples. Taught in English.

Semesters: Spring MnTC Goals: 6, 8

**SMLI 1200 Beginning Somali 2 (5 cr)**

Recommended: SMLI 1100

This course provides a continuation of the listening, speaking, reading and writing competencies developed in SMLI 1100. Students further explore cultural differences, helping them develop a deeper understanding of the world and a greater cultural perspective. The major grammatical focus is on the past and future tenses.

Semesters: Spring MnTC Goals: 8

**Spanish Courses****SPAN 1100 Beginning Spanish 1 (5 cr)**

This course introduces critical differences and similarities between Spanish and English while students develop competency in speaking, listening, reading, and writing. Aspects of Hispanic culture are also frequently introduced in class, which help students develop cultural sensitivity toward the Spanish-speaking world as part of increased global understanding. The entire present tense is covered, including all irregular verbs.

Semesters: Fall, Spring MnTC Goals: 8

**SPAN 1101 Introduction to Interpreting and Translation (2 cr)**

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English. (Same as CHIN 1101, FREN 1101, GERM 1101, JAPN 1101, INDS 1101).

Semesters: Fall, Spring

**SPAN 1111 Spanish Culture and Civilization (3 cr)**

This course acquaints students with aspects of the culture and civilization of the Spanish-speaking peoples. Course topics will be selected from among the areas of the arts, literature, and history to allow students to gain an awareness of cultural, social, religious, and linguistic aspects of the target culture. Students will develop an understanding of the responsibility world citizens share for their common global future by comparing and contrasting their own culture with that of Spanish-speaking peoples. One course taught in English; one course taught in Spanish.

Semesters: Fall, Spring MnTC Goals: 6, 8

**SPAN 1120 Spanish for Educators 1 (3 cr)**

Spanish for Educators 1 is the first of two courses designed for English-speaking educators and future educators who need to acquire vocabulary and develop basic Spanish skills in order to communicate with Spanish-speaking students and their parents on a variety of school-related topics. In addition, the course seeks to provide learners with an understanding of key concepts about Hispanic culture which influence interactions in educational settings. (Same as EDUC 1120).

Semesters: Fall

**SPAN 1200 Beginning Spanish 2 (5 cr)**

Recommended: SPAN 1100

This course is a continuation of the listening, reading, speaking, and writing competencies developed in SPAN 1100. Students further explore cultural differences helping them develop a deeper understanding of the world and a greater cultural perspective.

All forms of the preterite and imperfect are covered.

Semesters: Fall, Spring MnTC Goals: 8

**SPAN 1220 Spanish for Educators 2 (3 cr)**

Prerequisites: EDUC 1120

Spanish for Educators 2 is the second of two courses designed for English-speaking educators who need to develop basic conversational Spanish skills in order to communicate with Spanish-speaking students and their parents on a wide variety of school-related topics. In this course, students will learn to construct sentences and questions using twelve "high-frequency" structures in Spanish, along with one hundred and twenty verbs relevant to educational settings. Students continue to develop vocabulary related to classroom and school settings. Situational dialogues and role-plays are an important part of this course. Along with developing conversational skills, attention is given to further development of beginning listening, reading and writing skills. Cultural practices and perspectives are presented through the art and literature of the Spanish-speaking peoples. The cultural components in Spanish for Educators II are designed to encourage teachers to use authentic Hispanic art and literature in their own classrooms or school communities to raise awareness and understanding about the cultures of Spanish-speaking peoples in Minnesota and the United States. (Same as EDUC 1220).

Semesters: Spring

**SPAN 2096 Internship in Spanish (2-4 cr)**

Prerequisites: Previous coursework in Spanish and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**SPAN 2100 Intermediate Spanish 1 (5 cr)**

Recommended: SPAN 1200

Students continue the development and strengthening of the four communication skills: listening, speaking, reading, and writing. Cultural and literary materials are used to develop an appreciation for the arts, history, culture, and literature of Spanish-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes a review of the forms and uses of preterit and imperfect; formation and uses of the present subjunctive; and introduction to compound tenses.

Semesters: Fall, Spring MnTC Goals: 6, 8

**SPAN 2200 Intermediate Spanish 2 (5 cr)**

Recommended: SPAN 2100

Students continue to develop the four communication skills: listening, speaking, reading, and writing. Increased amounts of literary materials and cultural components are used to develop a broader understanding of and appreciation for the arts, history, politics, and culture of the Spanish-speaking world. Major grammar points include a comprehensive review of uses of the subjunctive (both present and imperfect) compound tenses.

Semesters: Fall, Spring MnTC Goals: 6, 8

**SPAN 2210 Advanced Communication Skills (3 cr)**

Students continue the development and strengthening of oral and written proficiency acquired in previous courses.

This course is strongly recommended for those students who have taken two years of language at the community college level, or who have acquired equivalent knowledge through other courses.

Oral and written assignments may be based on cultural and/or literary materials presented in class. May be taken a second time for credit.

Semesters: Fall, Spring

**Theatre Courses****THTR 1101 Voice and Movement (3 cr)**

Students will engage in the study of how sound is created in and projected from the body. They will practice vocal and physical dynamics. Students will discover how flexibility, strength, and freedom in one have an effect on the other. This course is recommended for students preparing for careers where speaking in front of groups is required (e.g. acting, singing, teaching, selling, marketing, management, etc.). Students will be expected to dress for movement.

Semesters: Fall

**THTR 1111 Introduction to Cinema (3 cr)**

Explores the development of film from aesthetic, historical, and cultural perspectives. Includes the work of past and present filmmakers in an attempt to analyze and evaluate the changing nature of film in every aspect. In addition, the course asks students to examine the profound personal impact that this medium has had on their lives.

Semesters: Fall, Spring MnTC Goals: 6, 7

**THTR 1116 Introduction to Theatre (3 cr)**

Become an educated spectator and explore the magic of theatre through viewing and reading plays, studying the richness and diversity of drama, and looking critically at the methods and styles of actors, directors, playwrights, and designers.

Semesters: Fall, Spring MnTC Goals: 6

**THTR 1117 Introduction to Television and Digital Media (3 cr)**

This course explores the role of television and digital media from a variety of perspectives including television's early beginnings through today's digital media industry. Narrative structure will be explored through comparisons of live theatre and television/digital media. Through the examination and evaluation of different genres, styles, and production processes, students will explore the profound personal impact that television and digital media has in their lives.

Semesters: Fall, Spring MnTC Goals: 6, 7

**THTR 1118 Theatre in the Twin Cities (3 cr)**

Students will experience and respond to several theatre productions and encounter a wide variety of styles, genres, and production forms from diverse cultural and ethnic traditions. Analyzes how theatre artists work and how their productions embody the playwright and director's intentions. Students become familiar with the artistic goals and methods of various Twin Cities theatres, and learn how to respond to theatre performance more knowledgeably. There is an additional fee for this course.

Semesters: Fall, Spring MnTC Goals: 6, 7

**THTR 1120 Theatre Performance Practicum (1 cr)**

*Prerequisites: Instructor's permission*

Participation as a performer in a mainstage or approved theatrical production. Maximum of four semester credits.

Semesters: Fall, Spring

**THTR 1122 Technical Theatre Practicum (1 cr)**

Participation as a construction or run crew member on a mainstage or approved theatrical production. Maximum of 4 semester credits.

Semesters: Fall, Spring

**THTR 1125 Drawing and Rendering (3 cr)**

Introduction to the techniques and process of drafting and drawing for theatrical design including mechanical drawing, computer aided drafting, and freehand rendering. This course will provide the skills and fundamental techniques needed in scenic, costume, and lighting design, and provide the foundation for THTR 2020 Basic Design and THTR 1145 Lighting and Sound.

Semesters: Fall MnTC Goals: 6

**THTR 1130 Costume Construction (3 cr)**

Explore the basic theory and practice, the design purpose, tools, and methods of stage costuming to see how it enriches the meaning of the drama. Formulate criteria for interpreting designs and experience practical problem-solving through costume construction techniques for production. Costume shop hours required.

Semesters: Fall MnTC Goals: 6

**THTR 1135 Stage Makeup (2 cr)**

Explore the basic theory and practice, the design purpose, tools, and methods of stage makeup to see how it enriches the meaning of the drama. Experience practical problem-solving by executing multiple designs and makeup applications.

Semesters: Spring

**THTR 1140 Stagecraft (3 cr)**

Explore the basic theory and practice, the design purpose, tools, and methods of stagecraft to see how it enriches the meaning of the drama. Formulate criteria for interpreting designs and experience practical problem-solving through stage construction techniques for production. Shop hours required.

Semesters: Fall MnTC Goals: 6

**THTR 1145 Lighting and Sound (3 cr)**

Introduction to the concepts, process, and practices common to the design of lighting and sound for the stage. The study of techniques and methods used to realize lighting and sound plots, with particular attention paid to the technical skills required to prepare, set, and run lighting and sound equipment in production. Practical hours required.

Semesters: Spring MnTC Goals: 6

**THTR 1151 Acting 1 (3 cr)**

Physical, vocal and psychological process of acting. Exercises, games and discussion develop individual skills in the beginning actor.

Semesters: Fall, Spring MnTC Goals: 6

**THTR 1900 Topics in Theatre Studies (3 cr)**

Includes specialized courses that offer students the opportunity to explore areas of theatre and film through more in-depth study. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**THTR 2020 Basic Design (3 cr)**

Introduction to the concepts, process, and practices common to the design of scenery, costume, and lighting. The study and application of the aesthetic principles and graphic skills involved in all areas of theatrical design. Development of the student's abilities in research methodology, mechanical drawing, freehand sketching and rendering as it applies to design for the theatre. Emphasis on design skills as a communication tool in the collaborative process of theatrical production.

Semesters: Spring MnTC Goals: 6

**THTR 2096 Internship in Theatre (2-4 cr)**

Prerequisites: Previous coursework in Theatre and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**THTR 2111 World Cinema (3 cr)**

Prerequisites: THTR 1111

This course explores influential and contemporary world films, movements, and filmmakers. Film aesthetics and dramatic elements will be discussed in terms of national identity, culture, and globalization. To appreciate how film can shape your understanding of the world, students will consider the historical, cultural, and socio-political circumstances of several global films.

Semesters: Spring MnTC Goals: 6, 8

**THTR 2150 Script Analysis (3 cr)**

Focus on analyzing play scripts with a view to discovering production and performance values and aesthetics. Intensive reading of a variety of plays from different periods and styles. Discussion of options for interpreting a script for performance. Critical analysis of structure, character, theme, dialogue, genre, and style, from the point of view of the actor, director, designer, or critic.

Semesters: Fall MnTC Goals: 6

**THTR 2151 Acting 2 (3 cr)**

Prerequisites: THTR 1151

Further exploration of acting with emphasis on physical and vocal technique. Attention will be paid to Shakespeare. Students will participate in scene work, exercises, and/or games at each class meeting.

Semesters: Spring MnTC Goals: 6

**THTR 2160 Audition Techniques (3 cr)**

Prerequisites: THTR 1151

Prepares the student in the techniques, opportunities, and procedures of auditioning, interviewing, and constructing résumés for advanced study or career placement. Students will develop a repertoire of audition pieces to increase their ability to perform with confidence on short notice.

Semesters: Spring MnTC Goals: 6

**THTR 2520 Stage Management (3 cr)**

Explore the basic theory and practice, purpose, tools, and methods of stage management to demonstrate the vital role this personnel plays in a theatrical production. Create the necessary paperwork required to effectively manage a production. Simulate real world situations in a classroom setting to better prepare the student for real world applications.

Semesters: Fall MnTC Goals: 6

**THTR 2550 Directing 1 (3 cr)**

Prerequisites: THTR 1151 and THTR 2150

This course focuses on the art of play direction. Students will learn the fundamentals of interpretation, blocking and picturization, collaboration and communication, focus and composition, pace, rhythm, and tempo. The role and process of the director will be examined.

Semesters: Spring MnTC Goals: 6

**Vacuum Technology Courses****VACT 1010 Foundations of Vacuum Science (2 cr)**

Recommended: Eligible for MATH 0601

Basic principles of chemistry, math and physics are applied to the understanding of concepts needed to continue in courses of vacuum technology. Topics include atomic structure, states of matter, compounds, behavior of gases, scientific measurement and calculations, intermolecular forces, and Ohm's Law.

Semesters: Fall, Spring

**VACT 1292 Introduction to Vacuum Technology (2 cr)**

Recommended: VACT 1010 or CHEM 1061

Vacuum-based systems are a critical enabling technology used in product development and manufacturing to produce many every-day goods such as digital electronic components, energy efficient glass, and metallised films used for food packaging. This course introduces the principal concepts associated with vacuum technology and the critical components of a vacuum system. Students work with a model vacuum system to complete activities intended to help them understand basic vacuum system functions and characteristics.

Semesters: Fall, Spring



**VACT 2096 Internship in Vacuum Technology (2-4 cr)**

Prerequisites: Previous coursework in Vacuum Technology and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring

**VACT 2293 Vacuum Analysis and Troubleshooting (4 cr)**

Prerequisites: VACT 1292 or NANO 1292, ENGT 1153 or concurrent registration ENGT 1184 or concurrent registration CHEM 1020 (B or higher) or CHEM 1061, PHYS 1110 or concurrent registration

This course addresses advanced concepts related to the construction, operation, maintenance, and repair of vacuum-based systems technologies. An understanding of how materials, mechanical systems, and electrical sub-systems interact in a working vacuum system based on operating requirements is developed. Students work with a model vacuum system to complete a variety of lab activities intended to help them understand vacuum system operation and then simulate classic system problems and solutions.

Semesters: Fall

**VACT 2294 Semiconductor Processing (4 cr)**

Prerequisites: VACT 2297 or NANO 2297 or concurrent registration

Semiconductor processing refers to categories of manufacturing processes associated with fabricating an integrated circuit, a type of electrical component manufactured by the semiconductor industry. This course provides an overview explaining these special processes and how they are sequenced to produce the integrated circuit. Vacuum systems technology plays a critical role in making several of the underlying fabrication processes possible.

Semesters: Spring

**VACT 2297 Thin Film Deposition (3 cr)**

Prerequisites: VACT 2293 or NANO 2293

Thin film deposition refers to techniques used to deposit layers of material on a surface ranging in layer thickness of a few nanometers ( $1 \times 10^{-9}$  m) up to a thickness of 1 micrometer ( $1 \times 10^{-6}$  m). This course provides an overview of the methods and the embedded vacuum-based technologies used to realize various material deposition processes. Students set up and run processes such as vacuum evaporation and sputtering to create a thin film and then examine characteristics of the layer produced.

Semesters: Spring

## Women's Studies Courses

**WMST 1120 Introduction to Women's Studies (3 cr)**

Investigates the history and role of women in regard to psychological, political, sociological, philosophical, economic and religious thought, with the aim of enhancing women's knowledge, sense of self-worth, images and rights. (Same as ANTH 1120 and SOC 1120)

Semesters: Fall, Spring

MnTC Goals: 5

**WMST 1121 Women Across Cultures (3 cr)**

Recommended: Eligible for ENGC 1101 and READ 1106

Global course focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. Women's issues addressed throughout many cultures of the world. (Same as ANTH 1121 and SOC 1121)

Semesters: Fall, Spring

MnTC Goals: 5, 8

**WMST 2096 Internship in Women's Studies (2-4 cr)**

Prerequisites: Previous coursework in Women's Studies and consent of instructor and the Center for Experiential Education

This internship course explores careers and training in a supervised work setting. Combines theory with field experience. Students spend approximately 2.5 hours per week per credit on the job, complete academic work and meet with faculty. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Semesters: Fall, Spring



# Campus Policies

This section includes a number of important campus policies. Additional policies and procedures are available at [www.normandale.edu/procedures](http://www.normandale.edu/procedures).

## **Nondiscrimination in Employment and Educational Opportunity**

Minnesota State system is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Normandale Community College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The System Office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State, including but not limited to its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

The complete Minnesota State policy can be found by visiting the Minnesota State Board Policy website.

## **Sexual Harassment & Sexual Violence Policy**

Minnesota State will not tolerate sexual harassment or sexual violence toward its students, faculty or staff. In all its forms, sexual harassment and assault violate fundamental rights and the law and are causes for disciplinary action including but not limited to probation, suspension, expulsion or discharge.

Sexual harassment can happen to anyone, in any place, regardless of age, race, marital status, gender, position or personal characteristics. Minnesota State has established policies and procedures to handle such incidents in a sensitive and timely manner. College administrators are charged with promoting and maintaining an atmosphere that properly deters and responds to sexual harassment. All members of the college community are expected to discourage all behavior, which might be construed as sexual harassment, and have zero tolerance for acts of sexual violence.

The college's concern is to provide appropriate support to the victim while recognizing the rights of the accused. Efforts will be taken to ensure confidentiality if possible and provide remedies, including protection of victims and witnesses from retaliation.

Everyone's cooperation is needed to assure that Normandale is a safe place to learn and work.

If you see or experience sexual assault at Normandale, report the incident to Public Safety at 952-358-8280, or to the Bloomington Police at 952-881-2333. In the event of an emergency, call 911.

Minnesota State provides reporting options, internal mechanisms for dispute resolution and prevention or other related services as appropriate. The full policy is available on the Minnesota State Board Policy website [www.minnstate.edu/board/policy/1b03.html](http://www.minnstate.edu/board/policy/1b03.html). Normandale sexual violence prevention information is available at [www.normandale.edu/current-students/sexual-violence](http://www.normandale.edu/current-students/sexual-violence) and includes an anonymous reporting form for any sexual violence or harassment concern.

Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 and 1991 (42 U.S.C. S2000e. Et. Seq.), the Minnesota Human Rights Law (363.03 subdivision 51), and Title IX of the Education Amendments (20 U.S.C. 1681 Et. Seq.) and is punishable under both federal and state laws.

## Discrimination and Harassment Complaint Procedures

The college policy provides for resolving complaints on the basis of bias-motivated offenses, discrimination and sexual harassment. Ideally, complaints are made directly to the person involved. If this is not feasible, or the person does not heed the complaint, the offended person is encouraged to report the incident(s) to the college compliance investigators or officers:

### Designated Discrimination/Sexual Harassment Officers/Investigators

#### Investigators:

- Charles Frame, Director of New Student Programs, C 1035, 952-358-9211
- Beena Cook, Tutoring Center Coordinator, C 2120, 952-358-9187
- George Klingenberg, Public Safety Officer, F 1250, 952-358-9180
- Michael Kirch, Dean of Business and Social Sciences, P 2826, 952-358-8064
- Vicky Schwab, Human Resources Director, L 2777, 952-358-8671

#### Officers:

- Vicky Schwab, Human Resources Director, L 2777, 952-358-8671
- Debbie Tillman, Director of the Office for Students with Disabilities, L 2700, 952-358-8623

### Title IX and ADA/Section 504 Coordinators:

#### Student Coordinator:

- Debbie Tillman, Director of the Office for Students with Disabilities, L 2700, 952-358-8623

#### Employee Coordinator:

- Vicky Schwab, Human Resources Director, L 2777, 952-358-8671

## Drug & Alcohol Free Policy

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A, Liquor Act, and 624.71. Liquors in Certain Buildings or Grounds, Normandale does not support the illegal use of drugs and of alcohol by its students.

Accordingly,

- No student shall use, manufacture, sell, give away, barter, deliver, exchange, distribute or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus, or while involved in a college activity, service, project, program or work situation.
- No student shall use or possess a controlled substance, except when the possession is for that person's own use and is authorized by law, 1) while on campus, or 2) while involved in a college activity, service, project, program or work situation.
- Except as allowed by Minnesota Statute 624.701, no student shall introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any alcohol beverage as defined in Minnesota Statute 340A.101.
- Student employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to inform the assigned college administrator of this fact within 5 calendar days of the conviction. The college will notify the federal government within 10 days after receiving notice of such an employee being convicted of a criminal drug statute violation occurring in the work place.
- No student shall be on campus while under the influence of alcohol or a controlled substance except as prescribed by a physician.

## Hazing Policy

Normandale Community College will not tolerate hazing toward any member of the college community on or off campus. Hazing is defined as an act which endangers the mental or physical health or safety of a person; subjects a person to public humiliation or ridicule; or destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a student group or organization. In all forms, hazing violates fundamental rights and the law. Hazing is cause for immediate disciplinary action, including but not limited to probation, suspension or expulsion through the Normandale Community College Code of Conduct procedures.

# Code of Conduct

## Preamble

As part of our educational mission, Normandale Community College established the Code of Conduct and student rights and responsibilities system. The Code and Student Rights and Responsibilities Board serve as the guide and system to develop students' understanding of their rights, responsibilities and expectations as members of the Normandale community.

The Student Rights and Responsibilities Board seeks to educate students about their community responsibilities, consequences for their decisions and civility through shared values of academic integrity, respect and fairness. Normandale Community College is committed to the establishment of a learning environment, which is reflected in this Code of Conduct.

## Article I: Definitions

1. **College** means Normandale Community College.
2. **Administrator** means that person designated by the college president to be responsible for the administration of the student Code of Conduct by serving as the Hearing Officer.
3. **Alleged student violator** means any student accused of violating the Code.
4. **Cheating** includes but is not limited to -
  - a. Use of any unauthorized assistance in taking quizzes, tests or examinations
  - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments
  - c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff
  - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
5. **College official** includes any person employed by the college performing assigned administrative or professional responsibilities.
6. **College premises** include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college, including adjacent streets and sidewalks. The Code applies at all locations rented by the college, including facilities as part of the Education for Global Learning program.
7. **Complainant** means any person who submits a complaint alleging that a student violated the Code. A student who believes that s/he has been a victim of another student's misconduct will have the same rights under this Code as are provided to the Complainant, even if another member of the college community submitted the complaint itself.
8. **Expulsion** means permanent denial of the privilege of enrollment at the college. Students expelled are not permitted to be on college premises at any time without written approval by the Administrator or designee.
9. **Faculty member** means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
10. **Hazing** means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization or sports team.
11. **Hearing Officer** means the person dedicated to preside over procedural matters under review by the Student Rights and Responsibilities Board.
12. **May** is used in the permissive sense.
13. **Member of the college community** includes any person who is a student, faculty member, college official or any other person employed by the college. A person's status in a particular situation shall be determined by the Dean of Students or designee.
14. **Organization** means any number of persons who have complied with the formal requirements for college registration as a Student Senate recognized club or Student Life funded group.
15. **Plagiarism** includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. **Policy** means the written regulations of the college and Minnesota State as found in, but not limited to -
  - a. The student Code of Conduct
  - b. The college and Minnesota State web pages
  - c. Board Policy and System procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus
  - d. Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources
  - e. College catalog.
17. **Preponderance of evidence** means a standard of responsibility that more likely than not the Code has been violated.
18. **Shall** is used in the imperative sense.
19. **Student** includes all persons who -
  - a. Are enrolled in one or more courses, either credit or non-credit, through the college
  - b. Withdraw, transfer or graduate, after an alleged violation of the student Conduct Code
  - c. Are not officially enrolled for a particular term but who have a continuing relationship with the college

- d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

- 20. **Student Rights and Responsibilities Board (SRRB)** means any person or persons authorized by the Dean of Students and appointed by the Normandale Student Senate to determine whether a student has violated the Code and to recommend sanctions that may be imposed or to consider an appeal as to whether a student has violated the Code or the sanctions imposed by the Hearing Officer.
- 21. **Summary Suspension** means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
- 22. **Suspension** means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions may be specified.

## Article II: Proscribed Conduct

- A. Jurisdiction of the student Code of Conduct.  
The College Code shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus in the following circumstances:
  - 1. Hazing is involved.
  - 2. The violation is committed while participating in a college sanctioned or sponsored activity;
  - 3. The victim is a member of the college community;
  - 4. The violation constitutes a felony under state or federal law; or
  - 5. The violation adversely affects the educational, research or service functions of the college. The administrator shall decide whether the Code shall be applied to conduct occurring off campus, on a case-by-case basis, at his/her sole discretion.

Allegations of discrimination, harassment and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/ Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.

- B. Conduct—Rules and Regulations.  
Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this Code may be subject to the discipline actions outlined in Article III:
  - 1. Acts of dishonesty, including but not limited to the following: a.) cheating, plagiarism or other forms of academic dishonesty; b.) furnishing false information to any college official, faculty member or office; c.) forgery, alteration or misuse of any college

- document, record or instrument of identification.
- 2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
- 3. Physical abuse, verbal abuse, threats, intimidation (which threatens or endangers the health or safety of a person), harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person.
- 4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
- 5. Hazing. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- 6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 7. Unauthorized possession, duplication or use of keys or other access modes to any college premises or unauthorized entry to or use of college premises.
- 8. Violation of any college or Board policy, rule or regulation published in hard copy or available electronically on the college or Minnesota State website.
- 9. Violation of any federal, state or local law.
- 10. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
- 11. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by college or Minnesota State regulations), or public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
- 12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- 14. Obstruction of the free flow of pedestrian or vehicular

traffic on college premises or at college sponsored or supervised functions.

15. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room or restroom.
16. Any violation of the college's Acceptable Use of Computers and Information Technology Resources Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
17. Abuse of the student conduct system, including but not limited to:
  - a. Failure to obey the notice from the Student Rights and Responsibilities Board or college official to appear for a meeting or hearing as part of the Student Conduct System;
  - b. Falsification, distortion, or misrepresentation of information before the Student Rights and Responsibilities Board;
  - c. Disruption or interference with the orderly conduct of Student Rights and Responsibilities Board proceedings;
  - d. Institution of a student Conduct Code proceeding in bad faith;
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
  - f. Attempting to influence the impartiality of a member of a Student Rights and Responsibilities Board prior to, and/or during the course of, the Student Rights and Responsibilities Board proceeding;
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Rights and Responsibilities Board prior to, during, and/or after a student Conduct Code proceeding;
  - h. Failure to comply with the sanction(s) imposed under the Code;
  - i. Influencing or attempting to influence another person to commit an abuse of the student Conduct Code system.

- B. Violation of Law and College Discipline  
College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Administrator.

Determinations made or sanctions imposed under this Code shall not be subject to change because criminal complaints arising out of the same facts giving rise to violation of college rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

### **Article III: Student Conduct Code Procedures**

- A. Investigation and Informal Process
  1. Any member of the college community may file a written complaint alleging that a student or a student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student organization, the Administrator shall conduct an investigation of the allegations.
  2. If the complaint seems unwarranted, the Administrator may discontinue proceedings.
  3. If there is sufficient evidence to support the complaint, the Administrator shall offer the alleged student violator an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the information available to support the complaint and provided with a copy of the Code of Conduct. During the meetings the Administrator shall review the complaint and the information with the student and allow the student to present an explanation against the complaint.
  4. Within a reasonable time period following the meeting, the Administrator shall inform the alleged student violator in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
  5. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction or may request a formal hearing. The

formal hearing should be held within a reasonable time. Other sanctions shall be accepted or may be appealed in accordance with the college's appeal procedures.

6. If the alleged student violator fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.
7. A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.
8. Appeals of any sanction to the SRRB may result in the imposition of new sanctions in accordance with the Student Code of Conduct.

#### B. Formal Hearing

9. The college president or designee determines the composition of the Student Rights and Responsibilities Board (SRRB). Students serving on the SRRB shall be appointed by the Student Senate. The SRRB hearings shall be conducted by a student panel according to the following guidelines:
  - a. SRRB hearings normally shall be conducted in private.
  - b. Students or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
  - c. Within a reasonable time prior to the hearing, the student must be informed in writing of: a) the complaint; b) the information to be presented against him/her; c) a list of witnesses; and d) the nature of their testimony.
  - d. In hearings involving more than one alleged student violator or organization, the administrator, in his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
  - e. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present at their own expense. The advocate may provide advice to the student but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.

- f. A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.

The hearing may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, alleged student violator and/or other witness during the hearing by providing for the presence of law enforcement and/or security, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the administrator to be appropriate.

#### C. Sanctions

10. The following sanctions may be imposed upon any student found to have violated the Code of Conduct:
  - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
  - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Discretionary Sanctions - Work assignments, essays, service to the college or other related discretionary assignments.
  - f. Suspension - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
  - g. Expulsion - Permanent denial of the privilege of enrollment at the college.

- h. Revocation of Admission and/or Degree - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- i. Withholding Degree - The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

11. The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above;
- b. Loss of selected rights and privileges for a specified period of time;
- c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

D. Summary Suspension

In certain circumstances, the Administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the Administrator, the alleged student violator's presence on the college campus would constitute a threat to the safety and well-being of members of the campus community.

To the greatest extent possible before implementing the summary suspension, the alleged student violator shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension.

However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days.

During the summary suspension, the student may not enter the campus without obtaining prior permission from the Administrator.

E. Appeals

12. A decision reached by the Student Rights and Responsibilities Board or a sanction imposed by the

Administrator may be appealed by the alleged student violator(s) or complainant(s) to the Vice President of Student Affairs or other designated administrator within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the administrator or his or her designee.

- 2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
  - a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Code was violated, and giving the alleged student violator a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the alleged student violator was based on substantial information—that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.
- 3. If an appeal is not upheld by the Vice President of Student Affairs or other administrator for this purpose, the Vice President of Student Affairs may take any appropriate action. If an appeal is upheld, the matter shall be considered final and binding upon all involved, except in cases involving sanctions of suspension for ten (10) days or longer, in which case students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

**Article IV: Academic Dishonesty**

- A. **Academic Misconduct Policy:** The academic reputation of Normandale Community College is held in esteem based upon the rigor and quality of the academic work completed by students at our institution. Faculty, staff and students play an important role in promoting and preserving academic integrity on campus. Faculty and staff should educate



students and discourage acts of plagiarism and other academic misconduct.

### **Article V: Interpretation and Revision**

- A. Any question of interpretation or application of the Code shall be referred to the Dean of Students or his or her designee for final determination.
- B. The Code shall be reviewed every five (5) years under the direction of the Dean of Students.

### **Chapter 14: Contested Case Hearing**

Students who are suspended for more than 10 days or who are expelled may request a contested case hearing before an Administrative Law Judge supplied by the Minnesota State Hearing Examiner's Office in St. Paul. The Administrative Law Judge will issue a recommendation to the college President, who will make a final decision. Students who are suspended for more than 10 days will be notified of this right in writing.

### **Tennessee Warning**

Normandale Community College may ask students to provide information that includes private information under state and federal law for admissions, financial aid, disciplinary investigations, academic status or for other college information gathering.

Students are not legally required to provide the information Normandale is requesting and they may refuse to provide some or all of the information requested. However, Normandale may not be able to complete some transactions on students' behalf if sufficient information is not provided.

With some exceptions, unless a student consents to further release of private information, access to this information will be limited to appropriate college officials.

However, federal and state law does authorize release of private information without a student's consent to:

- Other school officials, including Normandale faculty, who have legitimate educational interest in the information
- Other schools in which the student is enrolled or seeks or intends to enroll
- The federal Comptroller General or other federal, state or local education officials for purposes of program compliance, audit or evaluation
- As appropriate in connection with the student's application for or receipt of financial aid
- The juvenile justice system, if the student is a juvenile and the information is necessary, prior to adjudication, to determine the juvenile justice system's ability to serve the student
- An alleged victim of sexual assault, if a student is the alleged perpetrator of the assault and the release is of the result of a disciplinary proceeding against the student related to the alleged crime
- Student's parents, if the student's parents claim the student as a dependent student for tax purposes (Normandale has elected not to participate in this practice)
- A court, grand jury, or state or federal agency, if the information is sought with a subpoena
- An institution engaged in research for an educational institution or agency related to testing, student aid, or improved instruction
- An accrediting organization in connection with its accrediting functions
- Appropriate persons in connection with an emergency, if necessary to protect the student's health or safety or the health or safety of others
- If required by a court order, or permitted by other state or federal law.



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The Foundation supports student scholarships, college programs and capital needs.

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**Anderson, Robert**, *String bass*

**Eckberg, Marissa**, *Viola*

**Eliason, Margaret**, *Harp*

**Giering-DeHaan, Jane**, *Voice*

**Gilkey, Mary**, *Flute*

**Gronemann, Robert**, *Piano*

**Hess, Jeffrey**, *Voice*

**Kemperman, Will**, *Percussion*

**Kieffer, Mark**, *Organ*

**Klemp, Marilee**, *Oboe*

**Kruse, Kristi**, *Piano*

**Kurschner, James**, *Saxophone*

**Marshall, Richard**, *Viola*

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