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 media upon request.
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Academic Calendar

Summer Semester 2013
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 4-5
- Classes End/Term Ends: August 9

Fall Semester 2013
- 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, 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 2014
- Classes Begin: January 13
- Weekend Classes Begin: January 17
- Martin Luther King Jr. Day, No Classes: January 20
- Community Success Day, No Classes: February 11
- President’s Day, No Classes: February 17
- Spring Break: March 10-15
- Weekend Classes End: April 12
- Final Examinations: May 12-16
- Term Ends: May 16
- Commencement: TBD

Summer Semester 2014
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 2
- Independence Day, No Classes: July 4
- Classes End/Term Ends: August 7

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.
Greetings-

Welcome to Normandale Community College!

I am honored and pleased to be serving my sixth year as president of Normandale. At Normandale, you'll find academic and career-bound programs that, in my estimation, are second to none. We offer an exciting college environment that extends far beyond the classroom and lab.

Our team of over 600 faculty and staff are truly dedicated to Normandale's mission of ensuring you the highest quality educational experience possible. And as a student you'll receive an added dimension of support from qualified counselors and staff members who share in the fulfillment of this mission.

In addition, the variety of opportunities to be found in our student life activities and clubs, student government, recreational sports and other organizations provide a winning combination for lasting success that extends long after graduation.

You'll come to appreciate the close connections Normandale shares with our surrounding communities. Our award-winning Center for Service-Learning offers students many unique opportunities to get involved in community outreach. And the Normandale Community College Foundation, comprised of local business leaders, brings a variety of alternative financial resources to support the many student scholarships available to you, as well as programs such as the Academy for Math and Science.

We have recently expanded to fit the needs of our students going forward with $50 million worth of improvements to the campus over the last two years. This process began in August 2011 with the completion of the new Kopp Student Center and continued with the addition of the 725-stall parking ramp in August 2012 and the state of the art 76,000 square foot Academic Partnership Center in January 2013. These facilities will help us continue our vision of being a recognized leader in academic excellence, student support, and community and workforce development.

As increasing numbers of students choose Normandale, we are working to discover more exciting opportunities to grow and expand our reach to serve underserved and emerging communities. In addressing all these opportunities for growth and improvement, I want you to know that service to students remains our calling as we strive to create futures and change lives.

We invite you to navigate through the pages of our web site, and better yet, come visit our campus. Tour the facilities, ask questions, and discover what so many of our current students and alumni have come to realize: that Normandale is where you belong. We look forward to meeting you!

Dr. Joseph Opatz
President, Normandale Community
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 development 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 and administrators.
• 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. develop personal responsibility and life skills,
4. demonstrate social responsibility

Approved by Normandale Community College Faculty, April, 2010.

Accreditation
Normandale Community College is accredited by the North Central Association of Colleges and Schools, Higher Learning Commission, 230 North LaSalle Avenue, Suite 7-500, Chicago, IL 60602-2504; 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
• Accreditation Council for Education in Nutrition and Dietetics
• Accreditation Council for Business Schools and Programs
• Committee on Allied Health Education
• National Association of Schools of Art and Design
• National Association of Schools of Music
• National Association of Schools of Theatre
• National League for Nursing Accrediting Commission
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 or membership or activity in a local commission as defined by law.

Diversity enhances the campus environment for all students and employees. The College will continue to make every effort to provide a safe, respectful workplace, to promote diversity in staffing and programming and to enhance understanding of diversity through education and cultural diversity programs.

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

The College
Normandale Community College is located at 98th Street and France Avenue in Bloomington, Minnesota, on a 90-acre site 1.5 miles south of Interstate 494. More than 15,000 students attend classes at Normandale each year, making it the largest of Minnesota's community colleges. Established in 1968, the College offers a variety of programs and services to meet the needs of the wide range of students it attracts. The campus, accessible to persons with disabilities, features eight contemporary brick buildings that are conveniently connected around a central courtyard. The campus proudly features a beautiful two-acre Japanese Garden.

Academics
Normandale is a premiere comprehensive community college offering a curriculum that spans more than 60 liberal arts and sciences areas. Our degrees and programs lead to bachelor’s degrees at four-year colleges and universities and prepare students for professional and technical careers. Normandale is recognized by transfer colleges, universities and employers throughout the Midwest for providing excellent preparation for upper division academic study and the workplace.

The academic information on the following pages of this catalog provides guidance on degree programs, individual courses and academic policies and procedures. It is important for students to review this information carefully. We also encourage students to contact Normandale academic advisors and counselors, department chairs, College administration and student affairs professional staff whenever they have questions or concerns.

Faculty and Staff
Normandale faculty and staff are dedicated to teaching and service to students and the communities from which they come. Our experienced faculty are outstanding and have chosen to teach at Normandale because of their love of the classroom, the students and their academic discipline. The staff of Normandale focus on providing services and support to ensure student success and take great pride in facilitating student accomplishment.
# Information Directory

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<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>General Information</td>
<td>952-358-8200</td>
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<tr>
<td>Cancelled Classes</td>
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<td>Fax</td>
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<td>Advising and Counseling, Rm C 1032</td>
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<td><a href="mailto:ncal@normandale.edu">ncal@normandale.edu</a></td>
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<td>Disabilities, Office for Students, Rm L 2740</td>
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<td>Email</td>
<td><a href="mailto:osd@normandale.edu">osd@normandale.edu</a></td>
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<td>Fax</td>
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<td>Tutoring Center</td>
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Admissions

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 from the Normandale Office of Admissions indicating that the student has been accepted for admission to the College;
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.

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. Students may receive a deferred admission based on placement test results. 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.

Application Deadlines

Application deadlines have been established to assure 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.

2013-2014 Application Deadlines

<table>
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<tr>
<th>Term</th>
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<tr>
<td>Fall 2013</td>
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<tr>
<td>Spring 2014</td>
<td>Dec 30, 2013</td>
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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.
**Admission Procedures**

Individuals applying for admission to Normandale Community College must:

1. Apply online or download a printable application available on the Normandale website at www.normandale.edu/apply. Applications are also available by request from the Office of Admissions at 952-358-8201. Submit the written application by mail or in person to Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431-4399.


3. Submit high school transcripts or GED scores. 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 sections for further information). No documentation supporting placement test waivers will be accepted after an admissions decision has been sent to the student.

5. 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. At that time, students should arrange to take any required placement tests in reading, writing and mathematics as directed in their acceptance letter.

6. When course placement has been determined through the required testing, applicants will be notified of upcoming Advising and Registration dates. Applicants should immediately reserve space at the earliest available Advising and Registration date by making reservations as directed in their acceptance letter or at their placement testing session.

During the Advising and Registration program, new entering students will receive important information about their life as a student at Normandale Community College, advice on how to achieve academic success at the College and guidance in registering for their courses. Counselors and advisors are available during the Advising and Registration program to help students select an appropriate course schedule based on the student’s interests, abilities and goals.

**Admission Procedures for Transfer Students**

Individuals applying for admission to Normandale Community College as a transfer student must:

1. Apply online or download a printable application available on the Normandale website at www.normandale.edu/apply. Applications are also available by request from the Office of Admissions at 952-358-8201. Submit the written application by mail or in person to Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431-4399. Students wishing to enter Normandale and transfer credits from another regionally accredited college or university must indicate that they are a transfer student on the Application for Admission. They must also provide the names and addresses of all colleges and universities they previously attended.


3. Submit an official transcript from all colleges and universities that the student has previously attended to the address above. Exception: Due to a system-wide initiative to facilitate the transfer of students between MnSCU institutions, students who have completed coursework at another MnSCU institution are not usually required to submit MnSCU 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 the courses.

4. Submit official ACT, SAT, Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) or other examinations that may qualify the student for waivers from placement testing (see the Placement Test Waivers section for further information). No documentation supporting
placement test waivers will be accepted after an admissions decision has been sent to the student.

5. 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. At that time, students arrange to take any required placement tests in reading, writing and mathematics as directed in their acceptance letter. 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.

6. When course placement has been determined through the required testing, applicants will be notified of upcoming Advising and Registration dates. Applicants should immediately reserve space at the earliest available Advising and Registration date by making reservations as directed in their acceptance letter.

During the Advising and Registration program, new entering students will receive important information about their life as a student at Normandale Community College, advice on how to achieve academic success at the College and guidance in registering for their courses. Counselors and advisors are available during the Advising and Registration program to help students select an appropriate course schedule based on the student's interests, abilities and goals.

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**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 at www.normandale.edu/admissions by clicking on "International Student".

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. The application form is also available by request from the Office of Admissions at 952-358-8201. Submit the written application by mail or in person to Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431-4399.

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 US 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. 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.)

Students who intend to transfer credits from institutions outside the United States must request a credit assessment 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). Information about those credit assessment...
services is available at www.wes.org or www.ece.org.

5. 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 Michigan test with a minimum score of 75.

For information about taking the TOEFL, contact the Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151. 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. After that meeting, all international students must:
   • Arrange to take the required placement tests in reading, writing and mathematics.
   • When course placement has been determined through the required testing, attend an Advising and Registration session.

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 follow information provided in the Admission Procedures for Transfer Students section of this catalog.

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.

**Admission Procedures for PSEO Students**

Minnesota high school juniors and seniors may enroll at Normandale Community College through the Post-Secondary Enrollment Options (PSEO) program. Normandale Community College follows the PSEO admissions guidelines set forth by the Minnesota State Colleges and Universities System. Students are admitted based upon class rank or qualifying results from any nationally standardized, norm-referenced test such as PLAN, ACT, PSAT or SAT.

   • High school juniors must be in the upper one-third of their class or score at or above the 70th 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 50th percentile on any nationally standardized, norm-referenced test.
   • Alternative or home schooled students must submit records of academic achievement and ACT, SAT, PLAN or PSAT test scores, immunization records and the Normandale PSEO application form.

**Normandale PSEO Students:**

   • Are not eligible for courses numbered below 1000.
   • Are not eligible for courses with supplemental fees of $85 or more.
   • Are not eligible for study abroad.
   • Must complete all three placement tests (reading, writing and mathematics) to determine course eligibility.
   • 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.

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

1. Complete the Normandale PSEO application form. The PSEO application is available on the Normandale website at www.normandale.edu/admissions by clicking “PSEO Program” or by contacting the Normandale Office of Admissions at 952-358-8208. Written applications can be submitted by mail or in person
to Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431-4399. The PSEO application deadline for fall semester is July 1. The spring semester deadline is December 1.

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.

3. Complete and sign parts 1 and 2 of the Minnesota Department of Education Notice of Registration form and attach to the application. This form is available at www.normandale.edu/admissions by clicking on “PSEO Program” or by contacting the Normandale Office of Admissions at 952-358-8208.

4. Alternative/home schooled students must complete the Normandale PSEO application process and submit records of academic achievement; ACT, SAT, PSAT, or PLAN scores; and immunization records.

5. Students who have previous college coursework must submit an official transcript from all colleges and universities that they have previously attended. Official transcripts should be sent to Normandale at the address above.

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). No documentation supporting placement test waivers will be accepted after an admissions decision has been sent to the student.

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.

When course placement has been determined through the required testing, applicants will be notified of a PSEO Advising and Registration program date. (If an applicant does not place at the college level in reading, the applicant is ineligible to register for courses through the PSEO program.) During the PSEO Advising and Registration program, new entering students will receive important information about their life as a student at Normandale Community College, advice on how to achieve academic success at the College and guidance in registering for their courses.

Counselors and advisors are available during the Advising and Registration program to help students select an appropriate course schedule based on the student’s interests, abilities and goals.

Developmental courses may not be taken under the PSEO program due to policies established in law by the State of Minnesota. In accordance with Minnesota State law, PSEO benefits are not available for enrollment during summer terms.

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, pay the $20 application fee and meet all the specific admission requirements for general enrollment.

**Admission Procedures for the PSEO Career and Technical Education Program**

Minnesota High school students (10th, 11th and 12th grade) may enroll in a career or technical education course at Normandale. Normandale Community College follows the PSEO-Career and Technical Education (PSEO-CTE) admissions guidelines set forth by the Minnesota State Colleges and Universities System.

- Students must be enrolled in a district.
- Students must have attained a passing score on the 8th Grade Minnesota Comprehensive Assessment in reading.
- Students must meet other course prerequisites or course enrollment standards established by the College. These standards include but are not limited to assessment test scores, program admission or other requirements.
- Students 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.

Individuals applying for admission to Normandale Community College under the PSEO-CTE program must:
1. Complete the Normandale PSEO-CTE application form. The PSEO-CTE application is available on the Normandale website at www.normandale.edu/admissions by clicking on "PSEO Students" and then "PSEO Career & Technical" or by contacting the Normandale Office of Admissions at 952-358-8208. Written applications can be submitted by mail or in person to Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431-4399. The PSEO-CTE application deadline for fall semester is July 1. The spring semester deadline is December 1.

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.

3. Submit evidence of a passing score on the MCA 8th grade assessment, if not on the high school transcript.

4. Complete and sign parts 1 and 2 of the Minnesota Department of Education Notice of Registration form and attach to the application. This form is available on the Normandale website at www.normandale.edu/admissions and by clicking on "PSEO Program" and then "PSEO Career and Technical" or by contacting the Normandale Office of Admissions at 952-358-8208. Within five business days of the date 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.

To register, eligible applicants must schedule and attend a PSEO-CTE meeting, accompanied by a parent or guardian. The meeting can be scheduled by calling the Normandale Office of Admissions at 952-358-8208.

Qualified students are accepted to the PSEO-CTE program only and are not admitted general enrollment students at Normandale Community College. A student who first enrolls under this provision and wishes to enroll in general education courses as an 11th or 12th grade student must meet same the eligibility standards (class rank) required for 11th and 12th graders applying for participation in the PSEO program.

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**Admission Procedures for 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; 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 the Summer High School Enrollment program.

- **High school juniors** must be in the upper one-third of their class, or score at or above 70th 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 50th percentile on any nationally standardized, norm-referenced test.

Individuals interested in applying for the Summer High School Enrollment Program should download the application form from www.normandale.edu/admissions by clicking on "Summer High School Enrollment" or contact the Normandale Admissions Office at 952-358-8208 and request the general application form. They must complete and return the general application form along with the $20 application fee, an official high school transcript reflecting class rank and a letter from a parent or guardian that consents to their child/dependent's admission to the program and indicates they accept responsibility for tuition, fees and textbooks. Official ACT, SAT, PLAN or PSAT scores are required if class rank is not available. The application deadline for the Summer High School Enrollment Program is May 15.

Summer High School Enrollment applicants must verify their readiness for college-level courses through test scores or Normandale placement testing. Individuals interested in possible waivers from placement testing must submit ACT, SAT, Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), or other scores to the Office of Admissions at the time
they apply for admission. (See the Placement Test Waivers section for further information.) 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 in this program must notify the Office of Admissions to update their status and submit a Minnesota Department of Education Notice of Registration form.

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

**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.

**Transcripts from Other MnSCU Institutions**

Due to a system-wide initiative to facilitate the transfer of students between MnSCU institutions, students who have completed coursework at another MnSCU institution are not usually required to submit MnSCU transcripts at the time of admission. Students with coursework in progress at the time of admission or who complete courses at another MnSCU institution after admission must contact the Normandale Admissions Office to have those courses transferred to Normandale upon completion of the courses.

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**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. The schedule of Health Science information sessions and application deadlines is available at 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.

**ACT and SAT Test Scores**

Although not required for admission, students may submit ACT or SAT test results for possible waivers from placement testing. Reading and writing subject area scores are valid if taken within three calendar years, inclusive of the current year, and mathematics scores are valid for two calendar years, inclusive of the current calendar year. An ACT sub score of 18 or above in English, 21 or higher in reading, and a sub score of 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 550 or higher in reading, English or 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. Placement testing requirements for transfer students are listed under the Transfer Students from Accredited Colleges or Universities section of this catalog.
Assessment and Course Readiness

As active learners, Normandale students are responsible for their learning as well as meeting or exceeding the academic standards established by the College’s faculty. Normandale uses various assessment activities to provide students with the feedback they need to routinely and accurately monitor progress toward their academic goals. Normandale also uses assessment activities as a vehicle for improving the College’s learning programs. Assessment helps Normandale identify where and how its programs are succeeding and where changes need to be made.

Placement Testing and the MnSCU Assessment Policy

Normandale Community College follows the guidelines of assessment for course placement set forth by the Minnesota State Colleges and Universities (MnSCU) 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 whose placement test results are at the Adult Basic Education (ABE) level in either reading or writing will receive a deferred admission to the College. Deferred admission means that a student may not enroll in courses at Normandale until the student demonstrates college readiness in both reading and writing. Demonstrated readiness in reading and writing is achieved by retaking the placement tests and scoring above the ABE level. Community resources may be available to assist the student in improving these skills.

Students are also assessed in their classes by faculty who use the results to guide instruction. In addition, students will participate in assessment by providing evidence of their learning. As a part of these assessment activities, students will be asked to complete a number of surveys which, in part, ask about our programs and services. Student responses help the College identify areas that need improvement. Our surveys also ask about changes in students’ attitudes, opinions, plans and self-perceptions. Students may also have the opportunity to participate in a focus group or structured interview to help us determine how their experiences at Normandale are affecting them.

Preparation for Placement Testing

Several resources are available to assist students in preparing for Normandale placement testing:
1. Visit the College Board website at: www.collegeboard.com/student/testing/accuplacer/index.html and click on “Sample Questions” on the left side of the page.
2. Other helpful websites include:
   www.studyguidezone.com
   www.testprepreview.com
3. Websites for mathematics review include:
   www.algebasics.com
   www.math.com

Note: Research suggests that students who have not recently completed a mathematics course may not perform well on the math placement test. Therefore, students who have not recently taken a mathematics course are strongly encouraged to complete math review materials or courses before they take the placement test.

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 requirements.

Transfer students who have taken college-level coursework at a regionally accredited college or university may have already satisfied some or all placement test requirements. To obtain a placement test waiver, students must submit official college transcripts of their college-level coursework with their application to the college. See the section entitled "Transfer Students from Accredited Colleges and Universities" for complete information.

Students interested in possible placement test waivers must submit ACT, SAT, Advanced Placement (AP), CLEP, COMPASS or ACCUPLACER (CPT) results
to the Office of Admissions at the time they apply for admission. Reading and writing placement scores and subject area scores are valid if taken within three calendar years, inclusive of the current year, and mathematics scores are valid for two calendar years, inclusive of the current calendar year. An ACT sub score of 18 or higher in English, 21 in reading, and a sub score of 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 550 or higher in reading, writing or mathematics exempts a student from placement testing in that academic skill area and places the student in the introductory college-level course offered in that academic subject.

Retaking the Placement Tests
Students who are dissatisfied with any of their placement test scores may retest in each section once in every 12 month period, regardless of where the test was administered (including other MnSCU colleges or universities). There is a fee of $10 for retaking each section of the test. If students are dissatisfied with their retest scores, they may appeal their placement level by completing a Placement Testing Appeal form, which is available from the Office of Admissions. The student must provide appropriate documentation to support the appeal. The student will be contacted by faculty from the appropriate discipline to schedule an appointment, if necessary. The designated faculty will determine final course placement.

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.

Transfer Students from Accredited Colleges or Universities
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 levels 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 with Disabilities
Placement testing accommodations for individuals with disabilities are available with advance notice. Call the Office for Students with Disabilities (L 2700 and L 2740) at 952-358-8625, or email osd@normandale.edu to make arrangements.
Advising and Registration for New Students

Normandale Community College’s Advising and Registration program provides an opportunity for new entering students to become better acquainted with the Normandale campus, its policies, activities, student life, academic success programs and counseling services. In addition, students meet with counselors and advisors during the Advising and Registration program to plan their educational program and register for classes. These sessions are held prior to the beginning of fall and spring semesters. Online orientation and on-campus Advising and Registration are required of all incoming students, as they prepare students for a successful start to their Normandale education. Students must complete all three placement test sections prior to attending Advising and Registration.

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 also 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 form from www.normandale.edu/records or obtain one in person from the Records Office. Students who fail to submit their immunization information may be denied registration.
Student Expenses

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

Business Office
Website: www.normandale.edu/Fiscal-Services
Telephone: 952-358-8242
Fax: 952-358-8235

Tuition and Fees
Tuition and fees are charged on a per-credit basis. Standard fees include the technology fee, parking fee, Student Life/Activity fee, MSCSA (statewide student association) fee, and Student Union Facility fee. For more information, consult the semester Registration Guide or visit the Business Office website at www.normandale.edu/Fiscal-Services.

Application Fee
In compliance with Minnesota State College and University 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
A list of additional fees can be found on the Business Office website.

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.

PSEO students are not eligible for classes that assess additional fees of $85 or more.

Textbooks and Supplies
Textbooks and supplies are available at the Textbook Depot and will cost approximately $600-$800 per semester for full-time students.

The Normandale Community College Store provides a 24/7 shopping service on its website at http://bookstore.normandale.edu/. Students may pay with financial aid, agency accounts, payment plans, and major credit cards.

Textbooks and Financial Aid
Financial aid recipients will be notified via their my.normandale.edu email account when book charging eligibility has been established. This notification will indicate the amount (up to $600) for which the student may use toward books. Students who need more than $600 for their textbooks can complete a form, available in the Book Charging section of www.normandale.edu/financialaid.

Students may set up payment plans through the Business Office by visiting www.normandale.edu/Fiscal-Services and clicking on "Payment Plan."

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 Business Office website at www.normandale.edu/Fiscal-Services. 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 Business Office prior to the payment deadline. Payment by MasterCard, Visa or Discover is available. Credit card information can be faxed to the Business 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. A payment plan and online payment options are also available from the Business Office website.

Refunds will be allowed according to the refund policy. If a schedule change increases the total credits for which a student is enrolled, as in canceling a three-credit course and adding a four-credit course, 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 four-credit course and adding a three-credit course, a refund will be issued if the class is dropped during the drop period.

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.

Drop for Non-Payment

Students are responsible for adhering to the payment deadlines established for each term. Classes may be dropped if payment is not received or payment arrangements have not been made by the deadline. However, because several factors 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.

Viewing or Paying Your Account Balance Online

Tuition payment deadlines are published in the semester course schedule and on the Business Office website at www.normandale.edu/Fiscal-Services. Invoices are not mailed to students. Students are required to obtain their account balance from the MnSCU web portal (eServices) link, located on the Business Office website. Login requires the student’s eight-digit Student ID number and password. Account information is found under the “Bills and Payment” link on the left side of the screen. Account balances for other MnSCU colleges will appear if the student’s Social Security number is on file at both Normandale and the other MnSCU institution(s) in which the student has enrolled.

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 Business Office’s website provides information about collection efforts that may be imposed on individuals with past due balances.

Refunds/Overages

Students are encouraged to take advantage of receiving their tuition refunds, financial aid overages, and student payroll as Direct Deposit versus a paper warrant.

The benefits of direct deposit are
• It's faster — funds are available in your bank before any checks are issued.
• It's easier — you don't have to make a trip to the bank to cash the check.
• It's safer — direct deposits rarely get lost in processing.
• It's free — no fees are charged to participate.

More information is available on the Business Office website at www.normandale.edu/Fiscal-Services and select "Direct Deposit for Refunds."

Tax Credit Information

Toward the end of January, the System Office 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. When tax statements are available, students will receive an email at their 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 menu. Students can reprint their forms at any time.

The System Office may opt to 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 MnSCU institution. The System Office 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. This balance may include future term charges, book charges or repayment of financial aid.

All 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. The direct deposit application form is available at www.normandale.edu/Fiscal-Services.

If a student’s course schedule is reduced for the College’s convenience or if the collection was made in error, tuition and fees will be adjusted without penalty.

Fall and Spring Semesters

Through the first five 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 fifth 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).

<table>
<thead>
<tr>
<th>Withdrawal from all classes only</th>
<th>Refund Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th - 10th day of the term (letter grade of W)</td>
<td>75%</td>
</tr>
<tr>
<td>11th - 15th day of the term (letter grade of W)</td>
<td>50%</td>
</tr>
<tr>
<td>16th - 20th day of the term (letter grade of W)</td>
<td>25%</td>
</tr>
</tbody>
</table>

Summer Semester

The summer semester begins in late May or early June and ends 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 five days of the summer semester (which begins in late May/early June) 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 sixth and tenth 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.

The student must contact the Business Office to initiate the refund process if withdrawing after the fifth day. 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.
Refunds and the “Return of Title IV 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 fund rules for any federal aid not earned and the Minnesota Office of Higher Education refund calculation for Minnesota State grant, scholarship or loan aid. Examples of both calculations are available from the Business Office at the student’s request. The student 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 who wish to completely withdraw from a term must do so according to Normandale’s withdrawal policies. Financial aid recipients are responsible for understanding the impact of such action on their student account and MUST contact the Business Office at 952-358-8227 after withdrawing.

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.

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, and Federal SEOG. 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.

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 online at www.normandale.edu/records.

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 section entitled Refunds and the Return of Title IV Funds or visit the Office of Financial Aid and Scholarships.
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 MnSCU 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.

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.

1. Active Duty Military. U.S. military personnel serving on active duty assignment in Minnesota, veterans, and their spouses and dependent children.

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 institution, 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 Minnesota State College or University.

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.

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.

**Reciprocity Agreements**

**Wisconsin, North Dakota and South Dakota**

Any student who is a legal resident of Wisconsin, North Dakota or South Dakota 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 online or downloadable reciprocity applications at www.getreadyforcollege.org. Click “Online Applications”, then on “Tuition Reciprocity”. Additional links on the left menu of the screen provide application instructions and information about each state’s reciprocity agreements. Alternatively, students may contact their home state’s higher education board for reciprocity information.
**Wisconsin**

Information and reciprocity applications for Wisconsin residents planning to attend a Minnesota college or university are available on the Wisconsin Higher Education Aids Board website at www.heab.state.wi.us/mnwiapp.html or by request from:

Wisconsin Higher Education Aids Board  
Reciprocity Program  
P.O. Box 7885  
Madison, WI 53707-7885  
Tel: 608-267-2209  
Email: HEABmail@wisconsin.gov

The Wisconsin Higher Education Aids Board approves the student's reciprocity status and automatically renews it for subsequent years, provided the student was enrolled during the previous academic year.

**North Dakota**

Reciprocity information and applications for North Dakota residents planning to attend a Minnesota college or university are available at www.ndus.edu. Under "Choose your Path" click "Students" and then click "Student Exchange/Reciprocity Programs". Or contact:

North Dakota University System  
Reciprocity  
State Capitol Building, 10th Floor  
600 E. Boulevard Ave, Dept 215  
Bismarck, North Dakota 58505-0230  
Tel: 701-328-4113  
Email: ndus.office@ndus.edu

Once approved, the student's reciprocity status will automatically be renewed each year, provided the student earned credits during the previous academic year.

**South Dakota**

Eligible residents of South Dakota must contact the Normandale Admissions Office to receive reciprocity status. Information is available on the South Dakota Board of Regents website at www.sdbor.edu. Under "Administrative Offices", select "Policy & Planning" and then click on South Dakota/Minnesota Reciprocity. Information is also available from:

South Dakota Board of Regents  
Reciprocity Program  
Administration Bldg 318  
Box 2201  
Brookings, South Dakota 57007-1198  
Tel: 605-688-4497  
Email: Joella.Anderson@sdstate.edu

**Manitoba**

Legal residents of Manitoba are eligible to pay Minnesota resident tuition and fees if they attend any public college or university in Minnesota. Manitoba residents must indicate “Manitoba reciprocity” on their application to Normandale to take advantage of the resident tuition rate.

**Midwest Student Exchange Program**

The Midwest Student Exchange Program (MSEP) is an interstate initiative established by the Midwestern Higher Education Commission to increase interstate educational opportunities for students in its member’s states. This tuition discount program includes the eight participating states of Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota and Wisconsin. Participating students will pay reduced tuition (the rate is available from the Business Office).

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 Midwestern Higher Education Compact website at www.mhec.org.
Website: www.normandale.edu/financialaid  
Email: 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

To apply for all types of federal, state and institutional funds at Normandale Community College a student must:

1. Apply for a Federal PIN at www.pin.ed.gov. Parents should apply for a PIN, also. The PIN serves as an electronic signature.

2. Complete the FAFSA on the Web Pre-Application Worksheet, available from the Normandale Office of Financial Aid and Scholarships or on the web at www.fafsa.gov. This will assist in collecting the necessary information.


4. By listing Normandale’s school code 007954 on the web application, the student is applying for all federal and state aid programs at Normandale.

5. 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.

6. The deadline to apply for the Minnesota State Grant program is 30 days after the start of the term.

In order to be assured full consideration for aid from all programs a student may be eligible for, the student’s file, including all support documents, must be complete in the Financial Aid and Scholarship Office by the priority deadline of April 1, 2013. Applications submitted after April 1, 2013 will be considered as funds are available.

A complete financial aid file will generally include the following:

- Institutional Student Information Report (ISIR). This is the result of a student’s FAFSA.
- 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 2012 IRS tax transcript, spouse’s tax transcript (if applicable) and parents’ (if applicable) 2012 IRS tax transcripts. For non-tax filers, W-2s from all jobs worked 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)
• Post-Secondary Child Care Grant
• Institutional Scholarships
• Private Scholarships
• ALLISS Grant (based on availability of funds)

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

Loans
• Federal Direct Subsidized Loan
• Federal Direct Unsubsidized Loan
• Minnesota Self Loan
• Federal Direct PLUS Loan (for parents)

Financial Aid and Transfer Students

If a student completes a 2013-2014 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 www.fafsa.gov, click on Start, Login, 2013-2014, and then on “Add or Delete a School Code”. Add Normandale, Code 007954. 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/Fee 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 Business Office or have signed up for the Nelnet payment plan with the Business Office.

The Business Office will defer a student’s tuition and fees if they have submitted their Free Application for Federal Student Aid (FAFSA) AND Normandale has received the results of the FAFSA from the Central Processing System by the published deadline.

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.

Students who have a consortium agreement and are receiving aid at another college or have had their financial aid canceled because of unsatisfactory academic progress will NOT be deferred and 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.

For summer term, the Business Office will only defer tuition and fees for students who have received a Summer Award Letter and are going to receive aid at their registered credit level (if the student is receiving loans, the loans must be certified).
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 five weeks for the processing of financial aid.
• Students may be able to charge books in the Bookstore prior to the start of each term if aid exceeds charges. Check the 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 Business 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 2014 is based on the 2013-2014 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.

Scholarships are available for new, current and returning students. Visit the Financial Aid and Scholarship website at www.normandale.edu/financialaid and click on “Scholarship Opportunities” for application and deadline information.

External Scholarships
Information about scholarships that are available from sources other than Normandale can be found on the Normandale Financial Aid and scholarship website at www.normandale.edu/financialaid or at FASTWEB, an online scholarship search engine, at 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 www.normandale.edu/studentemail. 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 email account.
• Students have the responsibility to apply for and maintain their Federal PIN.
• 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. 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 at www.normandale.edu/financialaid, 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 Satisfactory Academic Progress Policy in the Academic Policies and Procedures section of this catalog.
Advising and Counseling
Professional, qualified and experienced counselors and advisors are available to assist students with academic concerns, either on a walk-in basis in the Mahendra Nath Career and Academic Planning Center or by appointment. Counselors are also available to meet with students regarding personal concerns.

For information about counselor and advisor availability or to schedule an appointment, call 952-358-8261, or visit the Advising and Counseling website at www.normandale.edu/counseling and click on “Service Hours”.

Academic Advising
Counselors and advisors are available to help students achieve their educational goals.

Academic planning services include:
• Academic advising
• Transfer information
• Assistance with decision-making and exploring and selecting academic majors
• Placement test interpretation
• Transcript evaluation
• Educational planning for two-year career programs
• Mahendra Nath Career and Academic Planning Center resources

Visit www.normandale.edu/counseling and click on “Academic Counseling” to find:

Transfer Guides for:
  Private colleges and universities
  The University of Wisconsin System

Transfer information for Minnesota State Colleges and Universities and the University of Minnesota can be found at www.uselectmn.org.

Course Equivalency tables for:
  Private colleges and universities
  Out-of-state colleges and universities
  Credit for prior learning

Course equivalencies for Minnesota State Colleges and Universities and the University of Minnesota can be found at www.uselectmn.org.

Personal Counseling
Sometimes it is important to discuss personal issues privately with a counselor. 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.

Personal counseling services include:
• Confidential individual appointments
• Crisis intervention
• Mental health screening and fair
• Workshops and seminars (i.e., time management, goal setting, etc.)
• Referrals to outside agencies

Visit www.normandale.edu/counseling and click on “Personal Counseling” to find links to:
• 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:
• Career exploration courses
• Computer resources
• Strong Interest Inventory
• Myers-Briggs Type Indicator
• Career workshops
• Individual career counseling
• Mahendra Nath Career and Academic Planning Center resources

Visit www.normandale.edu/counseling and click on “Career Counseling” to find links to:
• 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
**Peer Mentor Program**
A peer mentor is a Normandale student who assists another student on a one-to-one, confidential basis. Peer mentors work with a variety of students such as new students, adult returning students, English as a Second Language (ESL) students and students experiencing academic difficulty. Students interested in becoming a peer mentor should contact the Advising and Counseling Department at 952-358-8261. Students who wish to request a peer mentor should obtain an application form from the Advising and Counseling receptionist.

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**Mahendra Nath Career and Academic Planning Center**
Website: www.normandale.edu/capc
Telephone: 952-358-8638

The Mahendra Nath Career and Academic Planning Center provides services to students and the community in two major areas: career information and academic resources. Our mission is to provide high quality assistance within a friendly and supportive environment.

**Career Exploration Resources**
- Strong Interest Inventory
- Myers-Briggs Type Indicator
- A current, extensive collection of books, DVDs and interactive computer programs
- Minnesota-specific and national information on salaries, job outlook and educational requirements for specific careers

**Career Assessment and Information Programs**
Computerized career assessment and information programs:
- GPS (Goals + Planning = Success)
- Minnesota Career Information System (MCIS)
- ISEEK
- Discover Program
- O*NET

**Academic Planning Resources**
- Fact Sheets on Normandale programs and degrees with emphasis
- Transfer guides and catalogs from other Minnesota colleges
- CollegeSource Online, a virtual database with more than 57,000 national and international catalogs. This database provides search criteria for majors, location, size and cost of school
- Resources to assist in choosing a major; information about adult learning programs; national college guidebooks; scholarship information; study abroad information

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**College Success Program**
The College Success Program is a unique program to help create an academic foundation so that students can be successful at Normandale. It also provides students with an opportunity to form connections with peers, instructors, and other members of the college staff.

Students automatically participate in the College Success Program when their placement test results include READ 0860 and ENGC 0800 or ENGC 0900.

Students will exit the College Success Program when they have successfully completed READ 0860 and NCC 1000. Contact Jim Sutton at 952-358-9092 for more information or questions.

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**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 and in the Office of Student Affairs.
Office for Students with Disabilities

Students with documented disabilities may be eligible to receive reasonable accommodations through the Office for Students with Disabilities. Disabilities accommodated include but are not limited to learning disabilities, vision and hearing losses, physical and psychological disabilities, traumatic brain injuries, Aspergers/autism and attention deficit disorders. Accommodations are determined on a case-by-case basis and may include alternative testing, note taking/lecture notes, interpreters, assistive listening devices, assistive technology, audio books and other reasonable accommodations. In order to register for the program, students must meet with the Director, Debbie Tillman, and make an appointment for an intake/interview by calling 952-358-8623 or 8625 or by emailing osd@normandale.edu. Early application is essential for timely implementation of accommodations.

Email Account

Normandale Community College utilizes many forms of communication for official College business such as the U.S. Postal Service, telephone, email and the Internet. Official College business includes all actions of the College, including but not limited to providing general information, course information, disciplinary notice and performing other administrative functions of the college.

E-mail is the primary means by which the college communicates with students. Important notices and information about registration, waitlisting, tuition payments, financial aid, academic progress and so much more is sent to this address. Access your my.normandale.edu account today. It's easy and free! Instructions are available at www.normandale.edu/studentcomputing by clicking "Email" under Account Assistance, or in the Computer Center (C3022).

Emergency Notification

The Public Safety Department, located in F 1250 or at 952-358-8280, is responsible for notifying students in case of a family emergency. In case of on-campus emergency, dial 555 from any campus phone.

Illness or Accidents

Normandale does not provide medical treatment services. Students who need medical assistance should consult their family physician or clinic.

Normandale Public Safety Officers are certified First Responders and respond to medical emergencies on campus. In the event of a medical emergency, dial 555 from any campus phone.

Campus accidents or injuries of any nature should be reported to the Director of Public Safety in F1250 or at 952-358-8280.

Job Placement

Students seeking assistance with employment both during their enrollment at Normandale and after graduation are invited to utilize our online student employment program at www.normandale.edu/studentjobs. All available on and off campus positions can be viewed, searched and applied for on this site. The Job Placement Office, located in the Career and Academic Planning Center, can assist individuals with résumé writing and career exploration.

Library

Website: 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 DVDs, streaming videos, CDs, books, slides, magazines, online databases, eBooks, Internet sites, and maps. In addition, faculty frequently place course materials on reserve for check-out at the circulation desk.

Students may check out books from the general collection for 21 days, back issues of magazines for two days and some audiovisual materials overnight. Some materials are available for use only in the
Library. Students need to use the barcode on the back of their Normandale ID (NCC Card) in order to gain off-campus access to Library databases.

At Normandale, all materials are cataloged utilizing the Library of Congress Classification System. The MnPALS system, an automated online catalog, is used to search for materials. Collections from other libraries can also be searched. The Library's Combined Search allows a single, simultaneous search of all Normandale Library materials and online resources. The Library staff can assist in operating the computers, and librarians can assist with in-depth searches. Instruction is also offered individually and through classes.

Print materials not owned by Normandale may be requested at no charge from other libraries through interlibrary loan. Copies of materials can be made at a cost of $.05 per page on the photocopy machines or the microfilm reader printer. Printouts from Library computers cost $.05 per page.

Audiovisual equipment and computers are available for student use in the Library. Electrical outlets for laptop computers and a wireless connection to the Internet are provided throughout the library. Quiet study areas and group study rooms are also available.

**Multicultural Center**

The Multicultural Center supports under-represented students and overall student learning and success. The Center celebrates the contributions of students from a variety of multicultural backgrounds by focusing on student engagement, mentoring, and peer support. The Multicultural Center recognizes that diversity goes beyond race and nationality and accepts that everyone has something valid to contribute.

The Multicultural Center supports and sponsors cultural programming that enriches students' experiences and encourages cross-cultural dialogue and education throughout the Normandale community.

The Center is located on the second floor of the Kopp Student Center and can be reached at 952-358-8436 or by email at multicultural_services@normandale.edu.

**Textbook Depot**

The Textbook Depot, located in the lower level of the new Kopp Student Center, offers all materials required for class including course books and supplies. Upon request, the store will special order books.

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 class schedule and photo ID. Payment options include financial aid, payment plan, agency accounts, check, cash, Visa, MasterCard and Discover.

Students who are buying their textbooks online can pick up their books in the new Textbook Depot area or have them shipped via UPS for a delivery fee. Students will receive a confirmation email (usually within two business days of their order) when their web order is ready. Students must present their confirmation email and a photo ID to obtain their books.

**PSEO Textbook and Materials Return Policy**

According to MN Statutes section 124D.09 Subd. 20, “All textbooks and equipment provided to a pupil and paid for under subdivision 13, are the property of the pupil’s postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended.”

Therefore, all PSEO textbooks and materials must be returned to the Normandale Bookstore where originally obtained within four weeks (30 calendar days) after the end of the semester in which the books were used (finals week counts as part of the 30-day return period).

If a PSEO student fails to return textbooks and materials to the Bookstore within 30 calendar days after classes end, a hold will be placed on the student’s record. The student will not be able to purchase any additional books and materials for the following semester until a fee equal to 100% of the
original purchase price is paid in full at the Business Office.

The Bookstore cannot accept textbooks and materials for return after the semester deadline.

Students who wish to participate in the PSEO program for subsequent semesters must complete and submit the “Post Secondary Enrollment Options Program Notice of Student Enrollment” Form (Form ED-01763-11) to the Business Office each semester.

TRiO Programs

The Federal TRiO Programs (TRiO) are outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. Funded by grants from the U.S. Department of Education, these programs provide advising, academic instruction, career exploration and other support services in order to assist students in achieving their educational goals and obtaining a college degree.

Nationally, TRiO includes eight different programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs.

Normandale offers assistance through two pre-college TRiO programs: Upward Bound and Educational Talent Search.

Upward Bound

Normandale's Upward Bound program recruits and serves 66 eligible low-income and/or first-generation students who plan on continuing their education beyond high school. We serve students from four area high schools including Richfield, Shakopee, Southwest, and Washburn. Upward Bound provides tutoring, advising, and mentoring as well as opportunities for career exploration, college tours, financial aid application assistance, test preparation, and cultural activities. For more information about Normandale's Upward Bound program, please call 952-358-8137 or visit www.normandale.edu/upwardbound.

Current partner schools include the following:
Richfield High School, Richfield
Shakopee High School, Shakopee
Southwest High School, Minneapolis
Washburn High School, Minneapolis

Educational Talent Search

Educational Talent Search annually assists 600 middle and high school students (grades 6-12) enrolled at designated partner schools as they explore and plan post-secondary education options. Specific program eligibility requirements apply and priority is given to students from families that meet program income guidelines and in which neither parent has a four-year college degree.

Program services include group workshops, individual advising, mentoring, academic advising, test preparation, career exploration, college planning (tours, application, scholarship, and financial aid assistance), life skills development, and cultural events and field trips.

Current partner schools include the following:
Richfield Middle School, Richfield
Valley View Middle School, Bloomington
Kennedy High School, Bloomington
Richfield Middle School, Richfield

For more information about TRiO Educational Talent Search, call 952-358-9006 or visit www.normandale.edu/ets.

Tutoring Center

The new Tutoring Center, located in C 2120, has integrated tutoring services into a centralized location. Available resources include tutoring, writing assistance, tutoring group sessions for specific classes, and study information. For more information about the services of the Tutoring Center, contact Alex Seydow at 952-358-8450 or at alex.seydow@normandale.edu.

Tutoring: The Tutoring Center offers all Normandale students free, walk-in tutoring provided by faculty, staff and peers in core academic courses including mathematics, writing, science, logic, reading and EAP. Tutoring schedules are posted at www.normandale.edu/tutor-schedule and in the Center.

Online Tutoring: Normandale students are eligible to receive up to 300 minutes per year in online tutoring through Smarthinking. This service provides tutoring support in mathematics, writing, science, accounting, world languages and more. Tutoring is available 24/7 and includes online interaction with tutors, an online writing lab and the ability to submit questions and receive responses from a tutor. The Smarthinking link can be accessed through Desire2Learn (D2L).
Supplemental Instruction (SI): SI review sessions are offered in certain historically difficult Normandale courses by trained tutors who attend the course. The review sessions are regularly scheduled, out of class, voluntary, and are open to all enrolled students in the course. Specific session information is available 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.

Child Care Center
The Learning Tree Development Center welcomes infants and children aged six weeks to 12 years. Learning Tree provides learning programs that encourage independence and growth. Our staff is dedicated to the physical, social, emotional and intellectual needs of the child. Learning Tree is authorized by all counties in the Twin Cities and surrounding areas to provide subsidized child care. Rates are reasonable, and the Center is open 7:30 am to 4:00 pm Monday through Friday when class is in session. Extended hours are available upon request and with approval from the Center director. For more information, call 952-358-8613.
Kopp Student Center

The Kopp Student Center (KSC) features student gathering spaces, a beautiful fireplace, seven public conference rooms, a multi-purpose event space, a bookstore, a tiered performance area, multiple televisions, restaurant-style dining, and a coffee/tea house with extraordinary views. The Student Senate, Normandale Program Board, Phi Theta Kappa (student honor society), Multicultural Center, Club Central, Student Life and Student Center staff offices are all located in the KSC. It is easily recognized by its lively atmosphere with the sounds of students, staff and community taking advantage of its many services and programs. The Kopp Student Center is not just a building, it is also an organization and a program providing many services. It represents a well-considered plan for community life at Normandale.

Services
The Kopp Student Center Information Desk provides a wide variety of services and general information to students and the campus community. Please call 952-358-8120 for more information and the location of services.

Individuals can:
- purchase stamps and student discount bus and movie passes
- obtain change or refunds
- send a fax
- retrieve a lost item from Lost and Found
- have posters approved for campus posting
- find the answers to many questions
- obtain a student photo ID

The Information Desk is staffed by students and Student Center staff. For information about student employment opportunities, visit www.normandale.edu/studentjobs.

ID Card Services

Website: www.normandale.edu/idcard/
Email: NCC_Card@normandale.edu
Phone: 952-358-8120

The NCC 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. The following optional features are available for your campus card.

Bank Card
Visit the U.S. Bank campus branch to open an account and activate your Campus ID 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.

Declining Balance Food Card
Save money by participating in the declining balance food card option. Stop by Kopp Central for more details.

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.
Dining Services

98th Street Eatery, the main campus dining service, is located on the Kopp Student Center lower level and offers a wide selection of dining fare from Sabino's Pizza and Sub's- featuring wood-fired style pizza- to the Noodle House and World Tacos-both featuring selections that you help create. There are plenty of other choices to be found including deli and "grab and go" items, a salad bar, Alton's Grill, fountain beverage service and assorted dessert selection.

The Overlook Café, located on the mezzanine level of the new Kopp Student Center, features stunning views of the Japanese Garden and the adjacent wetland. Menu items include coffee creations, a variety of teas, hand-scooped ice cream and smoothies. In addition this location offers upscale desserts, baked goods, grab and go salads, flatbread, subs and wraps.

Java Junction, a coffee/snack cart, is located on the second floor of the College Services Building.

To Your Health, located on the second floor of the Activities Building, features Pizza, Sabino's subs and Grab & Go items.

Campus Catering is available for student, faculty and staff events. Call 952-358-8615 for information.

Campus Food Vending

Food, snack and beverage machines are located throughout the campus. For information about campus food vending, contact Kopp Central/Information Desk at 952-358-8120.

Lost and Found

The Lost and Found is located at the Kopp Student Center Information Desk. Items will be held for 30 days and then donated to charity.

Posters

Throughout the College, bulletin boards are available for use by students and clubs and for College announcements. All student notices must be submitted to Kopp Central/Information Desk for approval prior to posting and must be removed by the posted date. Posters may be placed only on the special bulletin boards or in areas designated for poster display. A copy of the posting guidelines can be obtained at Kopp Central/Information Desk.

Student Life

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 (MnSCU) Board of Trustees, which views students as important partners in the College’s decision-making process. Within its governing policies, MnSCU mandates the recognition and funding of a student government at all state colleges and universities. MnSCU 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 and organizations, 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 MnSCU policies that govern such involvement, please contact the Student Life Coordinator/Student Senate Advisor.

Student Life Programs

Student Life coordinates a comprehensive schedule of programs, activities and services that support the student’s overall educational experience. Student Life provides advising to student organizations, diversity programming, leadership development opportunities, recreational sports, and student activities.

Specific organizations advised by Student Life staff include:

- Student Senate, the organization designated to represent student interests on campus and at the state level. The Normandale Student Senate has been recognized regionally and nationally for its activities. The Senate Office can be reached at 952-358-8125.
- Normandale Program Board (NPB), the student program board, presents educational and entertaining programs of interest to the College community in the areas of art, contemporary music, performing arts, lectures and special events.
• *The Lions’ Roar*, the College newspaper, is operated and published by Normandale students. Visit the website at [www.lionsroar.info](http://www.lionsroar.info).

• Phi Theta Kappa, an international honor society for two-year colleges, gives honor students opportunities to excel in scholarship, leadership, service and fellowship. The Normandale chapter, Alpha Kappa Alpha, has been recognized regionally and nationally for its excellent programs and activities.

• A variety of clubs: Many special interest and culture-based clubs are available for students. For a directory of clubs and their officers, contact the Kopp Student Center Information Desk or consult the student handbook, *The Guide*.

For further information about student organizations and clubs, please contact the Student Life Coordinator at 952-358-8848.

**Recreational Sports and Fitness Center**

Recreational Sports provides leisure-time activities to both students and staff and ensures that every student has the opportunity to participate regardless of athletic ability. Opportunities include:

• League play for those desiring a formal, competitive activity. Flag football, soccer, ice hockey, basketball and softball are offered.

• Individual activities for one-on-one competition. Activities include tennis, golf, billiards, table tennis and racquetball.

• The Fitness Center was created in 2009 as a state of the art classroom. After classroom use, students are able to utilize the center in the afternoons to focus on lifetime fitness goals. The Fitness Center includes cardiovascular training equipment, circuit and dumbbell strength training equipment, full-sized gym for basketball, volleyball, soccer, and badminton. Hours vary each semester.

• Extramural competition for tournament play between colleges within the metro area.

• Outdoor Recreation programs, which include hiking, camping and canoeing.

• Outdoor Rental Center, where tents, backpacks, camping equipment and snowshoes are available for rental at the Activities Desk.

For more information about recreational sports, please contact Recreational Sports and Outdoor Recreation in Student Life at 952-358-8273.

**Transportation**

**Bus Service**

Metro Transit and BE Line buses provide transportation directly to Normandale. Major transfer hubs are located in Minneapolis, the Mall of America, Southdale Shopping Center, Best Buy Corporate Headquarters and at 82nd Street and 35W.

Normandale encourages use of mass transit by selling discount bus passes, available at Kopp Central. For transit information and route planning, visit the Metro Transit website at [www.metrotransit.org](http://www.metrotransit.org) or call 612-373-3333.

**Ride Share Board**

Students can find information about ride sharing at the Ride Share Bulletin Board in the Science Building/Kopp Student Center hallway, online at [www.MetroTransit.org](http://www.MetroTransit.org) or by telephone at 651-602-1602.
Center for Experiential Education

Experiential Education builds knowledge, develops skills and clarifies values by engaging learners in direct experience, community engagement and focused reflection. The Center for Experiential Education includes Service-Learning, Cooperative Education, Volunteering, and Leadership through Service.

Experiential Education
• develops future leaders
• connects experiential education to the curriculum through reflection
• links students to their community
• meets community needs while earning credit
• builds a strong resume
• provides career networking opportunities

Service-Learning
Service-Learning integrates classroom theory with meaningful community service projects in an effort to enhance curriculum and promote civic responsibility. Normandale faculty and students agree that involvement in service strengthens the learning process.

Students can participate in Service-Learning by:
• enrolling in a class that offers a Service-Learning option;
• enrolling in Sociology 1103, Service-Learning and Community Awareness;
• getting involved in a variety of on/off-campus projects on their own, such as Hats for the Homeless, Cornerstone Clean-up, Toys for Tots and food drives.

For more information, contact servicelearning@normandale.edu.

Cooperative Education/Internships
Cooperative education and internships provide the opportunity to explore career options in a supervised work setting. Students spend approximately 7.5 to 20 hours per week on the job, earning 1-8 credits per semester. Students meet with faculty to fulfill course requirements. Information can be found in the course schedule and at the Center for Experiential Education.

Volunteering
Students not enrolled in a service-learning course can still benefit from experiential education by getting involved in their community through volunteering. Resources and assistance in how to get started can be obtained at the Center for Experiential Education.

Leadership Through Service
Leadership Through Service (LTS) is a federally funded program that aims to foster civic engagement among college students and encourage positive relationships between campuses and communities. Students accepted into the program complete 300 hours of direct service. LTS provides a financial award of $1,000. Students involved in LTS benefit by developing their workforce skills and connections with the community. Applications are accepted on a rolling basis.

For more information
Contact the Center for Experiential Education staff:

Monica Saralampi, Coordinator
C 1068 952-358-8677
monica.saralampi@normandale.edu

Dan Lojovich, Coordinator
C 1067 952-358-8118
daniel.lojovich@normandale.edu

Paige Wheeler, Coordinator
C 1067 952-358-9074
paige.wheeler@normandale.edu
# Degrees and Certificates Awarded
Normandale's academic awards include certificates (4-30 credits), Minnesota Transfer Curriculum (MnTC) certification (40 credits), and degrees (60 or more credits), which include the Associate of Arts degree, the Associate of Fine Arts degree, the Associate of Science degree and the Associate of Applied Science degree. Refer to the Programs of Study section of this catalog for additional information and specific degree requirements.

# Effective Catalog Requirements
This catalog is a valuable student reference. Students are responsible for the information it contains and are therefore encouraged to keep it handy. 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 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. Requirements for this catalog take effect fall 2013.

## Course Numbering System
<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-2999</td>
<td>College-level courses designed to meet associate degree requirements and lower division (freshman and sophomore) requirements for a baccalaureate degree.</td>
</tr>
<tr>
<td>0001-0999</td>
<td>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.</td>
</tr>
</tbody>
</table>

## Enrollment Level
<table>
<thead>
<tr>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits</td>
<td>The average number of 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.</td>
</tr>
<tr>
<td>12 credits</td>
<td>The minimum credit-level definition of full-time for purposes of financial aid, health and automobile insurance, Social Security, veterans’ benefits and other purposes.</td>
</tr>
<tr>
<td>6 credits</td>
<td>The minimum credit-level definition for half-time enrollment status.</td>
</tr>
</tbody>
</table>
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.

With the exception of those students who are enrolled in programs that require a counselor’s written approval prior to registration, students register using eServices. Registration instructions are available in the Registration Guide, at www.normandale.edu/records or from the Records Office.

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).

Adding Classes after the First Day

Although College policy allows students to add classes through the fifth day of the term (or the third day of the summer semester), not all courses are designed to accommodate students who miss the first or subsequent class meeting(s). Students are advised to consult the instructor before adding a class after it has started.

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.

When determining the number of credits for which they plan to register, students should consider the rigor of their selected coursework, their history of academic success, work and family obligations, and other factors that may impact a student’s academic life.

Drop or Withdrawal from a Course

During the first five days of the fall and spring semesters and the first five 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 fifth day of the first summer session), students can drop through the end of the business day following the first class meeting (or online course begin date). 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 individual course section notes in 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 count as credits attempted or earned for calculating a student’s GPA, but it is considered for the purpose of satisfactory academic progress for enrollment and financial aid. A student who drops or 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 must drop and withdraw from their classes using eServices. Instructions are available in the semester registration guide at www.normandale.edu/records/courses or in person from the Records Office.

Students who drop or withdraw from all classes during a term may be entitled to a full or partial refund. Students are responsible for understanding the impact of such action on their student account and financial aid status. See the Refund Policy section of this catalog for complete information. Financial aid recipients are strongly encouraged to consult the Refunds and Return of Title IV catalog section and a financial aid advisor before withdrawing.
College-Initiated Drop or Withdrawal from a Course

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. Once College administration initiates a course drop or withdrawal, the student is no longer allowed to attend or participate in that course.

Course Prerequisites

A prerequisite is a requirement that a student must complete in order to enroll in a course. Prerequisites include courses, placement test results 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 most 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 may apply for a Waiver of Course Prerequisite, available from the Advising and Counseling Department. The appropriate division administrator approves or denies the request based on individual discipline or program criteria.

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 some faculty consider attendance and participation when determining final grades. Faculty are not obligated to provide instruction, make alternate arrangements nor accept late coursework from students who miss class for any reason.

Last Date of Attendance

Federal regulations require faculty to report attendance information for students who have stopped attending class or those who never attended. 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.

Prior to the course withdrawal deadline, students may visit the Records Office to change an FN, FW or NC grade to a W (withdrawal). The last date of attendance that was reported by faculty will remain unchanged, so the impact on the student's financial aid award (that occurred when the instructor reported the last date of attendance) for that semester will remain unchanged, as well.

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.

Class meetings may be cancelled because of weather or other unforeseen circumstances or because of an instructor’s illness, emergency or professional development activities. When absences are known in advance, instructors will notify students during class periods and may give alternate assignments. For unplanned absences, a
note will be posted outside the classroom informing students that the class will not be held.

Students may consult Desire2Learn or call 952-358-8300 after 7:30 am and throughout the day for a recorded message of cancelled classes. During the evening, students should contact the College receptionist at 952-358-8200.

Final Examinations
The final examination schedule is published in the class schedule each fall and spring semester. Final examinations for summer and weekend classes are administered during the last class meeting. Students must contact their instructors in advance when emergencies or urgent circumstances prevent them from completing their final examinations during the scheduled time. Normally, only the most urgent and compelling reasons will be considered for rescheduling a final examination.

Grading Policies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior achievement of course requirements; 4 grade points per credit.</td>
</tr>
<tr>
<td>B</td>
<td>Above average achievement of course requirements; 3 grade points per credit.</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement of course requirements; 2 grade points per credit.</td>
</tr>
<tr>
<td>D</td>
<td>Below average achievement of course requirements; 1 grade point per credit.</td>
</tr>
<tr>
<td>F</td>
<td>Failure. Student did not meet minimum course requirements; 0 grade points per credit (included in GPA).</td>
</tr>
<tr>
<td>FN</td>
<td>Failure. Student never attended the course; 0 grade points per credit (included in GPA).</td>
</tr>
<tr>
<td>FW</td>
<td>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).</td>
</tr>
<tr>
<td>I</td>
<td>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.</td>
</tr>
<tr>
<td>P</td>
<td>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 only in PLAN and courses numbered below 1000.</td>
</tr>
<tr>
<td>NC</td>
<td>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 only in PLAN and courses numbered below 1000.</td>
</tr>
<tr>
<td>AU</td>
<td>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.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal after the first five days of the semester up to the 80th 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.</td>
</tr>
<tr>
<td>Z</td>
<td>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.</td>
</tr>
</tbody>
</table>

Normandale does not use +/- grading symbols.

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.

Revised 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; dean's approval is required for a third repeat attempt. Students who receive benefits from the Veterans' Administration will not be paid for repeated coursework if a passing grade was earned in the first attempt. Students should consult the Financial Aid and Scholarship Office to determine whether repeated coursework will be eligible for financial aid.

If either occurrence of the repeated course was taken before 1998, the student must contact the Records Office to initiate the repeat recalculation.

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 for eligible courses 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. All other courses must be graded A-F.

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 or seeking the assistance of Records Office staff. 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 meet requirements for a degree, certificate or program
• are not eligible for financial aid or VA benefits.

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 cr</td>
</tr>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F/FN/FW</td>
<td>0</td>
</tr>
</tbody>
</table>

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
The Normandale website features a program that allows students to predict their GPAs or to determine what grades they will need in order to earn a specific GPA in a term or cumulatively. Links to this
calculator are available on the One Stop page, the Advising and Counseling website, and the Records Office website.

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.

Satisfactory Academic Progress

Part 1. Introduction
Normandale Community College, the Minnesota State Colleges and Universities 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 the minimum cumulative grade point average (GPA) shown on the chart below. Grades of A, B, C, D, F, FN and FW will be included in the GPA calculation.

<table>
<thead>
<tr>
<th>Cumulative Registered Credits</th>
<th>Minimum Required Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 15</td>
<td>1.60</td>
</tr>
<tr>
<td>16 - 30</td>
<td>1.80</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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 earned = \frac{cumulative \text{ earned credits}}{cumulative \text{ 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 MnSCU Institution.** Students who have been suspended from another MnSCU 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 Friday 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 denied, it may be resubmitted for consideration by an appeal committee.

• 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 % 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 a probationary status for a 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.

**Apartment 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 in 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 calculations.

**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.

**Withdraw:** 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 a probationary status for a 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.

**Suspension or Expulsion for Disciplinary Reasons**

Students may be suspended or expelled from the College or a program for disciplinary reasons. Disciplinary suspension and expulsion policies established by the College and the Minnesota State College and University Board of Trustees are outlined under the Campus Policies section of this catalog, in the Student Handbook and online at www.normandale.edu/conduct. A notation will be placed on the transcript of a student who has been suspended or expelled for disciplinary reasons.

**Appeals and Academic Concerns**

Normandale provides petition and appeal processes for students whose circumstances cannot be resolved following normal college procedure.

Students may submit appeals for the following circumstances:

- to drop or withdraw from classes after the deadline
- to obtain a refund of tuition after the deadline
- to be charged in-state tuition if classified initially as a non-resident of Minnesota
- to be waived of a placement test requirement or course prerequisite
- to be waived of an academic requirement or to have another course substituted for an academic requirement
- to have transfer credit accepted after the initial review
- to have a final class grade reviewed due to a perceived error in calculation or departure from the syllabus
- to be allowed to enroll in classes after academic or disciplinary suspension
- to be eligible to receive financial aid after financial aid suspension (if the student is otherwise eligible)
- to have prior coursework excluded from credit and GPA calculations through Academic Renewal
- to seek resolution for other academic concerns
Visit the Advising and Counseling Department or the Records Office for information about the procedures for submitting appeals and petitions.

Student Complaint and Grievance Process

1. Normandale Community College is part of the Minnesota State Colleges and Universities System (MnSCU) 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.

2. 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 MnSCU Board Policy 3.8 and System Procedure 3.8.1 by completing and submitting the “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 MnSCU System Office pursuant to the above policy and procedure. The contact information for the MnSCU System Office is: Academic and Student Affairs, MnSCU System Office, Wells Fargo Place, 30 7th Street E, Suite 350, St. Paul, MN 55101-7804.

3. 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:
   a. Academic grade disputes. Grade appeals must be handled by completing the “Request for Course Grade Review” form.
   b. 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 Office.

Academic Renewal

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. 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.

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 five 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 15 credits at Normandale with a minimum GPA of 2.50. 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.
- 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 a 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.

Declaration or Change of Major

It is important that students keep their major current on their Normandale record at all times. The major that the student indicates on the Normandale application shall remain the student’s major until the student graduates or changes it. A student’s chosen major will determine the courses for which a student can receive VA benefits and may also impact a student’s financial aid eligibility. The Change of Major form is available at the Records Office or online at www.normandale.edu/records.

Address or Name Change

To ensure students receive their financial aid check and other important College information, it is essential their address remains current at all times. Students can submit a change of address to the Records Office in writing or via eServices.

A student who has a legal name change must inform the Records Office in writing with supporting legal documentation. Students should also communicate their name change to their instructors to ensure they are properly graded at the end of the term.

Interactive Degree Audit (DARS)

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 courses already completed and how they pertain to the requirements; and
- specifying what is still needed to complete the degree or program and the courses from which students may select to satisfy each requirement.

The interactive degree audit report (DARS) can be viewed on eServices by clicking on the “Grades and Transcripts” link on the side of the screen, followed by the “Interactive Degree Audit Report” link.

It is the student’s responsibility to complete all requirements for 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 a counselor as early in his or her college career as possible, especially when the student has transferred credits to Normandale. Students should report any inaccuracies found between the DARS report and the catalog requirements to an advisor or counselor.

Holding of Student Records

The College may withhold a student’s grades and transcripts for financial 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.
Transfer Credits

Normandale will grant equivalent credit from regionally accredited colleges and universities, and additional credit for non-collegiate and non-regionally accredited college coursework in accordance with College and MnSCU policy. At the time of application, transfer students must submit an official transcript of coursework completed at all institutions that are not a part of the Minnesota State Colleges and Universities System (the College can obtain MnSCU transcripts on the student’s behalf). Students who have attended more than one college must request official transcripts from each college they attended. Hand-carried transcripts will be accepted as official only if they are in a sealed envelope bearing the granting institution’s letterhead.

The Records Office evaluates the transcript to determine the number of credits that will be accepted in transfer and applies it to the student’s record. Advisors and counselors evaluate the transcript for degree planning purposes, determine how transfer coursework satisfies Normandale degree requirements, and determines which requirements the student must fulfill.

The Advising and Counseling Department maintains transfer information for a variety of colleges and universities on its website at www.normandale.edu/counseling. The most current transfer course equivalency information is at www.uselectmn.org.

Transfer Credit Appeals

Appeals of the transcript evaluation are done by completing the academic petition form, available from the Advising and Counseling Department. 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 MnSCU 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.transfercenter.project.mnscu.edu by selecting "Transfer Basics" and then "Appeal Process" from the menu on the left side of the page.

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 Colleges and Universities 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 MnSCU 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.
• Grades earned for transfer coursework shall not be computed in the student’s GPA on the Normandale transcript.
• 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.

Credits earned in competency-based education programs will transfer as general electives unless approved for other distribution 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 US 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).

For information about credits awarded for the Advanced Placement Program, College Level Examination Program, International Baccalaureate, military training and portfolio assessment, students should refer to the Credit for Prior Learning section of this catalog.

Credit for Prior Learning
In accordance with MnSCU policy, students at Normandale are afforded the opportunity to demonstrate college-level learning gained in non-credit or experiential settings. 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. Normandale Community College does not release copies of AP score reports to students.

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 or, for information specific to Normandale, visit www.normandale.edu/counseling and click on "Course Equivalencies" and then on "CLEP".

Normandale Community College does not release copies of CLEP score reports to students.

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 six subjects, three or four 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.

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), and Dantes Subject Standardized Tests (DSST).

Portfolio Assessment
Students who have achieved the specific learning outcomes of Normandale coursework by virtue of work experience, job training, volunteer service, or other sources may request that credit be granted for learning as demonstrated in a supporting portfolio. Students participate in a self-paced course that guides them through the process of compiling a portfolio demonstrating achievement of specific Normandale course-related learning outcomes. The online course is offered by LearningCounts.org and is available online through the Council for Adult and Experiential Learning at www.learningcounts.org.

Students are encouraged to meet with an advisor to discuss their prior experience and how learning gained through it might apply to Normandale coursework. Learning outcomes for Normandale courses can be accessed at www.normandale.edu/cco.

Military Training
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 found at www.veterans.mnscu.edu.

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Project Lead the Way™
As of academic year 2012-2013 the Project Lead the Way™ (PLTW) Science, Technology, Engineering and Mathematics (STEM) curriculum is used in more than 4700 schools in all 50 states and the District of Columbia. High schools that meet PLTW standards are recognized as PLTW-certified sites. Students from PLTW-certified high schools who succeed on national college-level PLTW end-of-course exams and in the classroom are eligible to apply for college credit at Normandale.

Students from certified PLTW programs who have completed PLTW courses with grades of B (85%) or higher and comprehensive college-level PLTW examinations with scores of 70% or higher will be awarded academic credit at Normandale within three years of high school graduation. The student must submit an official articulation certificate or high school transcript showing the course grades and corresponding PLTW end-of-course exam results to the Office of Admissions. If the transcript does not reflect the results of the PLTW end-of-course examinations, an official score report, signed by the person responsible for the PLTW program in the student’s school district, must be sent with the transcript.

Introduction to Engineering Design (IED) taken with Principles of Engineering (POE), and Digital Electronics (DE), and Computer Integrated Manufacturing (CIM) may be articulated for college credit, satisfying curriculum requirements in either the computer technology or the vacuum and thin film technology associate of applied science degree program of study. Students are encouraged to consult with an academic advisor for support articulating eligible PLTW coursework for college credit.
Veterans’ Policies

Veterans’ Educational Benefits
Normandale Community College is approved as a certifying institution by the Minnesota State Approving Agency for Veterans’ Educational Benefits. Veterans can receive educational assistance through the U.S. Department of Veterans Affairs (VA) for full-time and part-time attendance.

Each semester, veterans must officially notify the Normandale VA certifying official of their wish to receive benefits. Veterans must also notify the VA certifying official of the following:

• Changes in registration, including adds, drops or withdrawals from classes.
• A change in major.

The College will certify the veteran’s enrollment to the Veterans Administration after the tenth day of the term or may pre-certify if certain conditions are met. The student is responsible for submitting official transcripts for all previous coursework by the end of the first term of enrollment. Transfer coursework will be reviewed and credit given in accordance with College policy.

Other Benefits
The GI Bill provides 12 months of tutorial assistance with a maximum payment of $100 per month for veterans who may be having difficulty in a particular class.

Veterans who are enrolled in 9 or more credits may be eligible to participate in work-study jobs by applying through the Veterans Administration (VA) at Fort Snelling.

Academic Policies for Veterans
The Veterans Administration will pay educational benefits only for required courses that apply toward the veteran’s declared major and degree, as reflected in the academic catalog. If a veteran wishes to satisfy a major or degree requirement with a class other than that specified in the program listing, the class will be certified only after the certifying official has received notice that the veteran has completed a successful academic petition. It is the veteran’s responsibility to notify the certifying official when an academic petition has been approved.

Normandale can certify enrollment only for periods that a course is in session. For example, if a student is enrolled in 10 credits of classes that meet an entire term plus three additional credits for a class that meets three weeks, the full-time certification will be only for the three weeks that class is in session; the student will be certified at ¾-time for the remainder of the term.

The Veterans Administration will not pay educational benefits for courses that are audited or repeated, nor will it pay benefits for courses from which the student withdraws or earns a grade of NC (No Credit) or F, FN or FW, when earned as a result of non-attendance.

The Veterans Administration will pay educational benefits for courses numbered below 1000 except when the course is considered “distance learning” under Veterans Administration guidelines. In VA terms, “distance learning” includes online and hybrid courses.

Academic Policy Appeals and Guidances

• If the withdrawal from a course or the receipt of an NC, F, or FN/FW (for non-attendance) is due to circumstances beyond the veteran’s control, the veteran is encouraged to document the mitigating circumstances and submit a letter of appeal to the VA for a possible continuation of benefits. Examples of mitigating circumstances include illness of the veteran or a family member, change of work hours or place of employment and financial hardship. The Veterans Administration usually allows the veteran 30 days to produce proof of these mitigating circumstances. The VA will make the final decision whether to approve or deny the appeal.

• If an eligible veteran fails a course for non-attendance or withdraws from a course after 30 calendar days from the beginning of the semester and mitigating circumstances are not found, benefits for that course will be reduced, effective the first day of the semester, and the veteran may be required to repay the benefit. The reduction of educational benefits will occur only when the course withdrawal or receipt of the F, FN, FW or NC grade reduces the level of credits below the minimum number of credits required at each payment level.

Attendance Policy for Veterans
Students are expected to communicate upcoming military obligations to instructors as soon as they become aware of dates and times. Instructors may request written documentation for verification of absences. Class sessions a student misses due to performance of active military service or due to the person’s medical treatment or medical condition must be counted as excused absences and must not be used in any way to adversely impact the student’s grade or standing in the class. Students excused for these reasons continue to be responsible for
completing assignments due during the period the student is performing active military service or receiving medical treatment or recovering from a medical condition.

For more information about the veteran’s attendance policy, please contact Kari.Rusch-Curl@Normandale.edu or Wanda.Kanwischer@Normandale.edu.

Transcripts and Transcript Requests

A transcript is an official record of a student’s academic activity. It reflects a student’s courses and grades, and it provides other academic data, such as semester and cumulative grade point averages; academic status; academic honors; and degrees, certificates and certifications a student may have been awarded.

Each institution defines what makes their transcript official. Normandale Community College’s official transcript is printed on special transcript paper, bears the registrar’s signature and the College’s seal and is issued in a sealed envelope. If the envelope is opened before it is submitted to the intended recipient, the transcript is no longer considered official. Some institutions and agencies will not accept a transcript as official unless it arrives from the granting institution by mail.

Official Transcripts

Students who plan to attend another college or who are applying for employment may be required to submit a transcript of their Normandale coursework with their application. An exception to this policy is a student transferring to another MnSCU institution. A system-wide initiative allows campuses to retrieve transcripts from other MnSCU colleges and universities on the student's behalf. Students should contact the receiving institution for information about their transcript retrieval procedures.

In compliance with regulations under the Family Educational Rights and Privacy Act of 1974 and the Minnesota Government Data Practices Act, Normandale cannot honor telephone or emailed requests for transcripts. All transcript requests must be completed in writing in person, by mail, or by fax or online with a signed consent form.

For an $8 per-transcript fee, transcripts will be sent by regular, First Class mail within five business days of the date the request was received. For $15 per transcript, transcripts will be sent by regular, First Class mail within one business day of the date the request was received, or, during business hours, students can obtain their transcripts in person at the time of their request. Students who wish to obtain their transcripts in person must provide photo identification.

Normandale has partnered with the National Student Clearinghouse to provide students with the option of ordering a transcript online. Students create a personal profile, submit their requests, pay by credit card, then print and sign the order consent form. Once the Clearinghouse receives the consent form, Normandale processes the order within the same timelines listed above. Ordering transcripts online allows students to track the progress of their requests. Students can request their transcripts online at www.getmytranscript.com. Transcript costs are slightly lower when ordered through the Clearinghouse.

Students can print the Normandale transcript request form from www.normandale.edu/records or request a transcript by letter. The letter must include the student’s name, Social Security or Student ID number, address, telephone number, the address to which the transcript is to be sent and the student’s dated signature.

Payment may be submitted by check, money order, cash (only if requested in person) or credit card (VISA, MasterCard, Discover, or bank debit card). Credit card payments must include the month and year of the card’s expiration.

Mail transcript requests to:
Business Office
Normandale Transcript Requests
9700 France Avenue South
Bloomington, MN 55431-4399

Students may also request their transcript by fax at 952-358-8235. Credit card payment is required with faxed transcript requests.

Unofficial Transcripts

Students may view and print their academic record from eServices, and unofficial transcripts are available from the Records Office at no charge. The student must provide photo identification to obtain their transcript or any other educational data.
Graduation

Website: www.normandale.edu/graduation
Email: graduation@normandale.edu

Graduation Dates and Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Priority Application Deadline</th>
<th>Final Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>July 1, 2013</td>
<td>Sept 9, 2013</td>
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<td>Fall 2013</td>
<td>Nov 1, 2013</td>
<td>Jan 21, 2014</td>
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<td>Spring 2014</td>
<td>Feb 28, 2014</td>
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<td>Commencement</td>
<td>May 2014</td>
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<tr>
<td>Summer 2014</td>
<td>July 1, 2014</td>
<td>Sept 7, 2014</td>
</tr>
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</table>

*While applications will be accepted throughout the year until the final deadline, processing may be delayed for those received after the priority deadline.

Graduation Dates

<table>
<thead>
<tr>
<th>Semester</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013 (May 2014 ceremony)</td>
<td>December 20, 2013</td>
</tr>
<tr>
<td>Spring 2014 (May 2014 ceremony)</td>
<td>May 16, 2014</td>
</tr>
<tr>
<td>Summer 2014 (May 2015 ceremony)</td>
<td>August 7, 2014</td>
</tr>
</tbody>
</table>

Graduation Eligibility

Normandale establishes a graduation date for each 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, as outlined in the Programs of Study section of this catalog.
- Earning at least 20 credits at Normandale.
- 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 Counseling and Advising or online via the graduation page.
- Submitting an Application for Graduation and the filing fee. Applications are available in the Mahendra Nath Career and Academic Planning Center and the Records Office or on the Graduation & Commencement Forms page.

Minnesota Transfer Curriculum Certification

Students who do not intend to complete a degree but who complete the Minnesota Transfer Curriculum (MnTC) must submit the Application for MnTC Certification in order for their MnTC completion to be recognized. Applications must be submitted in accordance with the deadlines established under the Graduation Dates and Deadlines section of this catalog. A notation that certifies completion of the MnTC is placed on the student’s transcript, but there is no paper certificate or diploma. There is no charge for the MnTC application. Application forms are available in the Mahendra Nath Career and Academic Planning Center and the Records Office or on the Graduation & Commencement Forms page.

Re-applying to Graduate

A student who fails to meet the final application deadline or whose application for graduation, certificate or MnTC certification has been denied must re-apply for a subsequent term. Regular application deadlines apply. The Re-Application for Graduation Request Form is available from the Advising and Counseling Department, the Records Office or on the Graduation website. There is no re-application filing fee.

Diplomas and Certificates

Diplomas and certificates are mailed to students approximately six weeks after the student’s date of graduation. Diplomas reflect the student’s graduation date, degree and honors. Majors and emphases are not reflected on the diploma but will be indicated on the student’s final transcript.

Students who fail to meet the priority application deadline should expect a delay in receiving their degree certification and diploma.

Commencement Honors

Honors will be awarded to graduates with a cumulative Normandale grade point average (GPA) of 3.00 - 3.49 in college-level courses (numbered 1000 and above) and high honors to graduates with a cumulative GPA of 3.50 or higher. For purposes of the commencement ceremony, honors for spring graduates will be determined by the student’s
cumulative GPA through 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 Ceremony
The annual commencement ceremony will be held in May 2014 for all graduates of summer and fall 2013 and for all spring 2014 associate degree candidates. Students who intend to graduate in summer 2013 are invited to participate in the May 2015 commencement ceremony.

Detailed commencement information will be mailed to eligible applicants in March 2014.

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

1. 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.

2. 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.

3. 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 MnSCU 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.

4. 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
   Website: www2.ed.gov/policy/gen/guid/fpco
   Email: fpco@ed.gov

Acceptable Forms of Identification
To ensure the privacy of student academic information in accordance with FERPA and the Minnesota Government Data Practices Act, the college will require students to provide an acceptable form of photo identification to access their education records and designated college services. A list of acceptable forms of identification can be found at www.normandale.edu/placement.
**Student Directory Information**
The following information has been designated as “directory information” and, as such, must be disclosed to a third party on request. To prevent release of this information outside of the College, the student must contact the Registrar in writing.

- Name
- Address
- Telephone number
- Email address
- 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).

The Normandale Community College directory information public notice is also available in the semester course schedule and on the College website.

**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.
Special Courses and Programs

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 as well as for students in the Normandale Teacher Education (EdTrAc) program who intend to becoming a secondary STEM educator.

The mission of the Academy is to:
• Leverage the strength of Normandale Community College in the areas of science, technology, engineering, mathematics (STEM) and teacher education;
• Encourage students to explore STEM careers, including careers in medicine, pharmacy, vacuum and thin film technology, and careers as secondary STEM teachers and educators;
• Provide support for students with an interest in STEM fields or an aptitude for math and science;
• Provide a total commitment to each student's success;
• Demonstrate tangible, measurable results.

This scholarship program provides student participants with the following keys to success:
• A tuition scholarship of up to $3,000 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) that includes modules on navigating higher education systems, time management, study skills development, test preparation, scholarly research and writing workshops, leadership development, career and personal development, financial management, college transfer preparation, and scholarship and financial aid research workshops.

The Normandale AMS is looking for students who have an interest in STEM (science, technology, engineering and mathematics) fields, particularly students who may need academic, social, developmental, or modest financial support to succeed.

We especially want to support populations historically underrepresented in STEM-related fields by targeting recruitment efforts on:
• Students of color
• Children of immigrant parents or students who are themselves immigrants
• Students from economically disadvantaged backgrounds
• Students whose parents did not attend college
• Women interested in STEM fields
• Students interested in becoming a secondary STEM educator

Eligibility Requirements
Admittance into the Academy will be based on the cumulative results of the following criteria:
• Commitment to pursuing a degree in a science, technology, engineering or mathematics (STEM) field or a teaching degree with a focus on science, technology, engineering or math education;
• High school diploma or GED (verified by transcripts or other official documentation);
• High school (and/or college) GPA of 3.00 and/or commitment to maintain a 3.00 GPA while in the program;
• Two letters of recommendation from at least one teacher or professor with whom you have studied, and/or a counselor, advisor or other professional, such as an employer;
• Indicated potential and commitment as well as sincerity to pursue a career in STEM, demonstrated in a student essay;
• Demonstrated commitment to Academy participant criteria.

Participation Requirements
Students who are accepted into the Normandale Academy of Math and Science agree to:
• Attend Normandale Community College for approximately two consecutive years following acceptance into the scholarship program;
• Pursue a degree in a science, technology, engineering or mathematics (STEM) field or a teaching degree with a focus on math or science education;
• Maintain a GPA of 3.00 during their time in the program;
• Be enrolled full time (12 or more credits) at Normandale Community College each semester;
• Attend all required Academy cohort meetings;
• Schedule and attend all individual meetings with their assigned advisor;
• Actively participate in all individual and cohort learning and development activities whether they be live or online;
• Actively participate in self and program assessment.

For more information on the program, or for application materials, please visit www.normandale.edu/ams or contact: ams@normandale.edu.

Honors Program
Honors sections of selected courses or honors courses are available to students who meet the prerequisite requirements for an honors class. Honors classes are intended to provide a more intensive academic experience than that of general course sections or other course options. The honors class may require writing, reading or quantitative analysis at a higher intensity relative to a general class, inquiry-based, scholarly research, and more responsibility on the student for classroom discussion and activities. A main goal of an honors class is to challenge students to a higher level of thinking and achievement.

A student who is interested in an honors class should check the prerequisite for the honors section or course, and may wish to discuss the course with the instructor prior to registering. Honors classes are reserved for students who have demonstrated past academic excellence, for example, by high scores on standardized tests (ACT, SAT, etc.) or by strong achievement in previous college courses, or for students who show promise of such achievement.

Honors sections of a course or honors courses are indicated in the course title; for example, PSYC 1110 would be reflected as Honors: General Psychology.

Independent Study
Independent study is available for lower division research or academic work in a specific discipline. Students must consult with an instructor in the department in which independent study will occur regarding the outcomes of the project. An instructor would have to agree to sponsor the student in his/her independent study project. Requests for independent study are then submitted to the dean of the academic area for approval. Students are charged the current per credit tuition and fees; credits earned are recorded on the transcript with the grade earned.

Application forms for independent study are available in the Mahendra Nath Career and Academic Planning Center. A maximum of five independent study credits may be applied toward degree requirements.

Learning Communities at Normandale
Learning Communities are the purposeful pairing or clustering of courses with similar subject or thematic connections. This linkage of courses creates an environment in which students acquire a deeper understanding of the integration of their subjects as they interact with one another and their teachers as fellow participants in their college experience. The faculty collaborate on the course syllabi, schedules, assignments, projects and class activities, making clear connections between the students’ class work.

Topics Courses
Most academic departments at Normandale offer topics courses, which are numbered 1900 and 2900. These are courses which offer students the opportunity for in-depth or specialized study within a discipline. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.
Normandale's Continuing Education and Customized Training division (CECT) offers courses and programs that focus on the enhancement of applied skills and knowledge, improved workforce productivity, education for professional licensure and personal development.

**Continuing Education**

Normandale offers credit courses, non-credit courses and certificate programs designed for both professional development and personal enrichment. Program offerings include computer applications and information technology, supervision, leadership, customer service, entrepreneurship, career development, language and communications, health care and medical, integrative health and wellness, and continuing education for professionals in the fields of nursing, dental, health, human services and education.

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**Customized Training**

Most of our programs can be customized to meet the specific needs of businesses and organizations. Our areas of expertise include:
- Agile and Scrum Training
- Quality and Continuous Improvement (including Six Sigma)
- Business Acumen and Project Management
- Accounting and Tax Preparation
- Supervision and Management
- Marketing and eMarketing
- Administrative Professional Certification
- Employee Development (communications, customer service, team building and more)
- Computer Software Applications
- Graphic and Web Design
- Information Technology
- Basic Skills (reading, writing, mathematics, English, Spanish and others)
- Global Career Development Facilitator certification
- Workplace Health and Wellness
- Integrative/Complementary Health
- Language Development

**Consulting and Grant Development**

Normandale offers a number of professional services designed to meet the ever-changing needs of businesses, organizations and government agencies. We have developed partnerships with local and national experts to deliver specialized services and training in the areas of workforce and economic development. Normandale is committed to helping businesses leverage new resources to train employees and enhance productivity. In recent years, the college has been awarded state and federal workforce development grants, which are designed to help individuals and businesses remain competitive and productive.

For more information, visit our website at www.normandale.edu/continuingeducation, or call us at 952-358-8343.
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. MnSCU 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.

### Programs of Study

<table>
<thead>
<tr>
<th>Cert</th>
<th>AA</th>
<th>AAS</th>
<th>AS</th>
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<td>Community Health/Health Education</td>
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Cert AA AAS AS AFA

Cert AA AAS AS AFA

Cert AA AAS AS AFA

Cert AA AAS AS AFA
General Education and the 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 MnSCU institution. The University of Minnesota also recognizes the MnTC as fulfilling the lower division general education component of its degree programs; in addition, students in all degree programs must complete a writing intensive set of requirements.

Students who complete the transfer curriculum are certified in ten goal areas by faculty at the sending institution. The Minnesota Transfer Curriculum provides details about goal competencies.
**MnTC Requirements**

- Complete the requirements of each of the 10 MnTC Goals as outlined below.
- Earn a cumulative grade point average (GPA) of 2.00 or higher in all college-level coursework completed at Normandale and in all courses counting toward the MnTC.
- Earn a minimum of 14 college-level credits at Normandale.
- Successfully complete a total of 40 credits of coursework in all MnTC Goal areas.

*Note: Credits are counted only once toward the MnTC minimum credit requirement of 40 credits. Students should apply for their MnTC certification during their final semester.*

**Goal 1: Communication**

*Complete two courses.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGC 1101</td>
<td>Freshman Composition</td>
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<tr>
<td>and one of:</td>
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<tr>
<td>COMM 1100</td>
<td>Introduction to Human Comm</td>
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<td>COMM 1101</td>
<td>Fundamentals of Public Speaking</td>
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<td>COMM 1111</td>
<td>Interpersonal Communication</td>
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<tr>
<td>COMM 1121</td>
<td>Small Group Communication</td>
<td>(3)</td>
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</tbody>
</table>

**Goal 2: Critical Thinking**

*Met by completion of all 40 credits of the MnTC.*

**Goal 3: Natural Sciences**

*Complete two courses from a minimum of two departments. At least one course must be a traditional lab course; the second must be a lab course or must include a lab-like experience (lab classes are identified with *).*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 1007*</td>
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<td>BIOL 1101*</td>
<td>Introduction to Human Genetics</td>
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</tr>
<tr>
<td>BIOL 1102*</td>
<td>Human Biology</td>
<td>(4)</td>
</tr>
<tr>
<td>BIOL 1103*</td>
<td>Introduction to Emerging Diseases</td>
<td>(4)</td>
</tr>
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**Goal 4: Mathematical/Logical Reasoning**

*Complete one course.*

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Goal 5: History and the Social and Behavioral Sciences

*Complete two courses from a minimum of two departments.*

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<td>Native Americans: Yesterday, Today &amp; Tomorrow</td>
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<td>Magic, Witchcraft and Religion: The Anthropology of Religion</td>
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Goal 6: The Humanities and Fine Arts

*Complete two courses from a minimum of two departments.*

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ENGL 1170  Modern World Literature (3)
ENGL 1175  Myths and Legends (3)
ENGL 1186  Introduction to Poetry (3)
ENGL 1187  Introduction to Drama (3)
ENGL 1188  Introduction to Short Stories (3)
ENGL 1189  Introduction to the Novel (3)
ENGL 2120  Shakespeare (3)
ENGL 2125  The Novels of Jane Austen (3)
ENGL 2130  African American Literature (3)
ENGL 2131  Asian American Literature (3)
ENGL 2132  U.S. Latino/a American Literature (3)
ENGL 2140  Environmental Literature (3)
ENGL 2150  American Literature 1 (3)
ENGL 2151  American Literature 2 (3)
ENGL 2160  British Writers 1 (4)
ENGL 2161  British Writers 2 (4)
ENGL 2174  African Literature (3)
ENGW 1111  Introduction to Creative Writing (3)
ENGW 2112  Poetry Writing (3)
ENGW 2113  Fiction Writing (3)
ENGW 2114  Play & Screen Writing (3)
ENGW 2115  Memoir/Non-Fiction Writing (3)
FREN 1111  Culture and Civilization (3)
GERM 1111  Culture and Civilization (3)
JAPN 1111  Culture and Civilization (3)
MUSC 1120  Fundamentals of Music (3)
MUSC 1121  Introduction to World Music (3)
MUSC 1122  Music Listening and Literature (3)
MUSC 1123  Jazz History (3)
MUSC 1124  Rock & Roll History (3)
MUSC 1131  Music Theory I (3)
MUSC 1132  Music Theory II (3)
MUSC 2231  Music Theory III (3)
MUSC 2232  Music Theory IV (3)
MUSC 2245  Medieval to Baroque Music (3)
MUSC 2246  Classic to Romantic Music (3)
MUSC 2247  Twentieth Century Music (3)
PHIL 1101  Introduction to Philosophy (3)
PHIL 1103  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)
SPAN 1111  Culture & Civilization (3)
THTR 1111  Introduction to Cinema (3)
THTR 1116  Introduction to Theatre (3)
THTR 1117  Introduction to Theatre: Television (3)
THTR 1118  Theatre in the Twin Cities (3)
THTR 1130  Introduction to Stage Costumes (3)
THTR 1140  Introduction to Stagecraft (3)
THTR 1145  Introduction to Stage Lighting & Sound (3)
THTR 1151  Acting 1 (3)
THTR 2111  World Cinema (3)
THTR 2150  Script Analysis (3)
THTR 2151  Acting 2 (3)

THTR 2160  Audition Techniques (3)
THTR 2520  Stage Management (3)
THTR 2550  Directing 1 (3)

Goal 7: Human Diversity
Complete one course.

ANTH 1150  Native Americans: Yesterday, Today and Tomorrow (3)
ANTH 1899  Medical Anthropology: Health, Illness & Healing Across Cultures (3)
BIOL 1125  Biology of Women (3)
COMM 1131  Intercultural Communication (3)
COMM 1141  Nonverbal Communication (3)
ENGL 1130  Literature of Diversity (3)
ENGL 2130  African American Literature (3)
ENGL 2131  Asian American Literature (3)
ENGL 2132  U.S. Latino/a American Literature (3)
ENGL 2133  Native American Literature (3)
GEOG 1125  Geography of the United States & Canada (3)
GEOG 1170  Urban Geography (3)
HIST 1111  United States History 1 (4)
HIST 1112  United States History 2 (4)
MUSC 1123  Jazz History (3)
MUSC 1124  Rock & Roll History (3)
PSYC 1106  Psychology of Women (3)
PSYC 1108  Psychology of Death & Dying (3)
PSYC 1140  Psychology of Gender (3)
PSYC 1220  Psychology of Adulthood & Aging (3)
PSYC 2200  Abnormal Psychology (3)
PSYC 2210  Developmental Psych: Life Span (4)
PSYC 2400  Psych of Religion & Spirituality (3)
PSYC 2600  Principles of Social Psychology (3)
SOC 1100  Modern US Society: Everyday Life in the United States of America (3)
SOC 1102  Love, Sex and Family (3)
SOC 1103  Service-Learning & Community Awareness (2-3)
SOC 1115  Sociology of Sex & Gender Roles (3)
SOC 2108  Social Psychology (3)
SOC 2110  American Minority Relations (3)
SOC 2114  Families in Crisis (3)
THTR 1111  Introduction to Cinema (3)
THTR 1117  Introduction to Theatre: Television (3)
THTR 1118  Theatre in the Twin Cities (3)

Goal 8: Global Perspective
Complete one course.

ANTH 1101  Cultural Diversity (3)
ANTH 1121  Women Across Cultures (3)
ANTH 1127  Cultural Anthropology (3)
ANTH 1128  Visual Anthropology (3)
ANTH 1188  Magic, Witchcraft & Religion: The Anthropology of Religion (3)
ANTH 1899  Medical Anthropology: Health, Illness & Healing Across Cultures (3)
ART 1101  Visual Arts (3)
ART 1102  Art History Survey 1 (3)
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<td>Modern World Literature</td>
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<td>ENGL 1175</td>
<td>Myths and Legends</td>
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<td>ENGL 2174</td>
<td>African Literature</td>
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<td>History of East Asia</td>
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<td>History of Western Music: Baroque &amp; Classical</td>
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<td>History of Western Music: Medieval &amp; Renaissance</td>
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<td>History of Western Music: 19th and 20th Century</td>
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<td>Introduction to World Religions</td>
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<td>POLS 1150</td>
<td>Introduction to World Politics</td>
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<td>SOC 1101</td>
<td>Cultural Diversity</td>
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<td>SOC 1106</td>
<td>Social Problems in Changing World</td>
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<td>SOC 1121</td>
<td>Women Across Cultures</td>
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**Goal 9: Ethical and Civic Responsibility**

*Complete one course.*

- COMM 1106 Intro to Mass Communication (3)
- ECON 1100 Personal Finance (3)
- ECON 1200 Consumer Economics (3)
- ECON 1400 Survey of Economics (3)
- ECON 2201 Principles of Microeconomics (3)
- ENGL 2150 American Literature 1 (4)
- ENGL 2151 American Literature 2 (4)
- GEOG 1170 Urban Geography (3)
- GEOL 1050 Earth History (4)
- INDS 1600 Leadership Development Studies (3)
- PHIL 1103 Ethics (3)
- PHIL 1140 Environmental Ethics (3)
- PHIL 1170 Business Ethics (3)
- PHIL 1180 Biomedical Ethics (3)
- PHYS 1001 Physics for Future Presidents (3)
- POLS 1130 Introduction to U.S. Politics (3)
- POLS 1134 Introduction to Political Thought through the Classical Thinkers (3)
- POLS 1135 Intro to Modern Political Thought (3)
- POLS 2253 Constitutional Law 1 (3)
- POLS 2254 Constitutional Law 2 (3)
- PSYC 1108 Psychology of Death and Dying (3)
- SOC 1103 Service-Learning and Community Awareness (2-3)
- SOC 2125 Social Deviance (3)
- SOC 2130 Introduction to Criminal Justice (3)

**Goal 10: People and the Environment**

*Complete one course.*

- ANTH 1125 Physical Anthropology (4)
- ANTH 1126 Archeology and Prehistory: Discovering the Human Cultural Past (4)
- BIOL 1104* Minnesota Natural History and Field Biology (4)
- BIOL 1110 Environmental Biology (3)
- CHEM 1010* Environmental Chemistry (4)
- ENGL 2140 Environmental Literature (3)
- GEOG 1101* Physical Geography (4)
- GEOG 1104 Resources, Society & Environment (3)
- GEOG 1123 Geography of Minnesota (3)
- GEOG 1125 Geography of the United States and Canada (3)
- GEOG 1172* Introductory Meteorology (4)
- GEOL 1101* Physical Geology (4)
- GEOL 1110 Environmental Geology (3)
- GEOL 1111* Environmental Geology Laboratory (1)
- GEOL 1120 Oceanography (3)
- HIST 1133 Minnesota History (3)
- PHIL 1140 Environmental Ethics (3)

*Lab Courses

**Minnesota Transfer Curriculum Electives**

If needed to reach 40 credits, complete additional courses from any MnTC Goal area.
Associate of Arts Degree with Emphasis

Students seeking an Associate of Arts (AA) degree in Liberal Education with an emphasis must successfully complete the AA requirements and the specific emphasis requirements. Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum Goal requirements.

Anthropology Emphasis

The Anthropology Department explores human nature, society, and culture very broadly and comparatively. Our courses foster a biocultural understanding of humans, from materially simple to complex cultures and 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: (11 cr)
- ANTH 1125 Physical Anthropology (4)
- ANTH 1126 Archaeology and Prehistory (4)
- ANTH 1127 Cultural Anthropology (3)

Complete at least one additional course: (3-6 cr)
- ANTH 1101 Cultural Diversity (3)
- ANTH 1121 Women Across Cultures (3)
- ANTH 1128 Visual Anthropology (3)
- ANTH 1150 Native Americans (3)
- ANTH 1188 Magic, Witchcraft and Religion (3)
- ANTH 1899 Medical Anthropology (3)
- ANTH 2126 Introduction to Field Archaeology (3)

The general education (MnTC) portion of the AA degree satisfies the liberal education requirements at the University of Minnesota.
Archaeology Emphasis
Students seeking an Associate of Arts (AA) in Liberal Education with an emphasis must successfully complete the AA requirements and the specific emphasis requirements. Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum (MnTC) goal requirements.

Archaeology explores the vanished cultures of the past through recovery and scientific analysis of physical evidence left at ancient sites. Our courses foster a biocultural understanding of societies; from materially simple to complex cultures and from the distant past to historic times. The Associate of Arts degree with Emphasis in Archaeology provides a solid foundation for an undergraduate major or for study in related disciplines, as well as tools and hands-on skills for participating in field research and cultural resource management.

Required courses: (16 cr)
ANTH 1126 Archaeology and Prehistory (4 cr)
ANTH 1127 Cultural Anthropology (3 cr)
ANTH 1150 Native Americans: Yesterday, Today, and Tomorrow (3 cr)
ANTH 1194 Independent Study Project: Archaeological Field Work (3 cr)
ANTH 2126 Field Methods in Archaeology (3 cr)

Plus one of the following: (4 cr)
GEOL 1110/1111 Environmental Geology and Lab (4)
GEOG 1101 Physical Geography (4)

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

Required courses: (15 cr)
ART 1102 Art History Survey 1 (3)
ART 1103 Art History Survey 2 (3)
ART 1118 Two-Dimensional Design (3)
ART 1120 Three-dimensional Design (3)
ART 1121 Drawing 1 (3)

Art elective courses: (6 cr)

Art History Emphasis
The Associate of Arts (AA) with Emphasis in Art History is a liberal education degree with a concentration in art history and studio art that are paired with recommended supporting courses. The degree provides a sound art history and art studio foundation and satisfies the complete MnTC. It is intended for transfer to a BA four-year program. Students seeking an Associate of Arts (AA) with Emphasis in Art History must successfully complete the AA requirements and the specific Art History Emphasis requirements. The degree provides a sound art history and art studio foundation and satisfies the complete MnTC.

Required art history courses:
Complete the following 9 credits:
ART 1102 Art History Survey 1 (3)
ART 1103 Art History Survey 2 (3)
ART 1104 Contemporary Art Survey (3)

Required studio art courses:
Choose a minimum of 3 credits from the following:
ART 1101 Visual Arts (3)
ART 1121 Drawing 1 (3)
ART 1118 Two-Dimensional Design (3)
ART 1120 Three-dimensional Design (3)

Required writing course:
ENGC 1101 Freshman Composition (4)

Choose a minimum of 3 credits from the following:
ENGC 2000 Advanced Writing (3)
ENGC 2020 Advanced Grammar (3)

Required global studies courses:
Choose a minimum of 3 credits from the following:
ART 1105 Non-Western Art Survey (3)
ANTH 1101 or SOC 1101 Cultural Diversity (3)
PHIL 1150 Intro to World Religions (3)

Bioscience Emphasis
The Associate of Arts degree with Emphasis in Bioscience gives students a direction for entry into the bioscience field. Students would be on track for a biology major if deciding to transfer to a four-year institution.

Required courses: (22 cr)
BIOL 1105 Gen Biology: Cells Organisms (4)
BIOL 1106 Gen Biology: Ecology/Evolution (4)
BIOL 2204 Microbiology (4)
CHEM 1061 Principles of Chemistry 1 (5)
CHEM 1062 Principles of Chemistry 2 (5)

Elective courses:
BIOL 2205 Genetics (4)
CHEM 2061 Organic Chemistry 1 (5)
CHEM 2062 Organic Chemistry 2 (5)
Chemistry Emphasis
Students will complete the requirements through the sophomore level of a baccalaureate degree in chemistry, biochemistry, chemical engineering or the biological sciences at most four-year colleges and universities. Also, the Associate of Arts degree with Emphasis in Chemistry signifies students have completed the first two years of chemistry courses required by most institutions for programs in medicine, pharmacy, dentistry, veterinary medicine, chiropractic and medical technology.

**Required courses:** (20 cr)
- CHEM 1061 Principles of Chemistry 1 (5)
- CHEM 1062 Principles of Chemistry 2 (5)
- CHEM 2061 Organic Chemistry 1 (5)
- CHEM 2062 Organic Chemistry 2 (5)

**Recommended course:** (4 cr)
- CHEM 2041 Quantitative Analysis (4)

**Communication Emphasis**
The Associate of Arts degree with Emphasis in Communication is designed to certify that students have completed the requirements through the sophomore level for a baccalaureate degree at most four-year institutions.

**Required courses:** (12 cr)
- COMM 1101 Fundamentals-Public Speaking (3)
- COMM 1111 Interpersonal Communication (3)
- COMM 1121 Small Group Communication (3)
- COMM 1131 Intercultural Communication (3)

**Complete at least one of the following:** (3 cr)
- COMM 1106 Intro to Mass Communication (3)
- COMM 1141 Nonverbal Communication (3)
- COMM 1900 Topics in Communication (3)
- COMM 2111 Family Communication (3)

Family Studies Emphasis
Family relationships tend to pervade all aspects of both our personal and professional lives. Consequently, systematic study of various aspects of these relationships can serve to improve both of these—as well as provide potential occupational opportunities in serving families and individuals. This emphasis is intended to provide a foundation for all of these desirable outcomes.

**Required courses:** (12 cr)
- COMM 2111 Family Communication (3)
- HIST 1131 History-Family-Cross Cultural (3)
- SOC 1102 Love, Sex and Family (3)
- SOC 2114 Families in Crisis (3)

**Complete two courses from the following:** (5-7 cr)
- PSYC 1120 Psychology-Human Sexuality (3)
- PSYC 2210 Dev Psychology: Life-span (4)
- SOC 1103 Service-Learning/Community (2-3)
- SOC 1115 Soc of Sex and Gender Roles (3)

French Emphasis
See World Languages and Cultures.

Geography Emphasis
An Associate of Arts degree with Emphasis in Geography provides necessary lower division coursework in geography for transfer to a four-year major.

**Required courses:** (7 cr)
- GEOG 1101 Physical Geography (4)
- GEOG 1102 Human Geography (3)

**Complete at least 6 credits from the following:**
- GEOG 1104 Resources, Society & Environment (3)
- GEOG 1121 World Regional Geography (3)
- GEOG 1122* Geography of Europe (3)
- GEOG 1125 Geog of the US and Canada (3)
- GEOG 1170 Urban Geography (3)
- GEOG 1172 Introduction to Meteorology (3)
- GEOG 1180 Cartography and Geographic Information Systems (3)
- GEOG 1900 Topics in Geography (1-4)

*Offered only through the Oxford Study Abroad Program.

German Emphasis
See World Languages and Cultures.

Community Health Education/Health Education Emphasis
The Associate of Arts degree with Emphasis in Community Health Education/Health Education enables students to focus health related interests toward the issues and needs of the community. The interdisciplinary emphasis addresses a number of topics important to an understanding of the field of community and school based health education. The coursework is designated to provide the lower division coursework on which to base a four-year degree in health and related subject areas.

To complete the AA degree with Emphasis in Community Health Education/Health Education, the student must complete 40 credits in the Minnesota Transfer Curriculum, four core courses and at least 8 credits in electives to total 60 credits.
Core courses (12 cr)
HLTH 1104  Contemporary Health Issues  (3)
HLTH 1106  Drug Use and Abuse  (3)
HLTH 1107  Principles of Nutrition  (3)
HLTH 1118  Stress Management  (3)

Elective courses: (8 cr)
BIOL 1103 Intro to Emerging Diseases  (4)
DIET 2270 Community Nutrition: Political and Cultural Concerns  (3)
EXSC 1105 or EXSC 2205 Fitness Yoga  (1)
EXSC 1128 or HLTH 1128 Team Sports and Exercise  (3)
HLTH 1010 Health Professions Terminology  (3)
HLTH 1103 College First Aid and Adult CPR  (2)
HLTH 1111 Community CPR  (1)
HLTH 1112 BLS CPR  (1)
HLTH 1160 Theory & Practice of Tai Chi Ch’uan  (2)
HLTH 1170 Intro to the Theories & Practice of Healing Qigong  (3)
HLTH 1900 Topics in Health  (3)
HLTH 2100 Healthcare in the US  (3)
HLTH 2105 Women’s Health  (3)
HLTH 2209 Emergency Medical Responder  (3)
HLTH 2210 Wilderness Medicine  (2)
HLTH 2360 Tai Chi for Arthritis Instructor Certification  (1)
PSYC 1108 Psychology of Death and Dying  (3)
PSYC 1120 Psychology of Human Sexuality  (3)
PSYC 1220 Psych of Adulthood and Aging  (3)
SOC 2114 Families in Crisis  (3)

Integrative Wellness/Health Education Emphasis
The Associate of Arts degree Emphasis in Integrative Wellness/Health Education enables students to focus health-related interests toward the issues and needs of individuals and personal wellness. The interdisciplinary emphasis addresses a number of topics important to an understanding of the concept of "wellness" as well as healthy lifestyle, relaxation, fitness, and related concerns from a number of disciplines. The coursework is designed to provide the lower division coursework on which to base a four-year degree in health and related subject areas.

To complete the AA degree with Emphasis in Integrative Wellness/Health Education, the student must complete 40 credits of the Minnesota Transfer Curriculum, 6 core courses and at least 4 credits in electives to total 60 credits.

Core courses (16 cr)
HLTH 1118 Stress Management  (3)
HLTH 1160 Theory/Practice Tai Chi Ch’uan I  (2)
HLTH 2160 Theory/Practice Tai Chi Ch’uan II  (2)
HLTH 1170 Healing Qigong  (3)
HLTH 1104 Contemporary Health Issues  (3)
HLTH 1107 Nutrition  (3)

Elective course: (4 cr)
BIOL 1103 Intro to Emerging Diseases  (4)
DIET 2270 Community Nutrition  (3)
EXSC 1105 or EXSC 2205 Fitness Yoga  (1)
EXSC 1128 or HLTH 1128 Team Sports and Exercise  (3)
HLTH 1010 Health Professions Terminology  (3)
HLTH 1103 College First Aid and Adult CPR  (2)
HLTH 1106 Drug Use and Abuse  (3)
HLTH 1111 Community CPR  (1)
HLTH 1112 BLS CPR  (1)
HLTH 1900 Topics in Health  (3)
HLTH 2100 Healthcare in the US  (3)
HLTH 2105 Women’s Health  (3)
HLTH 2209 Emergency Medical Responder  (3)
HLTH 2210 Wilderness Medicine  (2)
HLTH 2360 Tai Chi for Arthritis Instructor Certification  (1)
PSYC 1108 Psychology of Death and Dying  (3)
PSYC 1120 Psychology of Human Sexuality  (3)
PSYC 1220 Psych of Adulthood and Aging  (3)
SOC 2114 Families in Crisis  (3)

History Emphasis
Students who plan to major in history at a four-year institution would be well-advised to take both the American and world history survey courses in order to be well-prepared for upper division work. These emphases give students who wish to major in history at a four-year institution a strong base from which to build their degree program.

Students must select only one emphasis area.

U.S. History
Required courses: (11 cr)
HIST 1111 United States History 1  (4)
HIST 1112 United States History 2  (4)
HIST 1133 Minnesota History  (3)

Complete one of the following: (3-4 cr)
HIST 1101 History of World Civilizations 1  (4)
HIST 1102 History of World Civilizations 2  (4)
HIST 1103 History of World Civilizations 3  (4)
HIST 1131 Hist of the Family: Multicultural  (3)
HIST 2101 History of East Asia  (3)
HIST 2201 The World in the Era of the World Wars  (3)
World History
Required courses: (12 cr)
HIST 1101 History of World Civilizations 1 (4)
HIST 1102 History of World Civilizations 2 (4)
HIST 1103 History of World Civilizations 3 (4)
Complete one of the following: (3-4 cr)
HIST 1111 United States History 1 (4)
HIST 1112 United States History 2 (4)
HIST 1131 History of the Family: Multicultural (3)
HIST 1133 Minnesota History (3)
HIST 2101 History of East Asia (3)
HIST 2201 The World in the Era of the World Wars (3)

General History
Complete four of the following: (14-16 cr)
HIST 1101 History of World Civilizations 1 (4)
HIST 1102 History of World Civilizations 2 (4)
HIST 1103 History of World Civilizations 3 (4)
HIST 1111 United States History 1 (4)
HIST 1112 United States History 2 (4)
HIST 1131 History of the Family: A Multicultural Perspective (3)
HIST 1133 Minnesota History (3)
HIST 2101 History of East Asia (3)
HIST 2201 The World in the Era of the World Wars (3)

Japanese Emphasis
See World Languages and Cultures.

Literary Studies Emphasis
Coursework in this area provides students with exposure to the subject areas identified as most central to the field of literary studies. The emphasis also focuses on the likely requirements of an English major at most Minnesota four-year colleges and universities.

Required courses: (11 cr)
ENGL 2120 Shakespeare (3)
ENGL 2150 American Literature 1 (4)
or ENGL 2151 American Literature 2 (4)
ENGL 2160 British Writers 1 (4)
or ENGL 2161 British Writers 2 (4)
Complete two elective courses: (6 cr)
(Note: Any American and British literature courses taken beyond the three required courses above can count toward the elective requirement.)
ENGL 1130 Literature of Diversity (3)
ENGL 1140 Gender and Literature (3)
ENGL 1150 Contemporary Literary Studies (3)
ENGL 1186 Introduction to Poetry (3)
ENGL 1187 Introduction to Drama (3)
ENGL 1188 Introduction to Short Stories (3)
ENGL 1189 Introduction to the Novel (3)

Mathematics Emphasis
The Associate of Arts degree with Emphasis in Mathematics is designed to certify that students have completed the requirements through the Sophomore level for a baccalaureate degree in mathematics at most four-year institutions. These courses also provide a sound foundation for most science and technical programs.

Required courses: (15 cr)
MATH 1510 Calculus 1 (5)
MATH 1520 Calculus 2 (5)
MATH 2510 Calculus 3: Multivariable Calc (5)
Complete two of the following: (8-9 cr)
CSCI 2011 Discrete Structures of Comp Sci (4)
CSCI 2031 Intro to Numerical Computing (4)
CSCI 2033 Elementary Computational Linear Algebra (4)
MATH 2400 Probability/Statistics with Calc (4)
MATH 2520 Calc 4: Differential Equations (5)
MATH 2700 Foundations of Math & Logic (4)

Multicultural Studies Emphasis
Coursework in this area is supportive of four-year programs in multicultural studies, ethnic studies and area studies as well as the related fields of study such as human services, education, American studies and all of the social sciences and humanities.

Required courses: (9 cr)
ANTH 1127 Cultural Anthropology (3)
COMM 1131 Intercultural Communication (3)
SOC 2110 American Minority Relations (3)
Complete three of the following: (9 cr)
ANTH 1128 Visual Anthropology
ANTH 1150 Native Americans Yesterday, Today Tomorrow (3)
ANTH 1188 Magic, Witchcraft, and Religion (3)
ANTH 1899 Medical Anthropology (3)
ENGL 1130 Literature of Diversity (3)
ENGL 2130 African American Literature (3)
ENGL 2131 Asian American Literature (3)
ENGL 2132 U.S. Latino/a Latino Literature (3)
ENGL 2133 Native American Literature (3)
FREN 1111 Culture and Civilization (3)
GEOG 1102 Human Geography (3)
GERM 1111 Culture and Civilization (3)
JAPN 1111 Culture and Civilization (3)
MUSC 1121 Introduction to World Music (3)
PHIL 1150 Introduction to World Religions (3)
SOC 1103 Service-Learning (3)
SOC 1121
or ANTH 1121
or WMST 1121 Women Across Cultures (3)
SPAN 1111 Culture and Civilization (3)
Music Emphasis

Music Program Accreditation
The Music Department at Normandale Community College is an accredited institutional member of the National Association of Schools of Music.

The Associate of Arts degree with Emphasis in Music provides a quality two-year curriculum which complete the first two years of a baccalaureate degree in music.

Required courses: (28 cr)
MUSC 1131, 1132, 2231, 2232 Music Theory I, II, III, IV (12)
MUSC 1181, 1182, 2281, 2282 Ear Training I, II, III, IV (8)
MUSC 1151* Applied Music (primary instrument or voice) (four semesters for 8 cr)
MUSC 1152* Performance Class (four semesters)

Complete one music ensemble course: (two semesters* for 2 credits)
MUSC 1113 Concert Choir (1)
MUSC 1116 Concert Band (1)
MUSC 1118 Orchestra (1)
MUSC 1145 Jazz Ensemble (1)

Piano Proficiency:
MUSC 1159 Piano Proficiency (0)

Elective courses: (recommended - not required)
MUSC 1123 Jazz History (3)
MUSC 1156 Guitar 1: Class Lessons (2)
MUSC 1161 Voice: Class Lessons (2)

*Most colleges and universities require four semesters of Applied Music, Performance Class and Performing Ensemble. The student who elects to complete only two semesters may be behind upon transfer.

Philosophy Emphasis
The Philosophy Department offers a complete selection of lower division courses for a major in philosophy as well as related areas such as religion or humanities.

Careers related to this major include law, religious vocations and environmental sciences. In addition, many students majoring in philosophy are well prepared for graduate programs in a variety of fields.

Complete two of the following courses: (6 cr)
PHIL 1101 Introduction to Philosophy (3)
PHIL 1102 Logic (3)
PHIL 1103 Ethics (3)

Complete one of the following courses: (3 cr)
PHIL 1140 Environmental Ethics (3)
PHIL 1150 Intro to World Religions (3)
PHIL 1160 Philosophy of Art (3)
PHIL 1170 Business Ethics (3)
PHIL 1180 Biomedical Ethics (3)

Photography Emphasis
The Associate of Arts degree with Emphasis in Photography is a liberal education degree with a concentration in fine art photography courses.

The photography program in the Department of Art and Art History at Normandale Community College is committed to nurturing an artistic community that is contemporary, critical, and professional. While treating photography as an artistic medium, this program encourages forms of critical thinking that can be applied to all art media and college disciplines.

The photography emphasis is centered on developing an outstanding ability to interpret, criticize, and articulate ideas through the visual image. Photography facilities include both traditional chemical-based darkrooms and a digital lab.

The degree provides a sound fine art photography and art studio foundation and satisfies the complete MnTC. It is intended for transfer to a BA four-year program.

Required photography courses (15 cr):
ART 1109 Exploring Photography (3)
ART 1110 Black & White Photography 1 (3)
ART 1113 Video Art (3)
ART 1114 Digital Photography (3)
ART 2207 Photography 2 (3)

Required Art History course: (3 cr)
Choose one of the following:
ART 1103 Art History Survey 2 (3)
ART 1104 Contemporary Art Survey (3)

Studio Course Electives: (3 cr)
One additional art course (excluding ART 1101, Visual Arts)
Physics Emphasis
The Associate of Arts degree with Emphasis in Physics provides the necessary lower division coursework in physics for transfer to a four-year major.

Required courses: (24 cr)
MATH 2510 Calc 3: Multivariable Calculus (5)
MATH 2520 Calc 4: Differential Equations (5)
PHYS 1121 Physics with Calculus 1 (5)
PHYS 1122 Physics with Calculus 2 (5)
PHYS 2250 Modern Physics (4)

Sociology Emphasis
The Associate of Arts degree with Emphasis in Sociology provides the necessary lower division coursework in sociology for transfer to a four-year major in law enforcement, criminal justice, law, social work or human services.

Required courses: (12 cr)
SOC 1104 Introduction to Sociology (3)
SOC 1106 Soc Problems/Changing World (3)
SOC 2108 Social Psychology (3)
SOC 2114 Families in Crisis (3)

Complete two of the following courses: (5-6 cr)
SOC 1102 Love, Sex and Family (3)
SOC 1113 Service-Learning/Community (2-3)
SOC 1115 Sociology of Sex/Gender Roles (3)
SOC 1121 Women Across Cultures (3)
SOC 2110 American Minority Relations (3)
SOC 2125 Social Deviance (3)
SOC 2130 Intro to Criminal Justice (3)
or any other 2000-level Sociology course

Spanish Emphasis
See World Languages and Cultures.

Political Science Emphasis
The Associate of Arts degree with Emphasis in Political Science provides lower-division coursework in political science for transfer to a four-year major. Students must complete the requirements for the Associate of Arts in Liberal Education and the emphasis requirements as indicated below.

Required courses: (15 cr)
POLS 1130 Introduction to U.S. Politics (3)
POLS 1132 Intro to Comparative Politics (3)
POLS 1150 Intro to World Politics (3)
POLS 2253 Constitutional Law 1 (3)
POLS 2254 Constitutional Law 2 (3)

Complete one of the following courses: (3 cr)
POLS 1133 Middle East Politics (3)
POLS 1134 Introduction to Political Thought through the Classical Thinkers (3)
POLS 1135 Intro to Modern Political Thought (3)

Psychology Emphasis
The Associate of Arts degree with Emphasis in Psychology provides lower division coursework in psychology for transfer to a four-year major.

Required courses: (4 cr)
PSYC 1110 General Psychology (4)

Complete at least four of the following courses (at least two must be at the 2000 level): (12-13 cr)
PSYC 1106 Psychology of Women (3)
PSYC 1108 Psychology of Death/Dying (3)
PSYC 1109 Child & Adolescent Development (3)
PSYC 1120 Psychology-Human Sexuality (3)
PSYC 1140 Psychology of Gender (3)
PSYC 1220 Psychology-Adulthood/Aging (3)
PSYC 2200 Abnormal Psychology (3)
PSYC 2210 Developmental Psy: Life Span (4)
PSYC 2300 Psychology of Personality (3)
PSYC 2400 Psychology of Religion and Spirituality (3)
PSYC 2500 Biopsychology (3)
PSYC 2600 Principles of Social Psychology (3)
PSYC 2900 Topics in Psychology

Psychology Emphasis
The Associate of Arts degree with Emphasis in Psychology provides the necessary lower division coursework in psychology for transfer to a four-year major.

Required courses: (4 cr)
THTR 1116 Introduction to Theatre (3)
THTR 2150 Script Analysis (3)

Plus two of the following (6 cr):
THTR 1130 Intro to Stage Costumes (3)
THTR 1140 Introduction to Stagecraft (3)
THTR 1145 Introduction to Stage Lighting (3)
THTR 2520 Stage Management (3)

Plus two of the following (6 cr):
THTR 1101 Voice and Movement (3)
THTR 1151 Acting I (3)
THTR 2151 Acting 2 (3)
Women’s Studies Emphasis
Coursework in this area is supportive of four-year 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: (6 cr)
WMST 1101 Intro to Women’s Studies (3)
WMST 1121 Women Across Cultures (3)
or ANTH 1121 Women Across Cultures (3)
or SOC 1121 Women Across Cultures (3)

Complete three of the following courses: (9 cr)
BIOL 1125 Biology of Women (3)
ENGL 1140 Gender and Literature (3)
HIST 1131 History of the Family (3)
PSYC 1106 Psychology of Women (3)
SOC 1115 Sociology of Sex/Gender Roles (3)

World Languages and Cultures Emphasis
French
To complete the Associate of Arts degree with Emphasis in French, students must complete the requirements for the Associate of Arts in Liberal Education and the emphasis requirements as indicated below. Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum (MnTC) Goal requirements.

Required courses: (23 cr)
FREN 1100 Beginning French 1 (5)
FREN 1111 Culture and Civilization (3)
FREN 1200 Beginning French 2 (5)
FREN 2100 Intermediate French 1 (5)
FREN 2200 Intermediate French 2 (5)

German
To complete the Associate of Arts degree with Emphasis in German, students must complete the requirements for the Associate of Arts in Liberal Education and the emphasis requirements as indicated below. Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum (MnTC) Goal requirements.

Required courses: (23 cr)
GERM 1100 Beginning German 1 (5)
GERM 1111 Culture and Civilization (3)
GERM 1200 Beginning German 2 (5)
GERM 2100 Intermediate German 1 (5)
GERM 2200 Intermediate German 2 (5)

Japanese
To complete the Associate of Arts degree with Emphasis in Japanese, students must complete the requirements for the Associate of Arts in Liberal Education and the emphasis requirements as indicated below. Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum (MnTC) Goal requirements.

Required courses: (23 cr)
JAPN 1100 Beginning Japanese 1 (5)
JAPN 1111 Culture and Civilization (3)
JAPN 1200 Beginning Japanese 2 (5)
JAPN 2100 Intermediate Japanese 1 (5)
JAPN 2200 Intermediate Japanese 2 (5)

Spanish
To complete the Associate of Arts degree with Emphasis in Spanish, students must complete the requirements for the Associate of Arts in Liberal Education and the emphasis requirements as indicated below. Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum (MnTC) Goal requirements.

Required courses: (20 cr)
SPAN 1100 Beginning Spanish 1 (5)
SPAN 1200 Beginning Spanish 2 (5)
SPAN 2100 Intermediate Spanish 1 (5)
SPAN 2200 Intermediate Spanish 2 (5)

Complete one of the following courses: (3 cr)
SPAN 1111 Culture & Civilization (3)
SPAN 2210 Advanced Communication Skills (3)
Associate of Fine Arts Degrees

Students seeking an Associate of Fine Arts (AFA) degree from Normandale Community College must successfully complete the degree requirements determined by the specific degree, which includes MnTC required credits.

Students need to consult the department chair to initiate an AFA degree program.

Other Graduation Requirements:
- Complete the specific major requirements.
- Earn a cumulative grade point average (GPA) of 2.00 or higher for college-level coursework completed at Normandale.
- Earn a minimum of 20 College level credits at Normandale.

Art (AFA)

The AFA is a pre-professional degree intended for students transferring to a BFA 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 AFA degree combines a high concentration of art history and studio art coursework with liberal arts general education courses. Careful planning in consultation with counselors and art instructors concerning course sequence, program admission and transfer institution requirements is essential.

Admission to the Program
1. Application: Complete the AFA application form and submit it to the Art Faculty AFA Representative.
2. Interview with Art Faculty AFA Representative: It is strongly recommended to schedule this as soon as the decision to acquire the degree is made and no later than midpoint in completion of art course requirements for the AFA degree.
3. Portfolio: Submit a portfolio of artwork (minimum 3 pieces, maximum 5 pieces) to the Art Faculty AFA Representative at the time of the interview. Work will be reviewed by Art Department faculty.

AFA Degree in Art (60 credit degree)

1. Art credits: Complete 40 credits in Art courses (including Core Art Courses and Art Electives) with a cumulative grade point average of 3.0 on a 4.0 scale. Refer to the AFA in Art Course Requirements and the AFA-Art Recommended Program Planning Guide for specific requirements and suggested sequences of art courses.
2. General education credits: Complete 20 credits with a minimum of one course in four of the following MnTC Goal areas: 1, 3, 4, 5, 7, 9, or 10. Courses numbered 1000 and above must have a cumulative grade point average of 2.0 on a 4.0 scale.
3. Portfolio Course: Complete the Portfolio Creation (Art 2200) course as soon as possible after completing 21 art credits.
4. AFA Exhibition: AFA students will present a culminating exhibit of their artwork. This will be coordinated with AFA Art Faculty Representative after the completion of at least 30 art credits. It is strongly recommended that this occur during the student's last academic term (Fall, Spring).
5. Graduation: File a graduation application during the semester you plan to graduate and receive approval for graduation on the basis of a degree completion audit.

Core Art Courses (19 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ART 1102</td>
<td>Art History 1 (3)</td>
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<tr>
<td>ART 1103</td>
<td>Art History 2 (3)</td>
</tr>
<tr>
<td>ART 1104</td>
<td>Contemporary Art Survey (3)</td>
</tr>
<tr>
<td>or ART 1105</td>
<td>Non-Western Art History Survey (3)</td>
</tr>
<tr>
<td>ART 1118</td>
<td>Two-Dimensional Design (3)</td>
</tr>
<tr>
<td>ART 1120</td>
<td>Three-Dimensional Design (3)</td>
</tr>
<tr>
<td>ART 1121</td>
<td>Drawing 1 (3)</td>
</tr>
<tr>
<td>ART 2200</td>
<td>Portfolio Creation (1)</td>
</tr>
</tbody>
</table>

Art Electives: (21 cr)

Complete a minimum of 7 courses with at least one course in each area.

Area 1 (at least one course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1126</td>
<td>Printmaking: Monotype and Screenprint (3)</td>
</tr>
<tr>
<td>ART 1127</td>
<td>Painting 1 (3)</td>
</tr>
<tr>
<td>ART 1128</td>
<td>Watercolor Painting (3)</td>
</tr>
<tr>
<td>ART 1129</td>
<td>Printmaking: Intaglio and Relief (3)</td>
</tr>
<tr>
<td>ART 2201</td>
<td>Figure Drawing (3)</td>
</tr>
<tr>
<td>ART 2202</td>
<td>Mixed Media (3)</td>
</tr>
<tr>
<td>ART 2204</td>
<td>Drawing 2 (3)</td>
</tr>
<tr>
<td>ART 2253</td>
<td>Painting 2 (3)</td>
</tr>
</tbody>
</table>
Area 2 (at least one course)
ART 1109  Exploring Photography (3)
ART 1110  Black and White Photography 1 (3)
ART 1113  Video Art (3)
ART 1114  Digital Photography (3)
ART 1115  2D Animation and Interactivity (3)
ART 1122  Electronic Imaging (3)
ART 2207  Photography 2 (3)

Area 3 (at least one course)
ART 1123  Sculpture 1 (3)
ART 1124  Ceramics 1 (3)
ART 1125  Glass Fusing 1 (3)
ART 2203  Ceramics 2 (3)
ART 2204  Sculpture 2 (3)
ART 2206  Glass Fusing 2 (3)

ART 1101, The Visual Arts, and/or one Art Special Topics course may be used to satisfy art electives.

Creative Writing (AFA)

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.

The AFA is designed to provide the student with a body of work through workshop courses and a capstone project that will assist the student in being accepted into a competitive creative writing program. The student will also work to build his or her resume and portfolio before moving into the professional arena.

The AFA is a combination of liberal arts general education courses and creative writing courses. General education requirements fulfill the creative writing student’s need to develop conceptual and communication skills necessary for successful transfer and completion of a baccalaureate arts degree or a successful professional career.

The degree is earned by completing 60 credits, 40 credits of which are to include the entire Minnesota Transfer Curriculum (MnTC) and 24 credits of English course requirements. To complete the AFA degree program in Creative Writing in two years, it is recommended that the student take 16 credits per semester each of four semesters (Fall and Spring). Some courses are offered during the summer and may be taken during summer session to reduce the course load during the academic year.

Students in the AFA degree program are assigned a faculty mentor and will have required meetings with their mentor throughout the academic year.

Students should consult their intended transfer institution for any additional admissions or general education requirements.

Required Writing Courses: (12 cr)
Complete 12 credits from the following:
ENGW 1111  Creative Writing (3)
ENGW 2112 Poetry Writing (3)
ENGW 2113 Fiction Writing (3)
ENGW 2114 Play and Screenwriting (3)
ENGW 2115 Memoir/Nonfiction Writing (3)
ENGW 2900 Topics in Creative Writing (1-4)

Required Literature Courses: (11 cr)
ENGL 1130  Literature of Diversity (3)
ENGL 2151 American Literature 2 (4)
One additional ENGL course at the 2000 level.

Capstone Portfolio Project (1+ cr)
Students will complete an Independent Study project with their mentor their final semester, focusing on preparing a representative portfolio of work completed during their AFA program.

Music (AFA)

Music Program Accreditation
The Music Department at Normandale Community College is an accredited institutional member of the National Association of Schools of Music.

While completing the courses in six goals of the Minnesota Transfer Curriculum (including Goal 1), the student must also complete the following Music courses.

Music Requirements: (38 cr)
MUSC 1131, 1132, 2231, 2232  Music Theory I, II, III, IV (12)
MUSC 1181, 1182, 2281, 2282  Ear Training I, II, III, IV (8)
MUSC 1151  Applied Music (4 semesters, 8 cr)
MUSC 1152  Performance Class (4 semesters)
Complete two Music History courses: (6 cr)
MUSC 2245  Medieval to Baroque Music (3)
MUSC 2246  Classic to Romantic Music (3)
MUSC 2247  Twentieth Century Music (3)
Complete one Music Ensemble course: (4 semesters for 4 cr)
MUSC 1113 Concert Choir (1)
MUSC 1116 Concert Band (1)
MUSC 1118 Orchestra (1)

Piano Proficiency:
MUSC 1159 Piano Proficiency (0)

General Education Requirements: (30 cr)
Complete 30 credits from at least six Goals of the Minnesota Transfer Curriculum (MnTC), including Goal 1. Music courses above may be used to satisfy Goal requirements. Students are encouraged to plan their courses with a Normandale counselor.

Theatre Performance (AFA)

Theatre Program Accreditation
Theatre Program Accreditation
The Theatre Department at Normandale Community College is an accredited institutional member of the National Association of Schools of Theatre.

The Associate of Fine Arts degree in Theatre Performance is designed for the student who wishes to focus on intensive study of the first two years of theatre performance curriculum and production activities. The degree is appropriate for students intending to transfer to a baccalaureate program (BA or BFA) in acting or performance at a four-year institution. The AFA in Theatre Performance is a combination of liberal arts general education courses and introductory theatre arts courses. The degree is earned by completing 60 credits – 40 credits of which are to include the entire Minnesota Transfer Curriculum (MnTC).

Students should consult their intended transfer institution for any additional admissions or general education requirements.

Acceptance into this degree program is by audition/interview only.

Required Theatre Courses (20 cr):
THTR 1101 Voice and Movement (3)
THTR 1120 Theatre Performance Practicum (1)*
THTR 1135 Introduction to Stage Makeup (2)
THTR 1151 Acting 1 (3)
THTR 2150 Script Analysis (3)
THTR 2151 Acting 2 (3)
THTR 2160 Audition Technique-Stage/Screen (3)

* This one-credit course should be repeated for a total of 3 credits.

General Education Requirements:
Complete the Minnesota Transfer Curriculum (MnTC). With careful planning, courses used to satisfy Goals 5 and 6 may also be counted for Goals 7, 8, 9 and 10.

Theatre Production and Design (AFA)

Theatre Program Accreditation
The Theatre Department at Normandale Community College is an accredited institutional member of the National Association of Schools of Theatre.

The Associate of Fine Arts degree (AFA) in Theatre Production and Design is designed for the student who wishes to focus in the first two years on intensive study of the theatre design and production curriculum and production activities. The degree is appropriate for students intending to transfer to a baccalaureate program (BA or BFA) in design and technical theatre at a four-year institution.

The AFA in Theatre Production and Design is a combination of liberal arts general education courses and introductory theatre arts courses. The degree is earned by completing 60 credits, 40 credits of which are to include the entire Minnesota Transfer Curriculum (MnTC) and 20 credits of theatre course requirements.

Students should consult their intended institution for any additional admissions or general education requirements.

Acceptance into this degree program is by interview only.

Required Theatre Courses: (14 credits total)
THTR 1116 Introduction to Theatre (3)
THTR 1122 Technical Theatre Practicum (2)
THTR 2020 Basic Design for the Stage (3)
THTR 2150 Script Analysis (3)
THTR 2520 Stage Management (3)

In addition, choose six credits from the following:
THTR 1130 Introduction To Stage Costumes (3)
THTR 1140 Introduction to Stagecraft (3)
THTR 1145 Introduction Stage Lighting and Sound (3)

General Education Requirements:
Complete the Minnesota Transfer Curriculum (MnTC). With careful planning, courses used to satisfy Goals 5 and 6 may also be counted for Goals 7, 8, 9 and 10.
Associate of Science Degrees

Students seeking an Associate of Science (AS) degree from Normandale Community College must successfully complete the degree requirements determined by the specific program, which include 30 credits from at least six MnTC Goals.

Other Graduation Requirements:
- Complete the specific major requirements.
- Earn a cumulative grade point average (GPA) of 2.00 or higher for college-level coursework completed at Normandale. Note that some programs, such as those in health sciences, require a higher GPA in both Normandale and transfer coursework.
- Earn a minimum of 20 college level credits at Normandale.

Accounting (AS)

Accounting Program Accreditation
The Higher Learning Commission has extended Normandale's accreditation to include the online delivery of the Associate of Science in Accounting. Normandale's Accounting Program is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This degree is designed for possible employment at the associate degree level and for transfer to a bachelor of science program at some Minnesota State Colleges and Universities, private colleges and the University of Minnesota. The Associate of Science Degree in Accounting includes the Minnesota Transfer Curriculum. Completion of this degree is dependent upon a grade of C or higher in each of the Specialized Career Program Requirements and General Education Requirements.

Approval Pending

Specialized Career Program Requirements:
*(19-20 cr)*

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 1853</td>
<td>Federal Income Tax</td>
<td>4</td>
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<tr>
<td>ACCT 2251</td>
<td>Principles of Accounting 1</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2252</td>
<td>Principles of Accounting 2</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2254</td>
<td>Intro to Management Information Systems</td>
<td>4</td>
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<tr>
<td>or BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2220</td>
<td>Statistics for Bus and Econ</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 1080</td>
<td>Introduction to Statistics</td>
<td>4</td>
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</tbody>
</table>

*Recommended for students considering transfer to a bachelor's degree completion program.

General Education Requirements: *(40 cr)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>ENGC 1101</td>
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<tr>
<td>COMM 1111</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 1101</td>
<td>Fundamentals-Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 1121</td>
<td>Sm Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1100</td>
<td>College Algebra - Probability</td>
<td>4</td>
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<tr>
<td>ECON 2201</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
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<td>ECON 2202</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1110</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>or SOC 1104</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Two courses in MnTC Goal 3 from a minimum of two departments (including one lab course)

Two courses in MnTC Goal 6 from a minimum of two departments (PHIL 1170 is recommended)

Elective Courses:

If necessary, select other Minnesota Transfer Curriculum courses to reach 40 credits of General Education Requirements and 60 credits overall.

Business (AS)

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

This degree is designed for possible employment at the associate degree level and for transfer to a Bachelor of Science program at some Minnesota State Colleges and Universities, private colleges, and the University of Minnesota. The Associate of Science degree in Business includes the Minnesota Transfer Curriculum. Completion of this degree is dependent upon a grade of C or higher in each of the Specialized Career Program Requirements and General Education Requirements.

Approval Pending

Specialized Career Program Requirements: *(20 cr)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 2251</td>
<td>Principles of Accounting 1</td>
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<tr>
<td>BUSN 1100</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>or BUSN 1105</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUSN 1140</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>or BUSN 2100</td>
<td>Human Relations and Effective</td>
<td>3</td>
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<tr>
<td>BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1</td>
<td>3</td>
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<td>BUSN 2155</td>
<td>Legal Environment of Business</td>
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<td>BUSN 2220</td>
<td>Statistics for Bus and Econ</td>
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</tr>
<tr>
<td>or MATH 1080</td>
<td>Introduction to Statistics</td>
<td>4</td>
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</tbody>
</table>
General Education Requirements: (40 cr)
ENGC 1101 Freshman Composition (4)
COMM 1111 Interpersonal Communication (3)
or COMM 1101 Fundamentals-Public Speaking (3)
or COMM 1121 Sm Group Communication (3)
ECON 2201 Principles of Microeconomics (3)
ECON 2202 Principles of Macroeconomics (3)
PSYC 1110 General Psychology (4)
or SOC 1104 Intro to Sociology (3)
Two courses in MnTC Goal 3 from a minimum of two departments (including one lab course)
Two courses in MnTC Goal 6 from a minimum of two departments (PHIL 1170 is recommended)
One course in MnTC Goal 4 (MATH 1100 recommended)
One course in MnTC Goals 7 and 10

Elective Courses:
If necessary, select other Minnesota Transfer Curriculum courses to total 40 credits.

Computer Science (AS)
The Associate of Science Degree in Computer Science is designed to give the student sufficient knowledge to enter the job market as a programmer. In addition, it will provide the student with a sound foundation in courses which are commonly the core of baccalaureate programs in computer science and will enable the student to transfer to a four-year institution. If the student plans to transfer, the transfer guide to a specific institution should be consulted. Completion of this degree is dependent upon a grade of "C" or higher in each of the Professional/Technical Courses and General Education Requirements listed below.

Professional/Technical courses: (20 cr)
CSCI 1111 Introduction to Programming in C (4)
CSCI 2001 Structure of Computer Prog I (4)
CSCI 2002 Structure of Computer Prog II (4)

A minimum of 8 credits from the following courses:
CSCI 1203 Intro-Computer Prog in Java (4)
CSCI 2011 Discrete Structures-Comp Sci (4)
CSCI 2021 Machine Architecture/Org (4)
CSCI 2033 Elementary Computational Linear Algebra (4)

General Education requirements: (27 cr)
MATH 1510 Calculus 1 (5)
MATH 1520 Calculus 2 (5)
ENGC 1101 Freshman Composition (4)
COMM 1100 Introduction to Human Communication (3)
or COMM 1101 Fundamentals of Public Speaking (3)
or COMM 1111 Interpersonal Communication (3)
PHYS 1121 Physics with Calculus 1 (5)
PHYS 1122 Physics with Calculus 2 (5)
or CHEM 1061 Principles of Chemistry 1 (5)

MnTC electives: (13 cr)
*The remaining 13 credits must be taken from within the Minnesota Transfer Curriculum. Students must select courses from 3 of the following goal areas: 5, 6, 7, 8, 9, and 10. Check your transfer institution for specific requirements.

Criminal Justice (AS)
The Associate of Science degree in Criminal Justice degree provides a comprehensive preparation for careers in various areas of the criminal justice system as well as preparation for a four-year degree in criminal justice, such as, probation or parole officers or pre-law.

Specialized Career Program Requirements: (24-28 cr)
CIM 1201 Information Technology Concepts & Business Software 1 (3)
or CSCI 1100 Fundamentals of Computers (4)
HLTH 1106 Drug Use and Abuse (3)
HLTH 2209 Emergency Medical Responder (3)
or EMT Certification
POLS 2253 Constitutional Law 1 (3)
or POLS 2254 Constitutional Law 2 (3)
*Con Law 2 Recommended
SOC 2112 Social Deviance (3)
SOC 2130 Intro to Criminal Justice (3)
SOC 2131 Juvenile Justice (3)
SOC 2132 Police and Community (3)
SOC 2134 Corrections (3)

General Education requirements: (34-35 cr)
COMM 1111 Interpersonal Communication (3)
COMM 1131 Intercultural Communication (3)
ENGC 1101 Freshman Composition (4)
ENGC 1102 Technical Writing (3)
PHIL 1103 Ethics (3)
PSYC 1110 General Psychology (4)
or SOC 2108 Social Psychology (3)
SOC 1104 Introduction to Sociology (3)
SOC 2110 American Minority Relations (3)
SOC 2114 Families in Crisis (3)
Complete at least 3 credits from MnTC Goal 6.
Complete at least 3 credits from Goal 3 or 4.

Recommended electives (to reach 60 credits for the degree):
EXSC 1129 Fitness for Life (2)
PSYC 2200 Abnormal Psychology (3)
SOC 1190 Cooperative Ed in Sociology (3-8)
Dental Hygiene (AS)

Dental Hygiene Program Accreditation
The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. ADA, 211 E. Chicago Ave., Chicago, Illinois 60611, 312-440-2500.
www.ada.org/100.aspx

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 ethics, social responsibility, and lifelong learning. Program goals include the intent to: prepare graduates who will be competent to provide quality comprehensive dental hygiene care; manage policies to ensure admission of a qualified and diverse student population; participate in collaborative community health promotion; engage in professional activities and lifelong learning; maintain a program that reflects relevant and current dental hygiene practice; and incorporate emerging technologies to enhance quality dental hygiene services.

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 Dental Hygiene National Board Examination and Central Regional Clinical Licensure Examination. Upon successful completion of the National Board Exam and Central Regional Clinical Licensure Exam, students will be qualified to take the Minnesota State Board of Dentistry Jurisprudence Examination for Dental Hygiene 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.

Curriculum Changes
Through a partnership with Metropolitan State University, we now offer the option of a dual admissions 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, Betty Blazer.

Admission Requirements and Application Process

• Applicants who are new to Normandale must complete the online College application, found at www.normandale.edu under Quick Links/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 A2540) by December 31 of each year. The dental hygiene application can be found at www.normandale.edu under Academics/Health Sciences/Apply.
• 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.

The following requirements must be completed before an application can be processed. A grade of C or higher is required in each of these courses:
MATH 0700 or equivalent or higher
ENGC 1101 or equivalent
CHEM 1050 or equivalent
BIOL 1141 with a lab or equivalent
*Biol 1142 with a lab or equivalent, or show registration in this course for spring semester. Final acceptance into the program is contingent upon completion of this course with a grade of C or higher.
BIOL 2204 with a lab or equivalent. Note: 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, continuation through the program is contingent upon completion of this course with a grade of C or higher.

Note: For more program details, visit www.normandale.edu/academics. Dental Hygiene can be found under academic programs, see Frequently Asked Questions section online. Health Science Information sessions are available for more details. If you have further questions, please contact the Health Science Enrollment Manager, Betty Blazer at betty.blazer@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.

DENH 1112 Oral and Facial Anatomy (3)
DENH 1140 Pre-Clinic Theory (3)
DENH 1141 Pre-Clinic Skill Development (4)
DENH 1142 Clinic 1 Theory (2)
DENH 1143 Clinic 1 (4)
DENH 1150 Dental Radiology (4)
or DENH 1151 Accelerated Dental Radiology (2)
DENH 1160 Dental Materials (2)
or DENH 1161 Accelerated Dental Materials (1)
DENH 1162 Pharmacology for the Dental Hygienist (2)
DENH 2240 Clinic 2 Theory (2)
DENH 2241 Clinic 2 (6)
DENH 2242 Clinic 3 Theory (2)
DENH 2243 Clinic 3 (6)
DENH 2252 Clinical Radiology 1 (1)
DENH 2254 Clinical Radiology 2 (1)
DENH 2263 Pain Management (2)
DENH 2264 Periodontics (2)
DENH 2266 General and Oral Pathology (2)
DENH 2281 Preventive Concepts in Community Dental Health (2)

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 MnSCU dental hygiene education program. The standards are compatible with the scope of practice as defined by the Minnesota Board of Dentistry. Refer to the dental hygiene department website for more detailed information at www.normandale.edu under Programs and Degrees.

General Education Requirements: (38 cr)
Progression through the program is dependent upon a grade of C or higher for each of the following courses:

BIOL 1141 Human Anatomy (4)
BIOL 1142 Human Physiology (4)
BIOL 2204 Microbiology (4)
CHEM 1050 Foundations of Organic & Biochem (3)
COMM 1111 Interpersonal Communication (3)
ENGC 1101 Freshman Composition (4)
HLTH 1107 Principles of Nutrition (3)
PSYC 1110 General Psychology (4)
SOC 1104 Intro to Sociology (3)
MATH 0700 Intermediate Algebra (Requirement can be met through testing)

MnTC Electives Choose two courses (at least three credits each) from two of the following MnTC Goal areas: 4, 6, 7, 8, 9, 10.*

*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.

**Specialized Career Program Requirements:** (50 cr)

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

- DENH 1112: Oral and Facial Anatomy (3)
- DENH 1140: Pre-Clinic Theory (3)
- DENH 1141: Pre-Clinic Skill Development (4)
- DENH 1142: Clinic 1 Theory (2)
- DENH 1143: Clinic 1 (4)
- DENH 1150: Dental Radiology (4)
  - or DENH 1151: Accelerated Dental Radiology (2)
- DENH 1160: Dental Materials (2)
  - or DENH 1161: Accelerated Dental Materials (1)
- DENH 1162: Pharmacology for Dental Hygienist (2)
- DENH 2240: Clinic 2 Theory (2)
- DENH 2241: Clinic 2 (6)
- DENH 2242: Clinic 3 Theory (2)
- DENH 2243: Clinic 3 (6)
- DENH 2252: Clinical Radiology 1 (1)
- DENH 2254: Clinical Radiology 2 (1)
- DENH 2263: Pain Management (2)
- DENH 2264: Periodontics (2)
- DENH 2266: General and Oral Pathology (2)
- DENH 2281: Preventive Concepts in Community Dental Health (2)

**Sequence of Courses:**

**First Year**
- 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)

**Fall Semester:** (13 cr)
- 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)

**Spring Semester:** (18 cr)
- BIOL 2204: 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 Dental Hygienist (2)

**Summer Sessions 1 and 2** (8 cr)
- PSYC 1110: General Psychology (4)
- Electives (4)

**Second Year**
- Fall Semester: (18 cr)
- 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 Dental Hygienist (2)
- DENH 2266: General and Oral Pathology (2)
- HLTH 1107: Principles of Nutrition (3)

**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/Community Dent Hlth (2)
- SOC 1104: Introduction to Sociology (3)

**Advanced Degree Opportunities**

Through a partnership with Metropolitan State University, Normandale Community College now offers the option of a dual admissions programs where there are simultaneous admittance to Normandale's Associate Degree (AS) program and Metropolitan State University's Bachelor of Science in Dental Hygiene (BSDH) program. Obtaining your BSDH can be accomplished within one to two semesters after completion of the AS degree. When you meet with the Health Sciences Enrollment Manager, you will learn more about this new career pathway opportunity.

For more information on advanced degrees, visit http://www.metrostate.edu/cnhs/.

**Elementary Education Foundations (AS)**

The Associate of Science degree in Elementary Education Foundations prepares students for a major in elementary education at a four-year college or university. It also is excellent preparation for students who wish to work as paraprofessionals or educational assistants in an elementary classroom.

This degree incorporates all Minnesota Transfer Curriculum (MnTC) goals. The degree also includes the requirements for entrance into third-year courses in many other four-year or private schools offering an elementary education major.

Normandale has a partnership which enables students to obtain a four-year elementary education degree from Minnesota State University, Mankato on the Normandale campus. Completion of the AS in Elementary Education Foundations degree does not guarantee entrance into any particular program.

Students considering a teaching career are encouraged to take EDUC 1101 during their first semester, or as soon as possible in their college career. This course exposes education students to an early field experience so that students can determine if a career in teaching is right for them.
In order to complete a baccalaureate degree in four years, students must be prepared to take college-level composition and mathematics when they enter Normandale. If developmental coursework is required, the time needed to obtain a degree and licensure is increased.

Degree requirements:
Students wishing to complete the AS in Elementary Education Foundations should:

- Determine the four-year college or university to which they plan to transfer. This degree aligns directly with Minnesota State University, Mankato, and the four-year degree can be completed on the Normandale campus with Mankato.
- If another college or university is chosen, seek help from that institution's transfer department or seek help from Normandale Education Training Academy (EdTrAc) Office, C 3040.
- Develop a plan for completing the following Required courses.

### Required courses: (50-51 cr)

*For admission to the Minnesota State University, Mankato program, a grade of B or better is required for courses with an asterisk (*), and a cumulative grade point average of 3.0 or higher.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1101</td>
<td>The Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Survey of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1101*</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1101</td>
<td>Introduction to Education</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 2101</td>
<td>Education Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGC 1101*</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1160</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 1050*</td>
<td>Bridging Engineering and Education</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1121</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 1110</td>
<td>Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>U.S. History</td>
<td>4</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>U.S. History</td>
<td>4</td>
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<tr>
<td>HLTH 1106</td>
<td>Drug Use and Abuse</td>
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<td>MATH 1050</td>
<td>Mathematical Foundations I</td>
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</tr>
<tr>
<td>MATH 1060</td>
<td>Mathematical Foundations II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1070</td>
<td>Mathematical Foundations III</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1114</td>
<td>Introductory Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 1104</td>
<td>Descriptive Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>THTR 1151</td>
<td>Acting I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Engineering Foundations (AS)**

The Associate of Science in Engineering Foundations is a rigorous curriculum designed to prepare students for transfer to a four year program in a variety of engineering majors.

### Degree Completion:

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

1. Select the university to which they 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:
   a. All foundational courses, including humanities and/or social science courses appropriate for the transfer program and institution,
   b. A minimum of 3 courses and 9 credits from your chosen engineering specialty, selected to meet degree requirements at the transfer institution,
   c. Appropriate elective courses, and
   d. A total of 60 credits.

Apply to graduate during the final semester at Normandale.

### Foundational Courses: (46-47 cr)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1510</td>
<td>Calculus 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1520</td>
<td>Calculus 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH 2510</td>
<td>Calculus 3</td>
<td>5</td>
</tr>
<tr>
<td>MATH 2520</td>
<td>Calculus 4</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 1121</td>
<td>Physics with Calculus 1</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 1122</td>
<td>Physics with Calculus 2</td>
<td>5</td>
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<tr>
<td>CSCI XXXX</td>
<td>Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENGC 1101</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

Other Humanities or Social Sciences satisfying 3 goal areas (9)

Select courses that fulfill three additional MnTC goal areas and also fulfill general courses at the desired transfer institution. Note that some transfer programs have specific humanities and/or social science course requirements.

### Electives: (4-5 cr)

Elective courses to reach a minimum of 60 credits selected from courses that fulfill requirements at the desired transfer institution. Choose either required engineering courses (recommended) or courses that fulfill additional general education requirements. Expect to complete general education requirements during the junior and senior years.
**Engineering Specialty Requirements:** (9 cr)
A minimum of 3 courses and 9 credits from one of the specialty areas listed.

**Aerospace Engineering**
CHEM 1061
CSCI 1111 or 1113 or 1202 or 1203
ENGR 2001, 2301, 2235, 2236
PHYS 2250

**Biomedical Engineering**
CHEM 1061, 1062, 2061
CSCI 1111 or 1113 or 1202
MATH 2400

**Bioproducts & Biosystems Engineering**
BIOL 1105
CHEM 1061, 1062
ENGR 2235, 2236

  Emphasis (choose one)
  **Bioproducts:**
  CHEM 2061
  
  **Bioprocessing & Food:**
  CHEM 2061, 2062
  ENGR 2001, 2301
  MATH 2400

  **Environmental & Ecological:**
  ENGR 2001, 2301
  MATH 2400

**Chemical Engineering**
CHEM 1061, 1062, 2041, 2061, 2062

**Computer Engineering**
ENGR 2001, 2011, 2301, 2302

**Electrical Engineering**
CHEM 1061
CSCI 1111 or 1113 or 1202
ENGR 2001, 2011, 2301, 2302
CHEM 1062
or PHYS 2250

**Geological Engineering**
CHEM 1061, 1062
GEOL 1101
ENGR 2235, 2236
MATH 2400

**Material Science Engineering**
CHEM 1061, 1062, 2061
ENGR 2235
PHYS 2250

**Mechanical Engineering**
CHEM 1061
CSCI 1111 or 1113 or 1202
ENGR 1020 1020, 2001, 2235, 2236, 2301

Completion of this degree does not guarantee admission to a particular engineering program; many engineering programs have additional admission criteria. Furthermore, although the degree requires at least nine (9) credits in at least three (3) courses from an engineering specialty, taking all of the indicated courses will better prepare students for upper division coursework upon transfer.

Due to the highly sequential nature of engineering coursework, it is critical that engineering students meet with a counselor or academic advisor as soon as possible to develop an academic plan appropriate to their goals. Inappropriate course choice can delay graduation by a year or more.

**Exercise Science (AS)**

The Associate of Science degree in Exercise Science is a rigorous, science-based, 60-credit degree that includes several Exercise Science-specific courses and prepares students for transition to similar Exercise Science B.S. or B.A. degree programs.

**Required Courses:** (60 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGC 1101</td>
<td>Freshman Composition (4)</td>
<td></td>
</tr>
<tr>
<td>COMM 1111</td>
<td>Interpersonal Communication (3)</td>
<td></td>
</tr>
<tr>
<td>CHEM 1050</td>
<td>Foundations of Organic and Biochemistry (3)</td>
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<tr>
<td>BIOL 1142</td>
<td>Human Physiology (4)</td>
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<tr>
<td>MATH 1100</td>
<td>College Algebra and Probability (4)</td>
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<tr>
<td>PSYC 1110</td>
<td>General Psychology (4)</td>
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<tr>
<td>SOC 1101</td>
<td>Cultural Diversity (3)</td>
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<tr>
<td>PSYC 2210</td>
<td>Developmental Psych: Lifespan (4)</td>
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<tr>
<td>HLTH 1107</td>
<td>Principles of Nutrition (3)</td>
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<tr>
<td>EXSC 2305</td>
<td>Exercise Physiology (3)</td>
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<tr>
<td>EXSC 2315</td>
<td>Exercise Prescription (3)</td>
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<tr>
<td>HLTH 1103</td>
<td>College First Aid and Adult CPR (2)</td>
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<tr>
<td>EXSC 1129</td>
<td>Fitness for Life I (2)</td>
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<tr>
<td>EXSC 2300</td>
<td>Introduction to Exercise Science (3)</td>
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<tr>
<td>EXSC 2325</td>
<td>Psycho-Social Aspects of Sport (3)</td>
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<tr>
<td>BIOL 1141</td>
<td>Human Anatomy (4)</td>
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<tr>
<td>CSCI 1100</td>
<td>Fundamentals of Computers (4)</td>
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<tr>
<td>EXSC 2310</td>
<td>Foundations of Personal Training (3)</td>
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<tr>
<td>OR EXSC 2320</td>
<td>Foundations in Group Exercise Instruction (3)</td>
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</tr>
</tbody>
</table>

Choose one 1-credit activity-based EXSC course
Recommended Academic Completion Plan:

**Year 1 (Fall Semester, 15 credits):**
- EXSC 2300: Intro to Exercise Science (3)
- ENGC 1101: Freshman Composition (4)
- CHEM 1050: Foundations of Organic & Biochemistry (3)
- PSYC 1110: General Psychology (4)
- EXSC **** One 1 credit activity-based EXSC course

**Year 1 (Spring Semester, 15 credits):**
- EXSC 2305: Exercise Physiology (3)
- BIOL 1141: Human Anatomy (4)
- MATH 1100: College Algebra and Probability (4)
- HLTH 1103: College First Aid and Adult CPR (2)
- EXSC 1129: EXSC 1129 Fitness for Life I (2)

**Year 2 (Fall Semester, 15 credits):**
- EXSC 2310: Foundations of Personal Training (3)
  or EXSC 2320: Foundations Group Exercise Instr (3)
- PSYC 2210: Developmental Psych: Life Span (4)
- BIOL 1142: Human Physiology (4)
- CSCI 1100: Fundamentals of Computers (4)

**Year 2 (Spring Semester, 15 credits):**
- EXSC 2315: Exercise Prescription (3)
- HLTH 1107: Principles of Nutrition (3)
- COMM 1111: Interpersonal Communication (3)
- EXSC 2325: Psycho-Social Aspects of Sport (3)
- SOC 1101: Cultural Diversity (3)

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**Food Science (AS)**

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 best ways to process, package, preserve, store and distribute food.

**Core Course Requirements:** (30 cr)
- FSCI 2100: Intro to Food Science (3)
- MATH 1080: Intro to Statistics (4)
- HLTH 1107: Principles of Nutrition (3)
- CHEM 1061: Principles of Chemistry I (5)
- CHEM 1062: Principles of Chemistry 2 (5)
- CHEM 2061: Organic Chemistry 1 (5)
- CHEM 2062: Organic Chemistry 2 (5)

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**General Education Requirements:**

**ENGC 1101**
- Freshman Composition

**COMM 1101**
- Fundamentals of Public Speaking (3)

**MATH 1400**
- Survey of Calculus (4)

**BIOL 1105**
- General Biol: Cells to Organisms (4)

**PHYS 1121**
- Physics with Calculus 1 (5)

**Electives**
- Complete additional elective courses that cover 3 of the goal areas from 5, 6, 7, 8, 9 or 10 to reach 30 credits.

---

**Individualized Studies (AS)**

This degree program is designed for working adults and/or students who have well-defined career goals. The program is intended to provide students with the opportunity to develop specific competencies and earn an Associate of Science degree in career fields that are not available through existing degree programs at Normandale Community College. This program is not intended to provide certification in any field.

The program requires submission of a written degree plan initiated by the student with assistance from the dean of the appropriate division, or an academic counselor/faculty member. A plan template is used to guide the degree planning process and is submitted to the Dean’s Office. Approval of an industry representative must also be demonstrated when the degree plan applies to a specific career field.

Career-area credits may be earned in traditional courses, independent study projects, or internships. Credits may be transferred from other institutions in accord with Minnesota State Colleges and Universities’ residency requirement for earning the Associate of Science degree.

**General Education Requirements:** (30 cr)
- **ENGC 1101**
  - Freshman Composition (4)

  **Complete one of the following courses:**
  - **COMM 1100**
    - Intro to Human Communication (3)
  - **COMM 1101**
    - Fundamentals-Public Speaking (3)
  - **COMM 1111**
    - Interpersonal Communication (3)
  - **COMM 1121**
    - Small Group Communication (3)

  **Additional requirements:**
  - One course in MnTC Goal 3 or 4
  - One course in MnTC Goal 5
  - One course in MnTC Goal 6
  - 6 cr from two different MnTC Goals 7-10

  **Additional MnTC courses to reach a minimum of 30 MnTC credits.**
**Specialized Career Program Requirements:** (30 cr)
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 30
Specialized Career Program credits.

Coursework will be determined in consultation with Normandale faculty and/or administration.

**Law Enforcement (AS)**

This program is designed to prepare graduates for police work. Coursework in academic and practical skills is offered at the Law Enforcement Education Center (LEEC). For more information on LEEC, call 763-657-3700.

**Required prerequisite courses for admission to LEEC:** *Coursework must be completed with a minimum grade of C in each course and with a minimum combined GPA of 2.50 in all nine prerequisite courses.

**General Education Requirements:** (31 credits)
*ENGC 1101 Freshman Composition (4)
*ENGC 1102 Technical Writing (3)
or second freshman composition course (3)
*PSYC 1100 Psychology in Modern Life (3)
or PSYC 1110 General Psychology (4)
or SOC 2108 Social Psychology (3)
*SOC 1104 Intro to Sociology (3)
*SOC 2110 American Minority Relations (3)
*SOC 2114 Families in Crisis (3)
COMM 1111 Interpersonal Communication (3)
EXSC 1129 Fitness for Life (2)
Complete at least 3 credits from MnTC Goal 3 or 4
Complete at least 3 credits from MnTC Goal 6
or PHIL 1103 Ethics (3)

**Program Major Courses:** (15 credits)
*SOC 2130 Intro to Criminal Justice (3)
*SOC 2131 Juvenile Justice (3)
*SOC 2132 Police and Community (3)
HLTH 2209 Emergency Medical Responder (3)

Complete at least 3 credits from the following:
ANTH 1900 Topics in Anthropology (3)
SOC 1106 Social Problems Changing World (3)
SOC 1190 Cooperative Education in Soc (3 - 8)
SPAN 1100 Beginning Spanish 1 (5)

**"Professional Licensing Core" courses:**
(22 credits taken over two semesters at LEEC)

Semester 1
LAWE 2225 Criminal Investigation (3)
LAWE 2230 Legal Issues-Law Enforcement (3)
LAWE 2231 Criminal and Traffic Codes (3)
LAWE 2240 Patrol Operations (3)

Semester 2
LAWE 2299 Law Enforcement Integrated Practicum (10)

**Additional Requirements to take the POST examination:**
Completion of First Responder, Emergency Medical Response, or EMT course is required prior to taking 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. A successful petition will not affect the 68 credit requirement for the A.S.

**Nursing (AS)**

**Nursing Program Accreditation**
Normandale's nursing program is approved by the Minnesota Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Rd NE, Suite 850, Atlanta, Georgia 30326. 404-975-5020 or www.nlnac.org.

The Normandale Nursing Department educates students to become entry-level professional nurses, prepared to begin their careers as competent, caring members of today's healthcare team. Graduates are qualified to take National Council Licensure Examination (NCLEX) for Registered Nurse Licensure. This program is committed to quality, integrity, active life-long learning, student success, alliances and community service.

Normandale Community College offers the Associate of Science degree in Nursing as a two-year program located within the health sciences division. The nursing program requires four semesters to complete. Each nursing course is offered every semester. Graduates will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX) and to apply to the Minnesota Board of Nursing (612-617-2270) for Nursing licensure. The passing rate for the licensure exam averages above 90 percent.
Students entering the nursing program are expected to meet the MnSCU Performance Standards for Entry-Level Nursing Programs, which are available at www.normandale.edu/nursing-standards. These performance standards are required abilities for effective performance in MnSCU 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.

Curriculum Changes
The Normandale Community College Nursing Program is in the process of transitioning to a new curriculum. Students applying to begin their nursing courses fall semester of 2014 or beyond will enter Normandale's Nursing, Minnesota Alliance for Nursing Education (MANE) nursing curriculum.

Normandale's MANE nursing program will admit the student to both Metropolitan State University's Bachelor of Science in Nursing program as well as to Normandale Community College’s Associate of Science degree program. Normandale will transition to the MANE nursing curriculum beginning with changes to program admission processes and prerequisite course requirements during the 2013-2014 academic year. Additional information is available at www.normandale.edu/mane.

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 application to the nursing program deadline is October 1 for the spring semester 2014 and February 1 for the following fall semester 2014. The application must be postmarked on or before that date.
• 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.
• Applicants for Spring Semester 2014 must meet the following requirements before the application is processed. The student must:
  • Be currently registered as a nursing assistant with the Minnesota Department of Health (work experience in the health field is highly recommended but not required).
  • Have a minimum cumulative 3.00 grade point average (GPA) on all college-level (1000+ level) courses. Those with a previous baccalaureate degree may satisfy this requirement with a minimum cumulative 3.00 GPA on the most recent 30 credits of undergraduate level coursework, including post-degree coursework.
  • Within the past two years, have completed Intermediate Algebra (MATH 0700) with a grade of C or higher, or have placed into college-level math (1000+) on the math section of the placement test (medical dosage courses do not meet the math requirement).
  • Have completed at least 20 semester credits of college-level (1000+) courses or have placed into READ 1106 or above on the reading section of the placement test.
  • Have completed the following general education courses with a grade of C or higher: ENGC 1101, Freshman Composition; CHEM 1050, Organic and Biochemistry; and BIOL 1141, Human Anatomy.
  • Take the NLN Pre-Admission Examination. A composite score of 110 is recommended. Check the Nursing web page each fall for the NLN exam schedule.
  • Reasonable accommodations are available for individuals with disabilities. Prior to registering for the NLN Exam, students must contact the Normandale Office for Students with Disabilities at 952-358-8625.
Additional Information for Spring 2014 applicants:

- The NLN Pre-Admission Examination is an online test that will be taken at Normandale Community College. This exam will assist in admission decisions by providing a reliable, common basis for evaluating students’ academic ability. The exam tests basic verbal, math and science skills at a high school level. Each test will be one hour in length, with five minutes between each section. The cost of the exam is $45 and is non-refundable. A practice review guide is available for purchase at http://www.nlnonline testing.org/pax/. The exam scores are valid for 2 years. Students requesting special accommodations must contact the Office for Students with Disabilities prior to registering for the exam.

- The admissions committee, composed of faculty from the Nursing Department, will review and score each application.

- Applicants will be offered admission to the Normandale nursing program based on a ranked score.

- Directions and maps can be found at www.normandale.edu/maps. Use the main college entrance and park in the South Lot.

Applicants for Fall Semester 2014:
Admission criteria for Normandale’s MANE nursing curriculum are being finalized. Information will be posted on Normandale’s nursing web page by Summer of 2013.

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:

Betty Blazer
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 and at www.normandale.edu/nursing-apply.

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 October 1 for following spring semester 2014 and February 1 for the fall semester 2014. 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 November 15 for spring semester and April 15 for fall 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 year.

Nursing Program Requirements
(Spring 2014 start):

Required Courses: (32 cr)
NURS 1110 Nursing 1 (8)
NURS 1120 Nursing 2 (8)
NURS 2210 Nursing 3 (8)
NURS 2220 Nursing 4 (8)

General Education Requirements: (32 cr)
COMM 1111 Interpersonal Communication (3)
ENGC 1101 Freshman Composition (4)
BIOL 1141 Human Anatomy (4)
BIOL 1142 Human Physiology (4)
CHEM 1050 Foundations of Organic and Biochemistry (3)
MATH 1010 Medical Dosages Calculations (1)
PSYC 1110 General Psychology (4)
SOC 1104 Introduction to Sociology (3)
or ANTH 1127 Cultural Anthropology (3)
Complete two courses in two different MnTC Goals 4, 6, 7, 8, 9, or 10.

Sequence of Courses
The sequence suggested is for full-time students who wish to complete the program in two years following admission to the nursing program.

First Semester (16 cr)
NURS 1110 Nursing 1 (8)
BIOL 1142 Human Physiology (4)
COMM 1111 Interpersonal Communication (3)
MATH 1010 Medical Dosages Calculations (1)

Second Semester (12 cr)
NURS 1120 Nursing 2 (8)
PSYC 1110 General Psychology (4)
Third Semester (14 credits)
NURS 2210 Nursing 3 (8)
SOC 1104 Introduction to Sociology (3)
or ANTH 1127 Cultural Anthropology (3)
Elective 1 (3)

Fourth Semester (11-12 credits)
NURS 2220 Nursing 4 (8)
Elective 2 (3-4)

Notes: Throughout the nursing program, certification in CPR for the healthcare provider, immunizations and criminal background checks must remain current. Progression through the program is dependent upon a grade of C or higher in all program requirements.

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.

Metropolitan State University/Metro Alliance Bachelor of Science in Nursing (RN to BSN) Program Partnership
Students earning an AS in Nursing prior to the MANE curriculum are invited to pursue their BSN through Metropolitan State University’s RN-BSN nursing program. Metropolitan State University will be offering courses through this partnership. Students will be able to take classes, including prerequisite courses, at a convenient location.

<table>
<thead>
<tr>
<th>Metropolitan State Course Equivalent</th>
<th>NCC Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing WRIT 331*</td>
<td>None</td>
</tr>
<tr>
<td>Ethics PHIL 321*</td>
<td>None</td>
</tr>
<tr>
<td>Statistics STAT 201</td>
<td>MATH 1080</td>
</tr>
<tr>
<td>Humanities/ Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Choose one course from Goal 6</td>
<td>Choose one course from Goal 6</td>
</tr>
</tbody>
</table>

* A minimum of 40 upper-division (300-400 level) semester credits are required for graduation with a BSN. Thirty-two (32) upper division credits will be earned through the nursing major. With completion of WRIT 331 and PHIL 321 at Metropolitan State, the student will automatically meet the 40-credit upper division requirement.

For more information on advanced degrees or to contact a Metropolitan State University Nursing advisor, visit www.metrostate.edu/cnhs/.

Nursing PN Mobility (AS)

Nursing Program Accreditation
This nursing program is approved by the Minnesota Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Rd NE, Suite 850, Atlanta, Georgia 30326. 404-975-5020 or www.nlnac.org.

The Normandale Nursing Department educates students to become entry level professional nurses, prepared to begin their careers as competent, caring members of today’s healthcare team. Graduates are qualified to take National Council Licensure Examination (NCLEX) and to apply to the Minnesota Board of Nursing (612-617-2270) for nursing licensure. The passing rate for the licensure exam averages above 90 percent. This program is committed to quality, integrity, active lifelong learning, student success, alliances and community service.

Practical nurses who meet the requirements may qualify for the nursing program. The program begins with the first summer session and continues for seven weeks. Students then merge with the traditional nursing program in NURS 2210 or NURS 2220 to complete fall and spring semesters of the second year. Total credits required for the Associate of Science Degree in Nursing is 64 credits.

Students entering the nursing program are expected to meet the MnSCU Performance Standards for Entry-Level Nursing Programs. The MnSCU Performance Standards for Nursing Programs are available at www.normandale.edu/nursing-standards. These performance standards are required abilities for effective performance in MnSCU nursing programs. The standards are compatible with the scope of practice as defined by the Minnesota Board of Nursing. 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 to meet standards may be available for otherwise program-qualified individuals with disabilities. Students who require special accommodations should contact the college Office for Students with Disabilities at 952-358-8625.
Curriculum Changes
The Normandale Community College Nursing Program is in the process of transitioning to a new curriculum. Beginning in 2014 LPN's seeking to begin their AS in nursing will enter Normandale Nursing Minnesota Alliance for Nursing Education (MANE) nursing curriculum.

Normandale's MANE nursing program will admit the student to both Metropolitan State University's Bachelor of Science in Nursing program as well as Normandale Community College's Associate of Science degree program. Normandale will transition to the MANE nursing curriculum beginning with changes to program admission processes and prerequisite course requirements during the 2013-2014 academic year. Additional information is available at www.normandale.edu/mane.

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).
• Before the application to the nursing program can be processed, the student must:
  • Be currently registered as a Licensed Practical Nurse (LPN) with the Minnesota Board of Nursing.
  • Have a minimum cumulative 3.00 grade point average (GPA) on all college-level courses (1000+). Those with a previous baccalaureate degree may satisfy this requirement with a minimum cumulative 3.00 GPA on the most recent 30 credits of undergraduate level courses, including post-degree courses.
  • Within the past two years, have completed an Intermediate Algebra, MATH 0700, with a grade of C or higher, or have placed into college-level MATH (1000+) on the math section of the placement test (medical dosage course does not meet the math requirement).
  • Have completed at least 20 semester credits of college-level courses (1000+) or have placed into READ 1106 or above on the reading section of the placement test.
  • Have completed the following general education courses with a grade of C or higher: ENGC 1101, Freshman Composition; CHEM 1050, Organic and Biochemistry; BIOL 1141, Human Anatomy; BIOL 1142, Human Physiology.

Submission of Nursing Mobility Program Application
When the program admission requirements are met, the PN Nursing Mobility application form may be completed and mailed to the Health Sciences Enrollment Manager at:

Betty Blazer
Health Sciences Enrollment Manager
Normandale Community College
9700 France Avenue S
Bloomington, MN  55431

Applications to Normandale’s Nursing Mobility Program are available on campus in the Activities building and at www.normandale.edu/nursing-apply.

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 Deadline
Application to the nursing program must be submitted by December 31. All transcripts must be on file prior to this date for the application to be considered.

Application Notification
Applicants will be notified in writing by February 15. Candidates will have until March 1 to accept or decline the admission offer. If a response is not received by March 1, the seat will be considered declined.

Students who are not admitted must reapply to the mobility nursing program for the following year.

Nursing Program Requirements
General Education Requirements: (32 cr)
BIOL 1141 Human Anatomy (4)
BIOL 1142 Human Physiology (4)
CHEM 1050 Foundations of Organic and Biochemistry (3)
COMM 1111 Interpersonal Communication (3)
ENGC 1101 Freshman Composition (4)
MATH 1010 Medical Dosages Calculations (1)
PSYC 1110 General Psychology (4)
SOC 1104 Introduction to Sociology
  or ANTH 1127 Cultural Anthropology (3)

Complete two courses in two different MnTC Goals, selected from: 4, 6, 7, 8, 9, 10.
Specialized Career Program Requirements: (32 cr)
Prereq: Program admission.
PN Clinical Training (12)
NURS 1130 PN Mobility Transition Course (4)
NURS 2210 Nursing 3 (8)
NURS 2220 Nursing 4 (8)
Sequence of Courses:
All courses except NURS courses may be taken prior to entering the program. The sequence reflects prerequisite requirements for nursing courses and availability of courses in the class schedule.

Summer (12 cr)
NURS 1130 PN Mobility Transition Course (4)
COMM 1111 Interpersonal Communication (3)
MATH 1010 Medical Dosages Calculations (1)
PSYC 1110 General Psychology (4)

Fall Semester (14 cr)
NURS 2210 Nursing 3 (8)
SOC 1104 Introduction to Sociology (3)
or ANTH 1127 Cultural Anthropology (3)
Elective 1 (3)

Spring Semester (11-12 cr)
NURS 2220 Nursing 4 (8)
Elective 2 (3-4)

Notes: Throughout the nursing program, certification in CPR for the healthcare provider, immunizations and criminal background checks must remain current. Progression through the program is dependent upon a grade of C or higher in all program requirements.

The faculty recommends taking as many general education courses as possible prior to beginning the nursing curriculum due to the commitments required to meet program outcomes.

The Metropolitan State University/Metro Alliance Satellite Bachelor of Science in Nursing (BSN) Program Partnership
Metropolitan State University's RN-BSN nursing program will be offering courses through this partnership. Students will be able to take classes, including prerequisite courses, at a convenient location. Students are encouraged to complete the following courses if planning to transition into the Metro Alliance program.

<table>
<thead>
<tr>
<th>Humanities/Fine Arts</th>
<th>Choose one course from Goal 6</th>
<th>Choose one course from Goal 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing WRIT 331*</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Ethics PHIL 321*</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Statistics STAT 201</td>
<td>MATH 1080</td>
<td></td>
</tr>
</tbody>
</table>

*A minimum of 40 upper-division (300-400 level) semester credits is required for graduation with a BSN. Thirty-two (32) upper division credits will be earned through the Nursing major. With completion of WRIT 331 and PHIL 321 at Metro, the student will automatically meet the 40-credit upper division requirement.

Contact Information:
Metropolitan State University-Saint Paul Campus
College of Nursing and Health Sciences
700 East Seventh Street
Saint Paul, MN 55106-5000
651-793-1375
For more information on advanced degrees, go to www.metrostate.edu/cnhs/.

Special Education Foundations (AS)
The Associate of Science degree in Special Education Foundations prepares students for a major in special education at a four-year college or university. It also is excellent preparation for students who wish to work as paraprofessionals or education assistants in a special education classroom.

This degree incorporates all of the Minnesota Transfer Curriculum (MnTC) goals. The degree also includes the requirements for entrance into third-year courses in many other public or private colleges offering a special education major.

Normandale has a partnership which enables students to obtain a four-year Special Education Academic Behavior Specialist degree from Minnesota State University, Mankato (MSUM) on the Normandale campus. Completion of the degree does not guarantee admittance into any particular education program.

Students considering a teaching career are encouraged to take EDUC 1101 during their first semester, or as soon as possible in their college career. This course exposes education students to early field experiences so that students can determine if a career in teaching is right for them.

In order to complete a baccalaureate degree in four years, students must be prepared to take college-level composition and mathematics when
they enter Normandale. If developmental coursework is required, the time needed to obtain a degree and licensure is increased.

**Degree Requirements:**
Students wishing to complete the Associate of Science in Special Education Foundations should:

- Determine the four-year college or university to which they plan to transfer. Consult the catalog or transfer guide for that institution to become familiar with their requirements for a special education major. Additional help is available in the Normandale Education Training Academy (EdTrAc) office in C 3040 or the Advising and Counseling department.

- This degree fulfills the requirements for a Special Education major as an Academic Behavior Strategist at Minnesota State University, Mankato (MSU,M) offered here, on the Normandale campus.

- Develop a plan for coursework that includes:
  - Required courses (These courses meet the 40 MnTC requirements).
  - Special Education Courses. (These courses fulfill the requirements for a Special Education major with MSU,M.)
  - Complete the Basic Skills exams of the Minnesota Teacher Licensure Exams (MTLE). Information about these exams can be obtained from the EdTrAc office in C 3040 or at www.mtle.com.
  - Apply to graduate after completing approximately 45 credits here at Normandale.
  - Apply for admission to their selected college or university during their final year at Normandale.

**Required Courses:** (47 cr)
For admission to the Minnesota State University, Mankato program, a grade of B or higher is required on those courses marked with an asterisk (*). An overall GPA of 2.75 is also required. Two asterisks (**) indicate recommended elective coursework.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1101</td>
<td>The Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Survey of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1101*</td>
<td>Fundamentals- Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1101</td>
<td>Introduction to Education</td>
<td>4</td>
</tr>
<tr>
<td>ENGC 1101*</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1160</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>EXSC 1000</td>
<td>Aspects of Fitness</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 1121</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 1110</td>
<td>Environmental Geology</td>
<td>3</td>
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<tr>
<td>GEOL 1111</td>
<td>Environmental Geology Lab</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 1103</td>
<td>College First Aid and Adult CPR</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 1106</td>
<td>Drug Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>U.S. History 1</td>
<td>4</td>
</tr>
<tr>
<td>or HIST 1112</td>
<td>U.S. History 2</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1050</td>
<td>Mathematical Foundations I</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1103**</td>
<td>Ethics</td>
<td>3</td>
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<tr>
<td>MATH 1060**</td>
<td>Mathematical Foundations II</td>
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</tr>
<tr>
<td>MnTC Course**</td>
<td>One general course that meets MnTC</td>
<td>3</td>
</tr>
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</table>

**Required Special Education Courses:** (13 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 2101</td>
<td>Education Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2331</td>
<td>Professional Practice and the Design of IEP’s</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 2408</td>
<td>Individuals with Diverse and Exceptional Needs</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 2409</td>
<td>Learning/Human Development</td>
<td>4</td>
</tr>
</tbody>
</table>
Associate of Applied Science Degrees

Students seeking an Associate of Applied Science (AAS) degree from Normandale Community College must successfully complete the degree requirements determined by the specific program, which include 20 credits from at least three MnTC Goal areas.

Other Graduation Requirements:
- Complete the specific degree requirements.
- Earn a cumulative grade point average (GPA) of 2.00 or higher for college-level coursework completed at Normandale. Note that some programs, such as those in health sciences, require a higher GPA in both Normandale and transfer coursework.
- Earn a minimum of 20 college level credits at Normandale.

Business-Marketing and Management (AAS)

Business Program Accreditation
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.

Normandale’s Business Programs are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The Department of Business: Marketing and Management at Normandale Community College offers a complete selection of lower division courses for employment in business at the associate degree level.

Specialized Career Program Requirements: (40 cr)
Required courses: (18 cr)
ACCT 2251 Principles of Accounting 1 (4)
or ACCT 2252 Principles of Accounting 2 (4)
BUSN 1100 Principles of Marketing (3)
BUSN 1140 Principles of Management (3)
BUSN 1201 Information Technology Concepts and Business Software 1 (3)
BUSN 2096 Internship in Business (2-4)
BUSN 2155 Legal Environment of Business (3)

Elective courses: (22 cr)
BUSN XXXX Any BUSN course (including a second internship). Students should consider the Management Enrichment Certificates for a specialization.

General Education Requirements: (20 cr)
COMM 1111 Interpersonal Communication (3)
or COMM 1101 Fundamentals-Public Speaking
or COMM 1121 Small Group Communications
ENGC 1101 Freshman Composition (4)
ENGC 1103 Business Writing (3)
ECON 2201 Principles of Microeconomics (3)
or ECON 2202 Principles of Macroeconomics
MnTC Electives Sufficient credits from MnTC to meet the 20-credit minimum.

Computer Technology (AAS)

Graduates in computer technology will be trained in a broad range of skills useful in computer-based industry applications including programming languages, structure of databases, logical organization of computer systems as well as use of standard desktop applications. The degree program can, if the student chooses, include the study for important industry certifications.

Note: Courses marked with an asterisk (*) 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).

General Education Requirements: (21 - 22 credits with minimum total of 15 MnTC goal credits from three MnTC goals)
COMM 1111 Interpersonal Communication (3)
or COMM 1121 Small Group Communication
ENGC 1101 Freshman Composition (4)
ENGC 1102 Technical Writing (3)
MATH 1100 College Algebra (4)
MATH 1080 Statistics (4)
or BUSN 2220 Stats-Business and Economics (4)
MnTC Course Complete 3 - 4 MnTC goal credits to satisfy minimum of 15 credits from three goals of MnTC.

Specialized Career Program Requirements: (26 cr)
ACCT 2251 Principles of Accounting 1 (4)
CIM 1201 Information Technology Concepts & Business Software 1 (3)
CIM 1220 Business Problem Solving Excel (3)
COMT 1107 Intro to Computer Technology (4)
COMT 1173* PC Architecture Op/Interface (3)
COMT 1181* Database Management Sys (3)
COMT 1184* Telecommunications (3)
COMT 2188* Systems Analysis and Design (3)
Complete additional courses to total 32 cr:
- COMT 1205* Intro to Visual Basic (3)
- COMT 2096 Internship (2)
- CSCI 1111 Intro to Programming in C (4)
- CSCI 1202* Intro to Object-Oriented Programming in C++ (3)
- CSCI 1203* Intro to Computer Programming in Java (4)
- ENGT 1511 Intro to Engineering Technology (3)
- ENGT 1514 Computer Integrated Mfg (3)

Select one area to reach 60 credits: (6 - 7 cr)
- Business/Management (any BUSN course)
- Computers/Information Management (any CIM course not listed above)
- Engineering (any ENGR course)
  - or ENGT 1153 AC/DC Circuits AND ENGT 1513 Digital Electronics Technology
  - or ENGT 1153 AC/DC Circuits AND ENGT 2188 Industrial Robotics
- Any CSCI (except CSCI 1100 or CSCI 1101)
- Liberal Arts Elective(s)

Note: More than one programming language may be required in order to reach the 32 credits needed for the Specialized Career Program Requirements.

Computers/Information Management (AAS)

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

The goal of this program is to provide students with knowledge of the technologies and the skills that facilitate the delivery and management of information. The courses can provide the basic computer skills helpful for study in any field, for the upgrading of computer skills used within the context of employment in any field and for personal use. Most four-year programs require competence in using the computer before admission is granted. Completion of many of the courses in this program will prepare students with the 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.

Specialized Career Program Requirements:
(18-21 cr)
- CIM 1000 Computer Keyboarding** (3)
- CIM 1201 Information Technology Concepts & Business Software 1 (3)
- CIM 1220 Business Prob Solving/Analysis (3)
- CIM 1600 Computer Training Practicum (3)

Choose 2 from these:
- CIM 1230 Info Mgmt Busn Databases (3)
- CIM 1240 Business Word Processing (3)
- CIM 1250 Intro Project Management (3)
- CIM 1260 Presentation Software (3)

**CIM 1000 is not required if speed is at least 30 wpm with accuracy; skill will be measured in CIM 1600.

General Education Requirements: (20 cr)
- COMM 1111 Interpersonal Communication (3)
  - or COMM 1101 Public Speaking
  - or COMM 1121 Sm Group Communication
- ENGC 1101 Freshman Composition (4)
- ENGC 1103 Business Writing (3)
- ECON 2201 Principles of Microeconomics (3)
  - or ECON 2202 Principles of Macroeconomics (3)

At least 6 credits selected from MnTC Goals 5 through 10. Complete additional MnTC courses to reach at least 20 credits.

Other Program Requirements: (20-22 cr)
This program requires completion of a focus in another area. To meet this requirement, complete additional courses numbered above 1000. To best benefit the student, it is recommended the student choose those 20-22 credits to fulfill the requirements for an additional program completion. Complete courses from the departments below to reach at least a total of 60 credits:
- Accounting with Business
- Business: Marketing and Management  (Except those courses prefixed CIM or BUSN or completed for General Education)
- Computer Technology
- Electives: Complete additional credits to reach 60 credits.
Suggested Student Schedule for AAS in Computers/Information Management

The sequence is suggested for Specialized Career Program Requirements only. Some classes are listed more than once to demonstrate scheduling flexibility. Students are encouraged to consult a counselor to incorporate the General Education Requirements and Other Program Requirements reflected above.

First Year - Fall
CIM 1201  Information Technology Concepts & Business Software 1* (3)
CIM 1000  Keyboarding (3)

First Year - Spring
CIM 1220  Business Prob Solving/Analysis* (3)
And one or more selected from:
   CIM 1230  Info Mgmt Busn Databases** (3)
   CIM 1250  Intro to Project Management** (3)
   CIM 1000  Keyboarding (3)

Second Year - Fall
Choose one or more:
CIM 1600  Computer Practicum (3)*
CIM 1240  Business Word Processing (3)**
CIM 1260  Presentation Software (3)

Second Year - Spring
Choose one or more:
CIM 1600  Computer Practicum* (3)
CIM 1230  Info Mgmt Busn Databases** (3)
CIM 1250  Intro to Project Management** (3)

*Required.
**Complete 2 or more courses.

Dietetic Technology (AAS)

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

Mission Statement
The Dietetic Technology Program at Normandale Community College provides classroom and experiential learning to prepare graduates to become competent dietetic practitioners in variety of health care settings. The department is committed to providing lifelong learning and community service.

The dietetic technician is a trained food and nutrition professional who plays a key role in providing quality, cost-effective nutrition care and food service management. Graduates are 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 curriculum is based on the ACEND 2008 Eligibility Requirements and Accreditation Standards. The specialized curriculum consists of ten courses totaling 33 credits, plus completion of a Serv-Safe Sanitation Certificate course. The fast track program allows students to complete the specialized courses in one year as a full-time student.

After successfully completing the graduation requirements for the AAS degree, the student will receive a Verification Statement and is eligible to write the Registration Examination for Dietetic Technicians given by Commission on Dietetic Registrations (CDR). Successful completion of this exam earns the examinee the Dietetic Technician Registered (DTR) credential.

Goals of the Normandale Community College Dietetic Technology Program

• The program will prepare graduates who are qualified to succeed as entry level DTR's or to continue their education in a baccalaureate program in dietetics or related field.
• The program will enroll qualified dietetic technician students who represent the cultural and demographic diversity of the college and community.
• The program will promote professionalism and community service.
Articulation
Students who complete the AAS degree in Dietetic Technology may move seamlessly to Minnesota State University, Mankato or University of Wisconsin-Stout to complete the baccalaureate-level registered dietitian program.

Program Costs
- Tuition: Consult the current class schedule
- Books: $400 to $500 per semester
- Lab Coat, Misc.: Approximately $100.00
- Student memberships: ADA $50.00
- Attendance at meetings: $50 - $100

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/diet-techfaq
- Submit the completed Normandale Health Sciences Dietetic Technology application to Betty Blazer, Health Science Enrollment Manager (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.

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.

General Education Requirements: (33-37cr)
- BIOL 1102 Human Biology (4)
- CHEM 1020 Survey of Chemistry (waived with one year of high school chemistry with a grade C or higher; documentation required) (4)
- ENGC 1101 English Composition (4)
- PSYC 1110 General Psychology (4)
- SOC 1104 Introduction to Sociology (3)
- COMM 1111 Interpersonal Communication (3)
- BUSN 2100 Human Rel/Effective Teams (3)
- or BUSN 2200 Human Resource Management (3)
- HLTH 1107 Principles of Nutrition (3)
- (C or better required)
- ENGC 1102 Technical Writing (3)
- Complete at least 3 cr from MnTC Goal 6 (3)

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

Specialized Career Program Requirements
The Dietetic Technology Program offers the Specialized Career 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 Betty Blazer at 952-358-8417.

Fall Semester: (15 cr)
- DIET 1101 Intro to Profession of Dietetics (2)
- DIET 1110 Life Cycle Nutrition (3)
- DIET 1154 Clinical Nutrition Tools (4)
- DIET 1269 Food Systems Management (3)
- DIET 1271 Clinical Experience I- Food Service Management (3)

Serv-Safe Sanitation: 8-hour certificate course from Community Health Department (0)

Spring Semester: (15 cr)
- DIET 2145 Experimental Foods (3)
- DIET 2259 Medical Nutrition Therapy (6)
- DIET 2261 Clinical Experience II-Medical Nutrition Therapy (4)
- DIET 2270 Community Nutrition: Political/Cultural Concerns (2)

Summer Session: (3 cr)
- DIET 2272 Clinical Experience III - Community Nutrition, as arranged (3)
Healthcare Systems Technology (AAS)

Program Description
Students will learn to seamlessly integrate knowledge of information technology with health care data and processes across a variety of systems. Common language computer skills and standards needed to use and share private health information securely and effectively will be developed.

General Education Requirements: (20 cr)
COMM 1111 Interpersonal Communication (3)
or COMM 1121 Small Group Communication (3)
ENGC 1101 English Composition (4)
MATH 1080 Intro to Statistics (4)
Electives chosen from one or more of MnTC goals 3, 5-10 (9)

Specialized Career Program Requirements: (40 cr)
COMT 1107 Intro to Computer Technology (4)
COMT 1173 PC Architecture Operation and Interface (3)
COMT 1181 Database Management Systems (3)
COMT 1182 Advanced Database with Crystal Reports (3)
COMT 2188 Systems Analysis and Design (3)
COMT 2250 Object Oriented Programming with Java (4)
CSCI 1101 Intro to Computing and Problem Solving (4)
HLTH 1010 Health Professions Terminology (3)
HLTH 2010 Healthcare in the U.S. (3)
HCIT 2096 Professional Practice Experience (4)
HCIT 2100 Introduction to Health Information Technology (4)
HCIT 2200 Privacy and Security in HIT (2)

Hospitality Management (AAS)

Hospitality Management Accreditation
Normandale’s Hospitality Management Program is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Graduates in hospitality management go on to positions such as hotel general manager, housekeeping/maintenance director, hotel sales and marketing director, banquet/catering manager, restaurant/bar manager, casino operations and event manager. A student may go on to obtain a bachelor's degree in hospitality management or related programs.

The University of Wisconsin-Stout has an articulation agreement with Normandale for the Bachelor of Science degree in Hotel, Restaurant and Tourism Management. In addition, private universities such as Art Institute, and Concordia University St. Paul accept Normandale’s Hospitality Management degree.

Complementing the traditional degree program, the Hospitality Department offers six Certificate Programs designed for working adults. Students may also elect to complete one or more certificate concentrations and select courses to fulfill this requirement.

Required Hospitality Courses: (32 cr)
HSMA 1103 Intro to Hospitality & Tourism Mgt (4)
HSMA 1143 Principles of Food Production & Sanitation (4)
HSMA 1162 Hotel Lodging/Management (4)
HSMA 2144 Food/Beverage Management & Cost Control (4)
HSMA 2172 Hospitality Sales & Marketing Management (4)
HSMA 2173 Convention & Meeting Planning Management (4)
HSMA 2096 Hospitality Mgt Internships (4)
HSMA 2097 Senior Hospitality Internship (4)
or HSMA 2098 International Internship (4)

Required Specialized Business and Hospitality Management Courses: (8 cr selected from the following)
ACCT 2251 Principles-Accounting 1 (4)
BUSN 2155 Legal Environment of Business (3)
HSMA 2098 International Internship (4)
HSMA 2100 Casino Operations & Mgmt (4)
HSMA 2125 Bus Practices in Global Market (3)
BUSN 1130 Intro to International Business (3)
BUSN 2100 Human Rel/Effective Teams (3)
General Education Requirements: (20 cr)
COMM 1111 Interpersonal Communication (3)
or COMM 1101 Fundamentals-Public Speaking (3)
ENGC 1101 Freshman Composition (4)
ENGC 1103 Business Writing (3)
ECON 2201 Principle of Microeconomics (3)
Complete at least 3 cr from MnTC Goal 6.
Complete at least 4 cr from MnTC Goals 3, 4, 7, 8, or 10*.

* Students who plan to transfer to the University of Wisconsin-Stout must complete a laboratory science to satisfy UW-Stout requirements.

Certificate Options:
Students may elect to complete one or more management enrichment certificate concentrations.

Vacuum and Thin Film Technology (AAS)
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. The duties of a technician include building, validating, operating, maintaining, and troubleshooting vacuum-based equipment as well as providing advice on the use of this equipment and the processes supported by this technology. Positions may include responsibilities associated with research and design, operations, quality control, technical writing, or technical sales.

General Education Requirements: (26-27 credits with minimum total of 15 MnTC goal credits from three MnTC goal areas)
CHEM 1020 Survey of Chemistry 1 (4)
or CHEM 1061 Principles of Chemistry 1 (5)
COMM 1100 Introduction to Human Communication (3)
or COMM 1101 Fundamentals-Public Speaking (3)
or COMM 1111 Interpersonal Communication (3)
or COMM 1121 Small Group Communication (3)
ENGC 1101 Freshman Composition (4)
ENGC 1102 Technical Writing (3)
MATH 1100 College Algebra - Probability (4)
or MATH 1400 Survey of Calculus (4)
MATH 1080 Introduction to Statistics (4)
PHYS 1110 College Physics 1 (4)

Specialized Career Program Requirements: (20 cr)
ENGT 1153 AC/DC Circuits (4)
ENGT 1184 Fluid Mechanics (2)
NANO 1290 Introduction to Quality (3)
ENGT 2188 Industrial Robotics (3)
VACT 1292 Introduction to Vacuum Technology (1)
VACT 2293 Vacuum Analysis & Troubleshooting (4)
VACT 2297 Thin Films Deposition (3)

Complete Additional Courses to total 30 Career Program Credits: (10 cr)
COMT 1107 Intro to Computer Technology (4)
or CSCI 1101 Introduction to Computing and Problem Solving (4)
ENGT 1180 Manufacturing Processes (2)
ENGT 1511 Intro to Engineering Technology (3)
ENGT 1512 Principles of Engineering (3)
ENGT 1513 Digital Electronics Technology (3)
ENGT 1514 Computer Integrated Manufacturing(3)
VACT 2294 Semiconductor Processing (4)

Select from one of the following courses to reach 60 credits: (3-4 cr)
ACCT 2251 Principles of Accounting (4)
ART 1123 Sculpture 1 (3)
ART 1124 Ceramics 1 (3)
ART 1125 Glass Fusing 1 (3)
COMT 1107 *Introduction to Computer Technology (4)
CSCI 1101 *Introduction to Computing and Problem Solving (4)
ECON 2201 Principles of Microeconomics (3)
ECON 2202 Principles of Macroeconomics (3)
ENGT 1511 (*),**Introduction to Engineering Technology (3)
ENGT 1512 *Principles of Engineering (3)
ENGT 1513 *Digital Electronics Technology (3)
ENGT 1514 *Computer Integrated Manufacturing (3)
PHYS 1111 College Physics 2 (4)
THTR 1140 Stagecraft (3)

*If not previously applied to satisfy Career Course Option credit requirements
**Satisfies University of Minnesota Technology and Society Theme goal
Certificate Programs

Students seeking a certificate from Normandale Community College must successfully complete the certificate requirements determined by the specific program, which may include MnTC required credits. At least one third of the credits required for a certificate must be completed at Normandale.

Business Enrichment Certificates

These certificates may be completed by students working for an AS or AAS in Business on their way to the two year degree. They are also appropriate 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.

At least one third of the credits required for these certificates must be completed at Normandale.

General Business Certificate (20 cr)

TheHigher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Business.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT 2251</td>
<td>Principles of Accounting I (4)</td>
</tr>
<tr>
<td>BUSN 1100 or BUSN 1105</td>
<td>Principles of Marketing (3)</td>
</tr>
<tr>
<td>BUSN 1140 or BUSN 2100</td>
<td>Principles of Management (3)</td>
</tr>
<tr>
<td>BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1 (3)</td>
</tr>
<tr>
<td>BUSN 2155</td>
<td>Legal Environment of Business (3)</td>
</tr>
<tr>
<td>BUSN 2220 or MATH 1080</td>
<td>Statistics for Business &amp; Econ (4)</td>
</tr>
</tbody>
</table>

Human Resource Management Certificate (18 cr)

TheHigher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Human Resource Management.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUSN 1105</td>
<td>Introduction to Business (3)</td>
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<tr>
<td>BUSN 1140</td>
<td>Principles of Management (3)</td>
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<tr>
<td>BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1 (3)</td>
</tr>
<tr>
<td>BUSN 2100</td>
<td>Human Rel/Effective Teams (3)</td>
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<td>BUSN 2155</td>
<td>Legal Environment of Business (3)</td>
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<tr>
<td>BUSN 2200</td>
<td>Human Resource Management (3)</td>
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Information Management Certificate (12 cr)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUSN 1140</td>
<td>Principles of Management (3)</td>
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<tr>
<td>BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1 (3)</td>
</tr>
<tr>
<td>BUSN 1220</td>
<td>Spreadsheet Analysis (3)</td>
</tr>
<tr>
<td>BUSN 1250</td>
<td>Project Management (3)</td>
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International Business Certificate (12 cr)

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUSN 1130</td>
<td>Intro to International Business (3)</td>
</tr>
<tr>
<td>BUSN 1132</td>
<td>Intro to International Marketing (3)</td>
</tr>
<tr>
<td>BUSN 2125</td>
<td>Business Practices-Global Mkt (3)</td>
</tr>
<tr>
<td>COMM 1131</td>
<td>Intercultural Communication (3)</td>
</tr>
</tbody>
</table>

Management Certificate (15 cr)

TheHigher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Management.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUSN 1105</td>
<td>Introduction to Business (3)</td>
</tr>
<tr>
<td>BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1 (3)</td>
</tr>
<tr>
<td>BUSN 1140</td>
<td>Principles of Management (3)</td>
</tr>
<tr>
<td>BUSN 2100</td>
<td>Human Rel/Effective Teams (3)</td>
</tr>
<tr>
<td>BUSN 2155</td>
<td>Legal Environment of Business (3)</td>
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</tbody>
</table>

Marketing Certificate (15 cr)

TheHigher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Marketing.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUSN 1100</td>
<td>Principles of Marketing (3)</td>
</tr>
<tr>
<td>BUSN 1130</td>
<td>Intro to International Business (3)</td>
</tr>
<tr>
<td>BUSN 1132</td>
<td>International Marketing (3)</td>
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<tr>
<td>BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1 (3)</td>
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<tr>
<td>BUSN 2252</td>
<td>Professional Selling (3)</td>
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</table>

Small Business Management Certificate (15 cr)

TheHigher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Small Business Management.

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUSN 1120</td>
<td>Introduction to Small Business Management (3)</td>
</tr>
<tr>
<td>BUSN 1201</td>
<td>Information Technology Concepts and Business Software 1 (3)</td>
</tr>
<tr>
<td>BUSN 2100</td>
<td>Human Rel/Effective Teams (3)</td>
</tr>
<tr>
<td>BUSN 2120</td>
<td>Entrepreneurship (3)</td>
</tr>
<tr>
<td>BUSN 2155</td>
<td>Legal Environment of Business (3)</td>
</tr>
</tbody>
</table>
Community Health Worker/Navigator Certificate
Normandale's Community Health Worker/Navigator program will prepare students for a variety of entry level healthcare employment opportunities. Community Health Workers/Navigators (CHWN's) work to increase cultural competence, improve access to healthcare for racial and ethnic minorities, improve the quality of care for chronically ill people, promote healthy communities, and educate clients and others about access to and use of healthcare resources.

As a community health worker/navigator, you will play a critical role in bridging the gap between the community, health care, government, and social service systems.

**Required courses:** (16 cr)
- CHWN 1000 Advocacy and Outreach (2 cr)
- CHWN 1100 Organization, Resources, Teaching, and Capacity Building (3 cr)
- CHWN 1200 Legal & Ethical Responsibilities (1 cr)
- CHWN 1300 Coordination, Documentation, Reporting, Informatics, Navigator, and Care Coordinator (3 cr)
- CHWN 1400 Communication Skills and Cultural Competence (2 cr)
- CHWN 1500 Health Promotion (3 cr)
- CHWN 1600 Internship (2 cr)

Computer Technology Certificate
The Certificate in Computer Technology is an alternative path for demonstrating competence in computer technology. It is a “fast track” for students who cannot spend the time necessary to complete a degree, for career changers who need to quickly acquire specific skills and for those who intend to complete a degree but need an interim step to demonstrate performance.

**Required courses:** (6-10 cr)
- COMT 1173* PC Architecture Op/Interface (3)
- COMT 1181* Database Management Sys (3)
- MATH 1100 College Algebra (4)
- OR placement above MATH 1100

**Complete one of the following courses:** (1-3 cr)
- COMT 1184* Telecommunications (3)
- COMT 2186* Microprocessors/Digital Logic (3)
- COMT 1900/2900 Topics: Computer Tech (1-3)

**Complete one of the following courses:** (3-4 cr)
- COMT 1205* Introduction to Visual Basic (3)
- CSCI 1111 Intro to Programming in C (4)

Computers/Information Management Certificate
The Computers/Information Management Certificate is for the adult 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 the skills necessary to successfully complete industry testing for specialized certificates showing mastery of current business software. These industry certifications 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 such as the Project Management Institute.

At least one third of the credits required for this certificate must be completed at Normandale.

**Required courses:** (15 cr)
- CIM 1201 Information Technology Concepts & Business Software 1 (3)
- CIM 1220 or BUSN 1220 Business Problem Solving & Data Analysis using Spreadsheets (3)
- CIM 1230 Info Mgmt Busn Databases (3)
- CIM 1240 Business Word Processing (3)
- CIM 1250 or BUSN 1250 Introduction to Project Management (3)
Creative Writing Certificate

The Certificate in Creative Writing is designed for the student who desires a concentrated course of study in the area of creative writing.

The certificate is designed to provide the student with a body of work through courses that will assist the student in improving his/her technique and skill in creative writing. The student will also work to build his or her resume and portfolio before moving into the professional arena.

At least one third of the credits required for this certificate must be completed at Normandale.

Writing Core Courses: (19 cr)
ENGC 1101 Freshman Composition (4)

Upon completion of ENGC 1101, students will complete courses selected from the following: (15 cr)
ENGW 1111 Introduction to Creative Writing (3)
ENGW 2112 Poetry Writing (3)
ENGW 2113 Fiction Writing (3)
ENGW 2114 Play and Screenwriting (3)
ENGW 2115 Memoir Non-Fiction Writing (3)
ENGW 1900 Topics in Creative Writing (1-4)
ENGW 2900 Topics in Creative Writing (1-4)

Literature Courses: (10 cr)
ENGL 1150 Contemporary Literary Studies (3)
ENGL 2151 American Literature II (4)
ENGL 1130 Literature of Diversity (3)
OR ENGL XXXX Any other Goal 7 ENGL course, including but not limited to:
2130 African-American Lit
2131 Asian-American Lit
2132 Native American Lit

Exercise Specialist Certificate

The Exercise Specialist Certificate includes Exercise Science courses that provide comprehensive curriculum designed to prepare students to successfully participate in the National Strength and Conditioning Association’s (NSCA) Certified Personal Training Examination and enter the workforce as a personal trainer working with generally healthy populations. These courses are currently taught at Normandale Community College and included within the existing Exercise Science Emphasis. The Exercise Specialist Certificate is recognized as a "career laddering" opportunity for our students to encourage further retention of 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 cr)
EXSC 2300 Introduction to Exercise Science (3)
EXSC 2305 Exercise Physiology (3)
EXSC 2310 Foundations of Personal Training (3)
EXSC 2315 Exercise Prescription (3)

Field Archaeology Certificate

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

Required Courses: (20 cr)
ANTH 1126 Archaeology and Prehistory (4)
ANTH 1127 Cultural Anthropology (3)
ANTH 1150 Native Americans: Yesterday, Today, and Tomorrow (3)
ANTH 1194 Independent Study Project: Archaeological Field Work (3)
ANTH 2126 Field Methods in Archaeology (3)

Electives: Choose one of the following: (4 cr)
GEOG 1101 Physical Geography (4)
GEOL 1101 Physical Geology (4)
GEOL 1110/1111 Environmental Geology and Lab (4)
Global Studies Certificate
The purpose of a 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:** (6 cr)
- BUSN/HSMA 2125 Business Practices in the Global Market (3)
- COMM 1131 Intercultural Communication (3)

**Elective Courses:** (Choose at least 12 credits from these courses*):
- Any Topics Study Abroad course (up to 3 credits; strongly recommended)
- Any world language (up to 5 credits)

*Students may also choose elective credits from the following recommended courses as well as any course from MnTC Goal 8. Elective credits must come from at least two departments. For example, all 12 elective credits may not come from the History Department.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>POLS 1150</td>
<td>Introduction to World Politics (3)</td>
</tr>
<tr>
<td>BUSN 1130</td>
<td>Introduction to International Business (3)</td>
</tr>
<tr>
<td>BUSN 1132</td>
<td>Introduction to International Marketing (3)</td>
</tr>
<tr>
<td>HIST 1103</td>
<td>History of World Civilization 3 (4)</td>
</tr>
<tr>
<td>HIST 1131</td>
<td>History of the Family (3)</td>
</tr>
<tr>
<td>ANTH/SOC 1101</td>
<td>Cultural Diversity (3)</td>
</tr>
<tr>
<td>SOC 1121</td>
<td>Women Across Culture (3)</td>
</tr>
<tr>
<td>PHIL 1140</td>
<td>Environmental Ethics (3)</td>
</tr>
<tr>
<td>PHIL 1150</td>
<td>Introduction to World Religion (3)</td>
</tr>
<tr>
<td>PSYC 2400</td>
<td>Psych of Religion/Spirituality (3)</td>
</tr>
<tr>
<td>GEOG 1121</td>
<td>World Regional Geography (3)</td>
</tr>
<tr>
<td>THTR 2111</td>
<td>World Cinema (3)</td>
</tr>
<tr>
<td>MUSC 1121</td>
<td>Introduction to World Music (3)</td>
</tr>
</tbody>
</table>

Golf Enterprise Management Certificate
The Certificate option will allow current Hospitality Management students to further specialize in hospitality skill set areas, or provide an avenue for business, marketing, accounting, and small business management students to utilize current training and cross-training into the club management arena.

**Required Courses:** (28 credits)
- HSMA 1170 or BUSN 1170 Introduction to Club Management (4)
- HSMA 2175 or BUSN 2175 Facility & Turf Maintenance and Management (4)
- HSMA 1143 or BUSN 1153 Principles of Food Production and Sanitation (4)
- HSMA 2144 or BUSN 1154 Food/Beverage Management & Cost Control (4)
- HSMA 2172 or BUSN 1159 Hospitality Sales and Marketing Management (4)
- HSMA 2096 Hospitality Management Internship (4)
- HSMA 2097 Senior Hospitality Internship (4)

Hospitality Management Certificates
These certificates may be completed by students working for an AAS in Hospitality Management on their way to the two-year degree. They are also appropriate for the adult 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 to change careers.

At least one third of the credits required for these certificates must be completed at Normandale.

**Casino Operations and Management**  (20 cr)
- HSMA 1103 Intro to Hosp & Tourism Mgt (4)
- HSMA 2096/2097/2098 HSMA Internship (4)
- HSMA 2100 Casino Management/Ops (4)
- HSMA 2144 Food/Bev Mgt/Cost Control (4)
- HSMA 2172 Hospitality Sales and Mktg Mgt (4)

**Food and Beverage Management**  (20 cr)
- HSMA 1103 Intro to Hosp & Tourism Mgt (4)
- HSMA 1143 Prin-Food Prod/Sanitation  (4)
- HSMA 2096/2097/2098 HSMA Internship (4)
- HSMA 2144 Food/Bev Mgt/Cost Control (4)
- HSMA 2173 Convention & Mtg Planning Mgt (4)

**Hotel Marketing and Sales**  (20 cr)
- HSMA 1103 Intro to Hosp & Tourism Mgt (4)
- HSMA 2096/2097/2098 HSMA Internship (4)
- HSMA 1143 Prin-Food Prod/Sanitation  (4)
- HSMA 2172 Hospitality Sales and Mktg Mgt (4)
- HSMA 2173 Convention & Mtg Planning Mgt (4)
Hotel Operations (20 cr)
HSMA 1103 Intro to Hosp & Tourism Mgt (4)
HSMA 1162 Hotel/Lodging Management (4)
HSMA 2096/2097/2098 HSMA Internship (4)
HSMA 2144 Food/Bev Mgt/Cost Control (4)
HSMA 2172 Hospitality Sales and Mktg Mgt (4)

Tourism Operations and Management (19 cr)
HSMA 1103 Intro to Hosp & Tourism Mgmt (4)
HSMA 2096/2097/2098 HSMA Internship (4)
HSMA 2100 Casino Management/Ops (4)
HSMA 2144 Food/Bev Mgt/Cost Control (4)
GEOG 1122 Geography of Europe (3)
or GEOG 1102 Human Geography (3)

Law Enforcement Certificate
The Certificate in Law Enforcement is designed for students who already have completed either an associate or a bachelor's degree at an accredited college or university. Students in this track may use previous college courses to replace equivalent required liberal arts courses. These courses need to be evaluated by a counselor and/or petitioned for acceptance.

At least one third of the credits required for this certificate must be completed at Normandale, including those taken at LEEC.

Required prerequisite courses for admission to Law Enforcement Education Center:
Coursework must be completed with a minimum grade of C in each course and with a minimum combined GPA of 2.50 in all courses.
ENGC 1101 Freshman Composition (4)
ENGC 1102 Technical Writing (3)
or second composition course (3)
PSYC 1100 Psychology in Modern Life (3)
or PSYC 1110 General Psychology (4)
or SOC 2108 Social Psychology (3)
SOC 1104 Introduction to Sociology (3)
SOC 2110 American Minority Relations (3)
SOC 2114 Families in Crisis (3)
SOC 2130 Introduction to Criminal Justice (3)
SOC 2131 Juvenile Justice (3)
SOC 2132 Police and Community (3)

Additional courses required for the certificate: (not required for admission to LEEC)
EXSC 1129 Fitness for Life (2)

Professional Licensing Core courses: (21 credits taken over the course of two semesters at LEEC)
Semester 1
LAWE 2225 Criminal Investigation (3)
LAWE 2230 Legal Issues-Law Enforcement (3)

LAW 2231 Criminal and Traffic Codes (3)
LAW 2240 Patrol Operations (3)

Semester 2
LAW 2299 Law Enforcement Integrated Practicum (9)

Additional Requirement to take the POST examination:
Current First Responder Card, Emergency Response, or EMT certificate. This does not have to be taken for college credit but HLTH 2209 would fulfill this requirement.

Nursing Assistant Certificate
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 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 Nursing Assistant Registry (NA/R).

The Nursing Assistant (NA/R) provides care under the direct supervision of licensed nurses. Employment is primarily in long-term care facilities, home health agencies and hospitals assisting dependent elderly, home care clients, and hospital patients.

The demand for NA/R’s continues to grow due to our aging population. Expanding healthcare opportunities include working with populations ranging in age from infancy to elderly.

The NA/R position is the first step in nursing care mobility. This course is a prerequisite for many nursing programs throughout the state. The Normandale Community College Nursing Program requires applicants to be currently registered on the Nursing Assistant Registry with the Minnesota Department of Health (MDH). Students completing the NURS 1057 course are eligible to take the MDH competency test for nursing assistants. Successful candidates are placed on the State Nursing Assistant Registry. Registry information is available by calling the Minnesota Department of Health at 651-215-8705 or at the website below.

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,
Vacuum Maintenance Technician Certificate

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.

At least one third of the credits required for this certificate must be completed at Normandale.

Required Courses: (26-27 cr)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHEM 1020</td>
<td>Survey of Chemistry 1 (4)</td>
</tr>
<tr>
<td>or CHEM 1061</td>
<td>Principles of Chemistry 1 (5)</td>
</tr>
<tr>
<td>ENGC 1101</td>
<td>Freshman Composition (4)</td>
</tr>
<tr>
<td>MATH 1100</td>
<td>College Algebra - Probability (4)</td>
</tr>
<tr>
<td>or MATH 1400</td>
<td>Survey of Calculus (4)</td>
</tr>
<tr>
<td>ENGT 1153</td>
<td>AC/DC Circuits (4)</td>
</tr>
<tr>
<td>ENGT 1184</td>
<td>Fluid Mechanics (2)</td>
</tr>
<tr>
<td>VACT 1292</td>
<td>Intro to Vacuum Technology (1)</td>
</tr>
<tr>
<td>VACT 2293</td>
<td>Vacuum Analysis &amp; Troubleshooting (4)</td>
</tr>
<tr>
<td>VACT 2297</td>
<td>Thin Films Deposition (3)</td>
</tr>
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</table>

Vacuum Technology Certificate

The Vacuum Technology Certificate is recommended for individuals who have either a two-year technical degree (complete with the 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 semiconductor, microelectromechanical systems (MEMS), glass and optics, LED and solar cell, and thin film coatings.

At least one third of the credits required for this certificate must be completed at Normandale.

Required Courses: (8 cr)

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</tbody>
</table>

Elective Courses: (Total of 4 cr)

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</thead>
<tbody>
<tr>
<td>ENGT 1153</td>
<td>AC/DC Circuits (4)</td>
</tr>
<tr>
<td>ENGT 1180</td>
<td>Manufacturing Processes (2)</td>
</tr>
<tr>
<td>ENGT 1184</td>
<td>Fluid Mechanics (2)</td>
</tr>
<tr>
<td>VACT 2294</td>
<td>Semiconductor Processing (4)</td>
</tr>
</tbody>
</table>
Planning to Transfer

Minnesota’s colleges and universities want to facilitate students’ transfer and make it as seamless as possible. In preparing for transfer, students are encouraged to plan ahead, ask questions and use pathways created by transfer agreements.

How to Prepare

A first step in preparing for transfer is to meet with an advisor or counselor. Students can arrange an appointment by calling 952-358-8261.

Students who plan to complete a degree or the Minnesota Transfer Curriculum (MnTC) before they transfer to another institution must submit an application for certification/graduation in order to have the award recorded on their transcript. Applications are available in the Mahendra Nath Career and Academic Planning Center, the Advising and Counseling Department and the Records Office. The application must be submitted prior to or during the semester the student completes all degree or certification requirements.

Students should call or visit their intended transfer college to obtain the following materials and information:

• College catalog
• Transfer brochure
• Application process
• Financial aid application deadlines and procedures
• Admissions criteria

Notes:

• Some majors have limited enrollments or their own special requirements, such as a specific grade point average.
• Some institutions may require grade of C or higher in courses used to satisfy general education and/or major requirements.

After reviewing these materials, students should make an appointment to talk with an admissions counselor at their intended transfer college. The admissions counselor can provide information about course transfer and specific admission criteria.

Students who are undecided about where they would like to transfer should meet with a Normandale advisor or counselor to work through the decision-making process and begin planning for transfer.

Understanding the Transfer of Credits

A student’s intended transfer college or university decides which credits transfer and if those credits meet its degree requirements. The accreditation of both the sending and receiving institution can affect how a student’s credits will transfer.

Institutions generally accept credits from courses and programs like those they offer. In making their decision, they look for similarity in course goals, content and level.

Not every course that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories:

• general education
• major and minor
• prerequisites and electives

Students who change their career goal or major may not be able to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer Admission

Application for admission is always the first step in transferring. Students should submit their college application, application fee, and all required paperwork well in advance of the application deadline.

Most four-year institutions require official transcripts from every institution a student has attended. The applicant may also be required to provide a high school transcript or GED and/or ACT or SAT test scores.

Students are encouraged to verify they have supplied the college or university with all the necessary admissions paperwork. Most colleges make no decisions until all required documents are in the applicant’s file.

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 MnSCU institutions are available at www.mntransfer.org/students/plan/s_agreements.php. Visit an advisor or counselor or the Mahendra Nath Career and Academic Planning Center for information about articulation agreements with non-MnSCU colleges and universities.
How to Read a Course Description

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.

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.

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:”

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.

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.
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.
Fall, Spring

**ACCT 1052  Computerized Accounting  (2 cr)**
*Prereq: ACCT 1051*
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, to reinforce learned accounting concepts, and see how computer software can be used to make business decisions.
Spring

**ACCT 1853  Federal Income Tax  (4 cr)**
This is an introductory course in individual taxation. Materials covered include filing requirements, exemptions, gross income and exclusions, itemized deductions, employee business expenses, personal business expenses, and tax credits. A computer software package will be used for preparing tax returns.
Spring

**ACCT 1900  Topics in Accounting  (1-4 cr)**
*Prereq: 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 2251  Principles of Accounting 1  (4 cr)**
This class covers the basic theory and structure of accounting, the accounting cycle, and preparation of financial statements for service and merchandising businesses. Accounting for cash, accounts receivable, inventory, property, plant, equipment, and current liabilities.
Fall, Spring

**ACCT 2252  Principles of Accounting 2  (4 cr)**
*Prereq: ACCT 2251*
This class covers partnerships, corporate structure (including various forms of corporate stock), long-term liabilities, inter-company investments, statement of cash flows, cost accounting, budgets, and capital investments.
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 in the design and use of databases. (Same as BUSN 2254.)
Fall

**ACCT 2900  Topics in Accounting  (1-4 cr)**
*Prereq: 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 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 SOC 1101.)
Fall, Spring

MnTC Goals: 5 & 8
ANTH 1121  Women Across Cultures  (3 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
International course focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. (Same as SOC 1121 and WMST 1121.)
Fall, Spring  MnTC Goals: 5 & 8

ANTH 1125  Physical Anthropology  (4 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
People as a product of bio-cultural evolution. Principles of evolution, the fossil record, primate studies, and population genetics. Special lab topics.
Fall, Spring  MnTC Goals: 5 & 10

ANTH 1126  Archaeology and Prehistory: Discovering the Human Cultural Past  (4 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
Study of the material remains of past cultures; major ecological revolutions in human history; theories of cultural evolution; methods of excavation; and artifact analysis. Lab included.
Fall, Spring  MnTC Goals: 5 & 10

ANTH 1127  Cultural Anthropology  (3 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
The human way of life; cultural adaptation to natural and social environments. The cultural organization of non-western and western societies: language, subsistence, social structure, belief system, child training, personality. Cultural change and applied anthropology.
Fall, Spring  MnTC Goals: 5 & 8

ANTH 1128  Visual Anthropology  (3 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
Cultural anthropology uses a case study approach to describe all kinds of communities worldwide, how they live, and why they live that way. This course is for students who especially benefit from learning visually and also for those students who have completed Anthropology 1127; and would like to focus more critically on the methods of using film and photography in documenting and interpreting cross-cultural materials. This course uses visual media to review basic anthropological understandings, emphasizing trends in the analysis of societal cultural dynamics. This course includes an individual project using photo and/or film for each student enrolled.
Fall, Spring  MnTC Goals: 5 and 8

ANTH 1150  Native Americans: Yesterday, Today and Tomorrow  (3 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
North American prehistory; selected traditional Native American cultures; Native American cultures and their responses to historical change; intercultural conflict between Native Americans and others.
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.
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.
Fall, Spring  MnTC Goals: 7 & 8

ANTH 1900  Topics in Anthropology  (1-4 cr)
Prereq: Topic-dependent
Examination of a special topic in anthropology (e.g. Introduction to Men’s Studies). Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

ANTH 2126  Introduction to Field Archeology  (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. 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 recently recovered by teams from Normandale.
Fall, Spring  MnTC Goal: 5
ANTH 2900 Topics in Anthropology (1-3 cr)
Prereq: Topic-dependent
Examination of a special topic in anthropology; intended for second-year students (e.g. Archaeology Field School). Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Art Courses

ART 1101 The Visual Arts (3 cr)
An introduction to the concepts underlying the production and appreciation of the visual arts. Students view and discuss works of western and non-western art, examining the visual elements, artistic mediums, expression, and style. Weekly studio sessions allow students to explore the creative process in their own works of art using a variety of materials.
Fall, Spring MnTC Goals: 6 & 8

ART 1102 Art History Survey 1: Prehistory to 16th Century Europe (3 cr)
A survey of Western art from Paleolithic cave paintings through The Renaissance and Reformation in Northern Europe. Examines major Western art movements, including architecture, sculpture, painting, and crafts. Lectures, discussion, films, museum assignments.
Fall MnTC Goals: 6 & 8

ART 1103 Art History Survey 2: 16th Century Europe to 1945 (3 cr)
A survey of Western art from the Reformation to art movements during World War II. Examines architecture, photography, sculpture, painting and crafts. Lectures, discussions, films, museum assignments.
Spring MnTC Goals: 6 & 8

ART 1104 Contemporary Art Survey (3 cr)
A survey of art from post WWII Abstract Expressionism to Postmodern and Contemporary styles, encompassing 1945 to the present day. Examines architecture, painting, photography, video art, sculpture, and crafts. Lectures, discussions, films, museum assignments.
Fall, Spring MnTC Goals: 6 & 8

ART 1105 Non-Western Art Survey (3 cr)
This course will examine the art from the cultures of Asia, Africa, and the Americas. Within these cultures the students will explore major architecture, painting, sculpture, crafts, textiles, and body adornment. This course will also feature lectures, discussions, films and museum assignments.
Fall, Spring MnTC Goals: 6 & 8

ART 1109 Exploring Photography (3 cr)
A non-darkroom course providing an overview of photography, integrating principles and processes of traditional film with contemporary digital technology. A variety of visual projects engage students in solving aesthetic and technical problems incorporating analysis, interpretation, and expression. Commercial labs will be used for film processing. It is strongly recommended participants have a camera (digital or film) with manual aperture and/or shutter control.
Fall, Spring MnTC Goal: 6

ART 1110 Black and White Photography 1 (3 cr)
An introduction to the conceptual, technical, and historical aspects of photography, with an emphasis on photography as a creative medium. Students study camera operation and techniques, photographic composition and design, and learn to process and print their own film in the photo lab. Students must have a camera (variable f-stop, shutter, or both is strongly recommended), textbook, film, photographic paper, and other recommended supplies. Projects provide students with an understanding of how photographs function, not only technically, but visually, and conceptually.
Fall, Spring MnTC Goal: 6

ART 1113 Video Art (3 cr)
An introduction to the aesthetic and conceptual practices of video media. This course is first and foremost a studio art class, as such it will concentrate on conceptualization, interpretation, and evaluation of video based art. Students will develop skills as artists through screenings, discussions, critique, demonstrations, and assigned projects. Students will become familiar with basic production techniques, including but not limited to; project planning and storyboarding, lighting, audio, in-camera editing, VCR editing, and performance for the camera.
Fall, Spring MnTC Goal: 6

ART 1114 Digital Photography (3 cr)
Prereq: Basic computer literacy
Introduction to the conceptual, technical, and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class emphasizes the computer as a digital darkroom to create photographic images. Projects provide students an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera that has shutter-priority mode, aperture-priority mode, and full manual mode.
Fall, Spring MnTC Goal: 6
ART 1115  2D Animation and Interactivity  (3 cr)  
*Prereq: Basic computer literacy*  
2D Animation and Interactivity is a creative Studio Art course that takes the student through the basic concepts and methods for creating two-dimensional animations and interactivity as a means of expression in the visual arts. Software applications, such as Adobe Flash, are used to create animations and interactive content. Students will create animated works, as well as interactive content.  
Fall, Spring  MnTC Goal: 6

ART 1118  Two-Dimensional Design  (3 cr)  
Elements of visual language, color, line, shape, space, and texture as they relate to basic design. Theory and application of design principles and concept development in two-dimensional composition using a variety of tools, techniques, and materials.  
Fall, Spring  MnTC Goal: 6

ART 1120  Three-Dimensional Design  (3 cr)  
This course is an introduction to making art in the third-dimension. Students will be introduced to basic three-dimensional vocabulary and apply an understanding of these ideas to create art that exists in three-dimensional space. Projects will include the use of the basic principles and elements of three-dimensional design using paper, wood, clay, plaster, and virtual imagery.  
Spring  MnTC Goal: 6

ART 1121  Drawing 1  (3 cr)  
Ideas, methods, and materials of drawing as a means of expression in the visual arts. Working primarily from nature and still life, students develop technical skills to accurately represent three-dimensional objects on a two-dimensional surface. Emphasis on composition, perspective, measurement, value, line, tone, and volume through the exploration of various drawing media. Students also develop their visual vocabulary and critiquing skills.  
Fall, Spring  MnTC Goal: 6

ART 1122  Electronic Imaging  (3 cr)  
This course introduces the student to computer-generated art and will develop visual art concepts and techniques of digital imaging through the form of raster and vector software programs (Adobe Photoshop and Illustrator). Students will produce original work that reflects a high degree of individual expression. The focus of this course is on a broad exploration of the functions and uses of the computer in the visual arts. The conceptualization of the medium; the mastery of technical skills in computer graphics; and an appreciation of the historical development of the computer in art are the major emphases. Regardless of the technology used electronic art has as its foundation the same skills in composition, color, design, and communication as all other areas of art.  
Fall, Spring  MnTC Goal: 6

ART 1123  Sculpture 1  (3 cr)  
An introduction to the basic language of sculpture and spatial concepts. Students develop an understanding of additive and subtractive techniques by producing three-dimensional work using a variety of materials, such as clay, wood, plaster, and found objects.  
Fall, Spring  MnTC Goal: 6

ART 1124  Ceramics 1  (3 cr)  
General introduction to the historical, technical, and aesthetic aspects of the materials and methods of ceramics. Emphasis on the creation of ceramic pieces that solve aesthetic and technical problems. Students will learn the techniques of hand building, throwing, glazing, decorating, and firing clay.  
Fall, Spring  MnTC Goal: 6

ART 1125  Glass Fusing 1  (3 cr)  
An introduction to the creative potential of fused glass. The primary concern is using glass for creative expression while developing technical skills. Students will make projects using a variety of techniques that emphasize experimentation and personal direction. Topics include the history of glass, glass types, compatibility, fusing, cutting, and slumping.  
Fall, Spring  MnTC Goal: 6

ART 1126  Printmaking: Monotype and Screenprint  (3 cr)  
An introduction to the visual language of printmaking and the production of multiple images. Students experiment with various printing techniques in the categories of monotype and screenprint. Projects emphasize the basic approaches to image design and process. Historical and contemporary aspects of printing and presentation addressed.  
Fall  MnTC Goal: 6

ART 1127  Painting 1  (3 cr)  
*Recommended: ART 1118 or ART 1121*  
A general introduction to the aesthetics, techniques, and historical aspects of painting. Use of acrylic and/or oil media to explore basic design, color, form, and space on a two-dimensional surface using traditional and contemporary methods. Projects vary from representational subject matter to abstraction.  
Fall, Spring  MnTC Goal: 6

ART 1128  Watercolor Painting  (3 cr)  
*Recommended: ART 1118 or ART 1121*  
An introduction to the aesthetics, techniques, and historical aspects of watercolor painting using transparent washes of color. Various techniques and color theory will be used to discover creative directions for content and formal qualities. A variety of subject
matter will be explored employing basic principles of color, form, and space on a two-dimensional surface. Projects vary from representational subject matter to abstraction.

Fall  

**ART 1129 Printmaking: Intaglio and Relief (3 cr)**  
An introduction to the visual language of printmaking and the production of multiple images. Students experiment with various printing techniques in the categories of intaglio and relief. Projects emphasize the basic approaches to image design and process. Historical and contemporary aspects of printing and presentation addressed.

Fall  

**ART 1190 Cooperative Education in Art (3-8 cr)**  
Prereq: Previous coursework in Art and consent of Center for Experiential Education Director  
Career exploration and training in a supervised work setting. Combines theory with field experience in occupations that require artistic sensitivity and judgment. Students spend approximately three hours per week, per credit on the job and attend weekly seminars. Students may earn 3-8 credits per semester and a maximum of 8 credits in any one discipline.

Fall, Spring  

**ART 1900 Topics in Art (1-4 cr)**  
Prereq: 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 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 BUSN 2130.)

Fall, Spring  

**ART 2200 Portfolio Creation (1 cr)**  
This class will cover all the aspects of developing, creating, and presenting a portfolio of art work. The resulting portfolio will be a culminating activity for the AFA degree. It will bring together a body of work representative of the student’s accomplishments as a means of documentation for transfer to a four-year art program, job placement, or creative development. The course will also cover résumé development, creating an artist statement, and preparing a portfolio.

**ART 2201 Figure Drawing (3 cr)**  
Prereq: ART 1121  
An introduction to drawing both nude and clothed models with an emphasis on human proportion, human anatomy, and composition. Students work with various drawing techniques and materials, such as charcoal, chalk pastel, pencil, and brush. Further development of a visual vocabulary and critiquing skills.

Fall  

**ART 2202 Mixed Media (3 cr)**  
Prereq: ART 1118, ART 1126, or ART 1129  
This studio course will address aesthetic, conceptual, technical, and analytical concerns confronting students interested in combining a variety of media including but not limited to photo, print, and fiber. Emphasis will be placed on strengthening the use of design elements and principles of visual organization as well as the development of a personalized, creative response.

Spring  

**ART 2203 Ceramics 2 (3 cr)**  
Prereq: ART 1124  
Continuing studio experience in wheel throwing, hand building, glazing, decoration, and kiln firings. Projects emphasize exploring an individual direction that encourages a deeper understanding of ceramic art as well as skill development.

Spring  

**ART 2204 Drawing 2 (3 cr)**  
Prereq: ART 1121  
Exploration and refinement of the concepts learned in Drawing 1. Emphasis on personal style and inventive vision while continuing to develop drawing skills. Introduction to color and a variety of materials and methods.

Spring  

**ART 2206 Glass Fusing 2 (3 cr)**  
Prereq: ART 1125  
Exploration of advanced techniques in fused and kiln formed glass. Students will create pieces that utilize fusing, slumping, sandblasting, casting, etching, and lampworking. Aesthetic concerns, technical skills, individual exploration, and experimentation lead to a more personal and deeper understanding of the creative qualities of fused glass. Course also includes research, writing, and criticism.

Spring  

**ART 2207 Photography 2 (3 cr)**  
Prereq: ART 1110 or ART 1114  
Advanced level course. Photography 2 expands upon the foundation established in Black and White Photography 1 or Digital Photography. Increased emphasis will be placed on experimentation, the expressive potential of the medium, and on developing a personal vision that utilizes both formal and conceptual concerns in photography. Students will continue to develop skills in critical analysis, interpretation and individual expression.

Spring
ART 2253  Painting 2   (3 cr)
Prereq: ART 1127
Advanced level course. Painting II expands upon the foundation established in Painting I. You will continue to explore painting materials, processes, and color interaction while furthering your knowledge of contemporary and traditional methods and techniques. Increased emphasis will be placed on experimentation, the expressive potential of the medium, and on developing a personal vision that utilizes both formal and conceptual concerns in painting.
Spring  MnTC Goal: 6

ART 2900  Topics in Art   (1-4 cr)
Prereq: 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 1007  Contemporary Biology  (4 cr)
Prereq: Eligible for READ 1106
A non-majors, general education lab course that explores the organization of life. Topics include the scientific method, cells and cellular transport, metabolism, molecular biology, genetic change, human reproduction and development, species diversity, ecology and evolution. Lecture 3 hours per week. Lab requires a minimum of 3 hours per week of self-directed lab work.
Fall, Spring  MnTC Goal: 3

BIOL 1101  Introduction to Human Genetics   (4 cr)
Prereq: 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.
Fall, Spring  MnTC Goal: 3

BIOL 1102  Human Biology   (4 cr)
Prereq: Eligible for READ 1106. May not be taken for credit after earning a C or higher in BIOL 2204
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.
Fall, Spring  MnTC Goal: 3

BIOL 1103  Introduction to Emerging Diseases   (4 cr)
Prereq: Eligible for READ 1106. May not be taken for credit after earning a C or higher in Biology 2204
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 self-directed lab work.
Spring  MnTC Goals: 3 & 8

BIOL 1104  Minnesota Natural History and Field Biology   (4 cr)
Prereq: Eligible for READ 1106
A non-majors, general education lab course that emphasizes the diversity of life in Minnesota from a natural history perspective. Topics include the scientific method, adaptation and evolution of plants and animals, ecology of terrestrial and aquatic biomes, endangered species, and the decline of biodiversity. 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 self-directed lab work including field trips.
Fall, Spring  MnTC Goals: 3 & 10

BIOL 1105  General Biology: Cells to Organisms   (4 cr)
Prereq: Eligible for READ 1106
General biology course offering students a strong biological foundation for their chosen field. Course topics include microscopy, cell structure and function, energy relationships, genetics, reproduction, and development. Satisfies transfer requirements for biology majors, pre-professional, and other general education majors. Lecture 3 hours; required self-directed lab 3 hours minimum.
Fall, Spring  MnTC Goal: 3

BIOL 1106  General Biology: Ecology and Evolution   (4 cr)
Prereq: Eligible for READ 1106
General biology course offering students a strong biological foundation for their chosen field. Course concentrates on biodiversity, evolution, extinction, and ecology. Satisfies transfer requirements for biology majors, pre-professional, and other general education majors. Lecture 3 hours; required self-directed lab 3 hours minimum.
Fall, Spring  MnTC Goal: 3
BIOL 1110 Environmental Biology (3 cr)  
*Prereq: Eligible for READ 1106*
Introduction to and analysis of ecological principles, resources, population, energy and pollutants, and their relationships to Minnesota and global environmental concerns. Lecture 3 hours.  
Fall, Spring  
MnTC Goals: 3 & 10

BIOL 1125 Biology of Women (3 cr)  
*Prereq: Eligible for READ 1106*
Genetics of sex determination, development, anatomy, reproductive biology, intelligence, aging, disease, behavior, and evolution as they relate to the biology of women. Lecture 3 hours.  
Spring  
MnTC Goals: 3 & 7

BIOL 1141 Human Anatomy (4 cr)  
*Prereq: CHEM 1050 or CHEM 1061 (C or higher), not CHEM 1020, and eligible for READ 1106*
A course for biology majors/minors, pre-professional students and students planning health-related careers. Gross and microscopic anatomy of the human body. Laboratory includes small mammal dissection, basic histology, and the study of the human skeleton and selected organ systems. Lecture 3 hours; required self-directed lab 3 hours minimum.  
Fall, Spring  
MnTC Goal: 3

BIOL 1142 Human Physiology (4 cr)  
*Prereq: BIOL 1141 (C or higher), CHEM 1050 or 1061 (C or higher), not CHEM 1020, and eligible for READ 1106*
Principles of human biological function with emphasis on homeostatic mechanisms of the body. Lecture and laboratory experiences include EMG, EKG, pulmonary function, hormone studies, and independent investigations. Lecture 3 hours; required self-directed lab 3 hours minimum.  
Fall, Spring  
MnTC Goal: 3

BIOL 1190 Topics in Biology (1-4 cr)  
*Prereq: 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.  
MnTC Goal: 3

BIOL 2202 Zoology (4 cr)  
*Prereq: BIOL 1105 or BIOL 1106*
An introduction to the study of animal biology with a focus on the morphological and physiological characteristics of animals emphasizing adaptation, evolution, and ecology. Lecture 3 hours; required self-directed lab 3 hours minimum.  
Spring  
MnTC Goal: 3

BIOL 2203 Botany (4 cr)  
*Prereq: BIOL 1105 or BIOL 1106*
Introduction to 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; required self-directed lab 3 hours minimum.  
Fall  
MnTC Goal: 3

BIOL 2204 Microbiology (4 cr)  
*Prereq: One college biology laboratory course (C or higher), one college chemistry laboratory course and ENGC 1101*
Biology of bacteria, algae, protozoa, fungi, rickettsia, and viruses. Physical and chemical methods of control, microbial genetics, host defenses, and applications in medicine. Lecture 3 hours; requires self-directed lab 3 hours minimum, often requiring multiple lab visits per week.  
Fall, Spring  
MnTC Goal: 3

BIOL 2205 Genetics (4 cr)  
*Prereq: One college biology laboratory course and eligible for MATH 1100*
Introduction to the major concepts in Mendelian, molecular, and population genetics. Course highlights the study of gene expression, recombination, gene mapping, chromosome analysis, and population genetics. Laboratory focus on viruses, bacteria, insects, plants, and gene sequencing. Lecture 3 hours; requires self-directed lab, 3 hours minimum.  
Spring  
MnTC Goal: 3

BIOL 2900 Topics in Biology (1-4 cr)  
*Prereq: 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.  
MnTC Goal: 3

Business Courses

BUSN 1100 Principles of Marketing (3 cr)
The total marketing process from a strategic view, emphasizing managerial implications for product, promotion, price, and distribution strategies.  
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.  
Fall, Spring

BUSN 1120 Introduction to Small Business Management (3 cr)
All phases of setting up a small business: management, marketing, and financial operations. Final project is the development of a business plan.  
Fall, Spring
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1130</td>
<td>Introduction to International Business</td>
<td>3 cr</td>
<td></td>
<td>International dimensions of business: global business environment (economic, legal, cultural, political), and international business functions (management, marketing, finance, exporting, importing). Fall, Spring</td>
</tr>
<tr>
<td>BUSN 1132</td>
<td>Introduction to International Marketing</td>
<td>3 cr</td>
<td></td>
<td>This course explores the globalization of markets. The market has certainly accelerated. A universal acceptance of the democratic free enterprise model and new communication technologies have contributed to the acceleration. This course provides an approach and framework identifying and analyzing the important cultural and environmental uniqueness of nations and global regions. Fall, Spring</td>
</tr>
<tr>
<td>BUSN 1140</td>
<td>Principles of Management</td>
<td>3 cr</td>
<td></td>
<td>Develop insights into successful planning, organizing, directing, staffing, and controlling an organization and its employees. Fall, Spring</td>
</tr>
<tr>
<td>BUSN 1145</td>
<td>Supervision</td>
<td>3 cr</td>
<td>Recommended: Eligible for READ 1106, ENGC 0900, and MATH 0500</td>
<td>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. Fall, Spring</td>
</tr>
<tr>
<td>BUSN 1152</td>
<td>Hotel/Lodging Management</td>
<td>4 cr</td>
<td></td>
<td>This course examines the theoretical applications of rooms division operations including yield management and other vital hotel information concepts, with emphasis on the bottom line. (Same as HSMA 1162.) Fall</td>
</tr>
<tr>
<td>BUSN 1153</td>
<td>Principles of Food Production and Sanitation</td>
<td>4 cr</td>
<td></td>
<td>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.) Summer</td>
</tr>
<tr>
<td>BUSN 1154</td>
<td>Food/Beverage Management and Cost Control</td>
<td>4 cr</td>
<td></td>
<td>A working understanding and application of the principles of food, beverage, labor, cost control, and management functions. (Same as HSMA 2144.) Spring</td>
</tr>
<tr>
<td>BUSN 1156</td>
<td>Casino Management and Operations</td>
<td>4 cr</td>
<td></td>
<td>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 HSMA 1103.) Spring, Summer</td>
</tr>
<tr>
<td>BUSN 1157</td>
<td>Introduction to Hospitality &amp; Tourism Management</td>
<td>4 cr</td>
<td></td>
<td>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.) Spring</td>
</tr>
<tr>
<td>BUSN 1158</td>
<td>Convention &amp; Meeting Planning Management</td>
<td>4 cr</td>
<td></td>
<td>An overview of successful convention and meeting planning management including all services, execution, and follow-up. (Same as HSMA 2173.) Fall</td>
</tr>
<tr>
<td>BUSN 1159</td>
<td>Hospitality Sales &amp; Marketing Management</td>
<td>4 cr</td>
<td>Recommended: Strong interest in hotel management along with computer skills.</td>
<td>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.) Spring</td>
</tr>
<tr>
<td>BUSN 1170</td>
<td>Introduction to Club Management</td>
<td>4 cr</td>
<td></td>
<td>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 complimented with relationship marketing skills; manufacturing successful club managers. (Same as HSMA 1170.) Fall</td>
</tr>
<tr>
<td>BUSN 1190</td>
<td>Cooperative Education in Business</td>
<td>3-8 cr</td>
<td>Prereq: 12 credits of coursework in business and consent of Center for Experiential Education</td>
<td>Career exploration and training in a supervised work setting. Combines theory with field experience to explore careers and business concepts. Students spend approximately three hours per week per credit on the job and attend weekly seminars. Students may not be used to replace BUSN 2096.</td>
</tr>
</tbody>
</table>
earn 3 - 8 credits per semester and a maximum of 8 credits in any one discipline.

Fall, Spring

BUSN 1201 Information Technology Concepts and Business Software 1 (Info Tech & Software 1) (3 cr)
Prereq: 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. 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. (Same as CIM 1201.)

Spring

BUSN 1250 Introduction to Project Management (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101
An introduction to project management using MS Project. Includes topics such project life cycle, needs identification, resource consideration, project communication, 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. Keyboarding and proofreading skills recommended. (Same as CIM 1250.)

Spring

BUSN 1210 Exceptional Customer Service (3 cr)
Examines exceptional customer service issues that are key to building a successful customer driven organization.

Fall, Spring

BUSN 1220 Business Problem Solving and Data Analysis Using Spreadsheets (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101
Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC.
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. Keyboarding and proofreading skills recommended. After taking this course, students will be prepared to take the Microsoft Office Excel Certified Application Specialist Exam. (Same as CIM 1220.)

Fall, Spring

BUSN 1250 Introduction to Project Management (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101
An introduction to project management using MS Project. Includes topics such project life cycle, needs identification, resource consideration, project communication, 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. Keyboarding and proofreading skills recommended. (Same as CIM 1250.)

Spring

BUSN 1853 Federal Income Tax (4 cr)
This is an introductory course in individual taxation. Materials covered include filing requirements, exemptions, gross income and exclusions, itemized deductions, employee business expenses, personal business expenses, and tax credits. A computer software package will be used for preparing tax returns. (Same as ACCT 1853.)

Spring

BUSN 1900 Topics in Business (1-4 cr)
Prereq: 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.

Fall, Spring

BUSN 2096 Coordinated Business Experience (Internship) (2-4 cr)
Prereq: BUSN Marketing and Management major with 30+ cr and written permission from the professor.
Designed to provide exploratory or specific work experiences in an approved business environment. A new job or job assignment with your current employer may be a suitable internship experience. May repeat to a maximum of 8 credits.

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.

Fall, Spring
BUSN 2120  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.
Fall, Spring

BUSN 2125  Business Practices in Global Market  (3 cr)
Prereq: 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.)
Fall, 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.)
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.
Fall, Spring

BUSN 2175  Facility & Turf Maintenance and Management  (4 cr)
Prereq: HSMA 1170 or BUSN 1170
This course is designed to share proven techniques that enable the student to design, build, and manage an efficient and safe turf maintenance facility for golf courses, parks, and sports complexes. (Same as HSMA 2175)

BUSN 2200  Human Resource Management  (3 cr)
Prereq: Eligible for MATH 1500
An overview of the principles and practices of administrating the human resource management functions in modern organizations to the achievement of 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.
Fall, Spring

BUSN 2220  Statistics for Business and Economics  (4 cr)
Prereq: Eligible for MATH 1100
Basic statistics of business, economics and public administration. Descriptive statistics, probability, and statistical inference. Understanding statistical methods as tools of decision-making.
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.
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 in the design and use of databases. (Same as ACCT 2254.)
Fall

BUSN 2900  Topics in Business  (1-4 cr)
Prereq: 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 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.
Fall, Spring MnTC Goals: 3 & 10

CHEM 1020 Survey of Chemistry (4 cr)
Recommended: Eligible for MATH 0600
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 3 hours.
Fall, Spring MnTC Goal: 3

CHEM 1050 Foundations of Organic and Biochemistry (3 cr)
Prereq: CHEM 1020 or high school chemistry taken within the last two 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.
Fall, Spring MnTC Goal: 3

CHEM 1061 Principles of Chemistry 1 (5 cr)
Prereq: CHEM 1020 or high school chemistry and MATH 0700 or concurrent registration, or the high school equivalent
Basic concepts of chemistry: atomic theory, stoichiometry, thermochemistry, chemical bonding, molecular structure, properties and behavior of the physical states, properties of aqueous solutions, kinetics. Lecture 4 hours; lab 3 hours.
Fall, Spring MnTC Goal: 3

CHEM 1062 Principles of Chemistry 2 (5 cr)
Prereq: CHEM 1061
Continuation of Chemistry 1061: Chemical equilibrium, reaction mechanisms, acid-base chemistry, thermodynamics, electrochemistry, complex ions, qualitative analysis, and nuclear chemistry. Lecture 4 hours; lab 3 hours.
Fall, Spring MnTC Goal: 3

CHEM 1900 Topics in Chemistry (1-4 cr)
Prereq: 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)
Prereq: CHEM 1062
Lecture and laboratory course emphasizing the theory and practice of gravimetric, volumetric, and instrumental analysis. Lecture 3 hours; lab 3 hours.
Fall

CHEM 2058 Organic Chemistry Essentials 1 (4 cr)
Prereq: CHEM 1062
Mechanisms and reactions of aliphatic compounds; stereochemistry. Lecture 8 hours; lab 8 hours.
Summer MnTC Goal: 3

CHEM 2059 Organic Chemistry Essentials 2 (4 cr)
Prereq: CHEM 2058 or 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.
Summer MnTC Goal: 3

CHEM 2061 Organic Chemistry 1 (5 cr)
Prereq: CHEM 1062
Mechanisms and reactions of aliphatic compounds, stereochemistry, spectral analysis, and relevant instrumentation. Lecture 4 hours; lab 4 hours.
Fall, Spring MnTC Goal: 3

CHEM 2062 Organic Chemistry 2 (5 cr)
Prereq: CHEM 2061 or CHEM 2058 with consent of instructor
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.
Fall, Spring MnTC Goal: 3

CHEM 2900 Topics in Chemistry (1-4 cr)
Prereq: 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)  
Prereq: CHEM 2061 and BIOL 1105  
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.
Spring

Chinese Courses
See World Languages and Cultures.

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.  
Fall, Spring  MnTC Goal: 1

COMM 1101  Fundamentals of Public Speaking (3 cr)  
Recommended: Eligible for ENGC 1101 and READ 1106
Instruction and practical experience in the fundamentals of public speaking with each student expected to perform several speeches throughout the course.  
Fall, Spring  MnTC Goal: 1

COMM 1106  Introduction to Mass Communication (3 cr)  
Recommended: Eligible for ENGC 1101 and READ 1106
The primary purpose of this course is to examine mass communication and its influence on society. Particular emphasis will be placed on the interplay between mass communication and economic, social, political, and cultural forces.  
Fall, Spring  MnTC Goals: 5 & 9

COMM 1111  Interpersonal Communication  (3 cr)  
Recommended: Eligible for ENGC 1101 and READ 1106
The primary purpose of this course is to assist the student in examining and developing their competence as an interpersonal communicator in different relationships and in various communication contexts in any one relationship. Cognitive, behavioral, and affective interpersonal skills will be explored.  
Fall, Spring  MnTC Goal: 1

COMM 1113  Public Relations  (3 cr)  
Recommended: Eligible for ENGC 1101 and READ 1106
This course emphasizes the application of strategic communication practices including writing, planning, and presentation. It also examines the role of public relations in the modern world of communication, marketing, businesses, and institutions. This is a writing-intensive course.  
Fall, Spring

COMM 1115  Journalism Lab  (1-3 cr)
Students earn credit for journalism experience gained as a member of the student newspaper staff. They may register for 1, 2 or 3 credits per semester; students may take the course more than once, but a maximum of 6 credits will be awarded.  
Fall, Spring

COMM 1121  Small Group Communication  (3 cr)  
Recommended: Eligible for ENGC 1101 and READ 1106
Theory and practice in the application of skills learned in the study of small group communication principles. Students will spend a substantial part of their course time participating in groups, completing group projects, and analyzing group processes.  
Fall, Spring  MnTC Goal: 1

COMM 1131  Intercultural Communication (3 cr)  
Recommended: COMM 1111 and eligible for ENGC 1101 and READ 1106
This course is designed to raise awareness of cultural values, beliefs and norms, and specifically addresses how culture affects communication choices on the interpersonal, group, cross-cultural, and global levels. Issues of race, ethnicity, class, gender, religion, etc. will be addressed.  
Fall, Spring  MnTC Goal: 7
COMM 1141 Nonverbal Communication (3 cr)
Recommended: COMM 1101 or COMM 1111 and eligible for ENGC 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.
Fall, Spring MnTC Goal: 7

COMM 1190 Cooperative Education (3-8 cr)
Prereq: Previous coursework in Communication and consent of Center for Experiential Education
Career exploration and training in a supervised work setting. Provides field experience in work at sites such as TV stations, newspapers, cable broadcast, public relations agencies. Students spend approximately 3 hours per week per credit on the job. Students may earn 3 - 8 credits per semester with a maximum of 8 credits in any one discipline.
Fall, Spring

COMM 1421 Media Writing - Journalism (3 cr)
Prereq: Eligible for ENGC 1101
Recommended: 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.
Fall, Spring

COMM 1422 Media Writing - Video & TV (3 cr)
The primary purpose of this course is to engage in the writing techniques, styles, and practices used for video and television production. Students will focus primarily on the theory and forms used in non-dramatic production (e.g., corporate and nonprofit video, PSAs, commercials), but will also be introduced to the writing techniques used by television and Internet drama. Client needs assessment, media law and ethics, and concept development and pitch technique will also be examined.
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.
Fall, Spring MnTC Goal: 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.
Fall, Spring

COMM 1900 Topics in Communication (1-4 cr)
Prereq: 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 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.
Fall, Spring MnTC Goal: 5

COMM 2440 Media Production II (3 cr)
Prereq: Eligible for COMM 1440
Students will continue to examine the aesthetic and technical elements of media production and communication, with an emphasis on video production. They will gain practical skills in the effective operation of video production equipment and continue studying audio and video editing. They will continue to study the theory and technique of effective story and message structure, and will apply these concepts in a series of production projects reflecting the traditional narrative structures and aesthetics used by today's mass communicators.
Fall, Spring
COMM 2460  Practicum: 55423.info  (3 cr)
Prereq: Eligible for COMM 2440 and COMM 1421 or instructor permission.
In this active-learning course, students work as a group to plan, gather, produce, edit, and publish information in a variety of forms for an independent community news website.
Fall, Spring

COMM 2470  Practicum: NCC Studios  (3 cr)
Prereq: Eligible for COMM 2440 or COMM 1421 or COMM 1422 or permission of instructor.
Applying the theory and practice of previous media production courses, students will refine their media production skills by working in teams to create media projects for a variety of clients, both from within and outside the Normandale community. Projects will vary from semester to semester, but may include service-learning opportunities, student-oriented projects, and media work for the college itself. (Course may be repeated once).
Fall, Spring

COMM 2900  Topics in Communication  (1-4 cr)
Prereq: 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.

CHWN 1200  Legal and Ethical Responsibilities for the Community Health Worker  (1 cr)
This course focuses on the legal and ethical dimensions of the community health worker/navigator role. Included are boundaries of the community health worker position, agency policies, confidentiality, liability, mandatory reporting, and cultural issues that can influence legal and ethical responsibilities.
Spring

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 CHWN 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.

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 healthcare providers. Included are verbal/non-verbal 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.

Community Health Worker/Navigator Courses

CHWN 1000  Advocacy and Outreach  (2 cr)
This course focuses on the role of the community health workers' personal safety, self-care, personal wellness, and the promotion of health and disease prevention of clients.

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.
Fall

CHWN 1500  Health Promotion  (3 cr)
Assist clients in realizing healthy eating patterns, integrating exercise into their lives, taking their medications, talking with their doctors, controlling substances such as tobacco, preventing heart disease and stroke as well as managing those who already have conditions. Emphasis will also be placed on maternal and child health as well as diabetes, cancer, oral health, and mental health care and prevention. Emphasis will be on learning strategies that can be used to aid in client awareness, education, and incorporation of health into their daily living.

CHWN 1600  Internship  (2 cr)
72-80 hours of supervised practical experience that allows opportunities for the student to prepare for independent work in the community health worker/navigator role.
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, Window, word processing, spreadsheets, database management systems, and presentation graphics.
Fall, Spring

CSCI 1101  Introduction to Computing and Problem Solving  (4 cr)
Prereq: 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 pseudocode to develop problem solving skills. They will write simple programs in one or more programming languages.
Fall, Spring

CSCI 1111  Introduction to Programming in C  (4 cr)
Prereq: 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, and libraries.
Fall, Spring

CSCI 1113  Introduction to C/C++ for Engineers  (4 cr)
Prereq: MATH 1510
Programming for scientists/engineers. C/C++ programming constructs, object-oriented programming, software development, fundamental numerical techniques; exercises/examples from various scientific fields.
Spring

CSCI 1202  Introduction to Object-Oriented Programming in C++  (3 cr)
Prereq: 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 seven years prior to receiving the AAS degree in Computer Technology.
Fall

CSCI 1203  Introduction to Computer Programming in Java  (4 cr)
Prereq: 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.
Spring

CSCI 1900  Topics in Computer Science  (1-4 cr)
Prereq: 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  Structure of Computer Programming 1  (4 cr)
Prereq: CSCI 1101 and MATH 1510
Introduces students to the fundamental principles of programming and to different programming paradigms, such as message-passing. Students will learn to use the computer language Scheme as a formal way of expressing algorithms and data. Procedures, recursion, and iteration will be presented as algorithmic development techniques. Use of abstraction to hide program details and abstract data types will be emphasized throughout the course.
Fall, Spring

CSCI 2002  Structure of Computer Programming 2  (4 cr)
Prereq: CSCI 1111 and CSCI 2001
Exposes students to the language C++ and to object-oriented programming. Reinforces the concepts presented in CSCI 2001, such as data abstractions. Introduces data structures such as stacks, lists, and trees. Introduces simple sorting algorithms. Students will implement data structures and their operations as abstract data types using an object-oriented approach.
Fall, Spring

CSCI 2011  Discrete Structures of Computer Science  (4 cr)
Prereq: 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.
Spring  MnTC Goal: 4

CSCI 2021  Machine Architecture and Organization  (4 cr)
Prereq: 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.
Fall
CSCI 2031 Introduction to Numerical Computing  (4 cr)
*Prereq: 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)
*Prereq: MATH 1510*

Spring

CSCI 2900 Topics in Computer Science  (1-4 cr)
*Prereq: 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.
Fall, Spring

COMT 1173 PC Architecture Operation and Interface  (3 cr)
*Prereq: 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.
Spring

COMT 1181 Database Management Systems  (3 cr)
*Prereq: 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.
Fall

COMT 1182 Advanced Database with Crystal Reports  (3 cr)
*Prereq: 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.
Spring

COMT 1184 Telecommunications  (3 cr)
*Prereq: 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.
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.
Fall

COMT 1900 Topics in Computer Technology  (3 cr)
*Prereq: 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, and input/output. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

COMT 2096 Internship  (2 cr)
*Prereq: Major in computer technology; consent of the program coordinator and completion of 45 credits or more.*
Enhancement of computer skills through combined efforts of the student, an employer providing a computer-related job function to the student, and a coordinating faculty member.
Fall
COMT 2186 Microprocessors and Digital Logic (Lecture only) (3 cr)
Prereq: 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 NANO 1153 is waived. Must be completed within the last seven years prior to receiving the AAS degree or certificate in Computer Technology.
Fall

COMT 2188 Systems Analysis and Design (3 cr)
Prereq: 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 or certificate in Computer Technology.
Spring

COMT 2201 Preparation for the A+ Exam (2 cr)
Prereq: 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.
Fall

COMT 2250 Object Oriented Programming with Java for HCIT (4 cr)
Prereq: 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.
Fall

COMT 2900 Topics in Computer Technology (3 cr)
Prereq: 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.

Computers/Information Management Courses

CIM 1000 Computer Keyboarding (3 cr)
Recommend 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, and 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.
Fall, Spring

CIM 1052 Desktop Publishing (3 cr)
Prereq: CIM 1201/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)
Prereq: 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)
Prereq: 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)
Prereq: 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)
Prereq: 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)
Prereq: Eligible for READ 0960 and ENGC 0900. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
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).

CIM 1202 Word Processing 2 (1 cr)
Prereq: CIM 1111. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
Same word processing content that is presented in CIM 1201 and BUSN 1201.

CIM 1220 Business Problem Solving and Data Analysis Using Spreadsheets (Busn Prob Solving Excel) (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
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 Excel Master Certification Test. (Same as BUSN 1220).

CIM 1222 Spreadsheets 2 (1 cr)
Prereq: CIM 1121 This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
Same spreadsheet content that is presented in CIM 1201 and BUSN 1201.

CIM 1230 Information Management for Business using Databases (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
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. Students will learn concepts using business scenarios. After taking this course, students will be prepared to take the Microsoft Office Access Specialist Certification Test.

CIM 1232 Database Management 2 (1 cr)
Prereq: CIM 1131. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
Same database management content that is presented in CIM 1201 and BUSN 1201.

CIM 1240 Business Word Processing (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
This course provides skills for students in word processing to be successful in the work place. 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 Word Master Certification Test.

CIM 1242 Presentation Graphics 2 (1 cr)
Prereq: CIM 1141. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
This course is taught using Microsoft Office latest version business software for a PC.
CIM 1250  Introduction to Project Management (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101. This course is taught using Microsoft Office latest version business software for a PC.
Recommended: Keyboarding and proofreading skills.
An introduction to project management using MS Project. Includes topics such project life cycle, needs identification, resource consideration, project communication, 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.)

CIM 1260  Presentation Software (3 cr)
Prereq: CIM 1201/BUSN 1201 (C or higher) and eligible for READ 1106 and ENGC 1101. This course is taught using Microsoft Office latest version business software for a PC
Recommended: Keyboarding and proofreading skills.
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 PowerPoint Specialist Certification Test.

CIM 1600  Computer Training Practicum (3 cr)
Prereq: 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.
Fall, Spring

CIM 1900  Topics in Computers/Information Management (1-3 cr)
Prereq: 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 2900  Topics in Computers/Information Management (1-3 cr)
Prereq: 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.

Counseling and Career Development Courses

CCD 1170  Career Exploration (1 cr)
Prereq: Eligible for ENGC 0900 and READ 0960
Relate self-understanding of interests, values, personality and skills to career options through exercises and inventories as you explore career fields.
Fall, Spring

CCD 2000  Global Career Development Facilitator Program (GCDF) (8 cr)
Prereq: Prior experience and instructor’s permission
Recommended: Eligible for READ 0960 and ENGC 0900
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.
Fall, Spring

Dental Hygiene Courses

Note: Courses are web-enhanced, requiring computer and internet access.

DENH 1112  Oral and Facial Anatomy (3 cr)
Prereq: Acceptance in 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.
Fall

DENH 1140  Pre-Clinic Theory (3 cr)
Prereq: Acceptance into Dental Hygiene Program
Co-req: 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, dental deposits, and selective polishing. Practical application experience in pre-clinical skill development. Lecture 3 hours.
Fall
DENH 1141 Pre-Clinic Skill Development  (4 cr)  
*Prereq: Acceptance into Dental Hygiene Program*  
*Co-req: 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.  
*Fall*

DENH 1142 Clinic 1 Theory  (2 cr)  
*Prereq: Acceptance into Dental Hygiene Program; DENH 1112, 1140 and 1141*  
*Co-req: DENH 1143*  
Continuation in the study of the dental hygiene care process. Emphasis on professionalism, patient care planning, record keeping, debridement, dental caries process, dietary counseling, saliva, and fluoride. Lecture 2 hours.  
*Spring*

DENH 1143 Clinic 1  (4 cr)  
*Prereq: Acceptance in Dental Hygiene Program. DENH 1112, 1140 and 1141*  
*Co-req: DENH 1142*  
Students begin fundamental patient care by providing clinical, preventive, educational, and therapeutic service in a supervised clinical setting. Clinic 8 hours.  
*Spring*

DENH 1150 Dental Radiology  (4 cr)  
*Prereq: Acceptance into Dental Hygiene Program and DENH 1112*  
*Co-req: DENH 1142 and 1143*  
Theory, techniques, and procedures for exposing and processing dental radiographs; interpretation of dental radiographs; and practical application in dental radiography lab and clinical setting. Lecture 3 hours; lab/clinic 2 hours.  
*Spring*

DENH 1151 Accelerated Dental Radiology  (2 cr)  
*Prereq: Acceptance into Dental Hygiene Program and consent of course instructor*  
*Co-req: DENH 1142 and 1143*  
Theory, techniques, and procedures for exposing and processing dental radiographs; interpretation of dental radiographs, and practical application in dental radiography lab and clinical setting. Lecture 3 hours; clinic 2 hours last five weeks of semester.  
*Spring*

DENH 1160 Dental Materials  (2 cr)  
*Prereq: Acceptance into Dental Hygiene Program and DENH 1140, 1141 and CHEM 1050*  
Study, demonstration, and manipulation of materials used in dental hygiene procedures. Lecture 1 hour; lab 2 hours.  
*Spring*

DENH 1161 Accelerated Dental Materials  (1 cr)  
*Prereq: Acceptance into Dental Hygiene Program and consent of course instructor*  
*Co-req: DENH 1140, 1141 and CHEM 1050*  
The advanced study, demonstration, and manipulation of materials used in dental procedures. Dates and times are determined by course instructor.  
*Spring*

DENH 1162 Pharmacology for the Dental Hygienist  (2 cr)  
*Prereq: Acceptance into Dental Hygiene Program; DENH 1110, DENH 1140 and BIOL 1142*  
*Co-req: DENH 1142 and 1143*  
This course focuses on applying pharmacology knowledge to dental hygiene clinical practice. Understanding the drug groups, pharmacologic effects, adverse reactions, drug contraindications, and interactions will encourage treatment modification and ensure safe patient care. Lecture 2 hours.  
*Spring*

DENH 1900 Topics in Dental Hygiene  (1-4 cr)  
*Prereq: 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 2240 Clinic 2 Theory  (2 cr)  
*Prereq: Acceptance into Dental Hygiene Program and DENH 1142*  
*Co-req: DENH 2241*  
Emphasis on advanced clinical procedures, professionalism, ethics, quality assurance, evidence-based dental hygiene practice, and patients with special needs. Lecture 2 hours.  
*Fall*

DENH 2241 Clinic 2  (6 cr)  
*Prereq: Acceptance into Dental Hygiene Program and DENH 1143*  
*Co-req: DENH 2240*  
Continuation of patient care by providing clinical, preventive, educational, and therapeutic services in a supervised clinical setting. Clinic 12 hours.  
*Fall*
DENH 2242 Clinic 3 Theory (2 cr)
Prereq: Acceptance into Dental Hygiene Program and DENH 1142, 2240, 2241 and 2264
Co-req: DENH 2241
Orientation to ethics, jurisprudence, dental specialties, practice management, job placement, résumés, interviewing skills, and career opportunities. Lecture 2 hours. Spring

DENH 2243 Clinic 3 (6 cr)
Prereq: Acceptance into Dental Hygiene Program and DENH 2240, 2241 and 2264
Co-req: DENH 2242
Continuation of patient care to attain clinical competency in preparation for practical examinations and licensure. Clinic 12 hours. Spring

DENH 2244 Clinical Enrichment (1-3 cr)
Prereq: DENH 2241 or 2243, and instructor recommendation
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)
Prereq: Acceptance into Dental Hygiene Program and DENH 1150
Co-req: DENH 2241
Practice of radiographic technique and radiographic interpretation in a clinical setting. Clinic 2 hours. Fall

DENH 2254 Clinical Radiology 2 (1 cr)
Prereq: Acceptance into Dental Hygiene Program, DENH 1150 and 2252
Co-req: DENH 2243
Practice of radiographic technique and radiographic interpretation in a clinical setting. Clinic 2 hours. Spring

DENH 2263 Pain Management (2 cr)
Prereq: Acceptance into Dental Hygiene Program and in the process of developing competence in clinical dental hygiene care; DENH 1142, 1162 and BIOL 1142
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. Fall

DENH 2264 Periodontics for the Dental Hygienist (2 cr)
Prereq: Acceptance into Dental Hygiene Program; BIOL 2204 and DENH 1112, 1142, 1143
Co-req: DENH 2240 and 2241
Periodontal diseases as the scientific basis for dental hygiene; recognition of the etiologic factors and abnormal conditions in the supporting structures. Philosophy and clinical approaches to periodontal therapy and the role of the dental hygienist. Lecture 2 hours. Fall

DENH 2266 General and Oral Pathology (2 cr)
Prereq: Acceptance in Dental Hygiene Program and DENH 1110, 1112, 1140, 1141, 1150, 1162; BIOL 1141, 1142, 2204 and CHEM 1050
Co-Req: 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. Fall

DENH 2281 Preventive Concepts in Community Dental Health (2 cr)
Prereq: Acceptance into Dental Hygiene Program
Introduction to federal, state, and local public health programs. Epidemiology, prevention and control of oral diseases at the community level. Principles of assessment, diagnosis, planning, implementation, evaluation, and documentation of dental public health programs. Implementation of a community oral health service project in an extramural setting. Lecture 2 hours. Spring

DENH 2900 Topics (1-4 cr)
Prereq: 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

**DIET 1101 Introduction to Profession of Dietetics (2 cr)**
Role of dietetic technician in relation to other dietetic and health professionals. Topics in career options, health care systems, complementary and alternative medicine, and health promotion.
Fall

**DIET 1110 Life Cycle Nutrition (3 cr)**
*Prereq: 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.
Fall

**DIET 1154 Clinical Nutrition Tools (4 cr)**
*Prereq: HLTH 1107 and DIET 1110 or concurrent registration*
Medical abbreviations and terminology; diabetic exchanges and calorie counts. Interviewing, counseling, and education principles applied to normal and therapeutic nutrition. Students plan, develop, present, and evaluate a lesson for a group.
Fall

**DIET 1269 Food Systems Management (3 cr)**
Quantity food production, menu planning, cost controls, food purchasing, and financial controls.
Fall

**DIET 1271 Clinical Experience I - Food Service Management (3 cr)**
*Prereq: DIET 1269 or concurrent registration*
Food production and management in a healthcare setting. 10 hours per week.
Fall

**DIET 1900 Topics in Dietetic Technology (1-4 cr)**
*Prereq: 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.

<table>
<thead>
<tr>
<th>Economics Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECON 1100 Personal Finance (3 cr)</strong></td>
</tr>
</tbody>
</table>
| *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. |
| Fall, Spring  |
| **MnTC Goal: 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. |
| 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 |

**DIET 2261 Clinical Experience II - Medical Nutrition Therapy (4 cr)**
*Prereq: DIET 1154; HLTH 1107 and DIET 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 12 hours per week.
Spring

**DIET 2270 Community Nutrition: Political and Cultural Concerns (2 cr)**
*Prereq: HLTH 1107*
Study of federal and local nutritional concerns, feeding programs, poverty, and ethnic food habits.
Spring

**DIET 2272 Clinical Experience III - Community Nutrition (3 cr)**
*Prereq: DIET 1110, 1154, 2259, 2261, 2270 and HLTH 1107*
Community nutrition field experiences in public health agencies; one hundred twenty (120) hours in Community setting, as arranged.
Summer

**DIET 2900 Topics in Dietetic Technology (1-4 cr)**
*Prereq: 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.
ECON 1900  Topics in Economics  (1-3 cr)
Prereq: 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 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.
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.
Fall, Spring  MnTC Goals: 5 & 8

ECON 2900  Topics in Economics  (1-3 cr)
Prereq: 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. Every student must complete a 25-hour field experience in an area school.
Fall, Spring, Summer

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.
Fall

EDUC 1190  Cooperative Education in Education  (3-8 cr)
Prereq: Previous coursework in Education and consent of Center for Experiential Education Director
Career exploration and training in a supervised work setting. Combines theory with field experience in schools and similar educational sites. Students spend approximately 3 hours per week per credit on the job and attend weekly seminars. Students may earn 3 - 8 credits per semester with a maximum of 8 credits in any one discipline.
Course offerings to be announced.

EDUC 1220  Spanish for Educators 2  (3 cr)
Prereq: 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.

Spring

EDUC 2331  Professional Practice and Design of Individual Education Programs  (2 cr)
Prereq:  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.

Spring

EDUC 2408  Individuals with Diverse and Exceptional Needs  (4 cr)
Prereq: EDUC 1101
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 Minnesota Graduation Standards Rules in relationship to the needs of students with diverse and exceptional needs.

Fall

EDUC 2409  Learning and Human Development for Diverse Learners  (4 cr)
Prereq: EDUC 1101
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.

Spring

Engineering Courses

ENGR 1020  Introduction to Engineering Design  (4 cr)
Prereq: Eligible for MATH 1510
Develop skills critical for mechanical and electrical engineers. Extensive exposure to visual, written, and oral communication forms and to computer-based design tools. Substantial design projects, including prototype construction.

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  Circuits with Electronics 1  (5 cr)
Prereq: PHYS 1121 and MATH 1520
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, BJTs, FETs, and elementary amplifiers. Experiments with simple circuits and electronics. Familiarization with measurement tools and equipment. Lecture 4 hours; lab 2 hours.

Fall

ENGR 2011  Circuits with Electronics 2  (4 cr)
Prereq: PHYS 1122 and MATH 2520
Elements of signal and linear system analysis. Sinusoidal steady state analysis, Laplace transforms, two-port circuits, frequency selective circuits, active filter circuits, single stage transistor amplifier frequency response of BJT and FET amplifiers.

Spring

ENGR 2235  Statics  (3 cr)
Prereq: MATH 1520 and PHYS 1121 (C or higher)
Vector algebra; application of equilibrium equations to analyze simple engineering structures and machines; nature, influence of friction; elementary theory of statically determinate framed structures.

Fall

ENGR 2236  Dynamics  (3 cr)
Prereq: MATH 1520 and PHYS 1121 (C or higher)
Recommended: ENGR 2235
Review of particle dynamics; mechanical systems and the rigid body model; equilibrium, kinematics, and dynamics of plane systems; technical applications.

Spring
ENGR 2301  Introduction to Digital Systems
Design A   (2 cr)
Co-req: MATH 1510.
This is the first half of an introduction to digital logic. It is recommended for mechanical, aerospace, computer, and electrical engineering students. Topics include Boolean algebra, logic gates, Karnaugh mapping, and analysis of combinational circuits. Includes 3 lecture hours and 2 lab hours each week for half of the semester.
Fall

ENGR 2302  Introduction to Digital Systems
Design B   (2 cr)
Prereq: ENGR 2301.
This is the second half of an introduction to digital logic course. It is recommended for computer and electrical engineering students. Topics include: logic simplification, sequential logic, design of synchronous sequential logic circuits, VHDL modeling, and design of digital logic circuits. Includes 3 lecture hours and 2 lab hours each week for half of the semester.
Fall

ENGR 2331  Deformable Body Mechanics   (3 cr)
Co-req: ENGR 2235; MATH 1520; concurrent enrollment in MATH 2520.
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.
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 1050 Bridging Engineering and Education (3 cr)
Prereq: 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 MN engineering standards in elementary math and science classes.
Spring

ENGT 1153  AC/DC Circuits   (4 cr)
Prereq: 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.
Fall

ENGT 1180  Manufacturing Processes   (2 cr)
Prereq: MATH 0700 or concurrent enrollment 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.
Spring
ENGT 1184 Fluid Mechanics (2 cr)  
Prereq: MATH 1100 with a grade of C or better or placement at the MATH 1500 level.

This course addresses fundamental concepts in fluid mechanics and how these concepts apply to fluid power technology. Topics develop an understanding of the basic properties of fluids and the algebraic-based methods for modeling the behavior of fluids under static and dynamic conditions. An introduction to the applications of hydraulic and pneumatic systems highlights the significance of fluid power technology integration in support of various engineering systems. Spring

ENGT 1185 Fluid Mechanics Lab (1 cr)  
Coreq: ENGT 1184.

Laboratory course accompanying ENGT 1184. 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. Spring

ENGT 1511 Introduction to Engineering Technology (3 cr)  
Prereq: Eligible for MATH 1100 and ENGC 1101

Introduction to Engineering Technology which is based on curriculum by Project Lead the Way (PLTW tm) 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. Fall, Spring

ENGT 1512 Principles of Engineering (PLTW)™ (3 cr)  
Prereq: ENGT 1151 or concurrent enrollment, MATH 1100 or concurrent enrollment, and eligible for ENGC 1101

Principles of Engineering, which is based on curriculum developed by Project Lead the Way (PLTW tm) 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. Spring

ENGT 1513 Digital Electronics Technology (3 cr)  
Prereq: ENGT 1511; ENGT 1153 and eligible for ENGC 1101.

Digital Electronics which is based on curriculum developed by Project Lead the Way (PLTW tm) 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. Spring

ENGT 1514 Computer Integrated Manufacturing (PLTW)™ (3 cr)  
Prereq: 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 tm) 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. Spring

ENGT 1516 Biotechnical Engineering (3 cr)  
Prereq: Eligible for MATH 1100 or high school Algebra II (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, bio-reactions and bio-processing, orthopedics and cardiovascular devices. Lecture 2 hours; lab 2 hours. Spring

ENGT 2100 Introduction to Food Science (3 cr)  
Prereq: CHEM 1062.

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 FSCI 2100.) Spring
ENGT 2188  Industrial Robotics  (3 cr)
Prereq: ENGC 1101; ENGT 1153; ENGT 1511.
The course overviews the functions of robots in an industrial setting. Robotics technologies represent an integration of sub-systems consisting of mechanical, electrical, and software technologies. An understanding of essential sub-system operating characteristics to realize the robotic arm function is developed. Additional topics focus on the operation and maintenance of a robot arm in a factory setting. Spring

English for Academic Purposes Courses

EAP 0650  Speaking and Listening Skills 1  (3 cr)
Prereq: Eligible for EAP 0750 and EAP 0850
This course for non-native speakers of English provides instruction in the vowels, consonants, rhythm, stress, and intonation of American English and practice in speaking and listening skills. Grading options are A-F or P/NC. Fall

EAP 0660  Speaking and Listening Skills 2  (3 cr)
Prereq: Eligible for EAP 0750 and EAP 0850
This course for non-native speakers of English builds on the skills of EAP 0650 with a focus on academic American English. Grading options are A-F or P/NC. Spring

EAP 0750  EAP Grammar and Writing 1  (5 cr)
Prereq: Eligible for EAP 0750 and EAP 0850
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. Fall, Spring

EAP 0760  EAP Grammar and Writing 2  (5 cr)
Prereq: EAP 0750 (C/P or higher) or eligible for EAP 0760 and 0850
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. Fall, Spring

EAP 0850  Reading and Vocabulary Acquisition for EAP Students  (5 cr)
Prereq: Eligible for EAP 0850 and EAP 0750
This course is designed to provide the opportunity for EAP students to improve their literal reading comprehension skills and to introduce students to higher level reading and thinking skills. Grading options are A-F or P/NC. Fall, Spring

EAP 0855  English for Academic Purposes Reading 2  (4 cr)
Prereq: EAP 0850 (C/P or higher) or eligible for EAP 0855 and EAP 0750
This course is designed to provide the opportunity for EAP students to improve their ability to understand a variety of written material. Students will learn to separate main ideas from supporting details in fiction and nonfiction. In addition, they will continue work on improving vocabulary by using context clues, affixes, and grammatical structures. They will also begin to understand complex written processes and analyze several features of fiction. Grading options are A-F or P/NC. Fall, Spring

EAP 1000  Introduction to College  (1 cr)
Prereq: Eligible for EAP 0750, EAP 0760, 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. Fall, Spring

EAP 1900  Topics in English for Academic Purposes  (1-4 cr)
Prereq: 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)
Prereq: 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)
Prereq: 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.
Fall, Spring

ENGC 0900  Preparation for College Writing  (4 cr)
Prereq: 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.
Fall, Spring

ENGC 1101  Freshman Composition  (4 cr)
Prereq: ENGC 0900 (C or higher) and eligible for READ 1106 or eligible for ENGC 1101 and READ 1106
In this essential college-level writing course, students will practice the skills necessary for success in college and professional writing. Students will develop and apply critical reading and thinking skills in a variety of research and writing assignments, including analysis and argument, with some essays based on literary texts and other sources.
Fall, Spring  MnTC Goal: 1

ENGC 1103  Business Writing  (3 cr)
Prereq: ENGC 1101 (C or higher)
Recommended: Keyboarding, computer knowledge. Students will learn the principles of writing letters, memos, and employment correspondence. Students must word-process all assignments.
Fall, Spring

ENGC 1900  Topics in Composition  (1-4 cr)
Prereq: 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)
Prereq: ENGC 1101 (C or higher)
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.
Spring

ENGC 2020  Advanced Grammar  (3 cr)
Prereq: ENGC 1101 (C or higher)
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.
Spring

ENGC 2900  Topics in Composition  (1-4 cr)
Prereq: 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)
Prereq: 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.
Fall, Spring  MnTC Goal: 6

ENGL 1120  Graphic Novels  (3 cr)
Prereq: 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 Goal: 6
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Course Description</th>
<th>Terms</th>
<th>MnTC Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1130</td>
<td>Literature of Diversity (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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.</td>
<td>Fall, Spring</td>
<td>MnTC Goal: 6 &amp; 7</td>
</tr>
<tr>
<td>ENGL 1140</td>
<td>Gender and Literature (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will 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.</td>
<td>Fall, Spring</td>
<td>MnTC Goal: 6</td>
</tr>
<tr>
<td>ENGL 1150</td>
<td>Contemporary Literary Studies (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will read, discuss, and write about contemporary literary works, focusing on issues such as the representation of women in literature, gender-based attitudes and values, and the ways in which writing can change conventional views of gender.</td>
<td>Fall, Spring</td>
<td>MnTC Goal: 6</td>
</tr>
<tr>
<td>ENGL 1160</td>
<td>Children’s Literature (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will read, discuss, and write about children’s literature, focusing on issues such as the representation of children in literature, gender-based attitudes and values, and the ways in which writing can change conventional views of gender.</td>
<td>Fall, Spring</td>
<td>MnTC Goal: 6</td>
</tr>
<tr>
<td>ENGL 1170</td>
<td>Modern World Literature (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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.</td>
<td>Fall, Spring</td>
<td>MnTC Goals: 6 &amp; 8</td>
</tr>
<tr>
<td>ENGL 1175</td>
<td>Myths and Legends (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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, transcription of oral works, and sacred texts, as well as contemporary re-imaginings of such works.</td>
<td>Fall, Spring</td>
<td>MnTC Goals: 6 &amp; 8</td>
</tr>
<tr>
<td>ENGL 1186</td>
<td>Introduction to Poetry (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will explore the way poets use words in concentrated form to convey sensory, emotional, imaginative, and intellectual experience.</td>
<td>Fall, Spring</td>
<td>MnTC Goal: 6</td>
</tr>
<tr>
<td>ENGL 1187</td>
<td>Introduction to Drama (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will examine the ways in which plays as literature (as distinguished from performances) will enhance their enjoyment of and sensitivity to the essential elements of drama, and it will provide insight into a variety of dramatic techniques from diverse times, places, and cultures.</td>
<td>Fall</td>
<td>MnTC Goal: 6</td>
</tr>
<tr>
<td>ENGL 1188</td>
<td>Introduction to Short Stories (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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.</td>
<td>Fall, Spring</td>
<td>MnTC Goal: 6</td>
</tr>
<tr>
<td>ENGL 1189</td>
<td>Introduction to the Novel (3 cr)</td>
<td>3</td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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.</td>
<td>Fall, Spring</td>
<td>MnTC Goal: 6</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Prerequisites</td>
<td>Description</td>
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<tr>
<td>ENGL 1900</td>
<td>Topics in Literature (1-4 cr)</td>
<td></td>
<td>Topic-dependent</td>
<td>Examination of a special topic or field in literature. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.</td>
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<tr>
<td>ENGL 2120</td>
<td>Shakespeare (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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. Fall, Spring MnTC Goal: 6</td>
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<tr>
<td>ENGL 2125</td>
<td>The Novels of Jane Austen (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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 six 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. Fall, Spring MnTC Goal: 6</td>
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<tr>
<td>ENGL 2130</td>
<td>African American Literature (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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. Spring MnTC Goals: 6 &amp; 7</td>
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<tr>
<td>ENGL 2131</td>
<td>Asian American Literature (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>This course gives students an introduction to literature by Asian American writers representing multiple ethnicities 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. Spring MnTC Goals: 6 &amp; 7</td>
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<tr>
<td>ENGL 2132</td>
<td>U.S. Latino/a American Literature (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students read, discuss, and write about literature by U.S. Latino/a writers from a variety of ethnic cultures, historical periods, and influences. Fall MnTC Goals: 6 &amp; 7</td>
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<tr>
<td>ENGL 2133</td>
<td>Native American Literature (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>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. Fall MnTC Goals: 6 &amp; 7</td>
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<tr>
<td>ENGL 2140</td>
<td>Environmental Literature (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will study North American literature in environmental and socio-cultural context through an examination of multiple genres, including fiction, poetry, essays, and film. The course will include U.S., Canadian, and/or Mexican writers from the colonial times through the present century. Topics explored by the writers may include climate, rural life, small town and urban development, agriculture, and resource management, especially as they impact people. Course work will include discussion and written assignments. Fall MnTC Goals: 6 &amp; 7</td>
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<tr>
<td>ENGL 2150</td>
<td>American Literature 1 (4 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will read works by a variety of authors representing the diverse viewpoints and experiences of Americans before the modern era. Fall MnTC Goals: 6 &amp; 9</td>
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<tr>
<td>ENGL 2151</td>
<td>American Literature 2 (4 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will read works by a variety of authors representing the diverse viewpoints and experiences of Americans during the modern era. Spring MnTC Goals: 6 &amp; 9</td>
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<tr>
<td>ENGL 2160</td>
<td>British Writers 1 (4 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will read works written by a variety of authors from the Middle Ages through the eighteenth century. Fall MnTC Goal: 6</td>
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<tr>
<td>ENGL 2161</td>
<td>British Writers 2 (4 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Students will read works by a variety of authors of the 19th and 20th centuries. Spring MnTC Goal: 6</td>
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<tr>
<td>ENGL 2174</td>
<td>African Literature (3 cr)</td>
<td></td>
<td>Eligible for ENGC 1101 and READ 1106</td>
<td>Student 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</td>
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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).

Spring  MnTC Goals: 6 & 8

**ENGL 2900  Topics in Literature  (1-4 cr)**
*Prereq: Topic-dependent*
Examination of a special topic or field in literature. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

### English Creative Writing Courses

**ENGW 1111  Introduction to Creative Writing  (3 cr)**
*Prereq: ENGC 1101*
*Recommended: ENGC 1101 (C or higher)*
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.

Fall, Spring  MnTC Goal: 6

**ENGW 1900  Topics in Creative Writing  (3 cr)**
*Prereq: Topic-dependent*
Examination of a special topic or field in creative writing. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

**ENGW 2112  Poetry Writing  (3 cr)**
*Prereq: ENGC 1101*
*Recommended: ENGW 1111 and/or ENGL 1186*
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.

Fall, Spring  MnTC Goal: 6

**ENGW 2113  Fiction Writing  (3 cr)**
*Prereq: ENGC 1101*
*Recommended: ENGW 1111; ENGL 1188 and/or ENGL 1150*
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.

Fall, Spring  MnTC Goal: 6

**ENGW 2114  Play and Screen Writing  (3 cr)**
*Prereq: ENGC 1101*
*Recommended: ENGW 1111 and/or ENGL 1187*
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.

Fall, Spring  MnTC Goal: 6

**ENGW 2115  Memoir/Non-Fiction Writing  (3 cr)**
*Prereq: ENGC 1101*
*Recommended: ENGW 1111*
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.

Fall, Spring  MnTC Goal: 6

### 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.

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.

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.

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.

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.
Fall, Spring

EXSC 1106 Intermediate Ice Hockey  (1 cr)
Prereq: Previous ice hockey playing experience.
This class is designed to condition the intermediate hockey player for improved hockey performance. Emphasis will be placed on conditioning both on and off the ice through strength training, cardiovascular training, plyometric training, and on-ice training as well as on-ice scrimmaging. Additional fee for this course.
Fall

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.
Fall, Spring

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.
Fall, Spring

EXSC 1110  Snowboarding  (1 cr)
Includes basic skills and techniques of snowboarding. Familiarization with equipment, safety considerations, and terminology. Additional fee for this course.
Spring

EXSC 1111  Downhill Skiing  (1 cr)
Includes basic skills and techniques of downhill skiing. Familiarization with equipment, safety considerations, and terminology. Additional fee for this course.
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.
Fall, Spring

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.
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.
Fall, Spring

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.
Fall, Spring

EXSC 1128  Team Sports and Exercise  (3 cr)
Prereq: 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. (Same as HLTH 1128.)
Fall, Spring

EXSC 1129  Fitness for Life I  (2 cr)
Prereq: 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.
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.
Fall, Spring
EXSC 1131  Fitness Jogging  (1 cr)
Provides information on preparation, training principles, and suggested programs to follow for jogging for exercise. This course also covers how to improve and progress to a higher level of aerobic capacity as well as the benefits of strength and flexibility programs related to jogging.
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 bouts.
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 access 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.
Fall, Spring

EXSC 1153  Backpacking and Wilderness Preservation  (3 cr)
Recommended: Eligible for ENGC 0900 and READ 0960
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.
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.
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.
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; and recognize symptoms, treatment and prevention techniques for frost bite, hypothermia, dehydration, and heat exhaustion.
Fall, Spring

EXSC 1900  Topics in Exercise Science  (1-4 cr)
Prereq: 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 2204  Boot Camp II  (1 cr)
Prereq: EXSC 1104
This course includes training principles and suggested programs and workouts 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.
Fall, Spring

EXSC 2205  Fitness Yoga  (1 cr)
Prereq: EXSC 1105
Students will continue their training of safe and effective fitness yoga maneuvers and how to apply them to a physically challenging workout. Students will also choreograph their own fitness yoga routines.
Fall, Spring

EXSC 2229  Fitness for Life II  (2 cr)
Prereq: EXSC 1129
Continuation of EXSC 1129. Higher intensity aerobic and strength programs. Additional nutrition, weight management, and healthy lifestyle information. Additional fee for this course.
Fall, Spring

EXSC 2253  Advanced Backpacking and Outdoor Leadership  (2 cr)
Prereq: 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.
Summer
EXSC 2300  Introduction to Exercise Science  (3 cr)
Prereq: 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. Fall, Spring

EXSC 2305  Exercise Physiology  (3 cr)
Prereq: 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. Spring

EXSC 2310  Foundations of Personal Training  (3 cr)
Prereq: 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. Fall, Spring

EXSC 2315  Exercise Prescription  (3 cr)
Prereq: EXSC 2310 and eligible for READ 1106 and ENGC 1101
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. Spring

EXSC 2320  Foundations of Group Exercise Instruction  (3 cr)
This class will address the core competencies needed in teaching a group fitness class and will provide a comprehensive and practical course in methods of group exercise instruction. The course offers an in-depth and practical class for beginning and pre-professional group exercise instructors. The audience may include students interested in exercise science, fitness, kinesiology, and recreation. Additionally, this course will prepare the students for nationally-recognized group certifications. Fall

EXSC 2325  Psycho-Social Aspects of Sport & Exercise  (3 cr)
Sport and exercise will be examined from both a sociological and a psychological perspective. The course identifies ways in which societal values affect the character of sport and the values of exercise. Psycho-social concepts will be used to explore social identities, mass media, youth sport, high school and collegiate athletics, politics, and the Olympic games. Emphasis will be placed on the following sport and exercise psychology concepts: motivation, adherence, goal orientation, behavioral change, and performance imagery. Students will explore these concepts using various exercise equipment. Fall

EXSC 2350  Introduction to Sports Management (3 cr)
Prereq: Eligible for ENGC 1101, eligible for READ 1106
The course discusses sport management in terms of scope, principles, issues and future trends. This course also examines the job responsibilities and competencies required of sport managers in a variety of sports-related contexts and organizations both for profit and non-profit. Fall

EXSC 2900  Topics in Exercise Science  (1-4 cr)
Skill development in various special area of exercise science; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Food Science Courses

FSCI 2100  Introduction to Food Science  (3 cr)
Prereq: CHEM 1062
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 ENGT 2100.) Spring

French Courses

See World Languages and Cultures.
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.
Spring  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.
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.
Fall, Spring  MnTC Goals: 5 & 8

GEOG 1103  Economic Geography (3 cr)
World patterns of economic activity with consideration of theories and models of economic behavior from a geographic point of view. Course offerings to be announced. 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.
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.
Fall, Spring  MnTC Goals: 5 & 8

GEOG 1122  Geography of Europe (3 cr)
Topical approach to the region centered on its people, their activities, they environments, and their interactions with other world regions.
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.
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.
Spring  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.
Fall, Spring  MnTC Goals: 7 & 10

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.
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.
Fall, Spring  MnTC Goals: 3 & 10

GEOG 1175  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.
Spring

GEOG 1900  Topics in Geography (1-4 cr)
Prereq: 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 2900  Topics in Geography (1-4 cr)
Prereq: 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)
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.
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.
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) and utilization, natural hazards (volcanoes, earthquakes, floods) and their effects on human activity, and human impacts on the natural environment (waste disposal). This course includes a lab-like experience.
Fall, Spring  MnTC Goals: 3 & 10

GEOL 1111  Environmental Geology Laboratory  (1 cr)
Prereq: 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.
Fall, Spring  MnTC Goal: 3

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 affect ocean processes have on humankind. This course includes a lab-like experience.
Fall, Spring  MnTC Goals: 3 & 10

GEOL 1900  Topics in Geology  (1-4 cr)
Prereq: 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.

GERMAN COURSES

See World Languages and Cultures.

Health Courses

HLTH 1010  Health Professions Terminology  (3 cr)
Prereq: Eligible for READ 1106 and ENGC 1101
Introduction to terminology used in the health professions covering fundamental skills necessary to understand, listen, speak, read, and write.
Fall, Spring

HLTH 1103  College First Aid and Adult CPR  (2 cr)
This course provides a basic understanding of first aid 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.
Fall, Spring

HLTH 1104  Contemporary Health Issues  (3 cr)
An exploration of contemporary health trends and implications for the individual, family, community, and society. Emphasis is placed on the prevention of health problems through the thoughtful examination of ethical issues and the exercising of personal responsibility relative to lifestyle choices.
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.
Fall, Spring

HLTH 1107  Principles of Nutrition  (3 cr)
Prereq: 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 data bases, calculations, and scientific inquiry. Taught by registered dietitians.
Fall, Spring
HLTH 1111 Community CPR (1 cr)
This Heart Saver CPR course is designed to provide the lay rescuer with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of respiratory and cardiac emergencies until more advanced medical help can arrive. Students have the opportunity to earn CPR certification from the American Heart Association.
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 American Heart Association Basic Life Support (BLS) Certification.
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.
Fall, Spring

HLTH 1128 Team Sports and Exercise (3 cr)
Prereq: 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. (Same as EXSC 1128.)
Fall, Spring

HLTH 1160 Theory and Practice of T'ai Chi Ch'uan 1 (2 cr)
Prereq: HLTH 1160
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.
Fall, Spring

HLTH 1170 Introduction to the Theories and Practice of Healing Qigong (3 cr)
This course is an overview of the ancient practice of qigong; the discipline of cultivating, gathering, circulating and applying life force or energy, which has recently emerged from secrecy and obscurity to the forefront of China's healthcare system. Students will study theories, examine various qigong practices and learn experientially how to influence their own energy (qi), as well as how to assist healing in others.
Fall, Spring

HLTH 1900 Topics in Health (1-4 cr)
Prereq: Topic-dependent
Skill development in various special areas of a health; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

HLTH 2010 Healthcare in the US (3 cr)
Prereq: Eligible for READ 1106 and ENGC 1101
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.
Fall, Spring

HLTH 2105 Women's Health (3 cr)
Prereq: Eligible for READ 1106 and ENGC 1101
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 behavior which promote or compromise women's health and the philosophy of an integrative approach to optimal health.
Fall, Spring

HLTH 2160 Theory and Practice of T'ai Chi Ch'uan 2 (2 cr)
Prereq: 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; Qi gong, 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.
Fall, Spring

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.

Spring

HLTH 2210 Wilderness Medicine (2 cr)
This course provides the skills and understanding needed in wilderness medicine. A practical approach in how delayed transport, severe environments, and limited first aid equipment impact emergency care. A review of First Aid skills including CPR, wound care, c-spine consideration, initial and ongoing patient assessment, shock, cold and heat related emergencies, disease prevention, and fracture care are covered. CPR Professional Rescuer and First Responder Recertification are available for eligible students. Previous First Aid/CPR training is beneficial.

HLTH 2360 Tai Chi for Arthritis Instructor Certification (1 cr)
Prereq: HLTH 1160
Co-requisite: HLTH 2160
This course is designed to prepare the student to teach the basic Tai Chi for Arthritis Program (modified 21 Sun Style Forms) as created by Dr. Paul Lam, and supported by the Arthritis Foundation USA. Successful completion of this course will result in the student being awarded an Instructor's Certificate from the Tai Chi for Health Institute and being recognized as an Exercise Leader by the Arthritis Foundation.

HLTH 2900 Topics in Health (1-4 cr)
Prereq: 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.

Healthcare 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.
Course offerings to be announced.

HCCC 1010 Behaviors for Success in Healthcare Settings (0.5 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.
Course offerings to be announced.

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.
Course offerings to be announced.

HCCC 1030 Awareness and Sensitivity to Client Needs (0.5 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.
Course offerings to be announced.

HCCC 1040 Respecting Client and Staff Diversity (0.5 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.
Course offerings to be announced.

HCCC 1050 Healthcare Safety and Standard Precautions (0.5 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. Course offerings to be announced.

**HCCC 1060  Legal Issues in Healthcare  (0.5 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.
Course offerings to be announced.

**HCCC 1070  Healthcare Ethics  (0.5 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.
Course offerings to be announced.

**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)**
*Prereq: HCCC 1000, 1010, 1020, 1030, 1040, 1050, 1060 and 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.
Course offerings to be announced.

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### 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, Islamic World, and Americas before Columbus’ arrival in the Americas. Thematically, the course begins from the earliest civilizations to the end of the conflict between Christians and Muslims known as the Crusades.
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, 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.
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.
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.
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.
Fall, Spring  MnTC Goals: 5 & 7

**HIST 1131  History of the Family: A Cross-Cultural 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.
Fall, Spring  MnTC Goals: 5 & 8
HIST 1133  Minnesota History  (3 cr)
This course focuses on 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.
Fall, Spring  MnTC Goals: 5 & 10

HIST 1900  Topics in History  (1-3 cr)
Prereq: 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 2101  History of East Asia  (3 cr)
Prereq: 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.
Fall, Spring  MnTC Goals: 5 & 8

HIST 2201  The World in the Era of the World Wars  (3 cr)
Prereq: 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 WWII; 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 and the war's aftermath and legacy.
Fall, Spring

HIST 2900  Topics in History  (1-3 cr)
Prereq: 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 & 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.)
Fall, Spring

HSMA 1143  Principles of Food Production and Sanitation  (4 cr)
Students are given a 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 & 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.)
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 & city; unique discussion and case study provide the student with the keys to successful leadership development complimented with relationship marketing skills, manufacturing successful club managers. (Same as BUSN 1170.)
Fall

HSMA 1900  Topics in Hospitality Management  (1-3 cr)
Prereq: 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  (4 cr)
Prereq: Consent of the instructor
Hospitality Internship is designed to allow students to work and gain a broader understanding of management as it relates to a specific hospitality segment.
Fall, Spring
HSMA 2097  Senior Hospitality Internship   (4 cr)
Prereq: Consent of the instructor
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.
Fall, Spring

HSMA 2098  International Internship   (4 cr)
Prereq: Consent of the instructor
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.
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.)
Spring

HSMA 2125  Business Practices in the Global Market   (3 cr)
Prereq: 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.)
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.)
Spring

HSMA 2172  Hospitality Sales & 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 & Analysis, students will work with industry experts selling the hospitality product.  (Same as BUSN 1159.)
Spring

HSMA 2173  Convention & Meeting Planning Management   (4 cr)
Prereq: HSMA 1170 or BUSN 1170
An overview of successful convention and meeting planning management including all services, execution, and follow-up.  (Same as BUSN 2175.)
Fall

HSMA 2175  Facility & Turf Maintenance and Management   (4 cr)
Prereq: HSMA 1170 or BUSN 1170
This course is designed to share proven techniques that enable the student to design, build, and manage an efficient and safe turf maintenance facility for golf courses, parks, and sports complexes.  (Same as BUSN 2175.)
Spring

HSMA 2176  Healthcare Systems Technology Courses

HCIT 2096  Professional Practical Experience   (4 cr)
Prereq: 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.
Fall, Spring

HCIT 2100  Introduction to Health Information Technology   (4 cr)
Prereq: 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).

Fall

HCIT 2200 Privacy and Security in HIT (2 cr)
Prereq: HCIT 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.

Interdisciplinary Studies Courses

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.
Fall, Spring

INDS 1900 Topics in Interdisciplinary Studies (1-3 cr)
Prereq: Topic-dependent
Examination of a special topic in interdisciplinary studies. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Japanese Courses
See World Languages and Cultures.

Mathematics Courses

Math Center
MATH 0500, 0600 and 0700 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 0500 Pre-Algebra (3 cr)
Prereq: Eligible for MATH 0500
A brief review of basic mathematical skills with an introduction to algebra. Topics include signed numbers, proportions, percent, fractions, decimals, geometry, graphing, beginning equations, and problem solving. P/NC grading (option to choose A-F grading).
Fall, Spring

MATH 0600 Elementary Algebra (3 cr)
Prereq: MATH 0500 (C or higher) or eligible for MATH 0600
A first course in algebra. Topics include operations and problem solving with real numbers, polynomials, equation solving, systems of linear equations, graphing, and data analysis. P/NC grading (option to choose A-F grading).
Fall, Spring

MATH 0630 Survey of Algebra (3 cr)
Prereq: Eligible for MATH 0500
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 and functions, polynomials, variation, radicals, and an introduction to exponential and logarithmic functions.
Fall, Spring

MATH 0670 Elementary and Intermediate Algebra (5 cr)
Prereq: MATH 0500 (A or higher) or eligible for MATH 0670
Restriction: Credit will not be granted for both MATH 0670 and MATH 0700 or 0600
An accelerated course covering both Elementary and Intermediate Algebra in a single semester. Operations and problem solving with real numbers, polynomials, and functions. Topics include graphing; linear,
quadradic, rational, radical, logarithmic, and exponential equations; systems of linear equations; functions; variation. Students enrolling in this course must have a good background in pre-algebra and be prepared to devote sufficient time and effort to complete the standard two-course sequence in one term. P/NC grading (option to choose A-F grading).

**MATH 0700 Intermediate Algebra (3 cr)**
Prereq: MATH 0600 or 0630 (C or higher) or eligible for MATH 0700
Continuation of MATH 0600. Review of polynomials, rational expressions and rational equations, radicals and radical equations, quadratic equations, functions, graphing, variation, logarithmic and exponential equations. P/NC grading (option to choose A-F grading).
Fall, Spring

**MATH 0900 Individualized Skill Development in Mathematics (1-2 cr)**
Prereq: Consent of instructor
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).
Fall, Spring

**MATH 0990 STATWAY Statistics 1 (4 cr)**
Prereq: MATH 0500 (C or higher) 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 in the Fall semester and MATH 1090 in the following Spring semester. P/NC grading (option to choose A-F grading).
Fall

**MATH 1010 Medical Dosages Calculations (1 cr)**
Prereq: MATH 0700, 0670 (C or higher), high school Algebra II (B or higher), or eligible for MATH 1100
This course is intended for students enrolled in, or intending to enroll in nursing or health related programs. Topics include metric, apothecary, and household systems of measurement and conversions between systems, understanding and interpreting drug orders and drug labels, oral and parenteral dosage calculations, and pediatric and adult dosage calculations based on weight.
Fall, Spring

**MATH 1020 Mathematics for Liberal Arts (3 cr)**
Prereq: MATH 0700, 0670, 0630 (C or higher), high school Algebra II (B or higher) or eligible for MATH 1100
Topics selected from: mathematical reasoning, natural number patterns, geometry, combinatorics, elementary probability and statistics, financial mathematics, numeration systems, and selected current topics to give students practical applications of mathematics for their daily lives. This course is an alternative for students whose program does not require a college algebra course.
Fall, Spring

**MATH 1050 Mathematical Foundations 1 (3 cr)**
Prereq: MATH 0700, 0670, 0630 (C or higher), or eligible for MATH 1100
As part of a three-course sequence, this course focuses on counting and number operations, fractions, decimals, percents, ratio and proportion, number theory, and algebra. Emphasis on mathematical reasoning, estimation, and problem solving.
Fall, Spring

**MATH 1060 Mathematical Foundations 2 (3 cr)**
Prereq: MATH 0700 or 0630 or 0670 (C or higher) or eligible for MATH 1100
Recommended: MATH 0650 or high school geometry
As part of a three-course sequence, this course focuses on measurement, geometry, graph theory, and algebra. Emphasis on mathematical reasoning, estimation, and problem solving.
Fall, Spring

**MATH 1070 Mathematical Foundations 3 (3 cr)**
Prereq: MATH 1060 or concurrent registration
As part of a three-course sequence, this course focuses on probability, data and statistics, and algebra. Emphasis on mathematical reasoning, estimation, and problem solving.
Fall, Spring

**MATH 1080 Introduction to Statistics (4 cr)**
Prereq: MATH 0700, 0670, 0630 (C or higher), or eligible for MATH 1100
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.
Fall, Spring
MATH 1090  STATWAY Statistics 2  (4 cr)
Prereq: 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 have completed MATH 0990 in the Fall semester in order to register for MATH 1090 in the following Spring semester.
Spring

MATH 1100  College Algebra and Probability  (4 cr)
Prereq: MATH 0700, 0670 (C or higher), or eligible for MATH 1100
College-level algebra course with analysis and graphing of functions and emphasis on applications. Linear, quadratic, polynomial, rational, exponential and logarithmic functions; combinatorics; probability, inequalities, and systems of equations. Course is prerequisite for MATH 1200 (Finite Math), MATH 1400 (Survey of Calculus), and MATH 1500 (Pre-Calculus). Not a prerequisite for calculus sequence (MATH 1510, 1520). This course does not include trigonometry or conic sections. A commitment to daily work is essential.
Fall, Spring

MATH 1200  Finite Mathematics  (4 cr)
Prereq: MATH 0700 and professor 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 Goal: 4

MATH 1240  Probability and Statistics with Calculus (4 cr)
Prereq: MATH 1500 (C or higher)
Descriptive statistics, elementary probability and probability distributions, sampling and the elements of statistical inference including point/interval estimation, and hypothesis tests.
Fall, Spring

MATH 1351  Calculus 1  (5 cr)
Prereq: MATH 1200 (C or higher) and MATH 0650; or high school geometry; or eligible for MATH 1500
Preparation for student success in a multiple-term calculus sequence. All elementary functions are covered and trigonometry is developed completely. Emphasis on graphing and problem solving parallels algebraic skill development.
Fall, Spring

MATH 1400  Survey of Calculus  (4 cr)
Prereq: 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.
Fall, Spring

MATH 1410  Calculus 2  (5 cr)
Prereq: MATH 1351 (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.
Fall, Spring

MATH 1420  Calculus 3  (5 cr)
Prereq: MATH 1410 (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.
Fall, Spring
MATH 2520  Calculus 4: Differential Equations with Linear Algebra   (5 cr)  
Prereq: 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.  
Fall, Spring  
MnTC Goal: 4

MATH 2700  Foundations of Mathematics and Logic (4 cr)  
Prereq: Math 1520, Suggested: Math 2510, 2520, or 2400  
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.  
Spring  
MnTC Goal: 4

MATH 2900  Topics in Mathematics   (1-4 cr)  
Prereq: 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  Beginning Music Lessons   (2 cr)  
Prereq: Consent of Applied Music instructor  
Private music instruction in piano, voice, and guitar. This course is open to all students; no previous music background is required. It is not intended for music majors. There is an additional fee for this course. Maximum of 4 credits.  
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.  
Fall, Spring

MUSC 1116  Concert Band   (1 cr)  
Prereq: Ability to read music  
Fall, Spring

MUSC 1118  Orchestra   (1 cr)  
Prereq: 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.  
Fall, Spring

MUSC 1120  Fundamentals of Music   (3 cr)  
Recommended: Eligible for ENGC 1101 and READ 1106  
Fundamental materials of music and keyboard instruments. Study of scales, meters, intervals, primary chords, tempo, dynamics, small forms, and keyboard accompanying patterns. Final project is creating a short musical composition.  
Fall, Spring  
MnTC Goal: 6

MUSC 1121  Introduction to World Music   (3 cr)  
Recommended: Eligible for ENGC 1101 and READ 1106  
This course will survey the study of world music within its historical, social, and cultural contexts.  
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.  
Fall, Spring  
MnTC Goal: 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.  
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 & Roll by examining and identifying innovators, innovations, and fundamental musical characteristics from African roots through the post-twentieth century.
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.
Fall, Spring

MUSC 1131  Music Theory I  (3 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
Co-Req: 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.
Fall  MnTC Goal: 6

MUSC 1132  Music Theory II  (3 cr)
Prereq: MUSC 1131
Co-req: 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.
Spring  MnTC Goal: 6

MUSC 1141  Vocal Ensemble  (1 cr)
Prereq: Consent of instructor
Vocal ensemble performs repertoire ranging from early music to vocal jazz. May be repeated for a maximum of 4 credits.
Fall, Spring

MUSC 1142  Guitar Ensemble  (1 cr)
Prereq: Consent of instructor
Co-req: 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.
Fall, Spring

MUSC 1143  Piano Ensemble  (1 cr)
Prereq: Consent of instructor and placement in MUSC 1151
Performance of four-hand piano repertoire of various style periods for one or two pianos. May be repeated for a maximum of 4 credits.
Fall, Spring

MUSC 1144  Instrumental Ensemble  (1 cr)
Prereq: Consent of instructor
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.
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.
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.
Fall, Spring

MUSC 1151  Applied Music  (2 cr)
Prereq: Audition and consent of Applied Music Coordinator
Co-req: MUSC 1152
Private music instruction, all instruments and voice, by arrangement with instructors in vocal or instrumental music. Students must provide their own instruments and have had previous private lessons on their instrument or voice. There is an additional fee for this course. Recital attendance is required. The department posts dates of recitals. Auditions are held in the first three class days of each semester. Maximum of 8 credits.
Fall, Spring
MUSC 1152  Performance Class  (0 cr)
Co-req: 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.
Fall, Spring

MUSC 1156  Guitar I: 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.
Fall, Spring

MUSC 1157  Class Piano I  (2 cr)
Co-req: MUSC 1181 and MUSC 1131
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.
Fall, Spring

MUSC 1158  Class Piano II  (2 cr)
Prereq: MUSC 1157
Co-req: 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.
Spring

MUSC 1159  Piano Proficiency  (0 cr)
Prereq: MUSC 1158
Three-part examination of keyboard skills, arranged with a keyboard faculty member. The tests include proficiency with major and minor scales, chords, arpeggios and cadences, sight reading, transposing, and performance of piano repertoire from memory. This course is offered P/NC only.
Fall, Spring

MUSC 1161  Voice: Class Lessons  (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.
Fall, Spring

MUSC 1166  Guitar II: Class Lessons  (2 cr)
Recommendation: 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).

MUSC 1170  Jazz Improvisation I  (2 cr)
Prereq: MUSC 1131 or consent of instructor
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.
Spring

MUSC 1175  Introduction to Finale: Music Notation Software  (1 cr)
Prereq: 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.
Fall, Spring

MUSC 1176  Intro to Music Tech I  (2 cr)
Recommended: Must be able to read printed music or have completed MUSC 1100, 1120, 1131, 1151, or consent of instructor
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.
Fall

MUSC 1181  Ear Training I  (2 cr)
Co-req: MUSC 1131 and MUSC 1157
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.
Fall
MUSC 1182  Ear Training II  (2 cr)
Prereq: MUSC 1181
Co-req: MUSC 1132 and MUSC 1158
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.
Spring

MUSC 1900  Topics in Music  (1-4 cr)
Prereq: 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.
Fall, Spring

MUSC 2231  Music Theory III  (3 cr)
Prereq: MUSC 1132 or consent of instructor
Co-req: MUSC 2281
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.
Fall  MnTC Goal: 6

MUSC 2232  Music Theory IV  (3 cr)
Prereq: MUSC 2231
Co-req: MUSC 2282
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.
Spring  MnTC Goal: 6

MUSC 2245  Medieval to Baroque Music  (3 cr)
Prereq: MUSC 1122 or 1131; or consent of instructor
History of Western music: a study of the composers, styles, and social contexts of Medieval, Renaissance and Baroque music from 800 to 1750.
Fall  MnTC Goal: 6 & 8

MUSC 2246  Classic to Romantic Music  (3 cr)
Prereq: MUSC 1122 or 1131 or consent of instructor
History of Western music: a study of the composers, styles, and social contexts of Classic and Romantic music from 1750 to 1900.
Fall  MnTC Goal: 6 & 8

MUSC 2247  Twentieth Century Music  (3 cr)
Prereq: MUSC 1122 or 1131 or consent of instructor
History of Western music: a study of the composers, styles, and social contexts of music of the Twentieth century.
Spring  MnTC Goal: 6 & 8

MUSC 2252  Sophomore Recital  (0 cr)
Prereq: 8 credits of MUSC 1151 (Applied Music); four semesters of MUSC 1152 (Performance Class); and consent of the applied music coordinator. Audition may be required
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.
Fall, Spring

MUSC 2257  Jazz Improvisation II  (2 cr)
Prereq: MUSC 1170
This course is the second in a two-part sequence. Jazz Improvisation 2 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.
Spring

MUSC 2270  Intro to Music Tech II  (2 cr)
Recommended: MUSC 1176 or consent of instructor
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.
Spring

MUSC 2276  Ear Training III  (2 cr)
Prereq: MUSC 1182
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.
Fall

MUSC 2282  Ear Training IV  (2 cr)
Prereq: MUSC 2281
Co-req: MUSC 2232
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.

Spring

MUSC 2900 Topics in Music (1-4 cr)
Prereq: Topic-dependent
Examination of a special topic in music. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.
Fall, Spring

Nanotechnology Courses

NANO 1150 Introduction to Nanotechnology (2 cr)
Exploration of career opportunities in the field of engineering technology, specifically nanotechnology. Students will be exposed to the roles, tasks, responsibilities, and competencies required of engineers and technicians. Profiles of engineers and technicians will be examined. Students complete a project that illustrates the process of depositing and measuring a film of metal that is hundreds of nanometers in thickness. Class includes two plant tours at local manufacturers which produce components using thin film technology.
Fall, Spring

NANO 1183 Metallurgy (2 cr)
Alloy systems and phase diagrams of both ferrous and non-ferrous metals. Mechanical properties of metals. Heat treatment, testing, and microscopic examination of typical metals.
Spring

NANO 1188 Industrial Robotics (3 cr)
Prereq: MATH 1100 with a grade of C or higher; or placement in MATH 1500.
Overview of industrial robots - history, design, control, programming, applications and evaluation.
Spring

NANO 1290 Introduction to Quality (3 cr)
Recommended: MATH 0700
Consumer products manufactured in today's environment have created new and more precise demands on manufacturing, particularly in areas of measurement and quality management. This course introduces concepts in quality as they are applied in a manufacturing business environment. These concepts include: problem solving tools, measurement tool assessment techniques, statistical process control methods for measurement and attribute data, reliability measures, and overview of the ISO 9000 standards and Six Sigma methodology.
Fall, Spring

NANO 1292 Introduction to Vacuum Technology (1 cr)
Recommended: MATH 0700 or concurrent enrollment or placement into 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 principle 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.
Fall, Spring

NANO 1900 Topics in Nanotechnology (1-4 cr)
Prereq: 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)
Prereq: CHEM 1061 and ENGC 1101 and ENGT 1153 or concurrent enrollment and ENGT 1184 and VACT 1292 or NANO 1292
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.
Fall

NANO 2294 Semiconductor Processing (4 cr)
Prereq: VACT 2297; or NANO 2297; or concurrent enrollment
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.
Spring
NANO 2297 Thin Films Deposition  (3 cr)
*Prereq: 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 \((1 \times 10^{-9} \text{ m})\) up to a thickness of 1 micrometer \((1 \times 10^{-6} \text{ m})\). 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.
Spring

NANO 2298 Photolithography  (4 cr)
*Prereq: NANO 1294*
The process of photolithography as it is used in the semiconductor industry for transferring a pattern from the mask to the wafer. Photo masking overview, optics and wavelength, photo resist chemistry, masking and reticles, steppers and their individual components and adjustments, measuring equipment related to dimensional inspection, resistivity, flatness and thickness, coating, baking, developing, and the use of equipment that affect the production of a successful product.
Spring

NANO 2299 Topics in Nanotechnology  (1-4 cr)
*Prereq: 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)
*Prereq: Placement in Academic Success Program and eligible for two or more of the following classes: ENGC 0800 or 0900; READ 0860 or 0960; MATH 0500*
This course focuses on skills and strategies needed for a successful start in college.
Fall, Spring

NCC 1050 Fundamentals of Online Learning  (1 cr)
*Prereq: Basic computer and keyboarding skills*
This course is designed to provide distance learners the necessary skills to effectively learn via courses(s) instructed online. Topics include: orientation to online/course management software and basic technical skills required to be successful in online learning including: Internet browser skills, www research skills, email attachments and email folders, software programs and plug-ins and downloads/installations, electronic file management.
Additional topics include hardware and software requirements for online courses.
Fall, Spring

NCC 1200 Service-Learning Option  (1 cr)
*Prereq: Topic-dependent*
This course is designed to give students the opportunity to receive credit for service to the community. Class sessions will allow for structured reflection of the service along with the theories and the role of the sector in today’s society.
Fall, Spring

NCC 1900 Topics in NCC All-College  (1-4 cr)
*Prereq: Topic-dependent*
Examination of a special topic in college studies; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

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 actual patients 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 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.
Fall, Spring

NURS 1110 Nursing 1  (8 cr)
*Prereq: Acceptance into Nursing Program; ENGC 1101; BIOL 1141 and CHEM 1050 (C or higher) Prereq or Co-req: BIOL 1142 and COMM 1111*
This beginning nursing course introduces the student to the roles of the Associate Degree Nurse within the profession of nursing. The course is structured around basic human needs and provides introduction to concepts of illness and community-based nursing care while focusing on the nursing process and evidence-based practice. Basic assessment and communication techniques and nursing interventions are utilized in assisting the adult client to satisfy health
needs. Selected learning experiences are planned within laboratory, simulation, service-learning, and clinical settings. Introduction to Experiential Education will occur this semester. Weekly average of 5 hours lecture (5 cr), 4 hours lab (2 cr) and 3 hours of clinical (1 cr). Achievement of the course outcomes assists in the meeting of MnTC Goal #2.

Fall, Spring

**NURS 1120  Nursing 2   (8 cr)**
*Prereq: NURS 1110; BIOL 1142 and COMM 1111 (C or higher)*
*Prereq or Co-req: PSYC 1110*
This second course is structured around simple acute and/or chronic alterations in health and the interrelationships among basic human needs in the adult client. Emphasis is placed on the nursing process as a means of providing individualized and evidence-based interventions with focused assessments for common health problems. Selected learning experiences are planned within laboratory, simulation, experiential education, and clinical settings. Experiential Education hours are required. Weekly average of 4 hours lecture (4 credits), 5 hours lab (2.5 credits), 4.5 hours clinical (1.5 credits), Achievement of the course outcomes assists in the meeting of MnTC Goal #2.

Fall, Spring

**NURS 1130 PN Mobility Transition Course  (4 cr)**
*Prereq: Acceptance into PN Mobility Program, ENGC 1101, CHEM 1050, BIOL 1141 and BIOL 1142 (C or higher)*
*Prereq or Co-req: COMM 1111 and PSYC 1110*
This course is designed to assist the graduate from a practical nursing program to transition from the role of the practical nurse to the role of the professional nurse. The five interrelated roles of the associate degree nurse: provider of care, communicator, teacher, manager of care, and member of a profession provide the framework for the course. Role differences between the professional nurse and the practical nurse are discussed. The course integrates the concepts of nursing process, communication, and teaching with an emphasis on evidence-based practice. Upon completion of this course, the student is eligible to enroll in NURS 2210 or NURS 2220. Selected learning experiences are planned in classroom, laboratory, simulation, experiential education and clinical settings. Lecture 4 hours per week; independent lab 2 hours per week; or clinical lab 8 hours per week, and an introduction to the experiential education experience.

Summer

**NURS 1135 Health Assessment  (3 cr)**
*Prereq: Successful completion of two semesters of a nursing program, nursing license, or permission of instructor*
This course teaches students to perform a comprehensive health history and physical examination. This skill enhances students’ ability and is central to effective interventions. The development of a holistic database reflecting an understanding of developmental, socio-cultural, environmental, sexual, and family influences is emphasized. Further emphasis is on the development of communication skills that enhance data gathering techniques, health teaching, and referral skills. Complete health examinations focus on the identification of normal patterns and functions of adults and children. Lecture 2 cr; Lab 1 cr.

Summer

**NURS 1140 Clinical Internship  (1 cr)**
*Prereq: Successful completion of two semesters of a nursing program and acceptance into an internship program at an area hospital or approved health care facility*
This elective clinical course provides learning opportunities to apply nursing theory with nursing practice. The focus is on gaining depth of understanding of the role of the registered nurse as well as strengthening nursing skills in the clinical setting. Students will be precepted by nurses in the practice setting and evaluated by nursing faculty.

Summer

**NURS 1190 Clinical Enrichment (2 cr)**
*Prereq: NURS 1110 and NURS 1120 (C or higher)*
This elective clinical course provides opportunities for the nursing student to grow in confidence with clinical, critical thinking, and communication skills in a healthcare setting. The student will provide patient care for 8 hours on two consecutive days over five weeks. The student will gain experience in all aspects of patient care and grow in the ability to apply nursing theory to practice. Students will be supervised by nursing faculty. Hours and clinical site to be determined.

Summer

**NURS 1900 Topics in Nursing  (3 cr)**
*Prereq: Topic dependent*
Examination of a special topic in nursing; intended for nursing students. Topics do not satisfy goals of the Minnesota Transfer Curriculum.

Summer

**NURS 2210 Nursing 3  (8 cr)**
*Prereq: NURS 1120 or 1130; PSYC 1110 (C or higher)*
This nursing course focuses on individuals and their families across the lifespan who are experiencing acute and/or chronic alterations in health. Emphasis is
Philosophy Courses

PHIL 1101 Introduction to Philosophy (3 cr)
Recommended: Eligible for READ 1106
A survey of philosophy from its beginnings to the present. Major systems of thought concerning the nature of reality, theories of knowledge, and value systems. Includes important philosophical controversies.
Fall, Spring MnTC Goal: 6

PHIL 1102 Logic (3 cr)
Prereq: Eligible for READ 1106
The discipline of evaluating and creating valid arguments. Emphasis is on contemporary formal deductive logic.
Fall, Spring MnTC Goal: 4

PHIL 1103 Ethics (3 cr)
Recommended: Eligible for READ 1106
The study of systematic attempts to answer moral questions may include: Aristotle’s virtue ethics, Kant’s ethics of duty, Mill’s utilitarianism, libertarianism, socialism, feminist ethics, and others. Moral questions to be discussed will be questions of contemporary concern. May include examination of topics in metaethics such as cultural relativism and moral epistemology.
Fall Spring MnTC Goals: 6 & 9

PHIL 1140 Environmental Ethics (3 cr)
Recommended: Eligible for READ 1106
The examination of attempts to understand our moral obligations toward nature. Investigation of environmental problems with consideration of philosophical, economic, cultural, and religious factors. Topics will include conservation and preservation issues, theories of nature, animal rights, cost-benefit analysis of natural resources use, ecofeminism, deep ecology, and land ethics.
Fall, Spring MnTC Goals: 9 & 10

PHIL 1150 Introduction to World Religions (3 cr)
Prereq: Eligible for READ 1106
Topics in the philosophy of religion and comparative study of major religious traditions. Philosophical topics may include the nature of religion and religious belief, explanations of the presence of religious institutions in human societies, faith and reason, comparison of religion with science, arguments for the existence of gods and puzzles about divine nature. Religious traditions to be studied may include Ancient Greek and Egyptian religions, Native American religions, Hinduism, Buddhism, Shinto, Taoism, Confucianism, Judaism, Christianity, and Islam.
Fall, Spring MnTC Goals: 6 & 8

PHIL 1160 Philosophy of Art (3 cr)
Prereq: Eligible for READ 1106 and ENGC 1101
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.
Fall, Spring MnTC Goal: 6

PHIL 1170 Business Ethics (3 cr)
Recommended: Eligible for READ 0960
Since business is one of the most powerful social institutions in society, the decisions made in business affect nearly every aspect of life. It is important, therefore, that we think carefully and critically about the ethical state of business. What is the appropriate role of business in society? What responsibilities do businesses have to the society in which they operate? What responsibilities do businesses have to employees, to consumers, to the natural environment? What responsibilities does a society have to business owners and managers? These are but a few of the questions to be addressed in the course. After
examining some philosophical theories of ethics, we will begin the discussion of business ethics with the classic essay by Milton Friedman. From there, with these theoretical tools at our disposal, we will investigate a wide variety of issues and case studies regarding the ethical issues arising in business.

PHIL 1180 Biomedical Ethics (3 cr)
This course will investigate ethical issues that arise in a medical context with consideration of philosophical, economic, social, and political factors. Topics will include: philosophical theories of ethics, issues in reproduction, justice and health, issues in death and dying, issues in biotechnology and bioscience, research involving humans and animals.

PHIL 1900 Topics in Philosophy (1-4 cr)
Prereq: 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 2900 Topics in Philosophy (1-4 cr)
Prereq: 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 Physics for Future Presidents (3 cr)
This course covers topics in physics with an emphasis on conceptual understanding, technology applications related to current events, and the ethical dimensions of technological choices. It 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 covered may vary and may include energy, nuclear physics, the Theory of Relativity, thermal physics, pressure, electromagnetism, and quantum physics. Applications may include energy production and conservation, radioactivity and nuclear weapons, transportation options, climate change, explosions, earthquakes, superconductors, lasers, and consumer electronics. The personal, political, and ethical dimensions of technological choices will be a significant emphasis in this course. This course includes a lab-like component. Lecture 3 hours; lab 0 hours.

PHYS 1050 Survey of Classical Physics (4 cr)
Prereq: MATH 0630 or MATH 0700 and eligible for READ 1106
A one-semester introductory physics course focusing on the fundamental concepts of physics. This course uses intermediate algebra. Topics are chosen from classical physics and may include one-dimensional kinematics, laws of motion, conservation laws, heat, waves, sound, light, electricity, and magnetism. Lecture 3 hours; lab 2 hours.

PHYS 1060 Physics of Health Technology (4 cr)
Prereq: MATH 0700 and eligible for READ 1106
A one-semester introductory physics course focusing on the fundamental concepts of physics. This course uses intermediate algebra. Topics include mechanics, heat, waves, sound, optics, electromagnetism, and nuclear physics. This course relates fundamental concepts of physics to various imaging technologies; it meets requirements for students entering health professions that require one semester of intermediate algebra-based physics. Lecture 3 hours; lab 2 hours.

PHYS 1104 Descriptive Astronomy (3 cr)
Prereq: MATH 0600 (C or higher) and eligible for 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. Fall, Spring MnTC Goal: 3

**PHYS 1121 Physics with Calculus 1** (5 cr)
Prereq: MATH 1510 (C or higher) and eligible for READ 1106
Co-req: MATH 1520
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, fluids, thermal physics, and oscillations. This course meets requirements for students majoring in engineering, mathematics, computer science, or the sciences. Lecture 4 hours; lab 2 hours. Fall, Spring MnTC Goal: 3

**PHYS 1122 Physics with Calculus 2** (5 cr)
Prereq: PHYS 1121 (C or higher) and MATH 1520
Recommended: Concurrent enrollment in MATH 2510 (preferred) or MATH 2520
This is the second semester of a two-semester sequence of calculus-based, introductory physics. This course uses calculus. Topics include wave phenomena, electricity, magnetism, Maxwell’s equations, and physical optics. This course meets requirements for students majoring in engineering, mathematics, computer science, or the sciences. Lecture 4 hours; lab 2 hours. Fall, Spring MnTC Goal: 3

**PHYS 1201 Physics with Biomedical Applications 1** (4 cr)
Prereq: MATH 1400 or 1510
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. Fall, Spring MnTC Goal: 3

**PHYS 1202 Physics with Biomedical Applications 2** (4 cr)
Prereq: PHYS 1201 and MATH 1400 or 1510
This is the second semester of a two-semester sequence in introductory physics. The 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 nuclear 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. Spring MnTC Goal: 3

**PHYS 1900 Topics in Physics** (1-4 cr)
Prereq: 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 2250 Modern Physics** (4 cr)
Prereq: PHYS 1121, 1122 and MATH 2510
Recommended: MATH 2520
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. Spring MnTC Goal: 3

**PHYS 2900 Topics in Physics** (1-4 cr)
Prereq: Topic-dependent
An examination of a special topic in physics; intended for second-year 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. Fall, Spring MnTC Goals: 5 & 9

**POLS 1132 Introduction to Comparative Politics** (3 cr)
Explores and compares major social institutions: (states and governments, economies and markets, cultures and identities), and their interactions. Special comparisons of developed and developing nations, as well as comparisons of present conditions and likely future conditions; comparisons where apt, with United States. Fall, Spring MnTC Goals: 5 & 8
POLS 1133  Middle East Politics  (3 cr)
Explores the historic background and current
dynamics of Middle Eastern politics with an emphasis
on the Arab-Israeli conflict, economic development,
democracy movements, modernization, and the war
on terrorism.
Fall, Spring MnTC Goals: 5 & 8

POLS 1134  Introduction to Political Thought through the Classical Thinkers  (3 cr)
Investigates major issues of political thought as
viewed by classical thinkers including Plato, Aristotle,
the ancient Hebrews, the early Christians, the Stoics,
and St. Thomas.
Fall MnTC Goals: 5 & 9

POLS 1135  Introduction to Modern Political Thought  (3 cr)
Considers major contemporary ideologies including
liberalism, fascism, conservatism, socialism,
eccopolitics, and feminism. Explores significant
thinkers such as Machiavelli, Hobbes, Locke,
Rousseau, Burke, Mill, and Mao.
Spring MnTC Goals: 5 & 9

POLS 1150  Introduction to World Politics  (3 cr)
Develops a global perspective by exploring interactions
of nation-states, origins and effects of global
capitalism, and changing effects on global affairs of
technological innovations, international organizations,
corporations, and ideologies.
Fall, Spring MnTC Goals: 5 & 8

POLS 1190  Cooperative Education in Political Science  (3-8 cr)
Prereq: POLS 1130
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 3 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.
Fall, Spring

POLS 2254  Constitutional Law 2: The Evolution of the Constitution from the End of
Reconstruction to the Present  (3 cr)
Prereq: POLS 1130
Examines the rise of the presidency, the national
government's regulation of the economy, civil liberties,
and civil rights.
Spring MnTC Goals: 5 & 9

PSYC 1100  Psychology in Modern Life  (3 cr)
The Psychology in Modern Life is designed to be an
introduction to the discipline of psychology as it
applies to everyday behavior. The major emphasis of
the course will be on applying knowledge of
psychological principles to real-life situations.
Examples of life situations addressed include topics
such as stress management, decision-making,
handling conflict, and personality adjustment. The
course has an empirical focus, which means that we
will apply data collected via the scientific method to
problems in 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.
Fall, Spring MnTC Goal: 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.
Fall, Spring MnTC Goal: 7

PSYC 1108  Psychology of Death and Dying  (3 cr)
This course introduces 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 consider-
ations, bereavement, grief, and mourning are intro-
duced with a lifespan and cross-cultural perspective.
Fall, Spring MnTC Goals: 7 & 9

PSYC 1109  Child & Adolescent Development  (3 cr)
Prereq: Eligible for READ 1106
This course investigates 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.

Fall, Spring  MnTC Goal: 5

PSYC 1110 General 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.

Fall, Spring  MnTC Goal: 5 & 7

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 may include research methods, physiology, arousal and response, gender identity, gender differences, orientation, sexual variations, and attraction and love.

Fall, Spring  MnTC Goal: 5

PSYC 1140 Psychology of Gender  (3 cr)
This course is an exploration of gender as a central organizing feature of human behavior and an overall picture of gender from a psychological perspective. Students will examine various theoretical models of male and female development from a psychological perspective.

Fall, Spring  MnTC Goal: 7

PSYC 1190 Cooperative Education in Psychology  (3-8 cr)
Prereq: PSYC 1110 or 1100 and consent of Center for Experiential Education Director and the consent of the Psychology Department
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 three 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.

Fall, Spring

PSYC 1220 Psychology of Adulthood and Aging  (3 cr)
This course explores 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.

Fall, Spring  MnTC Goal: 5 & 7

PSYC 1900 Topics in Psychology  (1-4 cr)
Prereq: 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 2200 Abnormal Psychology  (3 cr)
Prereq: 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.

Fall, Spring  MnTC Goals: 5 & 7

PSYC 2210 Developmental Psychology: Life Span  (4 cr)
Prereq: 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.

Fall, Spring  MnTC Goals: 5 & 7

PSYC 2300 Psychology of Personality  (3 cr)
Prereq: 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.

Fall, Spring

PSYC 2400 Psychology of Religion and Spirituality  (3 cr)
Prereq: PSYC 1110
This course introduces students to psychological research related to religion and spirituality. Topics include "ways of knowing" what is true about religious and spiritual phenomena; relations between science and religion; similarities and differences between the concepts of "religion" and "spirituality"; individual differences in religious motivation; psychosocial differences across different religious traditions; biological, psychological, and environmental causes of
personal religiousness; transformative experience; how religiousness relates with health outcomes and violence; emotions such as peace, awe, and compassion; and virtues such as forgiveness and gratitude.

Spring, Fall MnTC Goals: 5 & 7

PSYC 2500 Biopsychology (3 cr)
Prereq: 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.

Summer MnTC Goal: 5

PSYC 2600 Principles of Social Psychology (3 cr)
Prereq: 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 topical areas.

Fall, Spring MnTC Goal: 5 & 7

PSYC 2900 Topics in Psychology (1-4 cr)
Prereq: 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)
Prereq: 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).

Fall, Spring

READ 0960 Reading/Study Skills for College (4 cr)
Prereq: 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).

Fall, Spring

READ 0961 Reading Strategies Review (1 cr)
Prereq: 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. Recommended for students with an Accuplacer placement score of 70-77.49 or non-native speakers’ placement test score of 115-120. P/NC grading (option to choose A-F grading).

READ 1104 College Study Strategies (3 cr)
Prereq: 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.

READ 1106 Critical Reading Skills (3 cr)
Prereq: 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.

Fall, Spring
READ 1110 Study and Thinking Skills in the Academic Disciplines   (2 cr)
Prereq: 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.

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. Fall, Spring MnTC Goals: 5 & 7

SOC 1101 Cultural Diversity   (3 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
Sociological and anthropological perspectives will be used to understand cultural diversity, the challenges and opportunities it presents, and its importance in our contemporary world. This course will explore the dynamics of sociocultural change and diversity. One of the intentions of this course is to promote awareness and appreciation of cultural diversity. Attitudes and competencies (applications) that are important in our contemporary world will be emphasized such as diversity in the workplace and future trends in diversity. Sociological and anthropological concepts and methods will be used to investigate the inner workings of sociocultural diversity and multiculturalism. (Same as ANTH 1101.) Fall, Spring MnTC Goals: 5 & 7

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. Fall, Spring MnTC Goal: 5 & 7

SOC 1103 Service-Learning and Community Awareness   (2-3 cr)
Prereq: Eligible for ENGC 1101 and READ 1106
Designed to give students the opportunity to serve as volunteers in the community and an opportunity to study the social justice problems they are responding to with their volunteer efforts; and to look at the local and global social system in which these problems exist. Students will be examining the role of philanthropy and community service and exploring alternative ways that society responds to community needs. Fall, Spring MnTC Goals: 7 & 9

SOC 1104 Introduction to Sociology   (3 cr)
Prereq: 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. Experiential education option available. Fall, Spring MnTC Goal: 5

SOC 1106 Social Problems in a Changing World   (3 cr)
Prereq: Eligible for ENGC 1101 and READ 1106
Examines issues such as family breakdown, unemployment, poverty, racism, sexism, drugs addiction, gang violence, and suicide within the context of the structural issues of the emerging global society and its relations to the planet. Fall, Spring MnTC Goals: 5 & 8

SOC 1115 Sociology of Sex and Gender Roles   (3 cr)
An in-depth examination of the gender roles of males, females, and transgendered individuals; the concept that “biology is destiny” and the effects of sex-role stereotyping in personal lives and in relationships. GLBTQ issues explored. Spring MnTC Goals: 5 & 7

SOC 1121 Women Across Cultures   (3 cr)
Recommended: Eligible for ENGC 1101 and READ 1106
An international course in the area of women’s studies focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. (Same as ANTH 1121 and WMST 1121.) Fall, Spring MnTC Goals: 5 & 8

SOC 1190 Cooperative Education in Sociology   (3-8 cr)
Prereq: consent of Center for Experiential Education Director and the consent of the Sociology Department
Career exploration and training in a supervised work setting. Combines theory with field experience in the field of human services. Students spend approximately 3 hours per week per credit on the job and attend weekly seminars. Students may earn from 3 to 8
credits per semester, and a maximum of 8 credits in any one discipline. Previous work in the course discipline is required.

Fall, Spring

**SOC 1900  Topics in Sociology  (3 cr)**
*Prereq: 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.

Spring

**SOC 2108  Social Psychology  (3 cr)**
*Prereq: SOC 1104*
A focus on the classical issues of social psychology: identity, conformity and obedience, aggression, alienation, communication, and prejudice. How we respond to and influence each other.

Fall, Spring  MnTC Goals: 5 & 7

**SOC 2110  American Minority Relations  (3 cr)**
*Prereq: SOC 1104*
Inter-group relations in the U.S. focusing on majority/minority interactions and emphasizing race and ethnicity. May include global comparisons and/or analysis of status disadvantages pertaining to women, gays, lesbians, bisexuals, and the transgendered, as well as the aged, the poor and the disabled.

Fall, Spring  MnTC Goals: 5 & 7

**SOC 2112  Criminology  (3 cr)**
*Prereq: 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.

Spring  MnTC Goal: 5

**SOC 2114  Families in Crisis  (3 cr)**
*Prereq: SOC 1102 or 1104 or 1106*
Theoretical perspectives on sociology of families including policy and diversity. Theoretical perspectives on family violence, spouse and child maltreatment and neglect, elder maltreatment, alcohol abuse, consequences for family functioning, and criminal justice system responses.

Fall, Spring  MnTC Goals: 5 & 7

**SOC 2125  Social Deviance  (3 cr)**
*Prereq: 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 lifestyles.

Fall  MnTC Goals: 5 & 9

**SOC 2130  Introduction to Criminal Justice  (3 cr)**
*Recommended: SOC 1104*
Provides an overview of the criminal justice system. Includes 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.

Fall, Spring  MnTC Goal: 9

**SOC 2131  Juvenile Justice  (3 cr)**
*Recommended: SOC 1104*
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.

Fall, Spring

**SOC 2132  Police and Community  (3 cr)**
*Recommended: SOC 1104*
Examines the interaction of peace officers with members/groups in the communities with a focus on minority groups.

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.

Fall, Spring

**SOC 2900  Topics in Sociology  (1-4 cr)**
*Prereq: 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.

**Spanish Courses**
See World Languages and Cultures.
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.

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 their lives.

Fall, Spring

**THTR 1116 Introduction to Theatre (3 cr)**
Explores the magic of theatre by studying its historical and contemporary significance, and by examining the process of producing live theatre. This course will critically examine the richness and diversity of drama, as well as the methods and styles of actors, directors, playwrights, and designers. Participation in class projects, production attendance, and production work hours may be required.

Fall, Spring

**THTR 1117 Introduction to Theatre: Television (3 cr)**
Explores the role of television from aesthetic, historical, social, and cultural perspectives including the medium’s early beginnings through today. Includes the examination and evaluation of different methods and types of presentations and the concept of dramatic structure. In addition, this course asks students to examine the profound personal impact that television has had in their lives.

Fall, Spring

**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. Student becomes familiar with the artistic goals and methods of various Twin Cities theatres, and learns how to respond to theatre performance more knowledgeably. There is an additional fee for this course.

Fall, Spring

**THTR 1120 Theatre Performance Practicum (1 cr)**
Prereq: Consent of the instructor
Participation as a performer in a main stage or approved theatrical production. Maximum of four semester credits.

Fall, Spring

**THTR 1122 Technical Theatre Practicum (1 cr)**
Participation as a construction or run crew member on a main stage or approved theatrical production. Maximum of four semester credits.

Fall, Spring

**THTR 1130 Introduction to Stage Costumes (3 cr)**
Explores the basic theory and practice of costumes for the stage. Design, purpose, tools, and methods of application will be studied to assess how they enrich the meaning of the drama. Students will learn to formulate criteria for interpreting designs and they will experience practical problem solving through costume construction techniques for production. Production work hours may be required.

Spring

**THTR 1135 Introduction to Stage Makeup (2 cr)**
Explores the basic theory and practice of makeup for the stage. Design, purpose, tools, and methods of application will be studied to assess how they enrich the meaning of the drama. Students will learn to formulate criteria for interpreting designs and they will experience practical problem solving by creating multiple designs and applications. Production work hours may be required.

Spring

**THTR 1140 Introduction to Stagecraft (3 cr)**
Explores the basic theory and practice of stagecraft. Design, purpose, tools, and methods of application will be studied to assess how they enrich the meaning of the drama. Students will learn to formulate criteria for interpreting designs and they will experience practical problem solving through stage construction techniques for production. Production hours may be required.

Fall

**THTR 1145 Introduction to Stage Lighting and Sound (3 cr)**
Explores the basic theory and practice of stage lighting and sound. Also includes introduction to techniques and methods used to realize lighting and sound plots, with particular attention paid to the technical skills required to prepare production documentation, and to set and run lighting and sound equipment in production. Production work hours may be required.

Spring

MnTC Goals: 6 & 7
THTR 1151 Acting 1 (3 cr)
Experience the process of acting by studying the physical, vocal, and psychological development of a scripted character. This course includes games, exercises, discussions, and in-class performances, which are aimed to develop self-confidence, stage presence, and teamwork.
Fall, Spring MnTC Goal: 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 for the Minnesota Transfer Curriculum.

THTR 2020 Basic Design for the Stage (3 cr)
Explores concepts, process, and practices common to the design of stage scenery, lighting, makeup, and costumes. Includes the study and application of the aesthetic principles and graphic skills involved in all areas of theatrical design. Develops students' abilities in research methodology, mechanical drawing, freehand sketching, and rendering as it applies to design for the theatre. Emphasizes design skills as a communication tool in the collaborative process of theatrical production. Production work hours may be required.
Fall MnTC Goal: 6

THTR 2111 World Cinema (3 cr)
Prereq: 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, you will consider the historical, cultural, and socio-political circumstances of several global films.
Spring MnTC Goal: 6 & 8

THTR 2150 Script Analysis (3 cr)
Focuses on analyzing play scripts with a view to discovering production and performance values and aesthetics. Involves intensive reading of a variety of plays from different periods and styles and includes discussion of options for interpreting a script. Students' experiences will center on critical analysis of structure, character, theme, dialogue, genre, and style from the point of view of the actor, director, designer, or critic.
Spring MnTC Goal: 6

THTR 2151 Acting 2 (3 cr)
Prereq: THTR 1151
Students will engage in 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.
Spring MnTC Goal: 6

THTR 2160 Audition Techniques (3 cr)
Prereq: 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.
Spring MnTC Goal: 6

THTR 2520 Stage Management (3 cr)
Explores basic theories and practices, purposes, tools, and methods of stage management in order to more fully assess the critical role this personnel plays in a theatrical production. Students are asked to create the necessary paperwork required to effectively manage a production. In-class exercises focus on real world production simulations and encourage efficient and effective problem solving. Students may be asked to cover expenses for attendance at productions and for special materials.
Fall MnTC Goal: 6

THTR 2550 Directing 1 (3 cr)
Prereq: THTR 1151
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.
Fall MnTC Goal: 6
Vacuum Technology

**VACT 1292 Introduction to Vacuum Technology (1 cr)**
*Recommended: MATH 0700 or concurrent enrollment; 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 principle 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.

Fall, Spring

**VACT 2293 Vacuum Analysis and Trouble Shooting (4 cr)**
*Prereq: CHEM 1061; ENGC 1101; ENGT 1153 or concurrent enrollment; ENGT 1184; NANO 1292 or VACT 1292*

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.

Fall

**VACT 2294 Semiconductor Processing (4 cr)**
*Prereq: VACT 2297 or NANO 2297 or concurrent enrollment*

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.

Spring

**VACT 2297 Thin Films Deposition (3 cr)**
*Prereq: 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 x 10^-9 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.

Spring

Women’s Studies Courses

**WMST 1101 Introduction to Women’s Studies, (3 cr)**

Interdisciplinary course investigating 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, image, and rights.

Fall, Spring  MnTC Goal: 5

**WMST 1121 Women Across Cultures (3 cr)**
*Recommended: Eligible for ENGC 1101 and READ 1106*

An international course in the area of women’s studies focusing on the major institutions of family, religion, education, economics, and political systems as they define, provide for, and frequently limit women. (Same as ANTH 1121 and SOC 1121.)

Fall, Spring  MnTC Goals: 5 & 8

World Languages and Cultures Courses

Chinese Courses

**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.

Fall  MnTC Goal: 8

**CHIN 1200 Beginning Chinese 2 (5 cr)**
*Prereq: 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.

Spring  MnTC Goal: 8
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.
Fall  MnTC Goal: 8

FREN 1111  Culture and Civilization  (3 cr)
Taught in English. 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.
Fall, Spring  MnTC Goals: 6 & 8

FREN 1200  Beginning French 2  (5 cr)
Prereq: 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.
Spring  MnTC Goal: 8

FREN 2100  Intermediate French 1  (5 cr)
Prereq: 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 art films to introduce cultural and grammatical topics.
Fall  MnTC Goal: 8

FREN 2200  Intermediate French 2  (5 cr)
Prereq: 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, and conditional verb forms. The course has an important online component and relies on the use of short art films to introduce cultural and grammatical topics.
Spring  MnTC Goal: 8

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.
Fall  MnTC Goal: 8

GERM 1111  Culture and Civilization  (3 cr)
Taught in English. 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.
Fall, Spring  MnTC Goals: 6 & 8

GERM 1200  Beginning German 2  (5 cr)
Prereq: GERM 1100
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 literature of German-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities.
Fall  MnTC Goal: 8

GERM 2100  Intermediate German 1  (5 cr)
Prereq: GERM 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 literature of German-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities.
Fall  MnTC Goal: 8
GERM 2200  Intermediate German 2  (5 cr)
Prereq: GERM 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 literature of German-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities.
Spring  MnTC Goal: 8

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.
Fall  MnTC Goal: 8

JAPN 1111  Culture and Civilization  (3 cr)
Taught in English. 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.
Fall, Spring  MnTC Goals: 6 & 8

JAPN 1200  Beginning Japanese 2  (5 cr)
Prereq: 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.
Spring  MnTC Goal: 8

JAPN 2100  Intermediate Japanese 1  (5 cr)
Prereq: JAPN 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 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.
Fall  MnTC Goal: 8

JAPN 2200  Intermediate Japanese 2  (5 cr)
Prereq: JAPN 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 literature of Japanese-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Major grammar focus includes the forms called “plainforms” for complete phrases and sentences.
Spring  MnTC Goal: 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.
Fall, Spring  MnTC Goal: 8

SPAN 1111  Culture and Civilization  (3 cr)
One course taught in English; one course taught in Spanish. 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.
Fall, Spring  MnTC Goals: 6 & 8

SPAN 1200  Beginning Spanish 2  (5 cr)
Prereq: 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.
Fall, Spring  MnTC Goal: 8

SPAN 2100  Intermediate Spanish 1  (5 cr)
Prereq: SPAN 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 literature of Spanish-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities.
Fall  MnTC Goal: 8
SPAN 2100 Intermediate Spanish 1 (5 cr)
Prereq: SPAN 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 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 preterite and imperfect; formation and uses of the present subjunctive; and introduction to compound tenses. Fall, Spring MnTC Goal: 8

SPAN 2200 Intermediate Spanish 2 (5 cr)
Prereq: SPAN 2100
Students continue to develop the four communication skills: listening, speaking, reading, and writing. Increased amounts of literary materials and cultural components will 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. Fall, Spring MnTC Goal: 8

SPAN 2210 Advanced Communication Skills (3 cr)
Prereq: SPAN 2200
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. Fall, Spring
Campus Policies

Nondiscrimination in Employment and Educational Opportunity

Minnesota State Colleges and Universities 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, or sexual orientation. 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, or sexual orientation 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 Colleges and Universities, 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 Colleges and Universities (MnSCU) policy can be found at www.mnscu.edu/board/policy/1b01.html.

Sexual Harassment and Sexual Violence Policy

Normandale Community College 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. Normandale 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.

51), and Title IX of the Education Amendments (20 U.S.C. 1681 Et. Seq.) and is punishable under both federal and state laws.

Sexual harassment includes any deliberate or unintentional unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic status, when submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals, or when such conduct has the purpose or effort of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive environment.

Sexual violence includes acts such as rape, acquaintance rape, other forms of non-consensual sexual activity; or violence or harassment based on sexual preference.

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 Officer/Investigators:

• Catherine Breuer, Dean of Student Services, C 1110, 952-358-8243

• Dana Cimino, Advisor, C 1048, 952-358-8196

• Orinthia Montague, Dean of Students, C 1110, 952-358-8283

• Debbie Tillman, Director of Academic Support Services, L 2700, 952-358-8623

Officer:

• Michelle Thom, Chief Human Resources Officer, L 2783, 952-358-8271

Title IX and ADA/Section 504 Coordinators:

Student Coordinator:

• Debra Tillman, Director, Academic Support Services, L 2700, 952-358-8623

Employee Coordinator:

• Michelle Thom, Chief Human Resources Officer, L 2783, 952-358-8271

Children on Campus

Children of students and staff are always welcome on campus to participate in appropriate activities and events. However, children should not be brought to classes or offices where their presence may be disruptive to the classroom/office environment. The College does not provide babysitting services, nor should children be left unattended at any time.

Child care services may be available by contacting Barb Watson, Director of the Learning Tree Development Center, at 952-358-8613.

Drug and 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 workplace.

- 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.

**Latex Allergy and Fragrance Policy**

Normandale Community College will strive to provide a learning and working environment as free of latex as possible for students and employees.

- Normandale will purchase latex free items when the option is available. This is especially important in the health science and laboratory science areas. Examples include, but are not limited to, gloves, stethoscopes and blood pressure cuffs. Latex free, powder free gloves are required for all groups using gloves on campus.
- Employees will be alert for latex products, making substitutions when possible and alerting students and employees when applicable.
- Latex balloons are prohibited on campus. Vendors such as caterers and on campus groups must abide by this rule.
- Normandale Community College’s Public Safety Officers, who are the college’s first responders, will maintain familiarity with signs and symptoms of latex allergies up to recognition and response in the event of anaphylactic shock.

- Students with documented latex allergies will be encouraged to contact the Office for Students with Disabilities if accommodations are required.

Normandale Community College also strives to provide a learning and working environment which reduces exposure to strong fragrances, especially when individuals with fragrance sensitivities are present.

- Normandale will strive to increase awareness of the impact of strong fragrances on some individuals and consider fragrance when purchasing environmental cleaning supplies.
- Normandale will support individuals experiencing symptoms related to environmental fragrances. This support may include education of classmates and co-workers, change of work location and review of air exchange in employee work area.
- The Americans with Disability Act does not require a total fragrance ban in public buildings due to the difficulty of enforcing such a ban; rather, a voluntary reduction of fragrance is recommended.

**Tobacco-Free Policy**

Normandale buildings are tobacco-free. No tobacco products are to be used within 25 feet of any College building entrance. Noncompliance is punishable by fine and/or disciplinary action. Tobacco users should go to one of the clearly marked designated smoking areas.

These policies and statements are not an irrevocable contract, and the College reserves the right to change any policy without notice.

**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: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) 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 Global Education 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 Colleges and Universities (MnSCU) as found in, but not limited to, the student Code of Conduct, the College and MnSCU web pages, Board Policy and System procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the 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; and  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 MnSCU 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 MnSCU 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.


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 participating 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.

C. 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

1. 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.

g. 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

1. 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.

2. 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
1. 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. MnSCU Board Policy 3.6: Allegations of academic dishonesty may be resolved under separate procedures in accordance with an institution's policies on those issues. Academic dishonesty allegations are handled in same manner as behavioral paralleling due process through the Vice President of Academic Affairs and deans of the academic departments. The Students Rights and Responsibilities Board may be requested by the Vice President of Academic Affairs to participate in the decision-making and imposing sanctions. The alleged student violator may not appeal to the SSRB but may appeal through the proscribed process for academic dishonesty allegations.

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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<td>Denise G.</td>
<td>Reading</td>
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<td>Chovanec</td>
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<td>Dental Hygiene</td>
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<td>Christopherson</td>
<td>Johan</td>
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<td>PhD, Univ. of Minnesota</td>
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<td>Cikanek</td>
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<td>BA, Gustavus Adolphus College; MA, Univ. of Minnesota; PhD, Univ. of Minnesota Duluth</td>
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<td>Claycomb</td>
<td>Douglas J.</td>
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<td>BA, Mansfield Univ.; MS, Shippensburg State Univ.; PhD, Texas A&amp;M Univ.</td>
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<tr>
<td>Name</td>
<td>Department</td>
<td>Degrees and Institutions</td>
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<td>Claycomb, Nancy</td>
<td>Sociology</td>
<td>BA, Bryn Mawr College; MS, PhD, Texas A &amp; M Univ.</td>
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<td>Coate, Kathleen</td>
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<td>Collier, Elda</td>
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<td>Crawford, Jennifer</td>
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<td>Creed, Dan</td>
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<td>Daly, Erin</td>
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<td>Dambroski, Hattie</td>
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<td>Danielson, Christopher</td>
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<td>Daunis, Mary</td>
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<td>Dean, Valerie</td>
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<td>Dempsey, Matthew</td>
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<td>Dettmann, David</td>
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<td>Dickson, Carrie</td>
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<td>Dillon, Loli</td>
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<td>Ding, Zheng, M.</td>
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<td>Doherty, Mary Ellen</td>
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<td>Donaho, Stephen</td>
<td>Philosophy</td>
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<td>Dougherty, Dawne</td>
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<td>BS, PhD, Univ. of Minnesota</td>
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<td>Dowlatshahi, Layla</td>
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<td>BA, MFA, Goddard College</td>
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<td>Drahos, Cindy</td>
<td>Computer Information Management</td>
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<td>Drummond, Janet</td>
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<td>DuBois, Aimee</td>
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<td>AA, Rock Valley College; BA, Univ. of Wisconsin-Whitewater; MA, Central Michigan Univ.</td>
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<td>Dunlop, Tony</td>
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<td>Dunning, Richard D.</td>
<td>Geography; Geology</td>
<td>BA, Carthage College; MA, Michigan State Univ.; PhD, Univ. of Wisconsin-Madison</td>
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<td>Dye, Mary</td>
<td>Health</td>
<td>BA, Univ. of St. Thomas</td>
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<td>Effertz, Angela</td>
<td>Exercise Science</td>
<td>BA, Univ. of Maine; Farmington; MS, Middle Tennessee State Univ.</td>
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<td>Engkjer, Sarah</td>
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<td>BA, Univ. of Maine; Farmington; MS, Middle Tennessee State Univ.</td>
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<td>Ennis, Christopher J.</td>
<td>Mathematics; Physics</td>
<td>AB, MA, PhD, Univ. of California-Berkeley</td>
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<td>Erdmann, Vicki S.</td>
<td>Dietetic Technology; Health</td>
<td>AA, Ferris State College; BS, Western Michigan Univ.; MS, Univ. of Wisconsin-Madison</td>
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<td>Erickson, James E.</td>
<td>Biology</td>
<td>BA, North Park Univ.; MS, PhD, Univ. of Minnesota</td>
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<td>Erickson, Jenny</td>
<td>Communication</td>
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<td>Esele, Ignatius</td>
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<td>BS, MS, Univ. of Nigeria; MS, Univ. of Wisconsin-Milwaukee</td>
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<td>Evenson, Lavonne L.</td>
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<td>Everett, Steve</td>
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<td>Ferro, Christopher</td>
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<td>Fielder, Roy Douglas</td>
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<td>Fisher, Kari</td>
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<td>BFA, Univ. of Nebraska; MA, Southern Illinois Univ. at Carbondale</td>
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Smith, Bernard P., Mathematics, BA, St. John’s Univ.; MA, St. Louis Univ.
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<th>Name</th>
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<td>Smith, Del</td>
<td>Engineering Technology</td>
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<td>Smith, Max L.</td>
<td>English</td>
<td>AS, Lakeland Community College; BA, MA, Sangamon State Univ.; MA, Univ. of Kentucky</td>
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<td>Socha, Kimberley</td>
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