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.
# Table of Contents

Academic Calendar ............................................................................................................. 3  
Introduction ................................................................................................................... 4  
Admissions .................................................................................................................... 7  
Student Expenses ........................................................................................................... 16  
Financial Aid and Scholarships ................................................................................... 22  
Student Affairs ............................................................................................................. 26  
Kopp Student Center ..................................................................................................... 32  
Academic Policies and Procedures ............................................................................. 35  
Center for Experiential Education ......................................................................... 52  
Special Courses and Programs ............................................................................... 53  
Continuing Education and Customized Training ................................................. 56  
Programs of Study ......................................................................................................... 57  
How to Read a Course Description ......................................................................... 107  
Course Descriptions ..................................................................................................... 108  
Campus Policies .......................................................................................................... 174  
Directories ..................................................................................................................... 184  
Index .............................................................................................................................. 197
**Academic Calendar**

**Summer Semester 2011**
*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**
- Independence Day, No Classes
- **Classes End**

May 31
July 4
August 5

**Fall Semester 2011**

- **Classes Begin**
- Labor Day, No Classes
- Normandale on Weekend Classes Begin
- Education Minnesota, No Classes
- Veteran’s Day, No Classes
- Thanksgiving, No Classes
- Normandale on Weekend Classes End
- Final Examinations
- **Term Ends**

August 22
September 5
September 9
October 20-22
November 11
November 24-26
December 10
December 12-16
December 16

**Spring Semester 2012**

- **Classes Begin**
- Normandale on Weekend Classes Begin
- Martin Luther King Jr. Day, No Classes
- Community Success Day, No Classes
- President’s Day, No Classes
- Spring Break
- Normandale on Weekend Classes End
- Final Examinations
- **Term Ends**
- **Commencement**

January 9
January 13
January 16
February 7
February 20
March 5-10
April 7
May 7-11
May 11
TBD

**Summer Semester 2012**
*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**
- Independence Day, No Classes
- **Term Ends**

May 29
July 4
August 3

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 the Normandale Community College catalog for 2011-2012. Whether it’s details about the courses that will help you get to the career or degree you’ve chosen, or services and activities that will enrich your student experience, you will find all the information you need about Normandale to help you reach your educational goals. Once you enter these doors, we are committed to helping you succeed. And your Normandale education is worth something: four-year institutions accept our transfer students with open arms, and we appreciate our many partnerships with the local business community.

Normandale’s campus is a vibrant, diverse community of learners, and we continue to upgrade our programs, courses and facilities to meet the changing needs of our community and to accommodate growth. Upgraded classrooms and state-of-the-art labs and equipment are examples of recent improvements that help us to continue providing the finest education to be found anywhere.

I encourage you to visit a new area of campus or participate in a new activity based on what you’ve read in this catalog. You will find, as many others have, that Normandale is where you belong.

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
• Prepare students to transfer successfully to four-year and other educational institutions.
• Prepare individuals to perform successfully in the workforce.
• Support individuals in developing and meeting their educational goals.
• Ensure students achieve the College’s liberal education and student development outcomes.
• Support all types of learners in their pursuit of lifelong career and personal development goals.
• Prepare students for college-level coursework.
• Prepare individuals to participate in diverse local and global communities.

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, 30 North LaSalle Avenue, Suite 2400, Chicago, IL 60602-2504; 800-621-7440. The College participates in the Academic Quality Improvement Program (AQIP), an alternative accreditation program focused on continuous quality improvement.

*Individual program accreditations include:*  
  • American Dental Association  
  • American Dietetic Association  
  • Association of Collegiate Business Schools and Programs  
  • Committee on Allied Health Education  
  • Minnesota Board of Nursing  
  • 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

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**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.
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 Course Readiness Assessments; 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 the results of the Course Readiness Assessment. Please refer to the Assessment and Course Readiness section of this catalog for further information.

A person who has neither a high school diploma nor GED may be admitted if, at the discretion of the College, the person demonstrates potential for academic success.

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: The Course Readiness Assessment, Advising and Registration sessions and orientation programs are offered on a first to apply, first served basis.

2011-2012 Application Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall 2011</td>
<td>Aug 14</td>
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<tr>
<td>Spring 2012</td>
<td>Jan 4</td>
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<tr>
<td>Summer I 2012</td>
<td>May 28</td>
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<tr>
<td>Summer II 2012</td>
<td>July 2</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/admissions by clicking on “Apply to Normandale”. 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 examinations that may qualify the student for waivers from the Course Readiness Assessment (see the Course Readiness Waivers sections for further information). No documentation supporting Course Readiness Assessment waivers will be accepted after an admissions decision has been sent to the student.

5. Within five business days of the date 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 Course Readiness Assessment sections in reading, writing and mathematics as directed in their acceptance letter or at their Course Readiness Assessment 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/admissions and by clicking on “Apply to Normandale.” 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. Official transcripts should be sent 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 Course Readiness Assessment (see the Course Readiness Waivers section for further information). No documentation supporting Course Readiness Assessment waivers will be accepted after an admissions decision has been sent to the student.

5. Within five business days of the date 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 Course Readiness Assessment sections 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 readiness has been determined through the required assessments, 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.

**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 Application for Admission.
2. A completed and signed International Student Supplemental Application.
3. 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.
4. Students requesting an F-1 student visa must show means of adequate financial support by submitting an original notarized bank statement which shows a balance of $18,654 in U.S. currency. This required amount of $18,654 is the amount necessary to fund one academic year of tuition, fees, textbooks, housing, food, transportation, medical insurance and other expenses.
5. 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 on the Internet at www.wes.org or www.ece.org.

6. In order to be accepted for admission at Normandale Community College, all international
students from non-English speaking countries also must either:

- Submit results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the paper test or 173 on the computerized test or 61 on the internet test; OR
- Submit results of the 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 Course Readiness Assessment sections in reading, writing and mathematics.
- When course readiness has been determined through the required assessments, 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 information@normandale.edu.

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**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 ITED, 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 ITED, 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.
- Must satisfy all three sections (reading, writing and mathematics) of the Course Readiness Assessment 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 and by clicking on “PSEO Students” on the listing below “Apply to Normandale” 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.

4. Alternative/home schooled students must complete the Normandale PSEO application process and submit records of academic achievement; ACT, SAT, PSAT, PLAN or ITEd 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 the Course Readiness Assessment (see the Course Readiness Waivers section for further information). No documentation supporting Course Readiness Assessment waivers will be accepted after an admissions decision has been sent to the student.

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 take Course Readiness Assessments, additional information on how to complete this requirement will be provided.

When course readiness has been determined through the required assessments, 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 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 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 ITED, ACT, SAT, PLAN or PSAT scores are required if class rank is not available.

Summer High School Enrollment applicants must verify their readiness for college-level courses through test scores or Normandale’s Course Readiness Assessment. Individuals interested in possible waivers from the Course Readiness Assessment 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 Course Readiness Waiver section for further information.) Summer High School Enrollment students may not enroll in courses numbered below 1000. 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.

Selective Health Sciences Programs
The Nursing, Dental Hygiene, Dietetic Technology and Radiologic 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 66 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.
ACT and SAT Test Scores

Although not required for admission, students may submit ACT or SAT test results for possible waivers from the Course Readiness Assessments. 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 24 or above or an SAT score of 550 or above in mathematics, English or reading exempts a student from taking the Course Readiness Assessment in that academic skill area and places the student in the introductory college-level course in that academic subject. Assessment 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.

Course Readiness and 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. The Course Readiness Assessment 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. Results of the Course Readiness Assessment also allow the College to identify changes in the academic readiness of each cohort of new entering students.

If assessment 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 Course Readiness Assessment 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 Course Readiness Assessment 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 the Course Readiness Assessment

Several resources are available to assist students in preparing for the Normandale Course Readiness Assessment:

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. Math and reading review packets are available in the Normandale Bookstore for $1.50 per packet.
4. Math skill practice evaluations are available through the website at: www.normandale.edu/mathematics. Click on “Mathematics Practice Test” and select the appropriate test.
5. Websites for mathematics review include: www.algebasics.com www.math.com

Note: Research suggests that students who have not recently taken a mathematics course may not perform well on the math section of the Course Readiness Assessment. Therefore, students who have not
recently taken a mathematics course are strongly encouraged to complete math review materials or courses before taking the Course Readiness Assessment.

**Course Readiness Assessment Waivers**

Normandale’s Course Readiness Assessment measures a student’s reading, writing and mathematical skills. Normandale’s courses in reading, English and mathematics require completion of the Course Readiness Assessment or approval of a waiver before students can register for courses in those disciplines. Certain other courses at Normandale may also require completion of the Course Readiness Assessment 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 entering students at Normandale should take the Course Readiness Assessment unless they plan to take courses that have no prerequisites or course readiness requirements in reading, English composition or mathematics.

Transfer students who have taken college-level coursework at a regionally accredited college or university may have already satisfied some or all of the assessment requirements. However, they must submit official college transcripts of their college-level coursework to obtain a course readiness waiver. See the section entitled “Transfer Students from Accredited Colleges and Universities” for complete information.

Students interested in possible waivers from the Course Readiness Assessment 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 assessment 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 24 or above or an SAT score of 550 or above in mathematics, English or reading exempts a student from taking the Course Readiness Assessment in that academic skill area and places the student in the introductory college-level course in that academic subject.

**Retaking the Course Readiness Assessment**

Students who are dissatisfied with any of their Course Readiness Assessment scores may retest in each section once in every 12 month period and on a space-available basis. There is a fee of $10 for retaking each section of the assessment.

If students are dissatisfied with their retest scores, they may appeal their Course Readiness Assessment by completing a Readiness Appeal form. Readiness Appeal forms are 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 admission or participation. We take appropriate measures to assess each student’s ability to participate and benefit through readiness assessment and counseling. The assessment will ensure more accurate placement in appropriate course levels and help to determine whether strengthening English language skills is necessary to maximize the student’s academic success. Based on the readiness assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful 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. The Course Readiness Assessment will place the student in the correct level of the program - the level where the student 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 course readiness 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 Course Readiness Assessment 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
Course Readiness Assessment 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 952-358-8620 (TTY), 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.

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.
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 activity fee, MSCSA (statewide student association) fee and revenue bond fees (which support the Kopp Student Center addition and remodeling project). For more information, consult the semester class schedule or visit the Business Office website at www.normandale.edu/Fiscal-Services.

Application Fee
A non-refundable application fee of $20 is charged to new students and must be submitted at the time of application to the College.

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, CPR, dental hygiene, golf, nursing, skiing and other courses as indicated in the class schedule.

Textbooks and Supplies
Textbooks and supplies are available in the Bookstore and will cost approximately $400-$600 per semester for full-time students.

Textbooks and Financial Aid
Students whose financial aid award exceeds the cost of tuition and fees may qualify to charge their required textbooks and then pay the charge when financial aid is disbursed. For more information, visit the Financial Aid and Scholarship website at www.normandale.edu/financialaid and select “Book Charging Information”.

Students who are enrolled in the Nelnet Payment Plan may include the cost of their books in their payment plan. Deadlines and restrictions apply. Additional information and the online application can be found at www.normandale.edu/Fiscal-Services.

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.

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.

Direct Deposit

Students may choose to have their financial aid overage, tuition refunds and student payroll direct-deposited into their checking or savings account (bank regulations do not allow funds to be deposited to a debit card). The direct deposit authorization form is available by selecting “Direct Deposit” at www.normandale.edu/Fiscal-Services. Students electing direct deposit must complete this form only once, unless the student’s banking information changes or the current direct deposit is cancelled. To allow for processing time, students should complete the authorization at least two weeks prior to the term begin date or financial aid disbursement date. Funds will be deposited within two business days of the date of issue (allowing for additional days for bank and state holidays).

Tax Credit Information

Toward the end of January, the Office of the Chancellor 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. The Office of the Chancellor may also 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.

The Office of the Chancellor 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.

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 first class session 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). The student must contact the Business Office to initiate the refund process if withdrawing after the fifth day.

<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) 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 after the notification of denial will be subject to normal college academic and financial policies.

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

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

Students who:
- receive suspension notices after spring semester and submit appeals for financial aid eligibility for the subsequent fall semester, or
- submit appeals for financial aid eligibility following a suspension that occurred earlier than the most recent prior term
are not granted this provision.

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 current academic year (July 31, 2012 for Fall 2011, Spring 2012 or Summer 2012 appeals). 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.

**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 and SELF Loan. 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 Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Direct PLUS Loan, Federal Pell Grant, Academic Competitiveness 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.

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.

To be considered a Minnesota resident for purposes of tuition and fees, a student must be a permanent resident of the United States and must have resided in Minnesota for at least one calendar year immediately prior to applying for instate tuition. Residence in Minnesota must not be merely for the purpose of attending a college or university.

An applicant may be considered a Minnesota resident for tuition purposes prior to establishing domicile (a person’s true, fixed and permanent living place, established for purposes beyond that of attending college) for one calendar year under the following exceptions:

- The student is a migrant farm worker.
- The student has been granted political asylum.
- The student is a Minnesota resident who can demonstrate temporary absence from Minnesota during which residency was not established elsewhere.
The student is a dependent whose parent or legal guardian resides (has established domicile) in Minnesota at the time the student applies.

• The student is enlisted in the US Military and has been ordered to relocate to Minnesota.

• The student is a veteran of the US Military.

• The student was employed full time and was relocated to the state by the person’s current employer, or the student is the spouse or dependent of such a person.

• The student moved to the state for employment purposes and, before moving and before applying for admission to a public post-secondary institution, accepted a job in the state, or the student is the spouse or dependent of such a person.

It is the burden of the applicant to provide proof of domicile as required by the College. For further information, request a copy of the MnSCU residency policy from the Office of Admissions. 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@heab.state.wi.us

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.sbor.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.

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**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.
Financial Aid and Scholarships

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, 2011. Applications submitted after April 1, 2011 will be considered as funds are available.

A complete financial aid file will generally include the following:
• An 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:
• A Verification Worksheet (verifies household size, number in college and income).
• A 2010 IRS tax return, spouse’s tax return (if applicable) and parents’ (if applicable) 2010 IRS tax return.
• 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.
• Any other forms which may be requested by the Financial Aid and Scholarship Office.
Financial Aid
Programs Available

Grant and Scholarship Programs
• Federal Pell Grant (Pell)
• Federal Supplemental Educational Opportunity Grant (FSEOG)
• Minnesota GI Bill
• Minnesota State Grant (early deadlines apply)
• Minnesota Achieve Scholarship
• Post-Secondary Child Care Grant
• Institutional Scholarships
• Private Scholarships
• ALLISS Grant

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

Loans
• Federal Direct Subsidized Stafford Loan
• Federal Direct Unsubsidized Stafford Loan
• Minnesota Self Loan
• Federal Direct Parent Loan for Undergraduate Students

Financial Aid and Transfer Students
If a student completes a 2011-2012 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, 2011-2012, 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 2012 is based on the 2011-2012 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.

**ALLISS Grant**

A student who has not been enrolled in either a high school or college class in at least seven years, who has not obtained a GED in the past seven years and who does not have a bachelor’s degree may qualify for the ALLISS Grant. The ALLISS Grant provides payment of tuition for the first course, not to exceed five credits, and the actual cost of books required for that course.

The ALLISS Grant application is available in the Financial Aid and Scholarship Office, from the Business Office or at [www.normandale.edu/Fiscal-Services](http://www.normandale.edu/Fiscal-Services). Select the “ALLISS Grant” link and submit the completed application to the Business Office when registration is completed. This grant is subject to available funds.

**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](http://www.normandale.edu/financialaid) and click on “Scholarship Opportunities” for application and deadline information.

**SciMath Scholars Scholarship**

Through a generous grant from the National Science Foundation, scholarships are available for up to $4000 per year (up to $5400 when enrolled for 16 credits) to full-time students pursuing an associate degree in a STEM field: science (biology, chemistry, geology, physics, or computer science), technology (computer technology or nanotechnology), engineering, or mathematics. Scholarships are renewable (for a total of four semesters in the SciMath program). Eligibility criteria and a printable application are available on the Financial Aid and Scholarship website under “Scholarship Opportunities”. Support for the SciMath Scholars scholarship is provided by the National Science Foundation Computer Science, Engineering and Mathematics Scholarship program under grant DUE # 0422430.

**External Scholarships**

Information about scholarships that are available from sources other than Normandale can be found in the Mahendra Nath Career and Academic Planning Center (C 1032) or at FASTWEB, an online scholarship search engine, at [www.fastweb.com](http://www.fastweb.com).

**Student Rights and Responsibilities as a Financial Aid Recipient**

• Students have the responsibility to ensure that their address is correct in the Records Office at all times, as aid notifications will be mailed to this address.
• Email is the primary means of communication between Normandale and you. Activate your official Normandale email account today by visiting [http://www.normandale.edu/StudentComputing/studentemail.cfm](http://www.normandale.edu/StudentComputing/studentemail.cfm). 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.
Academic Support Center

The Academic Support Center (ASC), located in L2738, assists students in reaching academic goals through services such as free peer tutoring, faculty tutoring, study skills seminars and make-up testing.

Peer Tutoring: The ASC offers all Normandale students free, walk-in peer tutoring in core academic courses including those in mathematics, science and logic. Tutoring schedules are posted at www.normandale.edu/asc/Tutoring.cfm and in the Center.

Online Tutoring: Smarthinking, an online tutoring service, provides students with tutoring support in mathematics, biology, physics, economics, accounting, statistics, Spanish and English. Tutoring is available for students 24/7 and includes opportunities for online interaction with tutors, an online writing lab and the ability to submit questions and receive responses from a tutor. Normandale students are eligible for up to 300 free minutes of tutoring each year. Smarthinking can be accessed through Desire2Learn (D2L).

Make-up Testing: Classroom exams that are missed may be made up, with the approval of the professor, in the Make-up Testing Center, located in L2735. Students must discuss specifics of their make-up test with their professor, and professors must complete the necessary paperwork in order for students to use this service. Make-up testing hours are available outside L2735, on the ASC website or by calling 952-358-8624. Exam proctoring for students from other colleges and universities can be arranged by contacting Sondra Woitock at sondra.woitock@normandale.edu or Jim Sutton at 952-358-8830 or at jim.sutton@normandale.edu.

EAP Tutoring Center: The EAP Tutoring Center, located in L1735, is a walk-in tutoring center where assistance is provided to students who are registered for EAP classes and other classes’ sections designated for non-native English speakers. Available resources include tutoring, reading and tutorial software, study techniques, and workshops. For more information about the services of the Academic Support Center, contact Jim Sutton at 952-358-8830 or at jim.sutton@normandale.edu.

Bookstore

The Bookstore provides all materials required for class including course books, materials and supplies. Other items such as paperbacks, dictionaries, clothing, computer supplies, electronics and office supplies are also available. Upon request, the Bookstore will special order books. The Bookstore provides a 24/7 shopping service on its website at www.normandalebookstore.com.

Refunds, exchanges and replacements are possible only with a cash register receipt from the Bookstore. Refunds or exchanges must be made by deadlines posted in the Bookstore for each term. Defective books will be replaced at no charge and should be returned to the Bookstore as soon as possible.

A private book buyer comes to the Bookstore during finals week each term and purchases used books from students. Some books may be bought back by the company for as much as 50% of the original cost.

PSEO students who charged their books at the beginning of the semester must return them to the Bookstore during the week of finals. A fee will be charged for books not returned.

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 75% of the
original purchase price is paid in full at the Bookstore.

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.

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 flexible hours follow the College schedule: 7:30 am to 4:30 pm Monday through Friday. Earlier hours may be available upon request. For more information, call 952-358-8613.

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 career development or 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 http://www.normandale.edu/counseling/Home.cfm and click on “Service Hours”.

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

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

Visit
http://www.normandale.edu/counseling/Home.cfm 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.

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
http://www.normandale.edu/counseling/Home.cfm 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
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

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.

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
College Readiness Program
The College Readiness 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 Readiness Program when their placement test results include READ 0860 and ENGC 0800 or ENGC 0900.

Students will exit the College Readiness Program when they have successfully completed READ 0860 and NCC 1000. Contact Jim Sutton at 952-358-8830 for more information or questions.

Consumer Information Requirements
Federal law requires all colleges and universities to disclose certain information to students. This includes the Drug and Alcohol-Free policy, Right to Know, the Campus Security Report, and the Family Education Rights and Privacy Act (FERPA). 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 (voice); 952-358-8620 (TTY); 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, tuition payments, financial aid, and so much more is sent to this address. Activate your my.normandale.edu account today. It’s easy and free! Instructions are available at www.normandale.edu/studentemail or in the Computer Center (C3022).

Emergency Notification
The Campus Security Office, 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 Campus Security 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 Campus Security 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 selected a wide variety of media, including DVDs, audio and video tapes, books, slides, magazines, databases, 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 activate 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 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 MINITEX. Copies of materials can be made at a cost of $.10 per page on the photocopy machines or $.05 on 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 Services

The Center for Multicultural Services was created in 2008 to provide access and leadership in supporting under-represented students and overall student learning and success. The Center directly serves and celebrates the contributions of African Americans, African immigrants, Asian Americans, Native Americans, Hispanic Americans, GLBT and other students from a variety of multicultural backgrounds by focusing on student engagement, mentoring, retaining, and the timely graduation of all students.

The Center for Multicultural Services’s focus on cultural programming enriches students’ experiences and encourages cross-cultural dialogue and education on campus.

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

TRIO Programs

Website: www.normandale.edu/StudentServices/#TRIO

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 them in achieving their educational goals and obtaining a college degree.

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 TRIO programs: Upward Bound and Educational Talent Search.

Upward Bound

Normandale’s Upward Bound program recruits and serves 60 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.

Educational Talent Search
Educational Talent Search annually assists 800 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:
Anthony Middle School, Minneapolis
Richfield Middle School, Richfield
Valley View Middle School, Bloomington
Kennedy High School, Bloomington
Richfield Middle School, Richfield
Southwest High School, Minneapolis

For more information about Educational Talent Search, call 952-358-8135.

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. Students who desire writing assistance are encouraged to call 952-358-8305 in advance to schedule an appointment.
The new Kopp Student Center (KSC) opened in the summer of 2011 after undergoing a dramatic renovation and expansion. The building features expanded lounge space with a beautiful fireplace, seven public conference rooms, a multi-purpose event space, a new bookstore, a tiered performance area, multiple televisions, restaurant-style dining, and a tea house with an extraordinary view. The Student Senate, Normandale Program Board, The Lions’ Roar (student newspaper), Phi Theta Kappa (student honor society), 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, and it provides 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 location of services.

Individuals can:
• cash checks
• 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.

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

ID Card Services
Website: www.normandale.edu/idcard/
Email: NCC_Card@normandale.edu
Phone: 952-358-8904

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.

Cards may be obtained during posted hours at the Kopp Student Center Information Desk. Students must present a valid government-issued 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 Student Center Information Desk.

Students are encouraged to visit the ID Card Services website to learn about upcoming enhancements to the Card.

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 the Kopp Student Center 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 policy can be obtained at the Kopp Student Center Information Desk.

Student Housing
Normandale does not provide campus housing. However, lists that reflect local rental opportunities are available at the College Services Information Desk and at the Kopp Student Center Information Desk. A roommate board is located in the Kopp Student Center/Science Building foyer. Students should be aware that Normandale only provides a listing service. The College does not inspect or endorse any rental properties.
Transportation

Bus Service

Metro Transit and BE Line buses provide transportation directly to the main College Services entrance. 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 the Kopp Student Center Information Desk. For transit information and route planning, visit the Metro Transit website at [www.metrotransit.org](http://www.metrotransit.org) or call 612-373-3333.

Campus Shuttle Service

During the fall and spring semesters, Normandale provides free shuttles that run to and from the College’s remote parking lots. One shuttle runs to Lot 6, located north of campus off 94th Street and then drops off at the Kopp Student Center entrance on the west side of campus. The second shuttle runs to overflow parking, available at the Bloomington Ice Garden, and then drops off at the main entrance. Both shuttles run continuously from 8:45 am to 2:00 pm Monday through Friday. The approximate time from Lot 6 to campus is six minutes. The shuttle runs continuously, taking approximately ten minutes for a complete round trip. Visit the Normandale website for transportation information. A map of the campus and parking lots with the shuttle bus route is available at [www.normandale.edu/maps](http://www.normandale.edu/maps).

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.

Dining Services

Kopp Student Center Main Dining Room

The newly designed main campus dining service is located on the Kopp Student Center lower level and offers a wide selection of dining fare from wood-fired style pizza, featured entrees, deli items, “grab and go” items, salad bar, short order grill, international food, fountain beverage service and assorted dessert selection. A complete menu is available during posted dining hours.

Kopp Student Center Tea House

The Kopp Student Center Tea House is new to Normandale. Located on the main floor of the new Kopp Student Center, this venue features stunning views of the Japanese Garden and the adjacent wetland. Menu items include coffee, tea, sandwiches, ice cream and more.

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

To Your Health, featuring a variety of healthy food options, is located on the second floor of the Activities Building.

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 the Kopp Student Center Information Desk at 952-358-8120.

Student Activities

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 Dean of Students or the Student Senate President.
Student Government

The Normandale Community College Student Senate is the students’ voice with the administration, faculty and the Minnesota State College Student Association (MSCSA) to promote the welfare and the public image of the students and the College. Areas for involvement in Student Senate include legislative affairs, diversity issues, public relations/communications and campus issues. Open Student Senate meetings are held weekly. All students are invited to attend and participate. Call 952-358-8125 for more information.

Student Activities Programs

Student Activities coordinates a comprehensive schedule of programs, activities and services that support the student’s overall educational experience. In addition to overseeing the operation of the Kopp Student Center, campus food services, campus vending and many other services, Student Activities provides advising to student organizations, diversity programming, leadership development opportunities, recreational sports, student activities and Service-Learning programs.

Specific organizations advised by Student Activities 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.
- 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, lecture and special events.
- The Lions’ Roar, the College newspaper, is operated and published by Normandale students. Visit the website at 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 Student Activities at 952-358-8120.

Recreational Sports

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.
- Informal or self-directed activities for unstructured or self-paced programs. These include jogging, exercising and open gym.
- 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.

All recreational sports programs are free or provided at discounted rates to students. Programs are offered on a men’s, women’s and/or co-ed basis. For more information about recreational sports, please contact Recreational Sports and Outdoor Recreation in Student Life at 952-358-8122.

Activities

Activities provide students with the opportunity to explore and develop their interests in a variety of areas. Talented, experienced advisors make these offerings appealing, exciting and meaningful. Offered during fall and spring semesters, activities include The Lions’ Roar, literary magazine, art gallery and more. For more information about activities, contact Student Activities at 952-358-8120 for referral to the appropriate activity leader.
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 2011.

Course Numbering System

1000-2999  College-level courses designed to meet associate degree requirements and lower division (freshman and sophomore) requirements for a baccalaureate degree.

0001-0999  Courses designed to develop academic skills required for successful performance in college-level courses. These courses are not intended to meet associate or baccalaureate degree requirements. In order to pass these courses, the student must have earned a grade of P or C or higher.

Enrollment Level

15 credits  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.

12 credits  The minimum credit-level definition of full-time for purposes of financial aid, health and automobile insurance, Social Security, veterans’ benefits and other purposes.

6 credits  The minimum credit-level definition for half-time enrollment status.
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 semester (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 the Records Office 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.

Students are encouraged to confer with their professors 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.

Course Prerequisites
A prerequisite is a requirement that a student must complete in order to enroll in a course. Prerequisites include courses, course readiness assessment 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.

Students are responsible for the 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 professors. 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.

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 conflict with academic obligations such as class attendance, activities, assignments, examinations and other course requirements. Students must inform professors of such conflicts in advance and in a timely manner. Students remain responsible for all class work 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 be notified of the class cancellation and will not be obligated for the course tuition and fees.

Class meetings may be cancelled because of weather or other unforeseen circumstances or because of a professor’s illness, emergency or professional development activities. When absences are known in advance, professors 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 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 professors 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**

**A**
Superior achievement of course requirements; 4 grade points per credit.

**B**
Above average achievement of course requirements; 3 grade points per credit.

**C**
Average achievement of course requirements; 2 grade points per credit.

**D**
Below average achievement of course requirements; 1 grade point per credit.

**F**
Failure. Student did not meet minimum course requirements; 0 grade points per credit (included in GPA).

**FN**
Failure. Student never attended the course; 0 grade points per credit (included in GPA).

**FW**
Failure. Student attended one or more class sessions but did not complete course. In the opinion of the instructor, student did not complete enough assignments and/or course activities to make normal evaluation of academic performance possible; 0 grade points per credit (included in GPA).

**I**
(Incomplete) A temporary grade issued when the professor has reasonable expectation that the student can complete unfinished course requirements; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. If work is not made up, the Incomplete will automatically change to an F at the end of the subsequent semester.

**P**
(Pass) Indicates successful achievement of requirements with a minimum grade of C; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. May be used only in PLAN and courses numbered below 1000.

**NC**
(No credit) Indicates inadequate achievement of requirements; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. May be used only in PLAN and courses numbered below 1000.

**AU**
(Audit) 0 grade points per credit; excluded from GPA. Audited courses are not given college credit, are not eligible for financial aid or VA benefits and cannot be used to satisfy graduation requirements.

**W**
Withdrawal after the first five days of the semester and prior to the last three weeks of the semester (this time period is adjusted for the summer session and for classes that do not meet the full length of the term); 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements.

**Z**
Class in progress or no grade reported; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements.

Normandale does not use +/- grading symbols.

**Incomplete Grades**

A professor 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 professor 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 professor 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 professor.

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

**Repeated Courses**

Students may choose to repeat a class to meet academic requirements, to improve their GPA or to refresh their knowledge of the subject material. While 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 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.

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 add 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 will not transfer to other
colleges, do not meet requirements for a degree and
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:

\[
\text{Percent earned} = \frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}
\]

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

Part 4. Evaluation Period
Normandale Community College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Part 5. Failure to Meet Standards
Warning
- If at the end of the evaluation period a student has not met either an institution’s GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

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

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

- **Suspension at another MnSCU Institution.**
  Students who have been suspended from another MnSCU institution within the past academic year shall be denied admission and financial aid at Normandale but may contact the Admissions Office for the appropriate appeal form. Students who were suspended longer than one year ago (but who have not subsequently enrolled and been returned to good standing) may enroll at Normandale but shall not be eligible for financial aid at Normandale until they have gone through the appeal process at Normandale and been successful.

**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 on 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.

**Part 7. Notification of Status and Appeal Results**

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

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

**Part 8. Reinstatement**
A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. A student suspended from the College may be reinstated to enroll for classes after not attending Normandale for one year. Neither paying for their
own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student’s financial aid eligibility.

**Part 9. Treatment of Grades and Credits**

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

**Registered (Attempted) Credits:** The total number of credits for which a student is officially enrolled 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 financial aid satisfactory academic progress measurements.

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

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

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

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

**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 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 financial aid 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 Course Readiness Assessment or 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.
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), with the exception of the credits attempted during 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 professors to ensure they are properly graded at the end of the term.
Degree Audit Reporting System (DARS)

The DARS report is 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 a 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 collection efforts by the Minnesota Department of Revenue or other agency and may preclude future enrollment.

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.

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.

Academic Policy Appeals and Guidances

Policy Appeals

- If the withdrawal from a course or the receipt of an NC, F, or FN (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.

**Transfer Credits**

Normandale will grant equivalent credit from regionally accredited colleges and universities and additional credit for non-collegiate work 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 other college’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. Counselors and/or advisors evaluate the transcript for degree planning purposes by appointment after the student has enrolled at Normandale. The counselor will determine how transfer coursework satisfies Normandale degree requirements and which requirements are remaining.

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.

Normandale does not release copies of transcripts from other institutions.

Appeals or clarification 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 mailed to the student within 15 days of the date the petition was received.

If a student is not satisfied with the college or university 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 or university 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 Office of the Chancellor 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.
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.
- In accordance with Minnesota Statute 197.775, Subd.2, Recognition of Courses, Normandale will evaluate credit achieved through military training as specified in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. Up to 16 technical and/or vocational credits and an unlimited number of associate and baccalaureate credits will be accepted for unduplicated course content. Awarded credit will be counted as electives. Credit will not be granted for military rank or occupational specialty.
- Credits earned in competency-based education programs will transfer as general electives unless approved for other distribution requirements.
- 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 a 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).

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 the Course Readiness Assessment 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 at 609-771-7300 or by writing to AP Services, 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 specific 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 the Course Readiness Assessment 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.

Project Lead the Way™
The Project Lead the Way™ (PLTW) engineering curriculum is currently used in over 1600 schools in 46 states. 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 exams are eligible to apply for college credit at Normandale.

Students from certified PLTW programs who have completed PLTW courses with grades of B or higher and comprehensive college-level PLTW examinations with grades of C 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 to the Office of Admissions. If the transcript does not reflect the results of the PLTW comprehensive (Parts A and C) 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.

Principles of Engineering (POE), Digital Electronics (DE), and Computer Integrated Manufacturing (CIM) correspond to three of the courses required for an associate of applied science degree in nanotechnology. Articulation agreements with certified PLTW high schools are being established to award nanotechnology majors up to ten program credits. In addition, POE, DE, CIM and Introduction to Engineering Design (IED) are expected to satisfy program requirements for the Associate of Science in Manufacturing Technology, which is now under development.

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. The College does not release transcripts of coursework completed at other institutions.

Graduation
Website:
www.normandale.edu/current/graduation.cfm
Email: graduation@normandale.edu

Graduation Dates and Deadlines
Summer 2011 Priority Application Deadline       June 25, 2011
Summer 2011 Final Application Deadline         Sept 5, 2011
Fall 2011 Priority Application Deadline*       Nov 15, 2011
Fall 2011 Final Application Deadline           Jan 16, 2012
Spring 2012 Priority Application Deadline*     March 1, 2012
Commencement                                 May 2012
Spring 2012 Final Application Deadline         June 11, 2012
Summer 2012 Priority Application Deadline*     July 2, 2012
Summer 2012 Final Application Deadline         Sept 7, 2012

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

Graduation Dates
Fall 2011 (May 2012 ceremony)               December 16, 2011
Summer 2012 (May 2013 ceremony)             August 3, 2012

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, the Advising and Counseling Department and the Records Office.

Minnesota Transfer Curriculum Certification
Students who do not intend to complete a degree but who complete the Minnesota Transfer Curriculum (MnTC) must submit a graduation application 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. The Application for MnTC Certification is available as a download on the Graduation website, or copies can be picked up from the Advising and Counseling Department.

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 2012 for all graduates of summer and fall 2011 and for all spring 2012 associate degree candidates. Students who intend to graduate in summer 2012 are invited to participate in the May 2012 commencement ceremony if 1) they have 8 or fewer credits remaining for their degree; 2) they have registered for their final 8 credits and 3) a counselor has approved their participation. Detailed commencement information will be mailed to eligible applicants in March 2012.

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/index.html
Email: fpco@ed.gov

**Student Directory Information**

The following information has been designated as “directory information” and, as such, must be disclosed to a third party 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 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.

- The Records, Admissions, Advising and Counseling, and Financial Aid and Scholarships Offices, under the Vice President of Student Affairs (who is the responsible authority), are responsible for the confidentiality and security of private or confidential information.
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 AmeriCorps.

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
Cooperative education offers career exploration and training in a supervised work setting and combines theory with field experience. For each registered credit, students spend approximately 2.5 hours each week on the job. Students may earn 3 - 8 credits per semester, with a maximum of 8 credits in any one discipline.

Requirements for enrollment in cooperative education include previous work in the course discipline for which the cooperative education experience is sought; completion of at least one semester at Normandale prior to enrollment in the project; good academic standing at the College; completion of an application and acceptance into the program. For more information, consult the catalog descriptions for ART 1190, BUSN 1190, COMM 1190, EDUC 1190, POLS 1190, PSYC 1190 and SOC 1190.

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.

AmeriCorps
The AmeriCorps M3C fellows federally funded program recruits low income and first generation college students. It strives to develop a peer network and provide support that enables these students to respond effectively to local community issues. Students serve 300 hours over the course of one year. Students must be first generation or work-study eligible and willing to serve on and off campus. Applications are accepted from Normandale students for this program in November and April.

For more information
Contact the Center for Experiential Education staff:
Wanda Kanwischer, Director
C1069 952-358-8123
wanda.kanwischer@normandale.edu

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

Amanda Lilgreen, Coordinator
C 1067 952-358-8118
amanda.lilgreen@normandale.edu
Special Courses and Programs

Credit by Examination
Students who have acquired knowledge and skills comparable to those obtained by completing a course may take a challenge examination in some courses and, if passed with a grade of C or higher, receive academic credit for that course. The petition form is available from the Advising and Counseling Department and the Mahendra Nath Career and Academic Planning Center. Before completing the petition, students should consult with the appropriate department coordinator or academic dean to determine whether credit for a particular course can be earned through credit by examination. The fee for Credit by Examination is $94 per credit (or whatever the current calculation calls for), to be paid to the college before the student attempts the challenge exam. This fee is not refundable in the event that the student does not successfully pass the exam.

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.

Prior Learning Assessment at Normandale
Prior Learning Assessment at Normandale (PLAN) provides a process by which students who have been out of high school for 10 or more years can gain college credit for prior non-traditional learning. This learning may have come from work experience, on-the-job training, volunteering, intense personal experience, career school education or other sources. During the PLAN process, students identify those experiences which provided knowledge similar to that which would be gained in a college class, document new learning to add to this knowledge and meet with an evaluator. In some cases, the evaluator may require a demonstration of performance, such as when the competency is speech-related.

Students can apply credits earned through assessment to many Normandale two-year degrees and to degrees at certain four-year institutions, several of which have developed programs to attract adult students. Both the two- and four-year programs include credit earned traditionally and are not based solely on assessed credit.

Students entering PLAN usually take a planning class to learn how to prepare for competency evaluation and to determine which degree programs they will follow. Certain programs, such as those in business, lend themselves well to incorporating such experiential learning; others, such as engineering and pre-medicine, may not be as suitable.

Independent Study
Independent study is available for lower division research or academic work in a specific discipline. Students must consult with a professor in the department in which independent study will occur regarding the outcomes of the project. A professor 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.

**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.

**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.

**Academy of Math and Science**

The Normandale Academy of Math and Science (AMS) is a privately funded, two-year holistic student development program for students majoring in science, technology, engineering and mathematics (STEM) disciplines as well as for students in the Normandale teacher education program who undertake studies with the intent of becoming a K-12 math or science teacher or 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, nanotechnology and careers as K-12 math and science 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;
- Academic and personal support, mentorship, tutoring, academic and student service coordination negotiated by a professional student service provider (“mentor”);
- A student and professional success skills development series 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, scholarship and financial aid research workshops;
- A cohort, or group of students, for peer support.

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 (in terms of student success) or modest financial support to succeed.

In trying to meet the overwhelming shortages of math and science educators we also seek students interested in becoming K-12 math or science teachers and educators. 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 K-12 math or science educator

**Eligibility Requirements**

Any student recently accepted to or enrolled at Normandale Community College can apply as long as they:

- Are committed to pursuing a degree in a science, technology, engineering or mathematics (STEM) field or a teaching degree with a focus on math or science education;
- Have a competitive high school or college GPA or have a GED;
• Have two current letters of recommendation, one from a teacher who is familiar with the student’s academic capabilities, and another from a teacher, counselor, advisor or professional who can attest to the student’s potential in his or her chosen field of study.

**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 competitive college GPA (3.0 or higher is considered competitive in STEM-related fields);
• Be enrolled full time (12 or more credits) at Normandale Community College each semester;
• Attend all required Academy meetings;
• Schedule and attend all individual meetings with their professional 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 contact:
Kimberly Klein
Program Coordinator/Student Advisor
Normandale Academy of Math and Science
C3134; 952-358-8844
Continuing Education and Customized Training

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, integrative health and wellness, and continuing education for professionals in the fields of nursing, dental, health, human services and education.

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)
- Project Management
- Employee Development (communications, customer service, team building and more)
- Computer Software Applications
- Information Technology
- Basic Skills (reading, writing, mathematics, English, Spanish and others)
- Global Career Development Facilitator certification

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) 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.
**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.

**ENGC 1101**

One of: **COMM 1100, 1101, 1111, 1121**

**Goal 2: Critical Thinking**

Met by completion of all 40 credits of the MnTC.

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<tr>
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*Denotes area of emphasis offered within the AA.*
**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 *).

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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.

<table>
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<tr>
<th>ANTH</th>
<th>1101, 1121, 1125, 1126, 1127, 1128 1150, 1188, 2126 1106, 2111 1200, 1400, 2201, 2202 1050, 1102, 1103, 1104, 1121, 1122, 1123, 1124 1101, 1102, 1103, 1111, 1112, 1131, 1133, 2101, 2201 1130, 1132, 1133, 1134, 1135, 1150, 2253, 2254 1100, 1109, 1110, 1120, 1220, 2200, 2210, 2300, 2400, 2500 1100, 1101, 1102, 1104, 1106, 1115, 1121, 2108, 2110, 2112, 2114, 2125 1101, 1121</th>
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**Goal 7: Human Diversity**

Complete one course.

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**Goal 8: Global Perspective**

Complete one course.

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**Goal 9: Ethical and Civic Responsibility**

Complete one course.

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Goal 10: People and the Environment

*Complete one course.*

ANTH  1125, 1126
Biol   1104*, 1110
CHEM  1010*
ENGL  2140
GEOG  1101*, 1104, 1123, 1125, 1172*
GEOL  1101*, [1110 + 1111 *], 1120
HIST  1133
PHIL  1140

*Lab Courses

Minnesota Transfer Curriculum Electives

If needed to reach 40 credits, complete additional courses from any MnTC Goal area
Associate of Arts (AA) Degree in Liberal Education

Graduation Requirements:

Students seeking an Associate of Arts (AA) degree in liberal education must complete a total of 60 college-level semester credits, including:

- MnTC requirements
- Health - one course
- Exercise Science - one course
- Elective credits - additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement.

Other Graduation Requirements:

- Complete the specific degree requirements as specified above.
- Earn a cumulative grade point average (GPA) of 2.00 or higher for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 20 college level credits at Normandale.

By specific agreement, students who have been awarded the Associate of Arts degree in Liberal Education have satisfied all general education requirements for graduation from any of Minnesota’s public colleges and universities.

The following schools also accept the AA degree as satisfying their general education requirements:

**Minnesota Schools:**
- Argosy University, Augsburg College, Bethany Lutheran College, Capella University, College of St. Scholastica, Concordia University in St. Paul, and St. Mary’s University.

**North Dakota Schools:**
- Mayville State University, North Dakota State University, the University of North Dakota.

**Wisconsin Schools:**
- Northland College, UW-River Falls, UW-Stout and UW-Superior.

The general education (MnTC) portion of the AA degree satisfies the liberal education requirements at the University of Minnesota.

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.

**Accounting Emphasis**

**Accounting Program Accreditation**

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

The Department of Accounting at Normandale Community College offers a complete selection of lower division courses for a major in business and accounting as well as related areas such as economics, statistics and hospitality management.

**Required courses:** (8 cr)
- ACCT 2251 Principles of Accounting 1 (4)
- ACCT 2252 Principles of Accounting 2 (4)

**Select at least two courses:** (6-8 cr)
- ACCT/BUSN 1853 Federal Income Tax (4)
- ACCT/BUSN 2254* Intro to Management Information Systems (4)
- BUSN 1105 Introduction to Business (3)
- ECON 2201 Principles of Microeconomics (3)
- ECON 2202 Principles of Macroeconomics (3)

*Recommended for transfer students.

**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)
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 1121  Drawing 1  (3)
ART 1118  Two-Dimensional Design  (3)
ART 1120  Three-Dimensional Design  (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 in 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  Art History Survey 3  (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 courses:
Choose a minimum of 6 credits from the following:
ENGC 1900  Topics in Composition  (3)
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 in communication at most four-year institutions.

Required courses: (12 cr)
COMM 1101  Fundamentals-Public Speaking  (3)
COMM 1106  Intro to Mass Communication  (3)
COMM 1111  Interpersonal Communication  (3)
COMM 1121  Small Group Communication  (3)

Complete at least one of the following: (3 cr)
COMM 1131  Intercultural Communication  (3)
COMM 1141  Nonverbal Communication  (3)
COMM 1900  Topics in Communication  (3)
COMM 2111  Family Communication  (3)
Exercise Science Emphasis
The Associate of Arts degree with Emphasis in Exercise Science is an academically comprehensive and technically oriented curriculum designed for individuals wanting to pursue professions in the fitness and wellness industry. These professions may include personal trainers, group fitness leaders and weight management consultants.

*Required courses: (24 cr)*
BIOL 1102 Human Biology (4)
EXSC 1129 Fitness for Life I (2)
EXSC 2300 Intro to Exercise Science (3)
EXSC 2305 Exercise Physiology (3)
EXSC 2310 Foundations-Personal Training (3)
EXSC 2315 Exercise Prescription (3)
EXSC 2320 Foundations in Group Exercise Instruction (3)
HLTH 1107 Principles of Nutrition (3)

*Recommended courses:*
COMM 1111 Interpersonal Communication (3)
EXSC 1104 Boot Camp I (1)
EXSC 1105 Fitness Yoga (1)
EXSC/HLTH 1128 Personal Nutrition/Exercise (3)
EXSC 1153 Backpacking/Wilderness Preservation (3)
EXSC 2229 Fitness for Life II (2)
HLTH 1103 College First Aid and Adult CPR (2)
HLTH 1160 Theory/Practice T’ai Chi Ch’uan (2)
MATH 1080 Introduction to Statistics (3)
PSYC 1110 General Psychology (4)

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.

Health: 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 (3)
DIET 2270 Community Nutrition: Political and Cultural Concerns (3)
EXSC 1105/2205 Fitness Yoga (1)
EXSC 1128 Personal Nutrition/Exercise (3)
OR HLTH 1128 Personal Nutrition/Exercise (3)
HLTH 1010 Health Professions Technology (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 T’ai Chi Ch’uan (2)
HLTH 1170 Theories/Practice Healing Qigong (3)
HLTH 1900 Topics in Health (3)
HLTH 2010 Healthcare in the US (3)
HLTH 2105 Women’s Health (3)
HLTH 2209 First Responder (3)
HLTH 2210 Wilderness Medicine (2)
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)

Health: 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 T’ai Chi Ch’uan I (2)
HLTH 2160 T’ai Chi Ch’uan II (2)
HLTH 1170 Healing Qigong (3)
HLTH 1104 Contemporary Health (3)
HLTH 1107 Nutrition (3)
OR EXSC 1128 Personal Nutrition/Exercise (3)
OR HLTH 1128 Personal Nutrition/Exercise (3)

Elective course: (4 cr)

BIOL 1103 Intro to Emerging Diseases (3)
DIET 2270 Community Nutrition (3)
EXSC 1105/2205 Fitness Yoga (1)
EXSC 1128 Personal Nutrition/Exercise (3)
OR HLTH 1128 Personal Nutrition/Exercise (3)
HLTH 1010 Health Professions Technology (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 2010 Healthcare in the US (3)
HLTH 2105 Women’s Health (3)
HLTH 2209 First Responder (3)
HLTH 2210 Wilderness Medicine (2)
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 Hist 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1101</td>
<td>History of World Civilizations 1</td>
<td>4</td>
</tr>
<tr>
<td>HIST 1102</td>
<td>History of World Civilizations 2</td>
<td>4</td>
</tr>
<tr>
<td>HIST 1103</td>
<td>History of World Civilizations 3</td>
<td>4</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>United States History 1</td>
<td>4</td>
</tr>
<tr>
<td>HIST 1112</td>
<td>United States History 2</td>
<td>4</td>
</tr>
<tr>
<td>HIST 1131</td>
<td>Hist-Family: Multicultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1133</td>
<td>Minnesota History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2101</td>
<td>History of East Asia</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2201</td>
<td>The World in the Era of the World Wars</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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 institutions.

Required courses: (11 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2120</td>
<td>Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2150</td>
<td>American Literature 1</td>
<td>4</td>
</tr>
<tr>
<td>OR ENGL 2151</td>
<td>American Literature 2</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 2160</td>
<td>British Writers 1</td>
<td>4</td>
</tr>
<tr>
<td>OR ENGL 2161</td>
<td>British Writers 2</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete two elective courses: (6 cr)

(Not: Any American and British literature courses taken beyond the three required courses above can count toward the elective requirement.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1130</td>
<td>Literature of Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1140</td>
<td>Gender and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1150</td>
<td>Contemporary Literary Studies</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1186</td>
<td>Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1187</td>
<td>Introduction to Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1188</td>
<td>Introduction to Short Stories</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1189</td>
<td>Introduction to the Novel</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mass Communication Emphasis

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

Required courses: (9 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1106</td>
<td>Intro to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1112</td>
<td>Media Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1190</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete one of the following: (3 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1100</td>
<td>Intro to Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1111</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1121</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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: Multivariable Calc</td>
<td>5</td>
</tr>
</tbody>
</table>

Complete two of the following: (8-9 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 2011</td>
<td>Discrete Structures of Comp Sci</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 2031</td>
<td>Intro to Numerical Computing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2400</td>
<td>Probability/Statistics with Calc</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2520</td>
<td>Calc 4: Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1127</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1131</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2110</td>
<td>American Minority Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete three of the following: (9 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1128</td>
<td>Visual Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1150</td>
<td>Native Americans Yesterday, Today Tomorrow</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1188</td>
<td>Magic, Witchcraft, and Religion</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1899</td>
<td>Medical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1130</td>
<td>Literature of Diversity</td>
<td>3</td>
</tr>
<tr>
<td>FREN 1111</td>
<td>Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1102</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>GERM 1111</td>
<td>Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>JAPN 1111</td>
<td>Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1121</td>
<td>Introduction to World Music</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1150</td>
<td>Introduction to World Religions</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1103</td>
<td>Service-Learning</td>
<td>3</td>
</tr>
<tr>
<td>SOC/WMST/</td>
<td>Women Across Cultures</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 11121</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1111</td>
<td>Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

Most colleges and universities also require four semesters of Music History. Students intending to major in music are encouraged to complete four semesters at Normandale. (MUSC 1121, 2245, 2246, 2247).

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)
PHIL 1140 Environmental Ethics (3)
PHIL 1150 Intro to World Religions (3)
PHIL 1160 Philosophy of Art (3)
PHIL 1170 Ethics & Capitalism (3)
PHIL 1180 Biomedical Ethics (3)

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)

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)
POLS 1136 City Politics (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 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 2900 Topics in Psychology

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 1103 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.

Theatre Emphasis
The Associate of Arts degree with Emphasis in Theatre is designed for the student who wishes to obtain a broad background in theatre and intends to transfer to a baccalaureate program (BA) in theatre or theatre education at a four-year institution. The AA with Theatre Emphasis is a combination of liberal arts general education courses and introductory theatre arts courses. The degree is earned with a total of 60 credits, 18 of which are theatre course requirements.

Take the following courses (6 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 1 (3)
THTR 2151 Acting 2 (3)

Urban Studies Emphasis
To complete the Associate of Arts degree with Emphasis in Urban Studies, 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: (13 cr)
BUSN 2220 Statistics-Business/Economics (4)
GEOG 1170 Urban Geography (3)
GEOL 1110 Environmental Geology (3)
POLS 1135 City Politics (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)

Writing Emphasis
The Associate of Arts degree with Emphasis in Writing focuses on the likely requirements of an English major at most Minnesota four-year colleges and universities.

Required courses (15 cr):
ENGC 1102  Technical Writing  (3)
ENGC 2000  Advanced Writing  (3)
ENGW 1111  Creative Writing  (3)
ENGW 2112  Poetry Writing  (3)
ENGW 2113  Fiction Writing  (3)

Elective courses (6 cr):
COMM 1112  Media Writing  (3)
COMM 1115  Journalism Lab  (1-3)
ENGC 1103  Business Writing  (3)
ENGW 2114  Play and Screenwriting (3)
ENGW 2115  Memoir/Non-Fiction Writing (3)
ENGW 1900  Topics in Creative Writing  (2-4)
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 required Art Courses with a cumulative grade point average of 3.0 on a 4.0 scale. Refer to the AFA 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 each 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>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1102</td>
<td>Art History 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 1103</td>
<td>Art History 2</td>
<td>3</td>
</tr>
<tr>
<td>ART 1104</td>
<td>Contemporary Art Survey</td>
<td>3</td>
</tr>
<tr>
<td>OR ART 1105</td>
<td>Non-Western Art History Survey</td>
<td>3</td>
</tr>
<tr>
<td>ART 1118</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1121</td>
<td>Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 1120</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2200</td>
<td>Portfolio Creation</td>
<td>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>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1126</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 1127</td>
<td>Painting 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 2201</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 2202</td>
<td>Mixed Media</td>
<td>3</td>
</tr>
<tr>
<td>ART 2204</td>
<td>Drawing 2</td>
<td>3</td>
</tr>
<tr>
<td>ART 2252</td>
<td>Water Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 2253</td>
<td>Painting 2</td>
<td>3</td>
</tr>
</tbody>
</table>

Area 2 (at least one course)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1109</td>
<td>Exploring Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 1110</td>
<td>Black and White Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 1113</td>
<td>Video Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 1114</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 2207</td>
<td>Photography 2</td>
<td>3</td>
</tr>
<tr>
<td>ART 2222</td>
<td>Electronic Imaging</td>
<td>3</td>
</tr>
</tbody>
</table>
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 (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) (primary instrument or voice)
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):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>THTR 1101</td>
<td>Voice and Movement</td>
<td>3</td>
</tr>
<tr>
<td>THTR 1120</td>
<td>Theatre Performance Practicum (1)*</td>
<td>1</td>
</tr>
<tr>
<td>THTR 1135</td>
<td>Introduction to Stage Makeup (2)</td>
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<tr>
<td>THTR 1151</td>
<td>Acting 1 (3)</td>
<td></td>
</tr>
<tr>
<td>THTR 2150</td>
<td>Script Analysis (3)</td>
<td></td>
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<tr>
<td>THTR 2151</td>
<td>Acting 2 (3)</td>
<td></td>
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<tr>
<td>THTR 2160</td>
<td>Audition Technique-Stage/Screen (3)</td>
<td></td>
</tr>
</tbody>
</table>

* 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.

Required Theatre Courses: (14 credits total)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>THTR 1116</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 1122</td>
<td>Technical Theatre Practicum (2)</td>
<td></td>
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<tr>
<td>THTR 2020</td>
<td>Basic Design for the Stage (3)</td>
<td></td>
</tr>
<tr>
<td>THTR 2150</td>
<td>Script Analysis (3)</td>
<td></td>
</tr>
<tr>
<td>THTR 2520</td>
<td>Stage Management (3)</td>
<td></td>
</tr>
</tbody>
</table>

In addition, choose six credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>THTR 1130</td>
<td>Introduction To Stage Costumes (3)</td>
<td></td>
</tr>
<tr>
<td>THTR 1140</td>
<td>Introduction to Stagecraft (3)</td>
<td></td>
</tr>
<tr>
<td>THTR 1145</td>
<td>Introduction Stage, Lighting and Sound (3)</td>
<td></td>
</tr>
</tbody>
</table>

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.

Business- Marketing and Management (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: Marketing and Management. 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, such as business, marketing, management, accounting, education or agriculture at some Minnesota state colleges and universities, private colleges and the University of Minnesota. The AS degree includes 30 credits of general education from at least six goals of the Minnesota Transfer Curriculum.

Accelerated Business Degree Program

In addition to the traditional degree program, the Business Department offers an accelerated Associate of Science degree in Business, which is a cohort program designed for working adults. Students take classes two nights a week.

Normandale offers monthly information sessions about the Accelerated Business Program. For meeting times and locations, application materials or other information call 952-358-8163.

Specialized Career Program Requirements: (30 cr)

Required courses: (15 cr)
- ACCT 2251 Principles of Accounting 1 (4)
- ACCT 2252 Principles of Accounting 2 (4)
- BUSN 1105 Introduction to Business (3)
- BUSN 2220 Statistics for Bus and Econ (4)
  OR MATH 1080 Introduction to Statistics (4)

Elective courses: (15 cr)
- BUSN 1100 Principles of Marketing ** (3)
- BUSN 1130 Intro to International Business (3)
- BUSN 1132 Intro to International Marketing (3)
- BUSN 1140 Principles of Management ** (3)
- BUSN 1145 Supervision (3)
- BUSN 1152 Hotel/Lodging Management (4)
- BUSN 1153 Principles of Food Production & Sanitation (4)
- BUSN 1154 Food/BeVERAGE Management & Cost Control (4)
- BUSN 1156 Casino Mgmt and Operations (4)
- BUSN 1157 Introduction to Hospitality & Tourism Mgmt (4)
- BUSN 1158 Convention & Meeting Planning Mgt (4)
- BUSN 1201 Information Technology Concepts and Business Software 1 ** (3)
- BUSN 1210 Exceptional Customer Service (2)
- BUSN 1853 Federal Income Tax (4)
- BUSN 2100 Human Rel/Effective Teams (3)
- BUSN 2120 Entrepreneurship (3)
- BUSN 2125 Bus Practices- Global Market (3)
- BUSN 2130 Artist as Entrepreneur (3)
- BUSN 2155 Legal Environment Business ** (3)
- ECON 2201* Principles of Microeconomics
  OR ECON 2202* Principles of Macroeconomics (3)
- BUSN XXXX Any BUSN course (1-3)

* same course cannot satisfy both elective and general education requirements
** recommended for transfer students

General Education Requirements: (30 cr)

- 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)
  OR ECON 2202 Principles of Macroeconomics (3)
- ENGC 1101 Freshman Composition (4)
- ENGC 1103 Business Writing (3)
- MATH 1100 College Algebra - Probability (4)
- PSYC 1110 General Psychology (4)
  OR SOC 1104 Intro to Sociology (3)

MnTC Goal: 3 (3-4 cr)
MnTC Goal: 6 (3 cr) Recommended: PHIL 1170

Elective Courses:

If necessary, select other Minnesota Transfer Curriculum courses to total 30 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.

Professional/Technical courses: (24 cr)
- CSCI 1101 Intro to Computing/Prob Solving (4)
- CSCI 1111 Intro to Programming in C (4)
- CSCI 2001 Structure of Computer Prog I (4)
- CSCI 2002 Structure of Computer Prog II (4)

Complete at least 4 credits from the following:
- CSCI 1203 Intro-Computer Prog in Java (4)
- CSCI 2011 Discrete Structures-Comp Sci (4)
- CSCI 2021 Machine Architecture/Org (4)
- CSCI 2031 Intro to Numerical Computing (4)

General Education requirements: (30 cr)
- MATH 1510 Calculus 1 (5)
- MATH 1520 Calculus 2 (5)
- ENGC 1101 Freshman Composition (4)
- ENGC 1102 Technical Writing
- OR ENGC 1103 Business Writing (3)
- COMM 1101 Fundamentals of Public Speaking
- OR COMM 1111 Interpersonal Communication (3)
- PHYS 1121 Physics with Calculus 1 (5)
- PHYS 1122 Physics with Calculus 2 (5)

MnTC electives: (10 cr)
Complete courses from three of the following Goals: 5, 6, 7, 8, 9, 10.

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 First Responder (3)
- OR EMT Certification
- POLS 2253 Constitutional Law 1 (3)
- OR POLS 2254 Constitutional Law 2 (3)
*Con Law 2 Recommended

SOC 2112 Criminology (3)
OR SOC 2125 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/prof/ed/accred/commission/index.asp

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.

**Admission Requirements and Application Process**

- Applicants who are new to Normandale must complete the Normandale Community College application form, include the $20 application fee and submit both to the Office of Admissions. Checks should be payable to Normandale Community College. 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 science Enrollment Manager (located in A2540) by December 31st of each year.
- 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 15th to complete the application.
- All applicants will be notified of their application status for dental hygiene program via US mail on or before April 30th 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, see our Frequently Asked Questions section at www.normandale.edu/academics. Health Science information sessions are offered every other week. Call 952-358-8201 for further information or see www.normandale.edu/visit/.

**General Information**

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

Due to the nature of the dental hygiene profession, students will be participating in a learning environment that has the potential of exposure to blood borne pathogens. Students accepted into the program are provided with written policies and instruction on infection control protocol to reduce the risk of disease transmission. The program complies with all institutional, local, state and federal policies. Policies and procedures on the dental hygiene program’s infection control protocol are available to applicants upon request. All students must complete the following prior to entry in fall semester of the first year of study and must...
be maintained throughout enrollment in the program.
- Physical examination
- Immunizations
- Optical examination
- Successful Minnesota Department of Human Services background study
- HIPAA training
- Cardiopulmonary Resuscitation (CPR) for the health care provider

Students entering the Dental Hygiene program are expected to meet the Technical Standards for Entry-Level Dental Hygiene Programs. These technical standards are required abilities for effective performance in the 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: www.normandale.edu and click on Departments.

**General Education Requirements:** (36 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:** (54 cr)

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

- DENH 1110 Head and Neck Anatomy (1)
- DENH 1112 Oral Anat/Embryology/Histology (3)
- DENH 1139 Infection Ctrl/Disease Prevention (1)
- 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 1144 Special Needs Client (1)
- DENH 1150 Dental Radiology (4)
- DENH 1151 Accelerated Dental Radiology (2)
- DENH 1160 Dental Materials (3)
- 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)

**Sequence of Courses:**

**First Year**

*Fall Semester:* (16 cr)

- COMM 1111 Interpersonal Communication (3)
- DENH 1110 Head and Neck Anatomy (1)
- DENH 1112 Oral Anatomy/Embryology/Histology (3)
- DENH 1139 Infection Ctrl/Disease Prevention (1)
- DENH 1140 Pre-Clinic Theory (3)
- DENH 1141 Pre-Clinic Skill Development (4)
- DENH 1144 Special Needs Client (1)

*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)

Second Year
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
Metropolitan State University and Normandale Community College are offering three new and innovative advanced degree programs for dental hygienists. After completing an associate degree program, licensed dental hygienists can now obtain a baccalaureate degree, a post-baccalaureate certificate or a master’s degree. The master’s degree program provides dental hygienists the theoretical and applied skills needed to become licensed as a dental therapist and credentialed as an advanced dental therapist in the State of Minnesota. Applicants to this master’s degree program must be licensed dental hygienists and have a baccalaureate degree.

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 is also excellent preparation for students who wish to work as paraprofessionals or educational assistants in an elementary classroom.

This degree incorporates the Minnesota Transfer Curriculum (MnTC) except goal 9. The degree also includes the requirements for entrance into third-year courses in many other four-year public 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 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 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.
- Consult the catalog or transfer guide for that institution to become familiar with the requirements for an elementary education major. Additional help is available in the Normandale Education Training Academy (EdTrAc) Office, C 3040.
- Develop a plan for course work that includes:
  - Core courses (the courses in the A.S. degree that follows meet the transfer requirements for MSU, Mankato and the MnTC goals except Goal 9. Choose GEOG 1121 to meet goal 5.
  - Electives: Complete enough elective courses numbered over 1000 to equal 60 credits.

Required courses: (50-51 cr)
For admission to the Minnesota State University, Mankato program, a grade of C or higher is required in all core courses, except those marked with an asterisk (*), which require a grade of B or higher.

ART 1101 The Visual Arts (3)
CHEM 1020 Survey of Chemistry (4)
COMM 1101* Fundamentals of Public Speaking (3)
EDUC 1101 Introduction to Education (4)
ENGC 1101* Freshman Composition (4)
ENGL 1160 Children’s Literature (3)
GEOG 1121 World Regional Geography (3)
OR GEOG 1125 Geography of U.S. and Canada (3)
GEOL 1110 Environmental Geology (3)
GEOL 1111 Environmental Geology Lab (1)
HIST 1111 U.S. History 1 (4)
OR HIST 1112 U.S. History 2 (4)
HLTH 1106 Drug Use and Abuse (3)
MATH 1050 Mathematical Foundations I (3)
MATH 1060 Mathematical Foundations 2 (3)
MATH 1070 Mathematics with Technology (3)
PHYS 1114 Introductory Astronomy (4)
OR PHYS 1104 Descriptive Astronomy (3)
THTR 1151 Acting I (3)
Engineering Foundations (AS)

The Associate of Science in Engineering Foundations is a rigorous curriculum designed to prepare students for transfer as juniors to a four year program in a variety of engineering majors. It meets lower division requirements for most four year engineering schools, but is designed specifically for transfer to the Institute of Technology at the University of Minnesota. It is the basis of a transfer agreement that facilitates credit transfer from Normandale to the University. Students who complete the A.S. may apply a minimum of 60 credits towards a degree in engineering at the University.

Degree Requirements:
Students considering completion of the AS in Engineering Foundations at Normandale should do the following:

• Select an engineering specialty, such as civil, chemical, mechanical.
• Determine the four-year college or university to which they plan to transfer.
• Develop a plan for coursework that includes:
  • the core courses,
  • the required General Education courses,
  • all courses for one engineering specialty,
  • a total of at least 60 credits.

The plan must include any preparatory coursework needed to prepare the student for calculus, calculus-based physics and principles of chemistry, which are core courses.

For information on specific schools, consult current transfer guides in the Mahendra Nath Career and Academic Planning Center and talk with a counselor.

Required Core courses: (30 cr)
MATH 1510 Calculus 1 (5)
MATH 1520 Calculus 2 (5)
MATH 2510 Calculus 3 (5)
MATH 2520 Calculus 4 (5)
PHYS 1121 Physics with Calculus 1 (5)
PHYS 1122 Physics with Calculus 2 (5)

Required General Education courses:
ENGC 1101 Freshman Composition
ENGL XXXX Select from 1100-2161
HIST XXXX Select from the following: 1101, 1102, 1103, 1111, 1112, 1133
Electives Complete additional elective courses to reach 60 credits.

Engineering Specialty Requirements: (12-25 cr)
Students must select one of the following engineering specialty options and must have a total of at least 60 credits in order to receive the Associate of Science degree in Engineering Foundations. Consult current transfer guides for specific college requirements. Students must file a graduation petition early in their final semester of coursework.

Aerospace Engineering (25-26 cr)
CHEM 1061 (5)
CSCI 1111 or 1113 or 1203 (3-4)
ENGR 2001, 2235, 2236, and 2301 (13)
PHYS 2250 (4)

Biomedical Engineering (22-27 cr)
BIOL 1105 (4) [strongly recommended]
CHEM 1061, 1062, 2061 (15)
CSCI 1111 or 1113 (3-4)
MATH 2400 (4)

Bioproducts and Biosystems Engineering (25-44 cr)
BIOL 1105 (4)
CHEM 1061, 1062 (10)
ENGR 2235, 2236 (6)

Choose one emphasis:
Bioproducts
CHEM 2061 (5)

Bioprocessing and Food
CHEM 2061, 2062 (10)
ENGR 2001, 2301 (7)
MATH 2400 (4)

Environmental and Ecological
ENGR 2001, 2301 (7)
MATH 2400 (4)

Chemical Engineering (20 cr)
CHEM 1061, 1062, 2061, 2062 (20)

Civil Engineering (20-24 cr)
CHEM 1061, 1062 (10)
ENGR 2235, 2236 (6)
MATH 2400 (4)

Computer Engineering (25 cr)
CSCI 2001, 2002, 2111 (12)
ENGR 2001, 2101, 2301, 2302 (13)

Electrical Engineering (15-16 cr)
CHEM 1061 (5)
CSCI 1111 or 1113 (3)
ENGR 2001, 2101, 2301, 2302 (8)
CHEM 1062 or PHYS 2250 (4-5)

Geological Engineering (24 cr)
CHEM 1061, 1062 (10)
ENGR 2235, 2236 (6)
GEOL 1101 (4)
MATH 2400 (4)
Materials Science Engineering (22 cr)
CHEM 1061, 1062, 2061 (15)
ENGR 2235 (3)
PHYS 2250 (4)

Mechanical Engineering (29 - 30 cr)
BIOL 1105 (4) [strongly recommended]
CHEM 1061 (5)
CSCI 1111 or 1113 (3-4)
ENGR 1020, 2001, 2235, 2236, 2301 (17)

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)

General Education Requirements:
ENGC 1101 Freshman Composition

General Education Requirements: (30 cr)
ENG C 1101 Freshman Composition
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.

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 Business, PLAN coordinator 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. The plan must also demonstrate transferability to at least one four-year accredited institution, even when it may not be the intention of the student to transfer immediately after completing this degree.

Career-area credits may be earned in traditional courses, independent study projects, PLAN competencies, or internships including Cooperative Education Program 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)
ENG C 1101 Freshman Composition

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)
PLAN 1030 Work/Life Planning (2)
OR CCD 1170 Career Exploration (1)

Additional requirements:
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: (30 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)
SOC 2132 Police and Community (3)
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: (30 credits)
*SOC 2130 Intro to Criminal Justice (3)
*SOC 2131 Juvenile Justice (3)
*SOC 2132 Police and Community (3)

“Professional Licensing Core” courses:
(21 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 (9)

Additional Requirements to take the POST
examination:
Completion of First Responder, Emergency Medical
Response, or EMT course is required prior to taking
licensing exam. This does not have to be taken for
college credit but HLTH 2209 would fulfill this
requirement.

Nursing (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 500, Atlanta, Georgia
30326. 404-975-5000

The Nursing Program prepares graduates for full
participation as members of health care teams in
diverse communities. 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 and begins each Fall 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. The MnSCU
Performance Standards for Nursing Programs are
available at www.nomandale.edu under
department/academics/nursing. 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.

**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 February 1 for admission into the fall semester of the current year (the application may be post-marked on or before February 1).
- Students wishing to petition an exemption of admission requirements must do so prior to the application deadline date of February 1.
- New students are encouraged to attend a college information session; current students should call 952-358-8261 to schedule a meeting with a counselor.
- The following requirements must be met before the application to the nursing program can be 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 Course Readiness Assessment (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 Course Readiness Assessment.
  - 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.
  - 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**

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 $80 and is non-refundable. A practice review guide is available for purchase at [http://www.nlnonlinetesting.org/pax/](http://www.nlnonlinetesting.org/pax/). The exam may be repeated every six months. 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](http://www.normandale.edu/maps). Use the main college entrance and park in the South Lot.

**Submission of Nursing Program Application**

When the program admission requirements are met, the nursing application form may be completed and mailed to the Health Science 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](http://www.normandale.edu) under department/academics/nursing.

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**
Application to the nursing program must be submitted on or before February 1. All transcripts must be on file prior to this date.

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

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

**Nursing Program Requirements**

**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:** (31 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 Biochem (3)
- 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.

**First Year - Fall** (15 cr)
- NURS 1110 Nursing 1 (8)
- BIOL 1142 Human Physiology (4)
- COMM 1111 Interpersonal Communication (3)

**First Year - Spring** (12 cr)
- NURS 1120 Nursing 2 (8)
- PSYC 1110 General Psychology (4)

**Second Year - Fall** (14 credits)
- NURS 2210 Nursing 3 (8)
- SOC 1104 Introduction to Sociology (3)
- OR ANTH 1127 Cultural Anthropology (3)
- Elective 1 (3)

**Second Year - Spring** (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.

**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.

<table>
<thead>
<tr>
<th></th>
<th>Metro Course Equivalent</th>
<th>NCC Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>WRIT 331*</td>
<td>None</td>
</tr>
<tr>
<td>Ethics</td>
<td>PHIL 321*</td>
<td>None</td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT 201</td>
<td>MATH 1080</td>
</tr>
<tr>
<td>Humanities/</td>
<td>Choose one course from Goal 6</td>
<td>Choose one course from Goal 6</td>
</tr>
<tr>
<td>Fine Arts</td>
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</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 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
651-793-1381
Deb Dornfeld, Academic Advisor
Satellite RN to BSN Program
Metropolitan State University
E-mail: debra.dornfeld@metrostate.edu
Phone: 651-793-1399
Sandi Gerick, Academic Advisor
RN to BSN Program and MSN for Initial Licensure (Post-baccalaureate) Program
Metropolitan State University
E-mail: sandi.gerick@metrostate.edu
Phone: 651-793-1379

For more information on advanced degrees, 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 500, Atlanta, Georgia 30326. 404-975-5000

The nursing program prepares graduates for full participation as members of health care teams in diverse communities. 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 under department/academics/nursing. 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.

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 Course Readiness Assessment (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 Course Readiness Assessment.
  • 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 Science 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 under department/academics/nursing.

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: (31 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)
- 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 (11 cr)
- NURS 1130 PN Mobility Transition Course (4)
- COMM 1111 Interpersonal Communication (3)
- 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.

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>Metro 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>Choose one course from Goal 6</td>
</tr>
<tr>
<td></td>
<td>Choose one course from Goal 6</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
651-793-1381
Deb Dornfeld, Academic Advisor

Satellite RN to BSN Program
Metropolitan State University
E-mail: debra.dornfeld@metrostate.edu
Phone: 651-793-1399
Sandi Gerick, Academic Advisor

RN to BSN Program and MSN for Initial Licensure
(Post-baccalaureate) Program
Metropolitan State University
E-mail: sandi.gerick@metrostate.edu
Phone: 651-793-1379

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 the Minnesota Transfer Curriculum (MnTC) except Goal 9. The degree also meets the requirements for entrance to Minnesota State University, Mankato (MSU,M) and other four-year colleges and universities. However, completion of the degree does not guarantee admittance into a particular education program.

Normandale has a partnership with MSU,M that has enabled students to obtain a four-year Special Education degree on the Normandale campus. However, due to a transition to new state licensure requirements, the option to start the Mankato portion of the degree (the final two years) will not be available in spring of 2012. Contact the EdTrAc Office (edtrac@normandale.edu) for further information.

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 AS 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.
- Develop a plan for coursework that includes:
  - Core courses (these courses meet the MnTC requirements) except for Goal 9.
- Special education courses. These courses fulfill the requirements for a Special Education major at MSU,M.
- Complete the MTLE. Information about this test can be obtained from the EdTrAc Office in C 3040 or at www.mtle.nesinc.com.
- Apply to graduate during the final semester as Normandale students.
- Apply for admission to their selected college or university during their final semester at Normandale.

Required Courses: (43 cr)
For admission to the Minnesota State University, Mankato program, a grade of C or higher is required in all core courses, except those marked with an asterisk (*), which require a grade of B or higher.

<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>COMM 1101*</td>
<td>Fundamentals- Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Survey of Chemistry</td>
<td>4</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>GEOG 1121</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1125</td>
<td>Geography of U.S. and Canada</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 1</td>
<td>4</td>
</tr>
<tr>
<td>HIST 1112</td>
<td>U.S. History 2</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1050</td>
<td>Mathematical Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1104</td>
<td>Descriptive Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1109</td>
<td>Child &amp; Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>THTR 1151</td>
<td>Acting I</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Special Education Courses: (17 cr)

- EDUC 2407 Introduction to Mild Disabilities (4)
- EDUC 2408 Individuals with Diverse and Exceptional Needs (4)
- EDUC 2409 Learning/Human Development (4)
- PSYC 1109 Child & Adolescent Development (3)
- HLTH 1103 College First Aid and Adult CPR (2)
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 Sm 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).

Specialized Career Program Requirements: (26 cr)
- 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)
- ACCT 2251 Principles of Accounting 1 (4)
- CIM 1201 Information Technology Concepts & Business Software 1 (3)
- CIM 1220 Business Problem Solving Excel (3)

Complete additional courses to total 32 cr:
- CSCI 1111 Intro to Programming in C (4)
- CSCI 1113* Intro to Programming in C++ (4)
- CSCI 1203* Intro to Programming in Java (4)
- COMT 1205* Introduction to Visual Basic (3)
- COMT 2186* Microprocessors/Digital Logic (Lecture Only) (3)
- COMT 2096 Internship (2)

General Education Requirements: (21 cr)
- 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)

Complete at least 3 cr from MnTC Goals 5 or 6.
Select one area to reach 60 credits: (7-8 cr)

- Business/Management (any BUSN course)
- Computers/Information Management (any CIM course not listed above)
- Engineering (any ENGR course)
  OR NANO 1150 Intro to Nanotechnology
  OR NANO 1188 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 or more:

- CIM 1230 Info Mgmt Busn Databases (3)
- OR CIM 1240 Business Word Processing (3)
- OR CIM 1250 Intro Project Management (3)
- OR 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 (6)
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 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 CADE 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. The program faculty can individualize plans for students with special concerns.

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 (recommended)
  • Attendance at meetings: $50 - $100

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Dietetic Technology (AAS)

Dietetic Technology Program Accreditation

The Dietetic Technology Program has been accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 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 CADE 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. The program faculty can individualize plans for students with special concerns.

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.

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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 (recommended)
  • 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/academics/?dept=18
- 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 April 1 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: (36-40cr)
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)
CIM 1201 Information Technology Concepts & Business Software 1 (or petition) (3)
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)
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 enroll full time and have no more than six general education credits remaining, A part time option is available on a case by case basis. 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 Exp 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 Exp II-Med Nutrition Therapy (4)
DIET 2270 Community Nutrition: Political/Cultural Concerns (2)

Summer Session: (3 cr)
DIET 2272 Clinical Exp III - Community Nutrition as arranged (3)
Healthcare Informatics (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: (20 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 an accelerated Associate of Applied Science degree in Hospitality Management, designed for working adults. There are monthly informational sessions about the accelerated Hospitality Program provided on campus. For meeting times, and locations, for additional information or to apply for this program, call 952-358-8163. 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 Mgt & Cost Control (4)
HSMA 2172 Hospitality Sales & Marketing Mgt (4)
HSMA 2173 Convention & Meeting Planning Mgt (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.
Nanotechnology (AAS)

with Emphasis in Vacuum Technology and Surface Science or Semiconductor Process Technician

This program is designed to provide the knowledge and skills to perform as a technician in vacuum technology or semiconductor manufacturing. This occupation provides a variety of employment opportunities in vacuum technology, optical manufacturing, manufacturing operations (such as electron beam machining or electron beam welding) and the manufacture of semiconductors. Other positions may include responsibilities associated with operations, technical sales and quality control.

General Education Requirements: (25 cr)
CHEM 1061 Principles of Chemistry 1 (5)
COMM 1111 Interpersonal Communication (3)
OR COMM 1101 Fundamentals-Public Speaking (3)
OR COMM 1121 Sm Group Communication (3)
ENGC 1101 Freshman Composition (4)
ENGC 1102 Technical Writing (3)
MATH 1100 College Algebra - Probability (4)
Complete at least 3 cr from MnTC Goal 5.
Complete at least 3 cr from MnTC Goal 6.

Specialized Career Program Requirements:
Choose one emphasis. (36-37 cr)

Vacuum Technology and Surface Science Emphasis
COMT 1107 Intro to Computer Technology (4)
OR CSCI 1101 Intro-Computing/Prob Solving (4)
NANO 1153 AC/DC Circuits (4)
NANO 1180 Manufacturing Processes (2)
NANO 1184 Fluid Mechanics (2)
NANO 1188 Industrial Robotics (3)
NANO 1290 Introduction to Quality (3)
NANO 1292 Intro to Vacuum Technology (3)
NANO 1294 Intro-Semiconductor Proc (3)
NANO 2293 Vacuum Analysis/Trouble Shoot (4)
NANO 2297 Thin Film Deposition (4)

Semiconductor Process Technician Emphasis
COMT 1107 Intro to Computer Technology (4)
OR CSCI 1101 Intro-Computing/Prob Solving (4)
NANO 1150 Intro to Nanotechnology (2)
NANO 1153 AC/DC Circuits (4)
NANO 1290 Introduction to Quality (3)
NANO 1292 Intro to Vacuum Technology (3)
NANO 1294 Intro-Semiconductor Process (3)
NANO 2194 Adv Semiconductor Processing (3)
NANO 2297 Thin Film Deposition (4)
NANO 2298 Photolithography (4)

Complete one from the following: (2-3 cr)
NANO 1180 Manufacturing Processes (2)
NANO 1184 Fluid Mechanics (2)
NANO 1188 Industrial Robotics (3)

Radiologic Technology (AAS)

Radiologic Technology Program Accreditation
The Radiologic Technology Program is accredited by the Joint Committee on Education in Radiologic Technology (JRCERT).

Mission Statement
The University of Minnesota Medical Center, Fairview School of Radiologic Technology prepares graduates for full participation as members of the health care team. Through cooperation with Fairview Health Care Facilities, we provide didactic and clinical educational experiences, which assist the student in understanding and achieving competency in their role as an entry-level professional Radiologic Technologist.

Goals
1. Students will have the knowledge and skills to demonstrate competence as an entry-level Radiologic Technologist.
2. Students will communicate effectively.
3. Students will understand and demonstrate critical thinking.
4. Students will demonstrate professional growth.

Application Process
• Applicants new to Normandale must complete the Normandale general application form and include the $20 application fee.
• Once program admission requirements are underway, students should contact the program director, Linda Dehrer-Wendt (see contact information below). To initiate the special admissions process, submit the Radiologic Technology Application to Linda Dehrer-Wendt.

Students are subject to mandatory criminal background studies at all clinical facilities.

For more information about the application process, students are encouraged to request a copy of our Frequently Asked Questions.

Contact Information
Students new to Normandale are encouraged to attend an information session. Health Science Information Sessions are offered every week. For information, visit www.normandale.edu/visit/ and click on “Getting Started in Health Sciences at Normandale Community College”.

To make an appointment with a Health Science Admissions Representative, call 952-358-8261.

Once program admission requirements are underway, students should contact:
Questions may be emailed Linda Dehrer-Wendt at ldehrer1@fairview.org. All inquiries must include the student’s full name and contact information.

To request an application, contact Linda Dehrer-Wendt at 952-914-1900.

For an overview on 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.

The Radiologic Technology Program is 24 months in length, excluding general education courses. Students may submit an application to the Radiologic Technology Program while general education courses at Normandale Community College are in progress. The general education courses must be completed before entering the Radiologic Technology Program. Students must have a GPA of 2.75 or higher to be admitted into the program.

Graduates are awarded a certificate by Fairview and an Associate of Applied Science degree by Normandale.

Books for the clinical courses are approximately $1450; application for the Registry Examination and other professional society fees are about $400.

Note: A grade of C or higher is required for all general education courses.

**General Education requirements:** (38 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1141</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1142</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1050</td>
<td>Chemistry for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1111</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGC 1101</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGC 1102</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1010</td>
<td>Health Professions Terminology</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1060</td>
<td>Physics of Health Technology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1108</td>
<td>Psychology - Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1110</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>Humanities:</td>
<td>At least 3 cr from MnTC Goal 6</td>
<td></td>
</tr>
</tbody>
</table>

*MnTC Requirements:

Students must successfully complete 20 MnTC credits, including ENGC 1101.

**Specialized Career Program requirements:** (34 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 1140</td>
<td>Principles of Radiography 1</td>
<td>6</td>
</tr>
<tr>
<td>RADT 1141</td>
<td>Principles of Radiography 2</td>
<td>6</td>
</tr>
<tr>
<td>RADT 1142</td>
<td>Principles of Radiography 3</td>
<td>6</td>
</tr>
<tr>
<td>RADT 2240</td>
<td>Principles of Radiography 4</td>
<td>6</td>
</tr>
<tr>
<td>RADT 2241</td>
<td>Principles of Radiography 5</td>
<td>6</td>
</tr>
<tr>
<td>RADT 2242</td>
<td>Principles of Radiography 6</td>
<td>4</td>
</tr>
</tbody>
</table>
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 this certificate must be completed at Normandale.

Computers/Information Management Certificate

The Computer 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 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 such as the Project Management Institute.

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

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

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.

Note: Courses marked with an asterisk (*) must be completed within the last seven years prior to completing the AAS degree in Computer Technology (with or without Industry Certification).

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

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

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 XXX 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)

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.

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 & Mktg 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)

Hotel Marketing and Sales (20 cr)
- HSMA 1103 Intro to Hosp & Tourism Mgt (4)
- HSMA 2096/2097/2098 HSMA Internship (4)
- HSMA 2144 Food/Bev Mgt/Cost Control (4)
- HSMA 2173 Convention & Mktg Planning Mgt (4)

Casino Operations and Management (20 cr)
- HSMA 1103 Intro to Hosp & Tourism Mgt (4)
- HSMA 2096/2097/2098 HSMA Internship (4)
- HSMA 2110 Casino Management/Ops (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)
LAWE 2231  Criminal and Traffic Codes  (3)
LAWE 2240  Patrol Operations  (3)
Semester 2
LAWE 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.

Management 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 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 or to change careers.

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

Business: Marketing and Management Certificate  (30 cr)
The Higher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Business: Marketing and Management.

Complete 30 credits from the following:
BUSN 1100  Principles of Marketing  (3)
BUSN 1105  Introduction to Business  (3)
BUSN 1130  Intro to International Business  (3)
BUSN 1140  Principles of Management  (3)
BUSN 1201  Information Technology Concepts and Business Software 1 (3)
BUSN 1120  Intro to Sm Business Mgt  (3)
BUSN 1900  Topics in Business  (1-4)
BUSN 2100  Human Rel/Effective Teams  (3)
BUSN 2155  Legal Environment of Business (3)
BUSN 2200  Human Resource Management  (3)
BUSN 2220  Statistics-Business/Economics (4)
BUSN 2252  Professional Selling  (3)

Computer Management Certificate  (19 cr)
BUSN 1140  Principles of Management  (3)
BUSN 1201  Information Technology Concepts and Business Software 1 (3)
BUSN 1350  Computer Apps-Accounting  (2)
BUSN 1220  Business Problem Solving and Data Analysis using Spreadsheets (3)
BUSN 2100  Human Rel/Effective Teams  (3)
CIM 1201  Information Technology Concepts & Business Software 1 (3)
BUSN XXX  Elective  (2)

Human Resource Management Certificate  (18 cr)
The Higher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Human Resource Management.
BUSN 1130  Intro to International Business  (3)
BUSN 1140  Principles of Management  (3)
BUSN 1201  Information Technology Concepts and Business Software 1 (3)
BUSN 2100  Human Rel/Effective Teams  (3)
BUSN 2200  Human Resource Management  (3)
BUSN XXX  Elective  (3)

International Business Certificate  (19 cr)
BUSN 1130  Intro to International Business  (3)
BUSN 1132  Intro to International Marketing  (3)
BUSN 1157  Intro to Hospitality & Tourism  (4)
BUSN 2125  Business Practices-Global Mkt  (3)
COMM 1131  Intercultural Communication  (3)

Complete one from the following:
PHIL 1150  Intro to World Religions  (3)
FREN/GERM/ JAPN/SPAN 1111  Culture and Civilization  (3)
SOC 1121  Women Across Cultures  (3)
GEOG 1121  World Regional Geography  (3)
Any World Language course

Management Certificate  (18 cr)
The Higher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Management.
BUSN 1100  Principles of Marketing  (3)
BUSN 1130  Intro to International Business  (3)
BUSN 1140  Principles of Management  (3)
BUSN 1201  Information Technology Concepts and Business Software 1 (3)
BUSN 2100  Human Rel/Effective Teams  (3)
BUSN XXX  Elective  (3)
Marketing Management Certificate (18 cr)
The Higher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Marketing Management.

- **BUSN 1100** Principles of Marketing (3)
- **BUSN 1130** Intro to International Business (3)
- **BUSN 1140** Principles of Management (3)
- **BUSN 1201** Information Technology Concepts and Business Software 1 (3)
- **BUSN 2100** Human Rel/Effective Teams (3)
- **BUSN 2252** Professional Selling (3)

Small Business Management Certificate (18 cr)
The Higher Learning Commission has extended Normandale’s accreditation to include the online delivery of the Certificate in Small Business Management.

- **BUSN 1120** Intro to Sm Business Mgt (3)
- **BUSN 1201** Information Technology Concepts and Business Software 1 (3)
- **BUSN 2100** Human Rel/Effective Teams (3)
- **BUSN 2120** Entrepreneurship (3)
- **BUSN 2252** Professional Selling (3)
- **BUSN XXXX** Elective (3)

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. (See link below)

The following websites provide more information about nursing assistants and links to the practice test and competency test brochure, including information about skills testing:
- The “Contacting the Nursing Assistant Registry” page on the Minnesota Department of Health website provides links to Registry forms, training and testing sites: http://www.health.state.mn.us/divs/fpc/proinfo/narinfo/contactnar.html.

Vacuum Maintenance Technician Certificate
The Vacuum Maintenance Technician Certificate prepares individuals with little or no previous college coursework for a career as a technician in vacuum technology and surface science. The eight courses included in the certificate provide the student with the necessary academic experience in college algebra, chemistry, robotics, semiconductor processing and vacuum technology curricula to be successful as a vacuum maintenance technician.

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

**Required Courses:** (28 cr)
- **CHEM 1061** Principles of Chemistry 1 (5)
- **MATH 1100** College Algebra - Probability (4)
- **NANO 1184** Fluid Mechanics (2)
- **NANO 1188** Industrial Robotics (3)
- **NANO 1292** Intro to Vacuum Technology (3)
- **NANO 1294** Intro-Semiconductor Proc (3)
- **NANO 2293** Vacuum Analysis/Troubleshoot (4)
- **NANO 2297** Thin Film Deposition (4)
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 non-technical degree and the desire to acquire the necessary skill set to enter the field of vacuum technology. Completion of the five certificate courses prepare the degreed student for a career as a technician in vacuum technology and surface science.

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

Required Courses: (17 cr)

NANO 1290    Introduction to Quality (3)
NANO 1292    Intro to Vacuum Technology (3)
NANO 1294    Intro-Semiconductor Proc (3)
NANO 2293    Vac Analysis/Troubleshooting (4)
NANO 2297    Thin Film Deposition (4)
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 a 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.
- A grade of C or higher is required for all general education courses.
- Minnesota State Universities and the University of Minnesota have high school preparation requirements for admission. Additional information is available from the Advising and Counseling Department.

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 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.
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 a counselor or the Mahendra Nath Career and Academic Planning Center for information about articulation agreements with non-MnSCU colleges and universities.

<table>
<thead>
<tr>
<th>Normandale Program</th>
<th>Transfer Institution and Degree Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>All programs: AA / AFA, AS, AAS, Certificate</td>
<td>Saint Mary’s University of Minnesota Accounting, BS Allied Healthcare, BS Business, BS Human Resource Mgt, BS Human Services, BS Industrial Technology, BS Information Technology, BS Marketing, BS Political Science, BS Sales &amp; Marketing, BS Security Management, BS</td>
</tr>
<tr>
<td>Business: Marketing &amp; Management, AS</td>
<td>Metropolitan State University Business Administration, BS MSU, Mankato Accounting, BS Finance, BS International Business, BS Management and Marketing, BS</td>
</tr>
<tr>
<td>Computer Science, AS</td>
<td>Metropolitan State University Computer Information Sys, BA Computer Science, BS MSU Moorhead Operations Management, BS</td>
</tr>
<tr>
<td>Computer Technology, AAS</td>
<td>MSU, Mankato Computer &amp; Info Technology, BS MSU Moorhead Operations Management, BS</td>
</tr>
<tr>
<td>Computers/ Information Management, AAS</td>
<td>MSU Moorhead Operations Management, BS</td>
</tr>
<tr>
<td>Creative Writing, AFA</td>
<td>Bemidji State University Creative Writing, BFA Hamline University Creative Writing, BFA MSU, Mankato Creative Writing, BFA</td>
</tr>
<tr>
<td>Criminal Justice, AS</td>
<td>Metropolitan State University Criminal Justice, BA</td>
</tr>
<tr>
<td>Dental Hygiene, AS</td>
<td>MSU, Mankato Dental Hygiene, BS</td>
</tr>
<tr>
<td>Dietetic Technology, AAS</td>
<td>MSU, Mankato Family Consumer Science, BS</td>
</tr>
<tr>
<td>Elementary Education Foundations, AS</td>
<td>MSU, Mankato Elementary Education, BS</td>
</tr>
<tr>
<td>Engineering Foundations, AS</td>
<td>MSU, Mankato Civil Engineering, BS Computer Engineering, BS Electrical Engineering, BS Mechanical Engineering, BS MSU Moorhead Operations Management, BS University of Minnesota Engineering Programs</td>
</tr>
<tr>
<td>Food Science, AS (degree pending approval)</td>
<td>University of Minnesota Food Science, AS</td>
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<tr>
<td>Hospitality Management, AAS</td>
<td>The Art Institutes International Minnesota Hospitality Management, BS</td>
</tr>
<tr>
<td>Individualized Professional Studies, AS</td>
<td>Metropolitan State University Individualized Degree, BA</td>
</tr>
<tr>
<td>Law Enforcement, AS</td>
<td>Metropolitan State University Law Enforcement, BS</td>
</tr>
<tr>
<td>Liberal Education, AA</td>
<td>Bemidji State University, PEDL (Professional Education Distance Learning) BS Elementary Education - DLITE (Distributed Learning in Teacher Education) MSU, Mankato Communication Studies, BA Communication Studies, BS Theatre Arts, BFA Urban and Regional Studies, BS St. Cloud State University Business Economics, BA Economics, BA</td>
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<tr>
<td>Music, AFA</td>
<td>Augsburg College Music, BA Music, Bachelor of Music</td>
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<tr>
<td>Nanotechnology, AAS</td>
<td>MSU Moorhead Operations Management, BS</td>
</tr>
<tr>
<td>Nursing, AS</td>
<td>All MnSCU Universities RN Baccalaureate</td>
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<tr>
<td>Radiologic Technology, AAS</td>
<td>MSU Moorhead Operations Management, BS</td>
</tr>
<tr>
<td>Special Education Foundations, AS</td>
<td>MSU, Mankato Elementary Education, BS</td>
</tr>
<tr>
<td>Theatre Production &amp; Design, AFA</td>
<td>MSU, Mankato Theatre Design/Technology, BFA</td>
</tr>
</tbody>
</table>
Applying for Transfer Admission
Application for admission is always the first step in transferring. Students should submit their college application well in advance of the deadline and be sure to submit all required paperwork and the application fee.

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.

Students should call the admissions office of their intended transfer college if they have not been notified of the admissions decision after one month.

The student’s transfer coursework will be evaluated after the student has been accepted for admission. A written evaluation will identify the courses that have been accepted in transfer; how a student’s courses specifically meet degree requirements may not be decided until the student arrives for orientation or chooses a major.

Your Rights as a Transfer Student
A student who has questions about the transfer evaluation should make an appointment with a credit evaluator and ask why judgments were made about specific courses. Students who are not satisfied with the evaluation can appeal the decision.

Transfer student rights include the right to:
• A clear, understandable statement of an institution’s transfer policy.
• A fair credit review and an explanation of why credits were or were not accepted.
• A copy of the formal appeal process, which typically includes the following steps:
  • The student submits an appeal form. Supplemental information such as a syllabus, course description or reading list can help.
  • A department or committee reviews the appeal.
  • The student receives, in writing, the outcome of the appeal.
  • If the appeal is denied, the student is given the option to appeal the decision.

Pre-Major Information
Normandale offers lower division and pre-major courses that four-year colleges and universities will accept for full credit.

Proper selection of these courses enables the student to complete the freshman and sophomore requirements for most four-year degree programs. These courses may be applied to an associate degree at Normandale and to a bachelor's degree at a four-year college or university.

Admission requirements for junior year status at four year institutions vary. In planning the first two years of a four-year program, students should be guided by the program requirements of the university or college to which they plan to transfer. Counselors will assist in planning programs that meet the four year college’s lower division requirements.

Minnesota State Universities and the University of Minnesota have high school preparation requirements for admission. See a counselor for these requirements.

The courses included in these curricula are typical of the course patterns recommended or required by four-year colleges that offer these programs and should thus be regarded only as guidelines. Students are encouraged to consult a counselor and the website of the college to which they plan to transfer for specific information concerning course requirements.

Each semester, representatives from four-year colleges and universities visit the campus to answer questions in person. Visit the Mahendra Nath Career and Academic Planning Center for information about their visits.
Pre-Biological Sciences
Normandale offers coursework typically required for majors in biology; biochemistry; ecology, evolution and behavior; genetics and cell biology; microbiology; neuroscience; and plant biology. All of these majors typically require the following core courses:

- **BIOL 1105** Gen Biology: Cells to Organisms (4)
- **BIOL 1106** Gen Biology: Ecology/Evolution (4)
- **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)
- **MATH 1510** Calculus 1 (5)
- **MATH 1520** Calculus 2 (5)
- **PHYS 1201/1202** Physics with Biomedical App 1, 2 (8)
  OR **PHYS 1121/1122** Physics -Calculus 1, 2 (10)

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Chemistry
Students considering transferring to the Institute of Technology at the University of Minnesota or other four-year institutions and majoring in chemistry should complete the following curriculum:

- **CHEM 1061** Principles of Chemistry 1 (5)
- **CHEM 1062** Principles of Chemistry 2 (5)
- **CHEM 2041** Quantitative Analysis (4)
- **CHEM 2061** Organic Chemistry 1 (5)
- **CHEM 2062** Organic Chemistry 2 (5)
- **MATH 1510** Calculus 1 (5)
- **MATH 1520** Calculus 2 (5)
- **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)

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Chiropractic
Pre-chiropractic is a three-year program that may be started at Normandale and applied toward a baccalaureate degree. Ninety cumulative semester credits are required for admission to most regional chiropractic schools. Additional science, communication and humanities courses are recommended for electives. Mathematics coursework may be required in order to satisfy other science course prerequisites.

All required courses must be completed with a grade of C (2.00) or higher. Student must also earn a minimum cumulative GPA of 2.50.

**Complete two biology courses:**
- **BIOL 1105** General Biology: Cells to Org (4)
- **BIOL 1141** Human Anatomy (4)
- **BIOL 1142** Human Physiology (4)
- **BIOL 2202** Zoology (4)
- **BIOL 2204** Microbiology (4)

**Complete the following courses:**
- **CHEM 1061** Principles of Chemistry 1 (5)
- **CHEM 1062** Principles of Chemistry 2 (5)
- **CHEM 2058/2059** Organic Chem Essentials 1, 2 (8)
  OR **CHEM 2061/2062** Organic Chemistry 1, 2 (10)
- **CHEM 2921** Biochemistry (3)
- **PHYS 1110** College Physics 1 (4)
  OR **PHYS 1201** Physics w/Biomedical App (4)
- **PSYC 1110** General Psychology (4)
Complete one of the following courses:
PHYS 1111 College Physics 2 (4)
PHYS 1202 Physics w/Biomedical App 2 (4)
EXSC 2300 Intro to Exercise Science (3)
EXSC 2305 Exercise Physiology (3)
MATH 1080 Introduction to Statistics (4)

Additional requirements:
English composition, literature or communication (6 cr)
Social science and humanities (15 cr)
• Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
• Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Clinical Laboratory Sciences (formerly Medical Technology)
Clinical Laboratory Sciences involves tests and procedures used in disease diagnosis and treatment in hospitals, clinics and medical labs.
BIOL 1105 Gen Biology: Cells to Organisms (4)
BIOL 1141 Human Anatomy (4)
BIOL 1142 Human Physiology (4)
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)

Complete two MATH courses:
MATH 1080 Introduction to Statistics (4)
MATH 1100 College Algebra/Probability (4)
MATH 1500 Pre-Calculus (5)
MATH 1510 Calculus 1 (5)
MATH 1520 Calculus 2 (5)
• Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
• Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Computer Science
Students transferring to the College of Science and Engineering at the University of Minnesota should take the following courses:
CSCI 2001 Structure of Computer Prog 1 (4)
CSCI 2002 Structure of Computer Prog 2 (4)
CSCI 2011 Discrete Structures-Comp Sci (4)
CSCI 2021 Machine Architecture/Org (4)
CSCI 2033 Elementary Computational Linear Algebra (4)
MATH 1510 Calculus 1 (5)
MATH 1520 Calculus 2 (5)
MATH 2400 Probability/Stats-Engineer/Sci (4)
MATH 2520 Calc 4: Differential Equations (5)

PHYS 1122 Physics with Calculus 2 (5)
OR CHEM 1061 Principles of Chemistry 1 (5)
• Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Science degree.
• Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Dental
Prior to entering dental school, most students complete a bachelor’s degree, which includes general education and major requirements along with pre-dentistry course requirements. Admissions is competitive, and a 3.50 GPA is typically required.
BIOL 1105 Gen Biology: Cells to Organisms (4)
BIOL 1106 Gen Biology: Ecology/Evolution (4)
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)
COMM 1101 Fundamentals-Public Speaking (3)
ENGC 1101 Freshman Composition (4)
ENGC 2000 Advanced Writing (3)
OR ENGL 1130-2171, English Lit (3 or 4)
MATH 1080 Introduction to Statistics (4)
OR MATH 1100 College Algebra-Probability (4)
OR MATH 1500 Pre-Calculus (5)
PHYS 1110, 1111 College Physics 1, 2 (8)
OR PHYS 1201/1202, Physics with Biomed App 1, 2 (8)
PSYC 1110 General Psychology (4)
• Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
• Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Design
The University of Minnesota has combined several majors into a new college called the College of Design. Refer to the University of Minnesota College of Design transfer guide for specific pre-major courses and transfer timelines.
The College of Design offers the following majors:
• Architecture
• Clothing Design
• Environmental Design
• Graphic Design
• Housing Studies
• Interior Design
• Retail Merchandising
• Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
• Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Economics
A four-year degree in economics or applied economics is useful training for a career in business or government. It’s also good preparation for graduate study in economics, business administration, public administration, public policy or law school.

The following coursework at Normandale will prepare students to successfully complete upper division coursework in economics. Supporting coursework in mathematics, statistics, computer science programming and accounting will give students the most options. Colleges and universities vary in their requirements, so students should consult with counselors about specific courses.

BUSN 2220 Statistics-Business/Economics (4)
OR MATH 1080 Introduction to Statistics (4)
ECON 2201 Principles of Microeconomics (3)
ECON 2202 Principles of Macroeconomics (3)
MATH 1400 Survey of Calculus (4)
OR MATH 1510 Calculus 1 (5)

• Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
• Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Education
Education programs have varying requirements at different colleges and universities. Most programs require that students complete the MnTC, maintain at least a 2.75 cumulative GPA, and complete the MTLE for admissions. Students are encouraged to consult the Education Training Academy (EdTrAc) Office in C3040 for information about specific education programs. Students can also consult the Mahendra Nath Career and Academic Planning Center for information about specific education programs.

Elementary Education
In addition to Normandale’s Associate of Science degree in Elementary Education Foundations, students can earn licensure and a Bachelor of Science degree in Elementary Education through a joint program with Minnesota State University, Mankato. Mankato professors come to the Normandale campus to teach the courses required for the junior and senior years. Acceptance to this program is competitive. Refer to the AS degree in Elementary Education Foundations.

Secondary Education
Students should complete general education requirements plus pre-major requirements. Students should consult counselors at their intended transfer institution regarding specific course work applicable toward their major, or consult the EdTrAc office in C3040.

Special Education
Students can earn an A.S degree in Special Education Foundations at Normandale. This degree prepares students to transfer to Minnesota State University, Mankato’s special education program, or to programs at other colleges and universities. In addition, it is excellent preparation for students who wish to work as paraprofessionals or education assistants in a special education classroom. Refer to the AS degree in Special Education Foundations for degree requirements.

Pre-Engineering
Refer to the Associate of Science degree in Engineering Foundations.

Pre-Food, Agricultural, and Natural Resources
The University of Minnesota has combined several majors into a new college called the College of Food, Agriculture and Natural Resource Sciences (CFANS). Refer to the University of Minnesota CFANS transfer guide for specific pre-major courses. The following majors are offered through this college:

• Agricultural and Food Business Management
• Agriculture, Food and Environment Education
• Agricultural Industries and Marketing
• Animal Science
• Applied Economics
• Applied Plant Sciences
• Bio-based Products
• Bioproducts and Biosystems Engineering
• Environmental Horticulture
• Environmental Science, Policy/Management
• Fisheries and Wildlife
• Food Science
• Forest Resources
• Nutrition
• Recreation Resource Management
• Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota
Transfer Curriculum and/or complete the Associate of Arts degree.

- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

**Pre-Geology/Geophysics**

Students considering transferring to the Institute of Technology at the University of Minnesota or other four-year institutions and majoring in geology or geophysics should complete the following curriculum.

- CHEM 1061 Principles of Chemistry 1 (5)
- CHEM 1062 Principles of Chemistry 2 (5)
- GEOL 1101 Physical Geology (4)
- GEOL 1050 Historical Geology (4)
- GEOL 1110 Environmental Geology (3)
- GEOL 1111 Environmental Geology Lab (1)
- GEOL 1120 Oceanography (3)
- MATH 1510 Calculus 1 (5)
- MATH 1520 Calculus 2 (5)
- MATH 2520 Calc 4: Differential Equations (5)
- PHYS 1121 Physics with Calculus 1 (5)
- PHYS 1122 Physics with Calculus 2 (5)

*Recommend geophysics majors add:*

- MATH 2510 Calc 3: Multivariable Calculus (5)
- PHYS 2250 Modern Physics (4)

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.

- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

**Pre-Medical Technology**

See Pre-Clinical Laboratory Sciences

**Pre-Medicine**

Students admitted to the University of Minnesota Medical School must complete a baccalaureate degree before beginning medical study.

Because the Medical School believes that liberal arts studies contribute greatly to well-rounded professional preparation, science majors have no advantage over liberal arts majors for admission. Therefore, any recognized college major is acceptable.

To prepare for medical school, the following courses must be included within the baccalaureate degree plan, and volunteer experience working with people is highly recommended.

- ENGC 1101 Freshman Composition (4)
- BIOL 1105* Gen Biology: Cells to Organisms (4)
- BIOL 1141* Human Anatomy (4)
- BIOL 1142* Human Physiology (4)
- BIOL 2202* Zoology (4)
- BIOL 2205 Genetics (4)
- CHEM 1061 Principles of Chemistry 1 (5)
- CHEM 1062 Principles of Chemistry 2 (5)
- CHEM 2061 Organic Chemistry 1 (5)
- OR CHEM 2062 Organic Chemistry 2 (5)
- MATH 1080 Introduction to Statistics (4)
- MATH 2400 Probability and Statistics w/Calculus (4)
- PHIL 1103 Ethics (3)
- PSYC 1110 General Psychology (4)

* Will meet the requirements for most medical schools.

A course in physiology is helpful for preparation for MCAT.

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.

- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.
Pre-Music/Music Education/Music Management

Normandale offers a complete two year core curriculum for music students entering the areas of music theory, composition, musicology, ethnomusicology, conducting, church music, performance, education, therapy and management. This curriculum provides courses recommended in the first two years of BA, BS or BMA, BM and BME degrees. Students interested in private teaching, piano tuning and arts management are also encouraged to select classes from this core curriculum.

Students who begin a music major at Normandale with prior experience begin with concurrent registration in:

- MUSC 1131 Music Theory I
- MUSC 1181 Ear Training I
- MUSC 1157 Class Piano I

Music students also:

- Participate in a performing ensemble (MUSC 1113, 1116, 1118, 1141, 1142, 1143, 1144, 1145, 1146)
- Take private lessons (MUSC 1151)
- Take Performance Class (MUSC 1152)

It is expected that students entering as music majors have had prior training in music, including private lessons and participation in high school music ensembles.

Students with no prior experience in music are encouraged to take Fundamentals of Music (MUSC 1120) and piano lessons before beginning the music theory and ear training sequences.

Private teachers interested in becoming members of the Minnesota Music Teachers Association are encouraged to take:

- Music Theory (MUSC 1131 1132, 2231 2232)
- Ear Training (MUSC 1181-1182; 2281-2282)
- Applied Music (MUSC 1151)
- Performance Class (MUSC 1152)

Students interested in a music management program are encouraged to take:

- Accounting 1 and 2 (ACCT 2251, 2252)
- Economics (ECON 2201, 2202)

Music education majors take:

- Contemporary Health Issues (HLTH 1104)
- Drug Use and Abuse (1106)

Refer to the Music section of this catalog for more information about the Associate of Arts degree with Emphasis in Music and the Associate of Fine Arts degree in Music. Students are also encouraged to consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Nursing

Each college or university offering a four-year degree in nursing has different requirements. In order to prepare a sound education plan, students are encouraged to meet with a counselor.

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Occupational Therapy

Students considering an occupational therapy program must have completed some successful employment in a health care or related facility. They should be prepared to deal with people who are sick, have physical disabilities or psychosocial dysfunctions. Volunteer experience in a related field is strongly recommended.

Minnesota’s accredited graduate programs in occupational therapy are offered at the College of St. Catherine, the College of St. Scholastica and the University of Minnesota. Students should complete a bachelor’s degree (no preferred major) to be considered for admission.

Some suggested pre-major courses are:
BIOL 1141  Human Anatomy (4)
BIOL 1142  Human Physiology (4)
MATH 1080  Introduction to Statistics (4)
PSYC 1110  General Psychology (4)
PSYC 2200  Abnormal Psychology (3)
PSYC 2210  Developmental Psy: Life-Span (4)

See transfer guides for additional requirements.

Pre-Pharmacy

Two years of pre-pharmacy courses are required for admission to a four-year program of professional study in the College of Pharmacy at the University of Minnesota. A sample of requirements follows:

Must obtain a grade of C or higher in:
BIOL 1105  Gen Biology: Cells to Organisms (4)
BIOL 1141  Human Anatomy (4)
BIOL 1142  Human Physiology (4)
BIOL 2204  Microbiology (4)
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)
COMM 1101  Fundamentals-Public Speaking (3)
ENGC 1101 Freshman Composition (4)
ECON 2201 Principles of Microeconomics (3)
OR ECON 2202 Principles - Macroeconomics (3)
MATH 1080 Introduction to Statistics (4)
MATH 1510 Calculus 1 (5)
PHYS 1110/1111 College Physics 1, 2 (8)
OR PHYS 1121/1122, Physics w/Calculus 1, 2 (10)
OR PHYS 1201/1202, Physics with Biomed App 1, 2 (8)

Advanced composition course (3-4)
Behavioral science [Sociology/Psychology] (6-8)
Strongly recommended: Volunteer experience in a related field.

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Physical Therapy
Students planning to enter a physical therapy program should be prepared to deal with the challenges associated with working closely with people and their physical problems. Previous experience in health care, whether acquired through employment or career/volunteerism, is essential.

Minnesota's accredited graduate programs in physical therapy are offered at the Mayo Medical School, the College of St. Catherine, the College of St. Scholastica and the University of Minnesota. Students should complete a bachelor's degree (no preferred major) to be considered for admission. Consult with a counselor or transfer guides for pre-major course requirements.

Some suggested pre-major courses are:
BIOL 1105 Gen Biology: Cells to Organisms (4)
BIOL Elective BIOL 1102, 1106, 2202, 2204 or 2205 (4)
BIOL 1141 Human Anatomy (4)
BIOL 1142 Human Physiology (4)
CHEM 1061 Principles of Chemistry 1 (5)
CHEM 1062 Principles of Chemistry 2 (5)
MATH 1080 Introduction to Statistics (4)
MATH 1400 Survey of Calculus (4)
OR MATH 1510 Calculus 1 (5)
PHY 1110/1111 College Physics 1, 2 (8)
OR PHYS 1121/1122, Physics w/Calculus 1, 2 (10)
OR PHYS 1201/1202, Physics with Biomed App 1, 2 (8)
PSYC 1110 General Psychology (4)
PSYC 2200 Abnormal Psychology (3)

- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Physics
Students considering transferring to the Institute of Technology at the University of Minnesota should complete the following curriculum:
MATH 1510 Calculus 1 (5)
MATH 1520 Calculus 2 (5)
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)

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.

Pre-Social Work
Each college or university offering a four-year degree in social work has different requirements. The following is a list of common courses for pre-social work. Students planning to complete a major in social work should speak with a counselor about additional courses, foreign language requirements and specific admission requirements and procedures.
BIOL 1102 Human Biology (4)
PSYC 1110 General Psychology (4)
SOC 1104 Introduction to Sociology (3)
SOC 2110 American Minority Relations (3)

Strongly recommended: Volunteer experience in a related field.

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.
- Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.
Pre-Veterinary Medicine

Students who plan to apply to the College of Veterinary Medicine at the University of Minnesota should allow at least three years to complete all courses required for admission. Students entering the College must fulfill the distribution requirements before admission unless they have already completed a bachelor’s degree.

BIOL 1105  Gen Biology: Cells to Organisms (4)
OR BIOL 2203  Botany (4)
BIOL 2202  Zoology (4)
BIOL 2204  Microbiology (4)
BIOL 2205  Genetics (4)
CHEM 1061  Principles of Chemistry 1 (5)
CHEM 1062  Principles of Chemistry 2 (5)
CHEM 2061  Organic Chemistry 1 (5)
ENGC 1101  Freshman Composition (4)
ENGC 1102  Technical Writing (3)
MATH 1100  College Algebra - Probability (4)
OR higher-level mathematics course (4-5)
PHYS 1110/1111  College Physics 1, 2 (8)
OR PHYS 1121/1122, Physics - Calculus 1, 2 (8)
Social Science (6-9)
Humanities (6-9)

*Strongly recommended:* Volunteer experience in a related field.

- Begin specific liberal arts classes for the intended transfer institution or complete the Minnesota Transfer Curriculum and/or complete the Associate of Arts degree.

Consult the current transfer guide in the Mahendra Nath Career and Academic Planning Center.
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 course readiness assessment requirements for all classes. For mathematics courses, prerequisites must have been completed within 24 months before the date the course begins. 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.

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.
Course Descriptions

Accounting Courses

ACCT 1051 Accounting Basics (1 cr)
This class provides additional 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 or permission.
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; and property, plant, and equipment.
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; eligible for 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; eligible for 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; eligible for READ 1106.
People as a product of bio-cultural evolution. Principles of evolution, the fossil record, primate studies, 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; eligible for 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; eligible for 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; eligible for 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; eligible for 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; eligible for 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; eligible for 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 Late Renaissance and Mannerism. 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 various movements of the early 1940s. Examines architecture, photography, sculpture, painting and crafts. Lectures, discussions, films, museum assignments.
Spring  MnTC Goals: 6 & 8

ART 1104  Contemporary Art Survey  (3 cr)
Modern Art from post-WWII to the present day, encompassing art movements from Abstract Expressionism to Relational Art. 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  MnTC Goals: 6 & 8

ART 1109 Exploring Photography  (3 cr)
This non-darkroom course will provide an overview of photography, integrating principles and processes of traditional film with contemporary digital technology. Creating unique, personalized images will be encouraged through camera assignments and the study of compositional design.
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 will learn to process and print their own film in the photo lab. Students must have a 35 mm camera (variable f-stop, or 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 also visually and conceptually.
Fall, Spring  MnTC Goal: 6

ART 1113 Video Art  (3 cr)
This class is 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. Textbook and other supplies will also be needed.
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 creating 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. 
Fall  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 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  (3 cr)
An introduction to the visual language of printmaking and the production of multiple images. Students experiment with various printing techniques, such as woodcut, linoleum, collograph, monoprint and drypoint. 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 1121 or 1122.
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 Cooperative Education in Art  (3-8 cr)
Prereq: Previous coursework in Art and consent of Wanda Kanwischer, Center for Experiential Education, C 1066, 952-358-8123.
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 1129 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 a portfolio exhibition.

Summer

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 figure 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.

ART 2202 Mixed Media (3 cr)
Prereq: ART 1122 or ART 1126.
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.

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.

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.

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.

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.

ART 2222 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.

ART 2252 Watercolor Painting (3 cr)
Recommended: ART 1121 or ART 1122.
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.

ART 2253 Painting 2 (3 cr)
Prereq: ART 1127.
Recommended: ART 1121 or ART 1122.
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.

**Biology Courses**

**BIOL 1007 Contemporary Biology (4 cr)**
*Prereq: Eligible for READ 1106 or above.*
A general education course with a focus on contemporary topics in biology. Special emphasis on the organization of life, scientific method, cells and cellular transport, metabolism, molecular biology, genetic change, human reproduction and development, ecology and evolution. Integrates knowledge, terminology and concepts to gain an initial appreciation of species diversity and biological change. Lecture 3 hours; required self-directed lab 2 hours minimum and recitation 1 hour.

*Fall, Spring*  
*MnTC Goal: 3*

**BIOL 1101 Introduction to Human Genetics (4 cr)**
*Prereq: Eligible for READ 1106 or above.*
Explores the historic and contemporary status of human genetics. Topics include how genes are studied, modern applications of genetics, genes and human intervention, the role of genetic counselors, sex determination, karyotyping, the Human Genome Project and population genetics. Lecture 3 hours; required self-directed lab 3 hours minimum.

*Fall, Spring*  
*MnTC Goal: 3*

**BIOL 1102 Human Biology (4 cr)**
*Prereq: Eligible for READ 1106 or above. May not be taken for credit after earning a C or higher in BIOL 1141 (or equivalent).*
General biology course focusing on human structure, function and causes of disease. Lab sessions include dissection of a small mammal, pulmonary volumes, blood pressure, histology, skeletal anatomy and independent investigation. Lecture 3 hours; required self-directed lab 3 hours minimum.

*Fall, Spring*  
*MnTC Goal: 3*

**BIOL 1103 Introduction to Emerging Diseases (4 cr)**
*Prereq: Eligible for READ 1106 or above. May not be taken for credit after earning a C or higher in Biology 2204 (or equivalent).*
Introduces the factors that cause and influence the emergence of new infectious diseases as well as the re-emergence of other infectious diseases. Basic principles of epidemiology and disease transmission are studied. Lecture 3 hours; required self-directed lab 3 hours minimum.

*Spring*  
*MnTC Goals: 3 & 8*

**BIOL 1104 Minnesota Natural History and Field Biology (4 cr)**
*Prereq: Eligible for READ 1106 or above.*
Diversity of living things and adaptations of plants and animals to their Minnesota environment from a natural history perspective. Field and laboratory experiences will focus on scientific process used in study of field biology. Lecture 3 hours; required self-directed lab/field 3 hours minimum.

*Fall, Spring*  
*MnTC Goals: 3 & 10*

**BIOL 1105 General Biology: Cells to Organisms (4 cr)**
*Prereq: Eligible for READ 1106 or above.*
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 or above.*
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 or above.*
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 or above.*
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: Eligible for READ 1106 or above. CHEM 1050 or CHEM 1061 or above with a grade of C or higher (not CHEM 1020 or its equivalent).
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

BIOL 1142 Human Physiology (4 cr)
Prereq: Eligible for READ 1106 or above. A grade of C or higher in BIOL 1141. CHEM 1050 or CHEM 1061 or above with a grade of C or higher (not CHEM 1020 or its equivalent).
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

BIOL 1900 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.

BIOL 2202 Zoology (4 cr)
Prereq: BIOL 1105 or BIOL 1106 (or equivalents) or permission of instructor.
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

BIOL 2203 Botany (4 cr)
Prereq: BIOL 1105 or BIOL 1106 (or equivalents) or permission of instructor.
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

BIOL 2204 Microbiology (4 cr)
Prereq: A grade of C or higher in one college biology laboratory course, one college chemistry laboratory course, and ENGC 1101 or equivalent.
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

BIOL 2205 Genetics (4 cr)
Prereq: One college biology laboratory course and a grade of C or higher in either MATH 0670 or MATH 0700, or placement in 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

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.

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, Summer

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, Summer

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

BUSN 1130 Introduction to International Business (3 cr)
International dimensions of business: global business environment (economic, legal, cultural, political) and international business functions (management, marketing, finance, exporting, importing).
Fall, Spring, Summer

BUSN 1132 Introduction to International Marketing (3 cr)
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

**BUSN 1140 Principles of Management (3 cr)**
Develop insights into successful planning, organizing, directing, staffing and controlling an organization and its employees.
Fall, Spring, Summer

**BUSN 1145 Supervision (3 cr)**
*Recommended: Eligible for READ 1106, ENGC 0900, MATH 0500.*
This course is designed for those students who are interested in becoming supervisors, or have recently become supervisors at their current jobs. Students will learn, develop, and improve the core competencies that will assist them in becoming a good supervisor.
Fall, Spring

**BUSN 1152 Hotel/Lodging Management (4 cr)**
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.)
Summer

**BUSN 1153 Principles of Food Production and Sanitation (4 cr)**
Students are given hands-on laboratory experiences in all major areas of food production. Lectures allow students to bridge the gap of food production with operating profitable food service and restaurant entities. (Same as HSMA 1143.)
Summer

**BUSN 1154 Food/Beverage Management and Cost Control (4 cr)**
A working understanding and application of the principles of food, beverage, labor, cost control and management functions. (Same as HSMA 2144.)
Spring

**BUSN 1156 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 HSMA 2100.)
Summer

**BUSN 1157 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 HSMA 1103.)

**BUSN 1158 Convention & Meeting Planning Management (4 cr)**
An overview of successful convention and meeting planning management including all services, execution and follow-up. (Same as HSMA 2173.)

**BUSN 1159 Hospitality Sales & Marketing Management (4 cr)**
*Recommended: Strong interest in hotel management along with computer skills.*
Organization and functioning of marketing and sales department; the need for sales planning through analysis of product, competitors and market. In addition to Sales Planning & Analysis, students will work with industry experts selling the hospitality product. (Same as HSMA 2172.)

**BUSN 1190 Cooperative Education in Business (3-8 cr)**
Prereq: 12 cr of coursework in business and consent of Wanda Kanwischer, Center for Experiential Education, C 1066, 952-358-8123.
Note: Cannot be used to replace BUSN 2096. 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 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: Placement in READ 0960; and ENGC 0900 or higher. *This course is taught using Microsoft Office latest version business software for a PC.*
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.)

Fall, Spring

BUSN 1210 Exceptional Customer Service (2cr)
Examine 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: C or better in CIM/BUSN 1201 or successful completion of equivalent computer competency test. Placement in READ 1106 & 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.)

BUSN 1220 Business Problem Solving and Data Analysis Using Spreadsheets (3 cr)
Prereq: CIM 1201/BUSN 1201 with C or better or successful completion of equivalent computer competency tests. Placement in READ 1106 and ENGC 1101. This course is taught using Microsoft Office latest version business software for a PC. An introduction to project management using MS Project. Includes topics such as 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 45+ 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 2097 Coordinated Business Experience (Senior Internship) (2-4 cr)
Prereq: Written permission of 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.)
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.)

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, Summer

BUSN 2200 Human Resource Management (3 cr)
An overview of the principles and practices of administering the human resource management functions in modern organizations to 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: MATH 1100 with a grade of C or higher or placement in MATH 1500.
Basic statistics of business, economics and public administration. Descriptive statistics, probability and statistical inference. Understanding statistical methods as tools of decision-making.
Fall, Spring, Summer

BUSN 2252 Professional Selling (3 cr)
Analyzes successful sales practices. Develops 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 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: MATH 0600 or its high school equivalent.
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, Summer 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, Summer MnTC Goal: 3
CHEM 1061 Principles of Chemistry 1 (5 cr)  
Prereq: MATH 0700 or concurrent registration, or the high school equivalent; high school chemistry or CHEM 1020.  
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 1059 or 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, 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; lab 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; eligible for 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; eligible for 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; eligible for 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; eligible for 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 effective interpersonal skills will be explored.  
Fall, Spring  
MnTC Goal: 1

**COMM 1112  Media Writing (3 cr)**  
*Prereq: Eligible for ENGC 1101.*  
*Recommended: Eligible for READ 1106.*  
In this course, students learn the basic principles of writing for the mass media through a series of skill-building exercises and practical writing assignments for print, broadcast and digital media. The course also examines interviewing techniques, information gathering, media law and media ethics.  
Fall, Spring

**COMM 1113  Public Relations (3 cr)**  
*Recommended: Eligible for ENGC 1101; eligible for READ 1106.*  
The 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 1118  Broadcasting (3 cr)**  
*Recommended: COMM 1101, 1112; eligible for ENGC 1101; eligible for READ 1106.*  
Instruction and practice in gathering, writing, editing and presenting news for radio and television. The course also covers media ethics and law as they relate to the day-to-day operations of a broadcast station. Students will also get a general overview of key themes in broadcast history, the structure of the TV and radio industries and strategies for pursuing a broadcasting career.  
Spring

**COMM 1121  Small Group Communication (3 cr)**  
*Recommended: Eligible for ENGC 1101; eligible for 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; eligible for ENGC 1101; eligible for 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; ENGC 1101; eligible for 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 Wanda Kanwischer, Center for Experiential Education, C 1066, 952-358-8123.
Career exploration and training in a supervised work setting. Combines theory with 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 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; eligible for ENGC 1101; eligible for 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 their family or families.
Fall, Spring MnTC Goal: 5

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.

Computer Science Courses

CSCI 1100 Fundamentals of Computers (4 cr)
Overview of the computer system; the CPU and chip technology; input and output; storage devices; communications and networks; the Internet and World Wide Web; programming and languages; operating systems; applications software; security, privacy and ethics; artificial intelligence, expert systems and robotics; virtual reality; ergonomics; Windows; word processing; spreadsheets; database management systems and presentation graphics.
Fall, Spring

CSCI 1101 Introduction to Computing and Problem Solving (4 cr)
Prereq: MATH 0700 or MATH 0670 with a grade of C or higher, or placement into 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 1202 Introduction to Object-Oriented Programming in C++ (3 cr)
Prereq: CSCI 1111 or proficiency with C programming language.
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.
Spring

CSCI 1203 Introduction to Computer Programming in Java (4 cr)
Prereq: CSCI 1111 or proficiency with C programming language.
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.
Fall
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; 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)
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.
Spring

CSCI 2033  Elementary Computational Linear Algebra  (4 cr)
Prereq: MATH 1510.
Fall, 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 or consent of professor.
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 or consent of professor.
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 or equivalent experience.
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 with a grade of C or higher, or consent of professor (consent prerequisite included to accommodate students with appropriate industry experience).
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: Completion of COMT 1173 with a grade of 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 or consent of professor.
The A+ Certification course covers the topics required for the two qualifying exams of the A+ certification, Core Hardware and OS Technologies. (The exams are administered by third-party examiners selected by Comp TIA). The course consists of lecture materials covering exam topics as well as a hands-on laboratory component where the student replaces and updates major components of a personal computer.

COMT 2250  Object Oriented Programming with Java for HCIT  (4 cr)
Prereq: CSCI 1101.
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 or basic computer skills.
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 or higher; eligible for ENGC 0800 or higher. 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 or higher; eligible for ENGC 0800 or higher. 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 or higher; eligible for ENGC 0800 or higher. 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 or higher; eligible for ENGC 0800 or higher. This course is taught using Microsoft Office latest version business software for a PC.

CIM 1201 Information Technology Concepts and Business Software 1 (3 cr)
Prereq: Placement in READ 0960; and ENGC 0900 or higher. 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 computer. 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).
Fall, Spring, Summer

CIM 1202 Business Problem Solving and Data Analysis Using Spreadsheets (Busn Prob Solving Excel) (3 cr)
Prereq: Successful completion of CIM 1201/BUSN 1201 with C or better or successful completion of equivalent computer competency test. Placement in 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 Specialist Certification Test. (Same as BUSN 1220)

CIM 1222 Spreadsheets 2 (1 cr)
Prereq: CIM 1121 or equivalent. 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: Successful completion of CIM 1201/BUSN 1201 with C or better or successful completion of equivalent computer competency tests. Placement in READ 1106 and ENGC 1101. This course is taught using Microsoft Office latest version business software for a PC.
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 or equivalent. 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: Successful completion of CIM 1201/BUSN 1201 or with C or better or successful completion of equivalent computer competence tests. Placement in 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 Specialist Certification Test.

CIM 1242 Presentation Graphics 2 (1 cr)
Prereq: CIM 1141 or equivalent. 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: Successful completion of CIM 1201/BUSN 1201 with C or better or successful completion of equivalent computer competence tests. Placement in 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: Successful completion of CIM 1201/BUSN 1201 with C or better or successful completion of equivalent computer competence tests. Placement in 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 1300 Advanced Computer Applications (3 cr)
Prereq: Successful completion of CIM 1100 or CAPL 1100 and CIM/BUSN 1200 with a C or better (within the last 2 years) or successful completion of equivalent computer competence tests. This course is taught using Microsoft Office latest version business software for a PC. Recommended: Keyboarding and proofreading skills. Word processing, spreadsheet, database management and presentation graphics software oriented to increased problem-solving skills, analysis and creativity for professional use. Includes advanced features of each of the software applications with the goal of integrating the tools. Focus on the use of the tools for creating, managing, communicating and storing information. Features include interactive macros, links to other documents, web hyperlinks, formula construction, specialized charts and graphics, unique forms design, advanced data analysis, security of shared files and customizing the software. Skills and knowledge will apply to computer-related employment. Fall

CIM 1600 Computer Training Practicum (3 cr)
Prereq: CIM 1201 with a grade of C or higher, consent of Computers/Information Management Program Coordinator and proofreading skills. 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: Placement into ENGC 0900 or higher; placement into READ 0960 or higher.
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 professor’s permission. Recommended: Placement in READ 0960 or higher; placement in ENGC 0900 or higher.
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-supplemented and enhanced, requiring computer and internet access.

DENH 1110  Head and Neck Anatomy   (1 cr)
Prereq: Acceptance into Dental Hygiene Program.
A study of anatomy of the head and neck as it relates to clinical dental hygiene. Lecture 2 hours for half semester.
Fall

DENH 1112  Oral Anatomy, Embryology and Histology   (3 cr)
Prereq: Acceptance into Dental Hygiene Program.
Dental anatomy, orofacial embryology, and oral histology as they relate to the clinical practice of dental hygiene. Lecture 2 hours; lab 2 hours.
Fall

DENH 1139  Infection Control and Disease Prevention   (1 cr)
Prereq: Acceptance into Dental Hygiene Program.
Emphasis on bloodborne pathogens; concepts, standards and procedures of infection control; management of hazardous materials and regulated waste; office safety programs in the dental health care environment. Lecture 2 hours for half semester.
Fall

DENH 1140  Pre-Clinic Theory   (3 cr)
Prereq: Acceptance into Dental Hygiene Program.
Co-req: DENH 1141
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 1110, 1112, 1139, 1140, 1141.
Co-req: DENH 1143.
Continuation in the study of the dental hygiene care process. Emphasis on professionalism, patient care planning, debridement, dental caries process, dietary counseling and fluoride. Lecture 2 hours.
Spring

DENH 1143  Clinic 1   (4 cr)
Prereq: Acceptance in Dental Hygiene Program. DENH 1110, 1112, 1139, 1140, 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 1144  Special Needs Client   (1 cr)
Prereq: Acceptance into Dental Hygiene Program.
This course focuses on major special needs affecting dental clients; students learn to assess and treatment plan for potential dental appointment modifications, allowing for provision of optimal oral health care for all clients. Lecture 2 hours for half semester.
Fall
DENH 1150 Dental Radiology  (4 cr)
Prereq: Acceptance into Dental Hygiene Program; DENH 1110, 1112, 1139.
Co-req: DENH 1142, 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; consent of course instructor.
Co-req: DENH 1142, 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  (3 cr)
Prereq: Acceptance into Dental Hygiene Program; DENH 1140, 1141; CHEM 1050.
Study, demonstration and manipulation of materials used in dental hygiene procedures. Lecture 1 hour; lab 3 hours.
Spring

DENH 1161 Accelerated Dental Materials  (1 cr)
Prereq: Acceptance into Dental Hygiene Program; consent of course instructor.
Co-req: DENH 1140, 1141; 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, 1140; BIOL 1142.
Co-req: DENH 1142, 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; DENH 1142.
Co-req: DENH 2241.
Focus on advanced clinical procedures, professionalism, ethics, quality assurance, and evidence-based dental hygiene practice. Lecture 2 hours.
Fall

DENH 2241 Clinic 2  (6 cr)
Prereq: Acceptance into Dental Hygiene Program; 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; DENH 1142, 2240, 2241, 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; DENH 2240, 2241, 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, 2243, or the equivalent. Instructor recommendation is necessary for enrollment in this course.
This course is designed to offer students additional skill development in areas of clinical dental hygiene and/or radiology.
Summer

DENH 2252 Clinical Radiology 1  (1 cr)
Prereq: Acceptance into Dental Hygiene Program; 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, 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 1110, 1142, 1162, 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.

DENH 2264 Periodontics for the Dental Hygienist (2 cr)
Prereq: Acceptance into Dental Hygiene Program; BIOL 2204; DENH 1112, 1142, 1143.
Co-req: DENH 2240, 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.

DENH 2266 General and Oral Pathology (2 cr)
Prereq: Acceptance in Dental Hygiene Program; BIOL 1141, 1142, 2204; CHEM 1050; DENH 1110, 1112, 1140, 1141, 1150, 1162.
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.

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, 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. Computer use in nutrition research. 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 long term care 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 any interested dietetic technology student. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

DIET 2145 Experimental Foods (3 cr)
Prereq: HLTH 1107.
Discover the scientific explanation responsible for changes during cooking while conducting experiments.
on vegetables, fruits, eggs, milk and cheese products. Lecture 2 hours; lab 2 hours.

Spring

DIET 2259 Medical Nutrition Therapy (6 cr)
Prereq: DIET 1110, 1154; HLTH 1107.
Disease states requiring modified diets. Medical nutrition therapy for various diseases, including diabetes, heart disease, cancer, AIDS, gastrointestinal disorders, renal disease and tube feedings.

Spring

DIET 2261 Clinical Experience II - Medical Nutrition Therapy (4 cr)
Prereq: DIET 1154, HLTH 1107; 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 or consent of professor.
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; 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.

Economics Courses

ECON 1100 Personal Finance (3 cr)
Recommended: Eligible for READ 1106.
A survey of cash management, credit management, housing, taxes, insurance, investing and retirement planning. Tools and strategies for making responsible financial decisions and improving one’s financial wellbeing. 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.
Fall, Spring MnTC Goals: 5 & 9

ECON 1400 Survey of Economics (3 cr)
Recommended: Eligible for READ 1106.
A survey of microeconomic and macroeconomic principles illustrated by a discussion of current economic policies, issues, and problems. This course cannot be taken for credit after ECON 2201 or ECON 2202. This course is not intended to satisfy the entrance prerequisites for most four-year programs in economics, business, or accounting.
Fall, Spring MnTC Goals: 5 & 9

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 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 Wanda Kanwischer, Center for Experiential Education, C 1066, 952-358-8123.
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 2330 Introduction to Developmental Disabilities (4 cr)
Prereq: EDUC 1101.
This course addresses the challenges faced by persons with developmental cognitive disabilities (DCD) as they seek to become fully-functioning members of society. Students in the course develop the knowledge and skills to successfully teach the DCD population, addressing both their educational and community-based needs. Fall

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: MATH 1500 or placement in 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, 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; 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 with C or higher.
Fall

ENGR 2236 Dynamics (3 cr)
Prereq: MATH 1520 and PHYS 1121 with grades of C or higher. Recommended: ENGR 2235.
Spring

ENGR 2900 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 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. The course 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. The course 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

Engineering Technology Courses

ENGT 1511 Introduction to Engineering Technology
(3 cr)
Prereq: Eligible for MATH 1100; Eligible for 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: MATH 1100 or concurrent enrollment; ENGT 1151 or concurrent enrollment; 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.
Fall, Spring

ENGT 1513 Digital Electronics Technology (3 cr)
Prereq ENGT 1151; NANO 1153; 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.
Fall, Spring

ENGT 1514 Computer Integrated Manufacturing (PLTW)™ (3 cr)
Prereq: MATH 0670 or 0700 (or placement in MATH 1100); Eligible for ENGC 1101 or READ 1106; ENGT 1511.
Computer Integrated Manufacturing builds on computer solid modeling skills developed in Introduction to Engineering Design (ENGT 1511), a Project Lead the Way 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: MATH 0700 or 0670 with a grade of C or higher; or B or higher in high school Algebra II; or placement in MATH 1100. Eligible for ENGC 1101 or READ 1106.
Introduction to the diverse fields of bio-chemistry, bio-engineering, and bio-medical device engineering through the integrated application of biology, physics, technology and mathematics. Students complete projects related to the following topics: DNA modeling, pathogen identification, forensic science, bioreactions and bio-processing, orthopedics and cardiovascular devices. Lecture 2 hours, lab 2 hours.
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

English for Academic Purposes Courses

EAP 0610 Intensive English for Academic Purposes Level 1(A) (5 cr)
Prereq: Placement into EAP Level 1.
Co-req: Day students must also register for EAP 0620 and NCC 1000.
This intensive, integrated English language skills course provides instruction and practice in reading, writing, speaking, listening, grammar and other skills necessary for future academic success. The course is divided into units in which students explore a common theme around which the language skills are structured. Grading options are A-F and P/NC.
Course offerings to be announced.

EAP 0620 Intensive English for Academic Purposes Level 1(B) (6 cr)
Prereq: Completion of EAP 0610 with a grade of C/P or higher.
This intensive, integrated English language skills course is a continuation of EAP 0610 and provides further instruction and practice in reading, writing, speaking, listening, grammar and other skills necessary for future academic success. The course is divided into units in which students explore a common theme around which the language skills are structured. Grading options are A-F and P/NC.
Course offerings to be announced.

EAP 0650 Speaking and Listening Skills 1 (3 cr)
Prereq: Placement into EAP 0750 or higher and placement into EAP 0850 or higher.
This course provides instruction and practice in the American English sound system. Students will learn the vowels, consonants, stress, rhythm and intonation of American English. They will apply their skills in classroom exercises such as dictation, discussions, role-plays, aural exercises and short presentations. Outside class, they will practice activities such as interviews, small talk and telephone skills. Additional practice in the language lab (when available). Grading options are A-F or P/NC.
Fall, Spring
EAP 0660 Speaking and Listening Skills 2 (3 cr)
Prereq: completion of EAP 0650 with a grade of P or C or higher or placement into EAP 0850 or higher and placement into EAP 0750 or higher.
This course provides further instruction and practice in the American English sound system. Vowels, consonants, stress, rhythm and intonation will be reviewed and applied to classroom situations. Students will prepare short speeches, learn the conventions of conversation management and discuss nonverbal communication. Additional practice in the language lab (when available). Grading options are A-F or P/NC.
Fall, Spring

EAP 0710 Intensive English for Academic Purposes 2 (A) (5 cr)
Prereq: EAP 0620 with a grade of C/P or higher, or placement into EAP Level 2.
Co-req: Day students must also register for EAP 0720; CIM 1201.
EAP 0710 is the first half of the integrated English language skills curriculum that is Level 2 of the Intensive EAP Program. Building on the skills acquired in Level 1, this course provides integrated instruction in reading, writing, listening, speaking, grammar and other English language skills necessary for future academic success. Extensive paragraph writing and reading both longer selections and authentic materials are very important components of this course. Grading options are A-F and P/NC.
Course offerings to be announced.

EAP 0720 Intensive English for Academic Purposes 2 (B) (4 cr)
Prereq: EAP 0710 with a grade of C/P or higher.
Co-req: Day students must register for EAP 0710, 0720; CIM 1201.
EAP 0720 is the second half of the integrated English language skills curriculum that is Level 2 of the Intensive EAP Program. Building on skills acquired in EAP 0710, this course provides integrated instruction in reading, writing, listening, speaking, grammar and other English language skills necessary for future academic success. Extensive paragraph writing and reading both longer selections and authentic materials are very important components of this course. Grading options are A-F and P/NC.
Course offerings to be announced.

EAP 0750 English for Academic Purposes 1 (5 cr)
Prereq: Placement into EAP 0750 and placement into EAP 0850 or higher.
This course provides instruction in grammar and writing for intermediate EAP students. Topics include verb tenses, sentence skills, mechanics and beginning writing skills. Grading options are A-F or P/NC.
Fall, Spring

EAP 0760 English for Academic Purposes 2 (5 cr)
Prereq: Successful completion of EAP 0750 with a grade of C/P or higher; or placement into EAP 0760 and placement into EAP 0850 or higher.
This course is designed as a continuation of EAP 0750. It provides instruction in grammar and writing for the high intermediate EAP student. Topics include verb tenses, clauses, pre-writing, organization and beginning paragraph writing. Grading options are A-F or P/NC.
Fall, Spring

EAP 0850 Reading and Vocabulary Acquisition for EAP Students (5 cr)
Prereq: Placement into EAP 0850 and placement into EAP 0750 or higher.
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 with a grade of C/P or higher; or placement into EAP 0855 and placement into EAP 0750 or higher.
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: Placement into 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. Students will practice reading, writing, listening and speaking skills as they complete the assignments to compile their portfolios.
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. 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: Eligible for ENGC 0800 or successful completion of EAP 0760; eligible for READ 0860.*
Students will focus on three areas fundamental to good writing. They will study and practice: 1) techniques for completing a writing project successfully, 2) basic conventions of paragraphs and essays and 3) conventions of English grammar, mechanics and usage. Students must pass the course with a C/P or better to move on to ENGC 0900.
Fall, Spring

ENGC 0900  Preparation for College Writing  (4 cr)
*Prereq: Placement into ENGC 0900 and eligibility for READ 0960, or a C/P or better in ENGC 0800 and eligibility for 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. Grading options are A-F or Pass/No Credit. A grade of Pass/C or better is required to register for ENGC 1101.
Fall, Spring

ENGC 1101  Freshman Composition  (4 cr)
*Prereq: 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 1102  Technical Writing  (3 cr)
*Prereq: Grade of C or higher in ENGC 1101.
Recommended: Keyboarding, computer knowledge.*
Students will learn the principles of writing technical documents such as instructions, descriptions, definitions and résumés. Students are required to use a computer for all assignments.
Fall, Spring

ENGC 1103  Business Writing  (3 cr)
*Prereq: Grade of C or higher in ENGC 1101.
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: Grade of C or higher in ENGC 1101.*
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: Grade of C or higher in ENGC 1101.*
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; eligible for 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

ENGL 1130  Literature of Diversity  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will read, discuss, and write about literature written by Americans who have traditionally been under-represented in the literary canon. The readings will include works by African Americans, Asian Americans, Latina/o Americans, Native Americans, and others, including American-educated writers born elsewhere. The writers will represent various literary periods, as well as genres, and will be discussed in socio-cultural and historical contexts.
Fall, Spring

ENGL 1140  Gender and Literature  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Read, discuss and write about works of literature from a gender-focused perspective. Topics students may explore include literary images of men and women, representations of gender in literature, portrayals of gender-based attitudes and values, and the ways in which writing can change conventional views of gender.
Fall, Spring

ENGL 1150  Contemporary Literary Studies  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
By reading contemporary literary works, discussing and developing interpretations of them, and writing about the literature and the period, students will examine how contemporary literature represents the struggles and themes of modern life.
Fall, Spring

ENGL 1160  Children's Literature  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will study and evaluate literature (picture books, folktales, fantasy, realistic fiction, historical fiction and nonfiction) written for children of all ages. Topics include how to encourage children to read; how to guide a young reader's selection of books and responses to literature; and introducing children to books about a variety of cultures within the United States and around the world.
Fall, Spring

ENGL 1161  Young Adult Literature  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will study and evaluate literature written for young adults. Students will focus on adolescents’ selection of and response to literature. Students will also survey current trends and issues in the field of young adult literature. Emphasis is placed on introducing adolescents to books about a variety of cultures within the United States and around the world. Readings include fantasy, realistic fiction, historical fiction, nonfiction and poetry.
Fall, Spring

ENGL 1170  Modern World Literature  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will study fiction, poetry, and drama by selected authors from Latin America, Continental Europe, Africa and the Middle East, and Asia and the South Pacific. As part of their study, students will analyze these texts within their diverse cultural and historical contexts, including selected literary movements. The course will primarily focus upon literature written from the early 18th century to the present.
Fall, Spring

ENGL 1186  Introduction to Poetry  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will explore the way poets use words in concentrated form to convey sensory, emotional, imaginative and intellectual experience. Students will practice close and full reading of the poems, noting imagery, figurative language, sound and tone.
Fall, Spring

ENGL 1187  Introduction to Drama  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students’ reading of 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.
Fall

ENGL 1188  Introduction to Short Stories  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will improve critical reading and thinking skills through reading short fiction by a variety of authors and studying and writing about the techniques the authors use.
Fall, Spring
ENGL 1189 Introduction to the Novel (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will read novels for enjoyment and increased sensitivity to alternative meanings and analyses, critically examining the essential techniques of fiction as well as the unique perspectives an author brings to a work.
Fall, Spring MnTC Goal: 6

ENGL 1900 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.

ENGL 2120 Shakespeare (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Studying William Shakespeare’s writing is a journey of discovery. This course is designed to start students on that journey as they discover the power of Shakespeare’s language as well as his uncanny and modern insight into human nature. As students read, discuss and write about Shakespeare’s plays and poems, written 400 years ago, they will learn about themselves.
Fall, Spring MnTC Goal: 6

ENGL 2125 The Novels of Jane Austen (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
The course examines the six novels of Jane Austen, an author whose works have increased in popularity in recent years due to film versions of the novels. Studying her 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

ENGL 2130 African American Literature (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
This course gives students an introduction to literature by African American writers representing multiple experiences and historical periods. The students will study various genres and will analyze the literary works in cultural and historical context through both discussion and written assignments.
Spring MnTC Goals: 6 & 7

ENGL 2131 Asian American Literature (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
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 & 7

ENGL 2132 U.S. Latino/a American Literature (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students read, discuss, and write about literature by U.S. Latino/a writers from a variety of ethnic cultures and various historical periods as well as influences.
Spring MnTC Goals: 6 & 7

ENGL 2133 Native American Literature (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
This course gives students an introduction to literature by Native American writers representing various tribal cultures and historical periods. The students will study multiple genres and will analyze the literary works in cultural and historical context through both discussion and written assignments.
Fall MnTC Goals: 6 & 7

ENGL 2140 Environmental Literature (4 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
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 & 10

ENGL 2150 American Literature 1 (4 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
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 & 9

ENGL 2151 American Literature 2 (4 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
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 & 9

ENGL 2160 British Writers 1 (4 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will read works written by a variety of authors from the Middle Ages through the eighteenth century.
Fall MnTC Goal: 6

ENGL 2161 British Writers 2 (4 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Students will read works by a variety of authors of the 19th and 20th centuries.
Spring MnTC Goal: 6
ENGL 2174  African Literature  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
Student will study a range of African Literature in English, exploring distinctive features of several African regions. Focusing mainly on fiction genera (novels, short stories, drama) and poetry, the instructor may also use some non-fiction, including memoir, critical essays, and contextual documents. As part of their study, students will analyze these texts within their cultural and historical contexts. the course will primarily focus on literature written 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: Grade of C or higher in ENGC 1101.
Students will study and write imaginatively in a variety of genres - play and screen writing, short fiction, poetry, and creative nonfiction as selected by the professor. 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

ENGW 2900  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.

Exercise Science Courses

EXSC 1000  Aspects of Fitness  (1cr)
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, 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)**
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; eligible for ENGC 0900 or higher.*
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 or higher.*
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 bouting.
Fall

EXSC 1151 **Rock Climbing** (2 cr)
*Recommended: Eligible for ENGC 0900 or higher; eligible for READ 0960 or higher.*
Climbing equipment, types of climbs, terminology; knots, anchors, belaying; free climbing; aid climbing; 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 or higher; eligible for READ 0960 or higher.*
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 or consent of professor.*
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. Two four-day class backpacking trips are required. Additional fee for this course.
Summer
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>EXSC 2300</td>
<td>Introduction to Exercise Science (3 cr)</td>
<td></td>
<td>Eligible for READ 1106; eligible for ENGC 1101</td>
<td>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. Also this course provides information on the numerous areas of study and their applications within the field of kinesiology.</td>
</tr>
<tr>
<td>EXSC 2305</td>
<td>Exercise Physiology (3 cr)</td>
<td></td>
<td>Eligible for READ 1106; eligible for ENGC 1101</td>
<td>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.</td>
</tr>
<tr>
<td>EXSC 2310</td>
<td>Foundations of Personal Training (3 cr)</td>
<td></td>
<td>Eligible for READ 1106</td>
<td>A comprehensive course to familiarize students with all aspects of personal training through the developmental curriculum designed by the National Strength and Conditioning Association (NSCA). This class is a preparatory course for becoming a NSCA Certified Personal Trainer.</td>
</tr>
<tr>
<td>EXSC 2315</td>
<td>Exercise Prescription (3 cr)</td>
<td></td>
<td>EXSC 2310; eligible for READ 1106; eligible for ENGC 1101</td>
<td>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.</td>
</tr>
<tr>
<td>EXSC 2320</td>
<td>Foundations of Group Exercise Instruction (3 cr)</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>EXSC 2900</td>
<td>Topics in Exercise Science (1-4 cr)</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**Food Science Courses**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>FSCI 2100</td>
<td>Introduction to Food Science (3 cr)</td>
<td></td>
<td>CHEM 1062</td>
<td>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.)</td>
</tr>
</tbody>
</table>

**French Courses**

See World Languages and Cultures.

**Geography Courses**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>GEOG 1050</td>
<td>Introduction to Maps and Places (3 cr)</td>
<td></td>
<td></td>
<td>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, symbolization. Includes principles of topographic and thematic mapping.</td>
</tr>
<tr>
<td>GEOG 1101</td>
<td>Physical Geography (4 cr)</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>GEOG 1102</td>
<td>Human Geography (3 cr)</td>
<td></td>
<td></td>
<td>Human populations, their cultures and their landscapes, emphasizing cultural diversity and interaction with the physical environment.</td>
</tr>
<tr>
<td>GEOG 1103</td>
<td>Economic Geography (3 cr)</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>GEOG 1104</td>
<td>Resources, Society and Environment (3 cr)</td>
<td></td>
<td></td>
<td>Human-environmental interactions: Physical, economic, social and political processes and perspectives related to global natural resource use and issues of sustainability and global change.</td>
</tr>
</tbody>
</table>

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 1180 Cartography and Geographic Information Systems (3 cr)**
This course is an introduction to cartographic and spatial analytical computer applications in geography and many other academic disciplines. This is a software-oriented course in which students learn the latest techniques in cartography and geographic information systems (GIS) to design many types of graphs and maps, in color and black and white formats.

Knowledge of computer techniques for geographic representation is a required component for professional degrees in geography, geology, sociology, ecology and many other academic disciplines.

**GEOG 1900 Topics in Geography (1-4 cr)**
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 to 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.

GEOL 2900 Topics in Geology (1-4 cr)
Prereq: Topic-dependent.
Examination of a special topic in geology, intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

German Courses
See World Languages and Cultures.

Health Courses
HLTH 1010 Health Professions Terminology (3 cr)
Prereq: Eligible for READ 1106; eligible for ENGC 1101.
Introduction to terminology used in the health professions covering fundamental skills necessary to understand, listen, speak, read and write.
Fall, Spring, Summer

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, Summer

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, Summer

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, Summer

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 the Heart Saver CPR from the American Heart Association.
Fall, Spring, Summer

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, Summer

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, Summer
HLTH 1128 Personal Nutrition and Exercise (3 cr)  
Prereq: Eligible for READ 1106, eligible for ENGC 0900 or higher.  
This course provides students with valuable nutrition and exercise information through lectures and activities in the philosophy and concepts of wellness. Students will set individual nutrition and exercise goals; learn proper safe nutritional habits and safe exercise activities. (Same as EXSC 1128.)  
Fall, Spring, Summer

HLTH 1160 Theory and Practice of T’ai Chi Ch’uan 1 (2 cr)  
Introduces the theory, applications and postures of T’ai Chi. Emphasis is on incorporating the balance, flexibility, relaxation and muscular strengthening concepts of T’ai Chi into a lifestyle which benefits body, mind and spirit.  
Fall, Spring, Summer

HLTH 1170 Introduction to the Theories of Healing and Practice 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, Qigong, push hands and other T’ai Chi forms will be taught. Each student will be assigned a small group of beginning students as part of the Service-Learning component of the class.  
Fall, Spring, Summer

HLTH 2209 First 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 First Responder Certificate is available upon successful completion of course objectives. (First Responder is a prerequisite for Criminal Justice.)  
Fall, Spring, Summer

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.  
Fall, Spring

HLTH 2900 Topics in Health (1-4 cr)  
Prereq: Topic-dependent.  
Skill development in various special areas of a 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 nonverbal 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. Such areas 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 workforce 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, 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.

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 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 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; eligible for 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 MnTC Goals: 5 & 8

HIST 2201 The World in the Era of the World Wars (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
This course will present a history of the world in the first half of the twentieth century. Course topics will include: the world on the eve of the Great War; the origins of WWI; the Paris Peace Conference; the rise of totalitarian systems such as Communism, Fascism and Nazism; the origins of WWII; the war in Europe; the Holocaust; the war in the Pacific; strategic bombing; the decision to use atomic weapons against Japan; war crimes trials; and the war’s aftermath and legacy. Fall MnTC Goals: 5 & 8

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, Summer

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.)
Summer

HSMA 1162 Hotel/Lodging Management (4 cr)
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 BUSN 1152.)
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 professor.
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 professor.
This capstone course is designed to enable graduating students to strengthen their career planning and assessment techniques 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 professor.
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, Summer

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, Summer

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, Summer

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)
An overview of successful convention and meeting planning management including all services, execution and follow-up. (Same as BUSN 1158)
Fall
HSMA 2900  Topics in Hospitality Management (1-3 cr)
Prereq: Topic-dependent.
An examination of a special topic in hospitality management, intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Informatics for Healthcare
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 Informatics Technology environment.

HCIT 2100  Introduction to Health Information Technology (3 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 records (EHR), and health information exchange (HIE). Fall

HCIT 2200  Privacy and Security in HIT (2 cr)
Prereq: HCIT 2100.
This course will develop and 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.
Spring

Interdisciplinary Studies
INDS 1600  Leadership Development (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 professors, 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: Placement in 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 or A-F grading option.
Fall, Spring

MATH 0600  Elementary Algebra   (3 cr)
Prereq: MATH 0500 with a grade of C or higher or placement in 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 or A-F grading option.
Fall, Spring

MATH 0630  Survey of Algebra   (3 cr)
Prereq: MATH 0500 with a grade of C or higher or placement in MATH 0600.
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. P/NC or A-F grading option.
Fall, Spring
MATH 0650 Geometrical Concepts (2 cr)
Prereq: MATH 0600 with a grade of C or higher or placement in MATH 0650.
Introduction to geometry of two and three dimensions: measurement, constructions, lines/circles/polygons in the plane, similarity and congruence, coordinate geometry, patterns, logical inferences, proofs. Visualization and hands-on construction with a computer lab component. P/NC or A-F grading option. Spring

MATH 0670 Elementary and Intermediate Algebra (5 cr)
Prereq: MATH 0500 with a grade of A or placement in 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, quadratic, 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 or A-F grading option. Fall, Spring

MATH 0700 Intermediate Algebra (3 cr) 
Prereq: MATH 0600 or 0630 with a grade of C or higher; or placement in 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 or A-F grading option. Fall, Spring

MATH 0900 Individualized Skill Development in Mathematics (1-2 cr)
Prereq: Consent of professor. 
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 or A-F grading option.

MATH 1010 Medical Dosages Calculations (1 cr)
Prereq: MATH 0700 or 0670 with a grade of C or higher; or placement into 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 or 0670 or 0630 with a grade of C or higher; or B or higher in high school Algebra II (within the last two years); 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 

MnTC Goal: 4

MATH 1050 Mathematical Foundations 1 (3 cr)
Prereq: MATH 0700 or 0670 or 0630 with a grade of C or higher or placement in MATH 1100. 
Part of a two-course sequence focusing on concepts and models involved with numeration systems, whole numbers, fractions, decimals, integers, real numbers and introductory computer applications. Emphasis on mathematical reasoning, estimation and problem solving. 
Fall

MnTC Goal: 4

MATH 1060 Mathematical Foundations 2 (3 cr) 
Prereq: MATH 0700 or 0670 or 0630 with a grade of C or higher or placement in MATH 1100. MATH 0650 or high school geometry is recommended. 
Part of a two-course sequence focusing on concepts and models involved in working with geometry, measurement, probability, and statistics. Emphasis on mathematical reasoning, estimation and problem solving. 
Spring 

MnTC Goal: 4

MATH 1070 Mathematics with Technology (3 cr) 
Prereq: MATH 1060 or concurrent registration. 
Recommended: Familiarity with algebraic and geometric skills; ability to use a scientific calculator; computer literacy. 
A course on understanding and illustrating mathematics through using and evaluating technology. Students will apply models of numbers and operations, measurement, geometry, algebra, data analysis, reasoning, communication and connections. Special emphasis will be placed on mathematical visualization and problem solving using technology. 
Spring 

MnTC Goal: 4

MATH 1080 Introduction to Statistics (4 cr) 
Prereq: MATH 0700 or 0670 or 0630 with a grade of 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.

MATH 1099 Mathematics for Accelerated Business Students (2 cr)
Prereq: Math 700 with a grade of C or higher, OR Math 600/630 with the special permission of the instructor OR scoring at the Math 1100 level on the placement exam.
This course is intended to prepare students in the Accelerated Business Program for the quantitative components in accounting, economics, marketing and statistics. Topics include sets and Venn diagrams, systems of linear equations and matrices, linear programming, financial mathematics (annuities and amortizations), simple combinatorics and elementary probability, including expected value of probability distributions. Math 1099 and Math 1200 cannot both be taken for credit.

MATH 1100 College Algebra and Probability (4 cr)
Prereq: MATH 0700 or 0670 with a grade of 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.

MATH 1200 Finite Mathematics (4 cr)
Prereq: MATH 0700 and professor permission; or MATH 1100 with a grade of 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.

MATH 1400 Survey of Calculus (4 cr)
Prereq: MATH 1100 with a grade of 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.

MATH 1500 Pre-Calculus (5 cr)
Prereq: MATH 1100 with a grade of 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.

MATH 1510 Calculus 1 (5 cr)
Prereq: MATH 1500 with a grade of C or higher; or placement in MATH 1510.
Topics include functions, limits, derivatives and an introduction to integration. Applications include, but are not limited to, science, engineering, economics, and ecology.

MATH 1520 Calculus 2 (5 cr)
Prereq: MATH 1510 with a grade of C or higher; or approved equivalent preparation.
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.

MATH 1900 Topics in Mathematics (1-3 cr)
Prereq: Topic-dependent.
An examination of a special topic in mathematics, intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

MATH 2400 Probability and Statistics with Calculus (4 cr)
Prereq: MATH 1520 with a grade of C or higher; or approved equivalent preparation.
Descriptive statistics, elementary probability and probability distributions, sampling and the elements of statistical inference including point/interval estimation and hypothesis tests.

MATH 2510 Calculus 3: Multivariable Calculus (5 cr)
Prereq: MATH 1520 with a grade of C or higher; or approved equivalent preparation.
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.
MATH 2520  Calculus 4: Differential Equations with Linear Algebra  (5 cr)
Prereq: MATH 1520 with a grade of C or higher; or approved equivalent preparation.
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  Fundamentals of Mathematical Proof (4 cr)
Prereq: At least three of MATH 1510, 1520, 2510 and 2520 or their equivalents.
This course is intended to teach students how to write formal mathematical proofs. It 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, set theory, including cardinality of sets, techniques of mathematical proof, relations and functions, basic number theory. Time permitting, 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.
Mathematics Curriculum Chart

All mathematics courses have prerequisites. All prerequisites must have been completed or placement tests taken within 2 years of the class start date. A grade of C or higher in a course numbered below 1000 is required to proceed to the next course.

Courses numbered below 1000 do not usually transfer to other colleges.

- **MATH 0500**: Pre-Algebra
  - C or higher
  - Grade of A

- **MATH 0630**: Survey of Algebra
  - C or higher

- **MATH 0600**: Elementary Algebra
  - C or higher

- **MATH 0650**: Geometrical Concepts
  - C or higher

- **MATH 0700**: Intermediate Algebra
  - C or higher

- **MATH 0670**: Elementary and Intermediate Algebra

- **MATH 1050**: Mathematical Foundations 1

- **MATH 1060**: Mathematical Foundations 2

- **MATH 1070**: Mathematics with Technology

- **MATH 1080**: Introduction to Calculus

- **MATH 1090**: Survey of Calculus

- **MATH 1100**: College Algebra and Probability

- **MATH 1200**: Finite Mathematics

- **MATH 1300**: Pre-Calculus

- **MATH 1400**: Survey of Calculus

- **MATH 1500**: Pre-Calculus

- **MATH 1510**: Calculus 1

- **MATH 1520**: Calculus 2

- **CSCI 2011**: Discrete Structures of Computer Science

- **CSCI 2031**: Introduction to Numerical Computing

- **MATH 2510**: Calculus 3
  - Multivariable Calculus

- **MATH 2520**: Calculus 4
  - Differential Equations with Linear Algebra

- **MATH 2500**: Fundamentals of Mathematical Proof

- **MATH 2000 & MATH 2900**: Topics in Mathematics
  - (Prerequisites may vary by topic)
Music Courses

MUSC 1100 Beginning Music Lessons (2 cr)
Prereq: Consent of Applied Music professor.
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; eligible for 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; eligible for 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; eligible for 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; eligible for 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: ENGC 0900 or placement level of ENGC 1101 and READ 0960 or placement level of READ 1106.
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; eligible for 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 professor.
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 professor.
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 professor 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 professor.
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 professors 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 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 or consent of professor.*
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)
*Prereq: MUSC 1156 or audition. Concurrent registration in Music Theory and Ear Training is strongly encouraged.*
Guitar II is a continuation of the skills developed in Guitar I, MUSC 1156. This course introduces right hand finger picking patterns, chord progressions in several keys, sight reading in higher positions, movable scales and instrument literature. Students provide their own acoustic guitar (preferably a nylon string guitar).
Spring

MUSC 1170 Jazz Improvisation I (2 cr)
*Prereq: MUSC 1131 or consent of professor.*
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, MUSC 1120, MUSC 1131, MUSC 1151, or consent of professor.*
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.
Spring  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.
Fall  MnTC Goal: 6 & 8

MUSC 2252  Sophomore Recital  (0 cr)
Prereq: 8 credits of MUSC 1151 (Applied Music) and 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 2270  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 2276  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 2281  Ear Training III  (2 cr)
Prereq: MUSC 1182.
Co-req: MUSC 2231.
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.
An 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 1153  AC/DC Circuits  (4 cr)
Prereq: MATH 1100 with a grade of C or higher; or placement in 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

NANO 1180 Manufacturing Processes (2 cr)
Various manufacturing processes: casting, forging, forming, extrusion, machining, grinding and precision machining. Study of manufacturing and production systems.

Fall

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 1184 Fluid Mechanics (2 cr)
Prereq: MATH 1100.
Theoretical understanding of fluid mechanics. Experiments emphasize fundamental concepts. Application for static and dynamic systems.

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 or higher.
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 (3 cr)
Recommended: CHEM 1061; MATH 1100 with a grade of C or higher or eligible for MATH 1500.
The application of principles of vacuum technology to the operation and maintenance of industrial vacuum processes.

Fall, Spring

NANO 1294 Introduction to Semiconductor Processing (3 cr)
Recommended: CHEM 1061; MATH 1100 with a grade of C or higher or eligible for MATH 1500.
Review of atomic structure and the periodic table, particularly as related to semiconductors. Understanding of the meaning of semiconductor materials and their functions and use. Differences between single crystal and polycrystalline materials. Wafer terminology and the operations of diffusion and thin film deposition and how photolithography and masking work in the semiconductor process.

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 2194 Advanced Semiconductor Processing (3 cr)
Prereq: NANO 1294; MATH 1100.
In-depth understanding of the oxidation process. Etching, including wet and dry etching and photo resist stripping. Doping, including diffusion techniques and ion implantation. Thin film deposition, including CVD and LPCVD and metallization as methods of deposition. Wafer testing, evaluation and yield factors. The future of the semiconductor industry will also be explored.

Spring

NANO 2293 Vacuum Analysis and Trouble Shooting (4 cr)
Prereq: CHEM 1061; NANO 1292.
A course putting into practice topics learned or covered in Introduction to Vacuum Technology. An opportunity to read and interpret gages, flow meters, work with different valves and pumps, use RGA and interpret data. First exposure to a clean room environment. Leak testing, pumping down systems, trouble shooting systems through laboratory experiments simulating classical system problems and solutions.

Fall, Spring

NANO 2297 Thin Film Deposition (4 cr)
Prereq: NANO 2293.
This course will give students the opportunity to know and work with thin film metals and oxides. Exposure to photolithography and methods of deposition in the HV and UHV range, including vacuum evaporation, sputtering methods and chemical vapor deposition.

Fall, 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.

Fall

**NANO 2900 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, 0900; READ 0860, 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)**
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 with the theories and the role of the sector in today’s society.
Fall, Spring

**NCC 1600 Leadership Development (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

**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. Current placement on the Nursing Assistant Registry is required for beginning nursing students.
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 with grades of 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 Service-learning 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

**NURS 1120 Nursing 2 (8 cr)**
*Prereq: NURS 1110, BIOL 1142 and COMM 1111 with grades of 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, service-learning, and clinical settings. Service-Learning 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.

Spring

**NURS 1130 PN Mobility Transition Course (4 cr)**
*Prereq: Acceptance into PN Mobility Program, ENGC 1101, CHEM 1050, BIOL 1141, BIOL 1142 with grades of 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, service-learning 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 Service-Learning Experience.

**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.

**NURS 1157 Home Health Aide (1 cr)**
*Prereq: Currently on the MN Nursing Assistant Registry in good standing and did take the State Competency Exam as a “test-out candidate”, meaning student did not use program code “77777” for the state competency exam.*  
This course prepares the student to provide physical care to individuals in home care settings. The course also includes information on emotional, spiritual and psychosocial needs, and basic training in behavior management for person with dementia. Attendance is MANDATORY. Upon successful completion of this course, the student is eligible to take the Minnesota Competency Evaluation for Home Health Aide. Lecture 16 hours total.

Fall, Spring

**NURS 1190 Clinical Enrichment (2 cr)**
*Prereq: Grades of C or higher in NURS 1110 and NURS 1120.*  
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.

**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.

**NURS 2210  Nursing 3 (8 cr)**
Prereq: NURS 1120 or 1130, PSYC 1110 with grades of 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 placed on growth and development, family assessment and utilization and application of research. The delivery of care at the primary, secondary, and tertiary levels and focused assessments in specialty populations is incorporated. Selected learning experiences are planned within the laboratory, simulation, service-learning, and clinical settings for mental health, pediatric, and obstetric populations. Lecture 4 hours/week, clinical lab 8 hours per week and service-learning hours required.

**NURS 2220  Nursing 4 (8 cr)**
Prereq: NURS 1120 or 1130, PSYC 1110 with a grade of C or higher.
This nursing course begins with a focus on caring for adults and their families with complex chronic and acute alterations in health. The course facilitates synthesis and application of nursing theory and evidence-based practice to complex health care situations. Utilization of principles of group functioning, the teaching-learning process, management, and leadership in providing care is incorporated. Opportunities are also provided for students to examine the complexities of caring for multiple patients. Selected learning experiences are planned within the laboratory, simulation, service-learning, and clinical settings for adult, medical surgical populations. Lecture 4 hours/week, clinical lab 8 hours per week and service-learning hours required.

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**Philosophy Courses**

**PHIL 1101  Introduction to Philosophy (3 cr)**
Recommended: Eligible for READ 1106 or above.
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 or above.
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 or above.
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 or above.
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 or higher.
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 or above; eligible for 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 Ethics & Capitalism (3 cr)  
Recommended: Eligible for READ 0960 or above.  
The examination of the ethical status of business. Investigation of ethical issues in business with consideration of philosophical, economic, social and political factors. Topics will include employee rights (job security, participation, health, safety, equality), marketing ethics, business and the environment, ethics and multinational corporations, business and consumer rights. Fall, Spring MnTC Goal: 6 & 9

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. Fall, Spring MnTC Goal: 6 & 9

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 1050 Survey of Classical Physics (4 cr)  
Prereq: MATH 0630 or MATH 0700; 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. Fall, Spring MnTC Goal: 3

PHYS 1060 Physics of Health Technology (4 cr)  
Prereq: MATH 0700; 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. Fall, Spring MnTC Goal: 3

PHYS 1104 Descriptive Astronomy (3 cr)  
Prereq: MATH 0600 or higher; eligible for READ 1106.  
A one-semester course focusing on the description of the solar system, life cycles of the stars, history and evolution of the universe. This course requires a background in basic algebra. This course offers a lab-like experience. Lecture 3 hours. Fall, Spring MnTC Goal: 3

PHYS 1110 College Physics 1 (4 cr)  
Prereq: MATH 1100 with grade of C or higher.  
This is the first semester of a two-semester sequence of non-calculus, introductory physics. This course uses college algebra. Topics include kinematics, dynamics, gravitation, momentum, energy (mechanical, thermal), fluids and waves. Lecture 3 hours; lab 2 hours. Fall, Spring MnTC Goal: 3

PHYS 1111 College Physics 2 (4 cr)  
Prereq: MATH 1100; PHYS 1110 with grade of C or higher.  
This is the second semester of a two-semester sequence of non-calculus, introductory physics. Topics include electricity, magnetism, electromagnetic waves, and optics. Lecture 3 hours; lab 2 hours. Spring MnTC Goal: 3
PHYS 1114 Introductory Astronomy (4 cr)
Prereq: Math 0700 with a grade of B or higher; READ 0960 or higher.
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 with grade of C or higher; 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 with grade of C or higher; 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 MnTC Goal: 3

PHYS 1202 Physics with Biomedical Applications 2 (4 cr)
Prereq: PHYS 1201; 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; 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.
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.

Prior Learning Assessment at Normandale Courses

PLAN 1030 Work/Life Planning (2 cr)
Prereq: Consent of the PLAN Coordinator.
Adult student introduction to college and planning for academic success, identification of college level skill/knowledge acquired from work/life-long learning, introduction to college degree programs for working adults, construction of an educational plan, introduction to the assessment process by which students are awarded college credit for work/life-long learning.
Fall, Spring
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 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, ecopolitics, and feminism. Explores significant thinkers such as Machiavelli, Hobbes, Locke, Rousseau, Burke, Mill, and Mao.
Spring MnTC Goals: 5 & 9

POLS 1136 City Politics (3 cr)
Compares cities in the United States and in other countries. Examines diverse roles, characteristics, and future of cities.
Spring MnTC Goals: 5

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 or consent of professor.
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 1900 Topics in Political Science (1-4 cr)
Prereq: Topic-dependent.
Examines specific topics in politics and public policy, intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

POLS 2253 Constitutional Law 1: The Evolution of the Constitution up to the Reconstruction (3 cr)
Prereq: POLS 1130 or consent of the professor.
Considers tensions between centralist and decentralist forces from colonial times to 1876, the emergence of democracy, and the framing of the 14th Amendment.
Fall MnTC Goals: 5 & 9

POLS 2254 Constitutional Law 2: The Evolution of the Constitution from the End of Reconstruction to the Present (3 cr)
Prereq: POLS 1130 or consent of the professor.
Examines the rise of the presidency, the national government’s regulation of the economy, civil liberties, and civil rights.
Spring MnTC Goals: 5 & 9

POLS 2900 Topics in Political Science (1-4 cr)
Prereq: Topic-dependent.
Examines specific topics in politics and public policy. Intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Psychology Courses

PSYC 1100 Psychology in Modern Life (3 cr)
This course 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 how to apply the knowledge psychology (as well as other disciplines) offers to life situations, and on the development of skills to implement this information. Course will focus on the life changes that take place during late adolescence and adulthood. An exploration of personal development, including the areas of education and vocation, personality development, personal relationships, values and communication will be included. Life situations such
as stress management, decision-making, handling conflict and personality adjustment problems will be addressed.

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: 5

**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 considerations, bereavement, grief and mourning are introduced 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 or above.

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 or above.

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

**PSYC 1120 Psychology of Human Sexuality (3 cr)**

Psychology 1120 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 1100 or PSYC 1110; consent of Wanda Kanwischer, Center for Experiential Education, C 1066, 952-358-8123, 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 Goals: 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 examines psychological disorders, their causes and available treatments. Topics covered include anxiety, mood disorders, substance-related disorders, eating disorders, schizophrenia and disorders of childhood and adolescence. The difference between normal and disordered functioning and relevant social, economic, cultural and historical contexts will also be discussed.

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 will provide an overview of the major theories of personality and personality development. Perspectives covered include psychodynamic, trait, humanistic, behavioral, biological and cognitive. The personal histories of each theorist will also be considered in order to evaluate the effect of culture, context, and personal experience on the resulting theory. Personality testing and the assessment of individual differences will also be examined.

Fall, Spring  MnTC Goal: 5

**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 the relationship 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 and spirituality; mystical experience; conversion; prayer; the process of turning away from religious commitment; how religiousness relates with mental and physical health; and virtues connected with religiousness and spirituality (such as forgiveness and mindfulness).

Spring  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.

Spring  MnTC Goal: 5

**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.

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**Radiologic Technology Courses**

**RADT 1140  Principles of Radiography 1  (6 cr)**
*Prereq: Acceptance into the Radiologic Technology Program.*
Students will gain a thorough understanding of medical terminology and the principles of exposure by correlating basic rules with practical application. The factors affecting radiographic density and contrast will be explored using experiments and classroom applications. Students will be instructed in radiation safety and protection both for the patient and themselves. Fundamentals of electricity relating to radiology equipment will be covered. There will be an introductory course designed to give students basic concepts and procedures relating to the clinical setting. This will be presented in the educational site energized laboratory. Students will gain knowledge and understanding of anatomical structures of the chest and abdomen and will learn how to obtain diagnostic images of these areas meeting mandatory clinical competency requirements set by the Joint Review Committee on Education for Radiologic Technologists.

Fall

**RADT 1141  Principles of Radiography 2  (6 cr)**
*Prereq: RADT 1140 with a grade of C or higher.*
Students will continue with the principles of exposure related to sensitometry and radiographic film with the factors affecting detail and distortion as it relates to imaging. This will be covered in the classroom and in laboratory experiments. Radiation biology will be presented by a physicist to help the student understand radiation and its affect on the human body. An ethics and law course in imaging professions course is presented. The upper extremity and lower extremity anatomy and positioning will be presented both in the classroom and in the energized laboratory. This will allow students to correlate didactic material with clinical assignments as they rotate through the various clinical areas of the radiology departments within the Fairview system. Students will be in the clinical setting part-time during this semester to begin their clinical training.

Spring
RADT 1142 Principles of Radiography 3 (6 cr)
Prereq: RADT 1141 with a grade of C or higher.
Anatomy and positioning of the spine and bony thorax will be presented along with laboratory practice. Principles of exposure will be continued and will define image detail and distortion as it relates to the radiographic image. This will be covered in the classroom and in the energized laboratory. The Basic Physics of Imaging course will be presented by a physicist. The student will be in the clinical setting four days a week to complete competency requirements scheduled for the semester.

RADT 2240 Principles of Radiography 4 (6 cr)
Prereq: RADT 1142 with a grade of C or higher.
Anatomy and positioning of the skull will be presented along with the laboratory practice. Instruction in pathology will be presented in this semester. This will allow the student the understanding of how pathology affects imaging and the resulting radiograph. The student will be in the clinical setting four days a week to complete competency requirements scheduled for this semester.

RADT 2241 Principles of Radiography 5 (6 cr)
Prereq: RADT 2240 with a grade of C or higher.
The Systems Analysis course will be presented and will assist the student in understanding specialty modality equipment and physics (i.e. Magnetic Resonance Imaging, Computerized Tomography, Ultrasound, Digital Radiography, Picture Archiving, etc.). The student will be in the clinical setting four days a week to complete competency requirements scheduled for this semester.

RADT 2242 Principles of Radiography 6 (4 cr)
Prereq: RADT 2241 with a grade of C or higher.
The student will complete the mandatory competencies required by the Joint Review Committee on Education for Radiologic Technology. One day a week will be devoted to review of all material covered in the past two years to ready the student for the American Registry of Radiologic Technology Examination.

Reading Courses

READ 0860 Reading Skills (4 cr)
Prereq: Eligible for READ 0860; or READ 0860 EAP; or EAP 0850 with a grade of A and a passing score on the exit exam; or EAP 0855 with a C/P or higher. 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.
Fall, Spring

READ 0960 Reading/Study Skills for College (4 cr)
Prereq: READ 0860 with a grade of 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.
Fall, Spring

READ 1106 Critical Reading Skills (3 cr)
Prereq: READ 0960 with a grade of 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 with a grade of C/P or higher, or eligible for READ 0960.
This course is designed to help students acquire a repertoire of active study and thinking skills for use in academic disciplines.

READ 1900 Topics in Reading (1-4 cr)
Prereq: Topic-dependent.
Examination of a special topic in reading, intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.
Sociology Courses

SOC 1100  Modern US Society: Everyday Life in the United States of America  (3 cr)
Recommended: Eligible for ENGC 0900 or higher; eligible for READ 0960 or higher.
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: College level reading and writing skills.
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 & 8

SOC 1102  Love, Sex and Family  (3 cr)
Prereq: Eligible for ENGC 0900 or higher; eligible for READ 0960 or higher.
Relationship, dating, cohabitation and marriage in an increasingly complex and dynamic world affected by changing economy, politics and divergent social attitudes. Love, sexuality, mate selection, communication, conflict resolution and ending relations. Creating families, marriage and parenting. Other topics include alternative family forms, changing gender roles, and changing role in family living. Improving our understanding of the dynamic nature of human relationships and their value in a diverse society.
Fall, Spring  MnTC Goals: 5 & 8

SOC 1103  Service-Learning and Community Awareness  (2-3 cr)
Prereq: Eligible for ENGC 1101; eligible for 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 Goal: 5

SOC 1104  Introduction to Sociology  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for READ 1106.
An examination of the basic social processes which give order and structure to our lives: socialization, changing social roles, power and privilege, modernization and culture. Service-learning option available.
Fall, Spring  MnTC Goal: 5

SOC 1106  Social Problems in a Changing World  (3 cr)
Prereq: Eligible for ENGC 1101; eligible for 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 and 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; eligible for 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 & 7

SOC 1190  Cooperative Education in Sociology  (3-8 cr)
Prereq: consent of Wanda Kanwischer, Center for Experiential Education, C 1066, 952-358-8123, 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

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

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

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

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

SOC 2230  Introduction to Criminal Justice  (3 cr)
Prereq: 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

SOC 2131  Juvenile Justice  (3 cr)
Prereq: 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)
Prereq: 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)
Prereq: 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, (i.e., acting, singing, teaching, selling, marketing, management, etc.) Students will be expected to dress for movement. Fall

THTR 1111 Introduction to Cinema (3 cr)
Examines 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 power of the medium from every aspect, both technically and artistically. In addition, the course asks students to assess and comprehend the profound personal impact that film has on their lives on a personal level. Fall, Spring, Summer MnTC Goals: 6 & 7

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, Summer MnTC Goal: 6

THTR 1117 Introduction to Theatre: Television (3 cr)
Focuses on the examination of television from a variety of perspectives including the medium’s early beginnings through today. Also offers comparisons between the forms of television and live theatre. In addition, students will be introduced to various forms of new media through study and practical application and will assess the impact that these changes are having on their lives. Fall, Spring MnTC Goal: 6 & 7

THTR 1118 Theatre in the Twin Cities (3 cr)
Students will experience and respond to several theatre productions and encounter a wide variety of styles, genres, and production forms from diverse cultural and ethnic traditions. Analyzes how theatre artists work and how their productions embody the playwright and director’s intentions. Student becomes familiar with the artistic goals and methods of various Twin Cities theatres, and learns how to respond to theatre performance more knowledgeable. There is an additional fee for this course. Fall, Spring MnTC Goals: 6 & 7

THTR 1120 Theatre Performance Practicum (1 cr)
Prereq: Consent of the professor.
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 MnTC Goal: 6

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. Fall MnTC Goal: 6

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 MnTC Goal: 6

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 Goal: 6
THTR 1151 Acting 1 (3 cr)
Experience the process of acting by studying the physical, vocal and psychological developments 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, Summer
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 & 8

THTR 2160 Audition Techniques (3 cr)
Prereq: THTR 1151.
Intensively 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

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 special materials.
Fall
MnTC Goal: 6

THTR 2550 Directing 1 (3 cr)
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
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; eligible for 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
Chinese Courses
CHIN 1100  Beginning Chinese 1  (5 cr)
Introduction to basic language skills. Development of listening, reading, speaking, and writing skills. Cultural understanding and sensitivity are important aspects of the course.
Fall MnTC Goal: 8

CHIN 1200  Beginning Chinese 2  (5 cr)
Prereq: CHIN 1100 or equivalent.
This course is a continuation of the listening, speaking, reading, and writing competencies developed in CHIN 1100. Students further explore cultural differences helping them develop a deeper understanding of the francophone world and a greater cultural perspective. Verb forms studied include the imperfect, future and conditional tenses.
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 study include the present tense 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 or equivalent.
This course is a continuation of the listening, reading, speaking and writing competencies developed in FREN 1100. Students further explore cultural differences helping them develop a deeper understanding of the francophone world and a greater cultural perspective. Verb forms studied include the imperfect, future and conditional tenses.
Spring MnTC Goal: 8

FREN 2100  Intermediate French 1  (5 cr)
Prereq: FREN 1200 or equivalent.
Students continue the development and strengthening of the four communication skills (listening, speaking, reading and writing). Cultural and literary materials are used to develop an appreciation for the arts, history, culture and literature of French-speaking peoples and to create an awareness of cultural, social and linguistic differences and similarities. Major grammar focus includes regular and irregular present tense, compound past and imperfect forms. Cultural topics include immigration and changing French identity. The course has an important online component and relies on the use of short films to introduce cultural and grammatical topics.
Fall MnTC Goal: 8

FREN 2200  Intermediate French 2  (5 cr)
Prereq: FREN 2100 or equivalent.
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 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. German culture aspects 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.

Spring MnTC Goals: 6 & 8

**GERM 1200 Beginning German 2 (5 cr)**
*Prereq: GERM 1100 or equivalent.*
This course is a continuation of the listening, reading, speaking and writing competencies developed in GERM 1100. Students further explore cultural differences helping them develop a deeper understanding of the world and a greater cultural perspective.

Spring MnTC Goal: 8

**GERM 2100 Intermediate German 1 (5 cr)**
*Prereq: GERM 1200 or equivalent.*
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 or equivalent.*
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. Japanese culture aspects are also frequently introduced in class, which help students acquire 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 and 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.

Spring MnTC Goals: 6 & 8

**JAPN 1200 Beginning Japanese 2 (5 cr)**
*Prereq: JAPN 1100 or equivalent.*
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: GERM 1200 or equivalent.*
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 or equivalent.*
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. Spanish culture aspects are also frequently introduced in class, which help students acquire 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 or equivalent.
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 or equivalent.
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 or equivalent.
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 as well as prepositions.
Fall, Spring MnTC Goal: 8

SPAN 2210  Advanced Communication Skills  (3 cr)
Prereq: SPAN 2200 or equivalent.
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
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 Campus Security at 952-358-8280, or to the Bloomington Police at 952-881-2333. In the event of an emergency, call 911.

Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 and 1991 (42 U.S.C. §2000c. Et. Seq.), the Minnesota Human Rights Law (363.03 subdivision 51), and Title IX of the Education Amendments (20
U.S.C. 1681 Et. Seq.) and is punishable under both federal and state laws.

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.

Procedures for Handling a Complaint
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 1073, 952-358-8243
• Dana Cimino, Advisor, C 1045, 952-358-8196
• Orinthia Montague, Dean of Students, C1112, 952-358-8283

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 has implemented a program to prevent the use of illicit drugs and abuse 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.

• Except as allowed by Minnesota Statute 624.701, no student shall introduce upon or have possession upon any College campus, or while involved in a College activity, service, project, program or work situation, any alcohol beverage as defined in Minnesota Statute 340A.101.

• Student employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to inform the assigned College administrator of this fact within 5 calendar days of
the conviction. The College will notify the federal government within 10 days after receiving notice of such an employee being convicted of a criminal drug statute violation occurring in the work place.

- No student shall be on campus while under the influence of alcohol or a controlled substance except as prescribed by a physician.

Hazing Policy
Normandale Community College will not tolerate hazing toward any member of the College community on or off campus. Hazing is defined as an act which endangers the mental or physical health or safety of a person; subjects a person to public humiliation or ridicule; or destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a student group or organization. In all forms, hazing violates fundamental rights and the law. Hazing is cause for immediate disciplinary action, including but not limited to probation, suspension or expulsion through the Normandale Community College Code of Conduct procedures.

Latex/Fragrance Free Policy
Out of consideration for students and staff, Normandale Community College promotes a latex-free campus. Latex balloons and gloves are prohibited.

Students should also be aware of fragrance-free zones, which are posted throughout the campus.

Tobacco-Free Policy
Normandale buildings are tobacco-free. No tobacco products are to be used within 30 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.

16. Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.

17. Abuse of the student conduct system, including but not limited to:
   a. Failure to obey the notice from the Student Rights and Responsibilities Board or College official to appear for a meeting or hearing as part of the Student Conduct System;
   b. Falsification, distortion, or misrepresentation of information before the Student Rights and Responsibilities Board;
   c. Disruption or interference with the orderly conduct of Student Rights and Responsibilities Board proceedings;
   d. Institution of a student Conduct Code proceeding in bad faith;
   e. Attempting to discourage an individual’s proper 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.

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 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 not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for ten (10) days or longer, 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.
Tennessen 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 they 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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<th>Field</th>
<th>Education Details</th>
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<td>Olsen, Jeffrey</td>
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Index

A
AA with Emphasis, 61
Academic Advising, 27
Calendar, 3
Concerns, 43
Forgiveness. See Academic Renewal Planning Resources, 28
Policies and Procedures, 35
Probation, 41
Renewal, 44
Support Center, 26
Suspension, 40
Suspension Appeals, 41
Academic Policies and Procedures, 35
Academics, 6
Academy of Math and Science, 54
Accidents, 29
Accounting
  AA with Emphasis, 61
  Courses, 108
Accreditation, 5
ACT Scores, 13
Activities, 34
ADA Coordinators, 175
Adding Courses, 36
Address or Name Change, 44
Admission
  Requirements, 7
  Selective Health Sciences Programs, 12
Admission Procedures, 8
  International Students, 9
  PSEO Students, 10
  Summer High School Enrollment Program, 11
  Transfer Students, 8
Advanced Placement Program, 47
Advising and Counseling, 27
Advising and Registration for New Students, 15
Alcohol-Free Policy, 175
ALLISS Grant, 24
AmeriCorps, 52
Anthropology
  AA with Emphasis, 61
  Courses, 108
Appeals
  Academic Suspension, 41
  and Academic Concerns, 43
  Refund, 18
  Veterans, 45
Application Deadlines
  Admission, 7
  Graduation, 49
Applied Music Instructors, 194
Art
  AA with Emphasis, 62

AFA Degree, 69
Courses, 110
Art History
  AA with Emphasis, 62
  Courses. See Art
Articulation Agreements, 98
Assessment and Course Readiness, 13
  Students Whose First Language Is Not English, 14
  Students with Disabilities, 15
  Transfer Students, 14
Waivers, 14
Associate of
  Applied Science Degrees, 85
  Arts Degree in Liberal Education, 61
  Arts Degree with Emphasis, 61
  Fine Arts Degrees, 69
  Science Degrees, 72
Attendance, 37
Audit, 39

B
Biological Sciences, Pre- (Transfer Planning), 100
Biology Courses, 113
Bioscience, AA with Emphasis, 62
Board of Trustees, 184
Bookstore, 26
Bus Service, 33
Business Administration- Accounting, Pre-
  (Transfer Planning), 100
Business Courses, 114
Business- Marketing and Management
  AAS Degree, 85
  AS Degree, 72
  Certificate, 94
Business Office, 16

C
Cabinet Members, 184
Calendar, 3
Campus Food Vending, 33
Campus Policies, 174
Campus Shuttle Service, 33
Cancelled Classes, 37
Career and Academic Planning Center, 28
Career Assessment and Information Programs, 28
Career Development, 27
Career Exploration Resources, 28
Casino Operations and Management Certificate, 93
Catalog Requirements, Effective, 35
  Center for Experiential Education, 52
  Certificate Programs, 92
Change of Major, 44
Chemistry
  AA with Emphasis, 62
  Courses, 117
  Pre- (Transfer Planning), 100
Chemistry, Pre- (Transfer Planning), 100
Child Care Center, 27
Children on Campus, 175
Chinese Courses, 171
CLEP, 47
Clinical Laboratory Sciences, Pre- (Transfer Planning), 101
Code of Conduct, 176
  Article I - Definitions, 176
  Article II - Proscribed Conduct, 178
  Article III - Student Conduct Code Procedures, 180
  Article IV - Academic Dishonesty, 182
  Article V - Interpretation and Revision, 182
  Preamble, 176
Collection. See Unpaid Accounts
College Level Examination Program, 47
College Readiness Program, 29
College, The, 5
Commencement Ceremony, 50
Commencement Honors, 50
Communication
  AA with Emphasis, 62
  Courses, 119
Competence-Based Education. See Prior Learning Assessment at Normandale
Complaints, 43, 175
Computer Management Certificate, 94
Computer Science
  AS Degree, 73
  Courses, 120
  Curriculum Chart, 122
  Pre- (Transfer Planning), 101
Computer Technology
  AAS Degree, 85
  Certificate, 92
  Courses, 123
Computers/Information Management
  AAS Degree, 86
  Certificate, 92
  Courses, 124
Concerns, Academic, 43
Conduct, Student Code of, 176
Consulting and Grant Development, 56
Consumer Information Requirements, 29
Continuing Education and Customized Training, 56
Cooperative Education, 52
Counseling, 27
Counseling and Career Development
  Courses, 127
Course

197
Add, 36
Attendance, 37
Audit, 39
Cancellations, 37
Drop, 36
Numbering System, 35
Prerequisites, 37
Registration, 36
Withdrawal, 36
Course Descriptions, 108
Course Readiness Assessment, 13
Students Whose First Language Is Not English, 14
Students with Disabilities, 15
Transfer Students, 14
Waivers, 14
Creative Writing
AFA Degree, 70
Certificate, 92
Credit by Examination, 53
Criminal Justice
AS Degree, 73
Customized Training, 56

D
Dean’s List, 39
Deans and Senior Officers, 185
Declaration or Change of Major, 44
Deferment, Tuition and Fees, 23
Degree Audit Reporting System (DARS), 45
Degree Seeking Status, 7
Degrees and Certificates Awarded, 35
Degrees Awarded
Associate of Applied Science Degree, 85
Associate of Arts Degree, 61
Associate of Fine Arts Degree, 69
Associate of Science Degree, 72
Dental Hygiene
AS Degree, 73
Courses, 127
Dental, Pre- (Transfer Planning), 101
Design, Pre- (Transfer Planning), 101
Dietetic Technology
AAS Degree, 87
Courses, 129
Dining Services, 33
Diplomas and Certificates, 50
Direct Deposit, 17
Directories, 6, 184
Directory Information (Student), 51
Disabilities, Office for Students with, 29
Disciplinary Suspension or Expulsion, 43
Discrimination Officer/Investigators, 175
Drop for Non-Payment, 16
Drop or Withdrawal from a Course, 36
College-Initiated, 37
Drug and Alcohol-Free Policy, 175

E
Economics
Courses, 130
Pre- (Transfer Planning), 102
Education
Courses, 131
Pre- (Transfer Planning), 102
Educational Talent Search, 31
Effective Catalog Requirements, 35
Elementary Education Foundations
AS Degree, 76
Email Account, 29
Emergency Notification, 29
Emphasis, Associate of Arts Degree with, 61
Employment, Student, 23
Engineering Courses, 132
Engineering Foundations AS Degree, 77
Engineering Technology Courses, 132
English Composition Courses, 135
English Creative Writing Courses, 138
English for Academic Purposes Courses, 133
English Literature Courses, 136
Enrollment Level, 35
Equal Opportunity Statement, 5
Examination, Earning Credit by, 53
Examinations, Final, 37
Exercise Science
AA with Emphasis, 63
Courses, 138
Exercise Specialist Certificate, 93
Experiential Education, 52
Expulsion, Disciplinary, 43
External Scholarships, 24

F
Faculty and Staff, 6, 186, 194
Family Educational Rights and Privacy Act (FERPA), 50
Family Studies, AA with Emphasis, 63
Fees
Tuition and, 16
Final Examinations, 37
Financial Aid and Scholarships, 22
Application Process, 22
Financial Aid Facts, 23
Overview and Philosophy, 22
Programs Available, 23
Satisfactory Academic Progress. See Satisfactory Academic Progress Scholarships, 24
Student Rights and Responsibilities, 24
Transfer Students, 23
Food and Beverage Management Certificate, 93
Food Science
AAS Degree, 78
Courses, 141
Food Service, 33
Food, Agricultural, and Natural Resources, Pre-
(Transfer Planning), 102

G
General Education, 58
Geography
AA with Emphasis, 63
Courses, 141
Geology
Courses, 142
Pre- (Transfer Planning), 103
Geophysics, Pre- (Transfer Planning), 103
German
AA with Emphasis, 68
Courses, 171
GPA, 39
GPA Calculator, 39
Grade Point Average, 39
Grades, 38
Grading Policies, 38
Graduation, 49
Application and Activity Deadlines, 49
Ceremony, 50
Dates, 49
Diplomas and Certificates, 50
Eligibility, 49
Honors, 50
Re-applying to Graduate, 50
Grant and Scholarship Programs, 23

H
Hazing Policy, 176
Health
Community Health Education/Health Education, AA with Emphasis, 63
Courses, 143
Integrative Wellness/Health Education, AA with Emphasis, 64
Healthcare Core Curriculum Courses, 145
Healthcare Informatics
AAS Degree, 89
Courses, 148
History
AA with Emphasis, 64
Courses, 146
Holding of Student Records, 45
Holds, Student Records, 45
Honors, 50
Honors Program, 53
Hospitality Management
AAS Degree, 89
Certificates, 93
Courses, 147
Hotel Marketing and Sales Certificate, 93
Hotel Operations Certificate, 93
Housing, 32
How to Read a Course Description, 107
Human Resource Management Certificate, 94

I

ID Card Services, 32
Illness or Accidents, 29
Immunization, 15
Incomplete Grades, 38
Independent Study, 53
Individualized Studies
AS Degree, 78
Informatics for Healthcare
AAS Degree, 89
Courses, 148
Information Directory, 6
Interdisciplinary Studies Courses, 148
International Baccalaureate, 48
International Business Certificate, 94
International Student Admission, 9
Introduction, 4

J

Japanese
AA with Emphasis, 68
Courses, 172
Job Placement, 29

K

Kopp Student Center, 32

L

Latex/Fragrance Free Policy, 176
Law Enforcement
AS Degree, 79
Certificate, 93
Law, Pre- (Transfer Planning), 103
Learning Communities, 54
Liberal Education, 61
Liberal Education (AA) with Emphasis, 61
Library, 30
Literary Studies
AA with Emphasis, 65
Loans, 23
Lost and Found, 32

M

Mahendra Nath Career and Academic Planning Center, 28
Major, Declaring or Changing, 44
Majors, Pre- (Transfer Planning), 99
Management Certificate, 94
Management Enrichment Certificates, 94
Minnesota Tuition Reciprocity, 21
Marketing Management Certificate, 95
Mass Communication, AA with Emphasis, 65
Math and Science Academy, 54
Mathematics
AA with Emphasis, 65
Courses, 148
Curriculum Chart, 152
Pre- (Transfer Planning), 103
Medicine, Pre- (Transfer Planning), 103
Midwest Student Exchange Program, 21
Minnesota State Colleges and Universities, 5, 184
Minnesota Transfer Curriculum, 58
Certification of, 50
Mission, Outcomes, Vision, Values, and Core Learning Outcomes, 4
MnTC Requirements, 58
Multicultural Services, 30
Multicultural Studies, AA with Emphasis, 65
Music
AA with Emphasis, 66
AFA Degree, 70
Courses, 153
Pre- (Transfer Planning), 104
Music, Applied, Instructors, 194

N

Name Change, 44
Nanotechnology
AAS Degree, 90
Courses, 156
NCC
Courses, 158
ID Card, 32
Non-Degree Seeking Status, 7
Nondiscrimination in Employment and Educational Opportunity, 174
Non-Payment, 16
Normandale Community College Foundation Board of Directors, 184
Normandale Faculty, 186
Normandale Foundation Scholarships, 24
North Dakota Tuition Reciprocity, 20
Notification of Rights, 50
Numbering System, 35
Nursing
AS Degree, 79
Courses, 158
PN Mobility AS Degree, 82
Pre- (Four-Year, Transfer Planning), 104
Nursing Assistant Certificate, 95

O

Occupational Therapy, Pre- (Transfer Planning), 104

P

Part-Time Status, 35
Payment, 16
Peer Mentor Program, 28
Personal Counseling, 28
Pharmacy, Pre- (Transfer Planning), 104
Philosophy
AA with Emphasis, 66
Courses, 160
Phone Numbers, 6
Physical Therapy, Pre- (Transfer Planning), 105
Physics
AA with Emphasis, 66
Courses, 161
Pre- (Transfer Planning), 105
Placement Testing, 13
Students With Disabilities, 15
Transfer Students, 14
Waivers, 14
Political Science
AA with Emphasis, 66
Courses, 163
Posters, 32
Pre-Major Information, 99
Prerequisites, 37
President, 184
President’s Cabinet, 184
Prior Learning Assessment at Normandale, 53
Courses, 162
Probation
Academic, 41
Program Directors and Supervisors, 185
Programs of Study, 57
Project Lead the Way™, 48
PSEO Student Admission, 10
PSEO Textbook and Materials Return Policy, 26
Psychology
AA with Emphasis, 67
Courses, 163

R

Radiologic Technology
AAS Degree, 90
Courses, 165
Reading Courses, 166
Reciprocity Agreements, 20
Recreational Sports, 34
Refund
Appeals, 18
Policy, 17
Refunds and the Return of Title IV Funds Policy, 19
Registration
and Adding Courses, 36
Credit Limit, 36
New Student, 15
Religious Observances, Accommodation of, 37
Renewal, Academic, 44
Repeated Courses, 38
Request for Normandale Transcripts, 48
Resident Status for Tuition, 19
Return of Title IV Funds, 19
Ride Share Board, 33
S
SAT Scores, 13
Satisfactory Academic Progress, 40
Scholarships, 24
SciMath Scholars Scholarship, 24
Section 504 Coordinators, 175
Senior Adults, 12
Senior Citizens, 12
Senior Officers, 185
Service-Learning, 52
Sexual Harassment and Sexual Violence Policy, 174
  Procedures for Handling a Complaint, 175
Sexual Harassment Officer/Investigators, 175
Shuttle Bus, 33
Small Business Management Certificate, 95
Social Work, Pre- (Transfer Planning), 105
Sociology
  AA with Emphasis, 67
  Courses, 167
South Dakota Tuition Reciprocity, 21
Spanish
  AA with Emphasis, 68
  Courses, 173
Special Courses and Programs, 53
Special Education Foundations
  AS Degree, 84
Sports, 34
Staff, 194
Student
  Activities, 33
  Activities Programs, 34
  Affairs, 26
  Data Practices, 51
  Directory Information, 51
  Employment, 23
  Expenses, 16
  Government, 34
  Housing, 32
  ID Card, 32
  Involvement in Decision-Making, 33
  Rights and Data Practices, 50
  Senate, 34
Summer High School Enrollment Program
  Admission, 11
Supervisors, 185
Suspension
  Academic, 40
  Disciplinary, 43

T
Tax Credit Information, 17
 Telephone Numbers, 6
 Tennessen Warning, 183
 Textbooks and Supplies, 16
 Theatre
  AA with Emphasis, 67
  Courses, 169
 Theatre Performance

AFA Degree, 71
 Theatrical Production and Design
 AFA Degree, 71
 Title IX and ADA/Section 504 Coordinators, 175
 Tobacco-Free Policy, 176
 Topics Courses, 54
 Tourism Operations and Management
 Certificate, 93
 Transcripts
  for Admission to Normandale, 12
  from Other MnSCU Institutions, 12
  Official (Normandale), 48
  Unofficial (Normandale), 49
 Transfer (from Normandale), 99
 Credits, 97
 Planning, 97
 Student Rights, 99
 Transfer (to Normandale)
  Transfer Credits, 46
 Transfer (to Normandale)
  Transfer Credit Policy, 47
 Transfer Agreements, 98
 Transportation, 33
 TRIO Programs, 30
 Tuition and Fees, 16
 Tuition/Fee Deferment Policy, 23

U
Unpaid Accounts, 17
Upward Bound, 30
Urban Studies, AA with Emphasis, 67

V
Vacuum Maintenance Technician Certificate, 95
 Vacuum Technology Certificate, 96
 Veterans’ Educational Benefits, 45
  Academic Policies, 45
 Veterinary Medicine, Pre- (Transfer Planning), 106
 Vice Presidents, 184
 Viewing or Paying Your Account Balance
  Online, 17
 Volunteering, 52

W
Waivers
  Course Prerequisites, 37
  Course Readiness Assessment, 14
  Placement Test, 14
 Warning, Academic, 40
 Wisconsin Tuition Reciprocity, 20
 Withdrawal
  and Refunds, 17
  and Veterans Benefits, 45
  Course, 36
  Financial Aid Implications. See Return of Title
  IV Funds
 Withdrawal from a Course, College-Initiated, 37

Women’s Studies
  AA with Emphasis, 67
 Courses, 170
 World Languages and Cultures
  AA with Emphasis, 68
 Courses, 171
 Writing
  AA with Emphasis, 68
 Writing Center, 31

200
Campus Maps

First Floor
Campus Maps

Second Floor

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Letter</th>
<th>Floor #</th>
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