# Table of Contents

**Northland At A Glance**
- Letter from the President 2
- The College 3
- NCTC Accreditation/Certification 5
- Academic Calendar 7
- Degrees, Diplomas & Certificates 8

**Programs of Study**
- Directory of Programs 10
- Programs of Study 13
- Management Education 75
- Center for Outreach & Innovation 76
- Distance Education 80
- Minnesota Transfer Curriculum 81

**Course Descriptions**
- Course Prefix Index 86
- Course Descriptions 87
- Getting Started 127

**Academic & Student Services**
- Academics 130
- Admissions 139
- Financial Information 143
- Nondiscrimination 150
- Registration 164
- Student Services 166
- Student Life 184
- Pioneer Athletics 189

**Roster & Index**
- Roster 192
- Index 203

Northland Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunities. No person shall be discriminated against in terms and conditions of employment, services, and activities with regards to race, sex, color, creed, religion, national origin, disability, marital status, with regards to public assistance, sexual orientation, or membership or local commission as defined by law.

Northland Community and Technical College provides assistance to students experiencing academic difficulty or those needing accommodations for disabilities. Service for students with disabilities include: advocacy, counseling, academic assistance, and referral information. Lack of English skills will not be a barrier to admissions and participation. All appropriate disabilities including this document are available in alternative format by contacting Ellen Brehmer at (218) 793-2382 or 1-800-451-3441, or TTD (218) 793-2801 on the East Grand Forks campus; or Dean Dalen at (218) 683-8560 or 1-800-959-6382 or TTY (218) 683-8801 on the Thief River Falls campus.

Northland Community and Technical College is a member of the Minnesota State Colleges and Universities System.

Northland Community College reserves the right to change any of the contents published in this catalog without notice. For the most current information, visit the Northland website at: www.northlandcollege.edu.
East Grand Forks Campus
2022 Central Avenue Northeast
East Grand Forks, MN 56721

Phone: (218) 793-2800
Toll Free: 1-800-451-3441
TTD: (218) 793-2801

admissions@northlandcollege.edu

Thief River Falls Campus
1101 Highway One East
Thief River Falls, MN 56701

Phone: (218) 683-8800
Toll Free: 1-800-959-6282
TTY: (218) 683-8801

admissions@northlandcollege.edu

www.northlandcollege.edu
Letter from the President

The College

NCTC Accreditation/Certification

Academic Calendar

Degrees, Diplomas & Certificates
Welcome to Northland Community and Technical College!

Welcome to Northland Community and Technical College. I invite you to explore the many opportunities at Northland that will help you to develop your potential and move into your successful future! Our students come to the college with a wide array of plans and dreams. Upon completion of their programs or graduation, these same students are ready to take on the world. Some go directly into technical careers like nursing, automotive technology, manufacturing, or aviation maintenance, to name just a few. Others are ready to complete their bachelor's degrees at transfer institutions.

Northland offers you many possibilities for developing your other interests, as well. Consider getting involved in clubs, athletics, or student leadership opportunities. Our communities of East Grand Forks and Thief River Falls provide many employment, public service, and recreational possibilities. Explore!

All the best in this new academic year,
Dr. Anne K. Temte
President

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**Northland Community and Technical College Mission Statement**
Northland Community and Technical College is dedicated to creating a quality learning environment for all learners through partnerships with students, communities, businesses, and other educational institutions.

**Northland Community and Technical College Vision Statement**
Northland Community and Technical College will be widely recognized as a progressive leader in community and technical college education, responsive to the needs of our learners through the use of partnerships, innovation, and technology.

**Northland Community and Technical College Statement of Diversity**
Northland College is committed to creating an atmosphere which encourages the development of potential and promotes the values of diversity.
Northland Community and Technical College is a comprehensive community and technical college with campuses in East Grand Forks (EGF) and Thief River Falls (TRF), Minnesota. NCTC offers certificates, diplomas, transfer courses, and Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees in more than 80 areas of study, as well as workforce training and continuing education programs.

Northland Community and Technical College is a member of the Minnesota State Colleges and Universities System, accredited by the Higher Learning Commission, and a member of North Central Association of Colleges and Schools.

**College Colors:** Navy & Scarlet  
**College Mascot:** Pioneers  
**EGF/TRF Unduplicated Headcount 2008:** 4,718

### THE STUDENT BODY

#### East Grand Forks Campus
- 40% male
- 60% female
- 1% are International students
- 12% are students of color
- Enrolled full-time: 62%
- Enrolled part-time: 38%

#### Thief River Falls Campus
- 54% male
- 46% female
- 1% are International students
- 11% are students of color
- Enrolled full-time: 37%
- Enrolled part-time: 63%

### THE COLLEGE HISTORY

#### East Grand Forks Campus:
The history of Northland Community and Technical College’s East Grand Forks campus dates back to December 1971, when the local school district was designated for an Area Vocational Technical Institute (AVTI). The first classes of the East Grand Forks AVTI were offered in January 1973 in rented facilities. The present facility opened in April 1975.

NCTC - EGF grew with expansion and partnerships. The name of the college changed several times throughout its history. One of its most prominent consolidations was as Northwest Technical College from 1992-2003.

In July 2003, the East Grand Forks campus of Northwest Technical College merged with Northland Community and Technical College of Thief River Falls to become a fully comprehensive college.

#### Thief River Falls Campus:
The history of Northland Community and Technical College’s Thief River Falls campus dates back to 1949, when the Thief River Falls Area Vocation Institute opened. A few years later in 1965, the Thief River Falls State Junior College, also held its first classes.

The names of the two colleges changed several times throughout its history. One of the most prominent changes occurred in July of 1995 the two colleges merged to create Northland Community and Technical College.

In July of 2003, Northland Community and Technical College in Thief River Falls merged with the East Grand Forks campus of Northwest Technical College, to become a two campus comprehensive college.
The College

THE COLLEGE COMMUNITIES

East Grand Forks Community:
In the heart of the Red River Valley is East Grand Forks a lively bustling community surrounded by Upper Midwest farm country which produces an abundance of grains, sugar beets, and potatoes each year.

Located at the juncture of the Red Lake River and the Red River of the North, East Grand Forks is known for its excellent catfish fishing, boating, and other recreational opportunities. Recreation is also available at many state park systems within a one-hour drive. Downtown East Grand Forks features the historic Whitey’s, Blue Moose, Cabela’s, and other new businesses that serve the community.

East Grand Fork’s neighbor across the Red River is Grand Forks, North Dakota. Grand Forks, ND is the home of the Grand Forks Air Force Base, Alerus Center, Ralph Engelstad Arena, and the University of North Dakota. There is a Grand Cities population of 57,000 with a surrounding area population of over 80,000. Grand Forks International Airport is five miles away.

Thief River Falls Community:
Until 1904, an Ojibwe village of 40 families was located where the Thief River and Red Lake River meet. This is the current site of the Thief River Falls campus.

Today Thief River Falls is the hub of northwestern Minnesota. The area abounds with a variety of activities. Thief River Falls is located on the Pine to Prairie Birding Trail, and only 21 miles from the largest wildlife refuge in Minnesota. Whatever your interest – biking, camping, golfing, snowmobiling, skiing, river fishing, tubing, hunting, or just plain relaxing – it can be found in and around Thief River Falls.

The small-town atmosphere provides safe, friendly neighborhoods, affordable housing, excellent medical care, as well as a variety of shopping, restaurants, hotels, and employment opportunities for students.

Thief River Falls is the regional center for manufacturing, healthcare, retail and the home of the Ralph Engelstad Arena – Thief River Falls.

ROSEAU SATELLITE OFFICE

Since 2001, Northland Community and Technical College has been represented in the Roseau Area by a satellite office. Northland offers a combination of faculty on-site, interactive (ITV) courses, and support for online students at the site each semester. In addition Northland provides an academic advisor to work with students. Whether students are recent graduates or returning to education later in life, Northland’s programs are accessible by offering classes to students near their homes.

The Roseau Satellite Office coordinates with the Center for Outreach and Innovation meeting the needs of business and industry in the Roseau area. A variety of certificate programs and diplomas are offered to students interested in manufacturing technology and management in partnership with several area businesses.

The Roseau Satellite Office of Northland College is located in the new Roseau City Center. Please contact the office to learn more about opportunities for education in the Roseau area.

Roseau Satellite Office
Address: 121 Center Street East, Suite 200
Phone: 218-463-1606
Contact Person: Nicole Hagen

VISITING NORTHLAND COLLEGE

College is a time for you to soar and explore. Your college experience lasts a lifetime, giving you the opportunity to learn, make life-long friendships, and prepare yourself for the future.

At Northland Community and Technical College, you’ll find opportunities to excel, to actively participate in classroom discussion, to express your thoughts, and to communicate your ideas. You will experience learning through hands-on activities, internships, and work experience. You will discover new ways of thinking and gain a global perspective. You will achieve things that, up until now, you could only imagine.

NCTC invites prospective students, their parents and friends to visit the campuses. The Student Services Office will arrange for you to tour the campus and visit with faculty members in the program or activity in which you are interested. Counselors and advisors will be available to answer your questions about enrollment.

Visiting the East Grand Forks Campus:
Campus tours are available every Wednesday at 1 p.m. Advance notice is appreciated, and tours by appointment are recommended.

Visiting the Thief River Falls Campus:
You may tour NCTC-TRF when it is convenient for you. The Admissions Office provides personally conducted tours by appointment during the weekdays. You can visit with faculty, coaches, and currently-enrolled students.

Sign up today for a campus tour by contacting:

NCTC – East Grand Forks
1-800-451-3441 or (218) 793-2800
TTD: (218) 793-2801

NCTC – Thief River Falls
1-800-959-6282 or (218) 683-8800
TTY: (218) 681-0990

You may also e-mail us at admissions@northlandcollege.edu
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<td>Architectural Technology (TRF)</td>
<td>Minnesota Department of Administration Building Codes and Standards Division</td>
<td>121 7th Place E., Suite 408 St. Paul, MN 55101</td>
<td>(651) 297-3600</td>
<td>(651) 297-1973</td>
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<tr>
<td>Automotive Service Technology (EGF &amp; TRF)</td>
<td>National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE)</td>
<td>101 Blue Seal Drive S.E., Suite 101 Leesburg, VA 20175</td>
<td>(703) 669-6600</td>
<td>(703) 669-6123</td>
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<tr>
<td>Aviation Maintenance Technology (TRF)</td>
<td>Federal Aviation Administration (FAA)</td>
<td>800 Independence Avenue S.W., Room 908 Washington, DC 20591</td>
<td>(202) 267-3883</td>
<td>(202) 267-5039</td>
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<tr>
<td>Cardiovascular Technology (EGF)</td>
<td>Commission on Accreditation of Allied Health Education Programs in cooperation with the Joint Review Committee on Education in Cardiovascular Technology</td>
<td>1361 Park Street Clearwater, FL 33756</td>
<td>(727) 210-2350</td>
<td>(727) 210-2354</td>
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<tr>
<td>Construction Electricity (EGF &amp; TRF))</td>
<td>Approved by the Minnesota State Board of Electricity as one year of credit toward students' journeyman's license.</td>
<td>443 Lafayette Road North St. Paul, MN 55104-2993 <a href="http://www.electricity.state.mn.us">www.electricity.state.mn.us</a></td>
<td>(651) 284-5064</td>
<td>(651) 284-5743</td>
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<tr>
<td>Cosmetology (TRF)</td>
<td>Minnesota Commerce Department and The National Accrediting Commission of Cosmetology Arts and Sciences</td>
<td>Cosmetology Unit 85, 7th Place East, Suite 600 St. Paul, MN 55101</td>
<td>(651) 296-4026</td>
<td>(651) 297-1959</td>
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<td>4401 Ford Ave., Suite 1300 Alexandria, VA 22202</td>
<td>(703) 600-7600</td>
<td>(703) 379-2200</td>
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<td>Criminal Justice (TRF)</td>
<td>Minnesota Board of Peace Officer Standards and Training Board</td>
<td>1600 University Ave., Suite 200 St. Paul, MN 55104</td>
<td>(651) 643-3060</td>
<td>(651) 643-3072</td>
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<td>Nursing - Practical Nurse</td>
<td>Approved by Minnesota Board of Nursing</td>
<td>2829 University Ave. S.E., Suite 500 Minneapolis, MN 55414</td>
<td>(612) 617-2270 (612) 617-2190</td>
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<td>Nursing - Registered Nurse</td>
<td>Approved by Minnesota Board of Nursing</td>
<td>2829 University Ave. S.E., Suite 500 Minneapolis, MN 55414</td>
<td>(612) 617-2270 (612) 617-2190</td>
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<td>(TRF &amp; EGF)</td>
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<td>Occupational Therapy Assistant</td>
<td>Accreditation Council for OT Education</td>
<td>P.O. Box 31220 Bethesda, MD 20824-1220 E-mail: <a href="mailto:accred@aota.org">accred@aota.org</a></td>
<td>(301) 652-2682 (301) 652-7711</td>
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<td>Paramedicine</td>
<td>MN EMS Regulatory Board Commission on Accreditation of Allied Health Education Programs in cooperation with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions</td>
<td>2829 University Ave. S.E., Suite 310 Minneapolis, MN 55414-3222 1361 Park Street Clearwater, FL 33756 1248 Harwood Road Bedford, TX 76021- 4241</td>
<td>(612) 627-6000 (727) 210-2350 (817) 283-9403 (612) 627-5442 (727) 210-2354 (817) 354-8519</td>
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<td>Pharmacy Technology</td>
<td>American Society of Health Systems Pharmacists</td>
<td>7272 Wisconsin Ave. Bethesda, MD 20814</td>
<td>(301) 657-3000 (301) 652-8278</td>
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<td>Radiologic Technology</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
<td>20 North Wacker Drive, Suite 900 Chicago, IL 60606-2901</td>
<td>(312) 704-5300 (312) 704-5304</td>
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<td>Respiratory Care Practitioner</td>
<td>Commission on Accreditation of Allied Health Education Programs in cooperation with the Committee on Accreditation for Respiratory Care</td>
<td>1361 Park Street Clearwater, FL 33756 248 Harwood Road Bedford, TX 76021-4244</td>
<td>(727) 210-2350 (817) 283-2835 (312) 553-9816 (817) 252-0773</td>
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<td>1361 Park Street Clearwater, FL 33756 7108 C South Alton Way Englewood, CO 80112-2106</td>
<td>(727) 210-2350 (303) 694-9262 (727) 210-2354 (303) 741-3655</td>
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Academic Calendar

Refer to the Northland College website for up-to-date information regarding on-campus and on-line academic calendar dates at:

http://www.northlandcollege.edu/academics/calendar/
Degrees, Certificates and Diplomas

Associate in Arts degree. An associate in arts degree is awarded upon completion of a 60 to 64 credit program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting institutions. The degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

Associate in Science degree. An associate in science degree is awarded upon completion of a 60 to 64 credit transfer program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement. The associate in science degree requires a minimum of 30 general education credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

Associate in Applied Science degree. An associate in applied science degree is awarded upon completion of a 60 to 72 credit program in a named field of study in scientific, technological or other professional fields. It prepares students for employment in an occupation or range of occupations. An associate in applied science degree may also be accepted in transfer to a related baccalaureate program.

The degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program’s occupational or technical field of preparation.

NOTE: An associate in applied science degree more than 72 credits in length may be approved when the academic program prepares an individual for employment and the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

Diploma. A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses.

NOTE: A diploma program of more than 72 credits in length may be approved when the diploma program prepares an individual for employment and the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

Undergraduate certificate. An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate program may have an occupational outcome or address a focused area of study.

NOTE: An undergraduate certificate program less than 9 or more than 30 credits in length may be approved when the certificate program prepares an individual for employment and the length or the designation as a certificate is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

For specific program credit requirements, please see the college catalog or the college web site.
Directory of Programs

Programs of Study

Management Education

Center for Outreach & Innovation

Distance Education

Minnesota Transfer Curriculum
# Directory of Programs

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75 **Management Education Programs**

76 **Center for Outreach and Innovation**

80 **Distance Minnesota**

81 **Minnesota Transfer Curriculum**
Accounting

**Associate Accounting**  
AAS - 72 Credits  
* EGF campus

**Program Description**

This program provides the knowledge and skills necessary to prepare financial statements and reports for a business, including the ability to examine, analyze, interpret, and correct accounting data and records. In addition, training is provided in budget preparation, payroll preparation, and filing of quarterly/yearly state and federal reports. Finally, computerized accounting concepts and applications, as well as spreadsheet concepts and applications, are included in this program.

The required Liberal Arts courses for this program will help to develop personal and professional skills essential for career success especially in the areas of mathematics, economics, and communication.

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**Program Specific Requirements**

All required courses must be completed with a grade of "C" or better to graduate for both the AAS degree and Diploma programs.

**AAS -- Course Listing**

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- ADMS 1110 Word Processing 3
- ADMS 1114 Desktop Pub/Pres Graph 3
- ADMS 2124 Adv Microcomputer Tech 3
- CRTL 1106 Microcomputer Databases 3

**Diploma -- Course Listing**

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- ADMS 1114 Desktop Pub/Pres Graph 3
- CRTL 1106 Microcomputer Databases 3
Accounting

Accounting Clerk
Diploma - 33 Credits
* EGF campus

Program Description

This program provides the student with the knowledge and skills necessary to perform routine calculating, journalizing, and posting to maintain accounting records. In addition, the student will be able to prepare payroll and complete required state and federal payroll reports. Computerized accounting concepts and applications, as well as spreadsheet concepts and applications, are included in this program.

Program Specific Requirements

All required courses must be completed with a grade of "C" or better to graduate for Accounting Clerk Diploma programs.

Course Listing

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Technical Electives must be selected from the following:

- ADMS 1110 Word Processing
- ADMS 1114 Desktop Pub/Pres Graph
- ADMS 2124 Adv Microcomputer Tech
- CPTR 1106 Microcomputer Databases

Accounting Clerk – Microcomputer Applications Emphasis
Diploma - 48 Credits
* EGF campus

Program Description

This emphasis of this program includes spreadsheets, word processing, and database management applications especially computer skills and job responsibilities of an Accounting Clerk.

Course Listing

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<td>ACCT 2200</td>
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<td>ADMS 2124</td>
<td>Adv Microcomputer Tech</td>
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<tr>
<td>BUSN 2221</td>
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<tr>
<td>Technical Elective</td>
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</tr>
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</table>

Technical Electives must be selected from the following:

- ADMS 1110 Word Processing
- ADMS 1114 Desktop Pub/Pres Graph
- ADMS 2124 Adv Microcomputer Tech
- CPTR 1106 Microcomputer Databases
Administrative Support

Administrative Assistant
AAS - 65 Credits
* EGF campus
* TRF campus

Program Description

This program is designed to prepare students for employment as administrative secretaries or assistants. Administrative Assistants plan and schedule appointments and meetings, organize and maintain paper as well as electronic files, manage projects, and disseminate information using the telephone, mail services, web sites, or email. They may also coordinate travel arrangements and orient new staff. Administrative Assistants are aided in these tasks by a variety of office equipment, such as fax machines, photocopiers, scanners, videoconferencing and telephone systems. Various computer software programs enable Administrative Assistants to create spreadsheets, manage databases, prepare presentations, newsletters, and a variety of other documents.

In addition, Administrative Assistants may be given more challenging tasks such as composing letters, recording meeting minutes, performing research, generating reports, maintaining budgets and other accounting applications, and performing supervisory responsibilities.

This program requires strong verbal, listening, and writing skills, ability to keep confidential information, and skills to use a variety of software application programs.

Program Specific Requirements

All required program courses (including technical electives) excluding Minnesota Transfer Curriculum must be completed with a grade of “C” or better as well as maintain a 2.0 GPA overall to graduate.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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</thead>
<tbody>
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<td>ACCT 1124</td>
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<td>Desktop Pub/Pres Graph</td>
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<td>ADMS 1116</td>
<td>Business Communications</td>
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<tr>
<td>ADMS 1120</td>
<td>Office Procedures</td>
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<td>ADMS 1128</td>
<td>Records/Database Mgmt</td>
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<td>ADMS 2212</td>
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</tr>
<tr>
<td>CPTR 1104</td>
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<td>CPTR 1106</td>
<td>Microcomputer Databases</td>
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<td>CPTR 1500</td>
<td>Intro Web Concepts</td>
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<td>ENGL 1111</td>
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<td>SPCH 1101</td>
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<td>G6: Human/Fine Arts Elec</td>
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Technical Electives must be selected from the following:

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<td>ACCT 1108</td>
<td>Busn Math/Calculators</td>
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<td>ADMS 2124</td>
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<td>ADMS 2280</td>
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<td>MKTG 2120</td>
<td>Supervisory Leadership</td>
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EGF Math/Logical Reasoning Elective:

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MATH 1102</td>
<td>Contemporary Math</td>
<td>3</td>
</tr>
</tbody>
</table>
Administrative Support

**Administrative Support Diploma - 32 Credits**
- EGF campus
- TRF campus

**Program Description**
This program will prepare students for performing a full range of office tasks. Secretaries/receptionists process incoming and outgoing mail, keyboard documents and forms, file and retrieve records, handle telephone calls, and make travel arrangements. In addition, the secretary/receptionist uses microcomputers and a variety of software application programs to perform document processing and file management tasks, as well as create informational marketing pieces. This major requires strong skills in communications, telephone techniques, computer usage, and human relations.

**Program Specific Requirements**
All required program courses (including technical electives) excluding Minnesota Transfer Curriculum must be completed with a grade of "C" or better as well as maintain a 2.0 GPA overall to graduate from any of the Administrative Support Diploma programs.

**Course Listing**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
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<td>ADMS 1100</td>
<td>Keyboarding I</td>
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<td>ADMS 1102</td>
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<td>ADMS 1120</td>
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<tr>
<td>ADMS 1128</td>
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<tr>
<td>CPTR 1104</td>
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<td>CRLT 2103</td>
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<tr>
<td>SSCI 1101</td>
<td>Human Relations</td>
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Technical Electives must be selected from the following:
- ACCT 1108 Busn Math/Calculators 3
- ACCT 1124 Spreadsheet Concepts 3
- ADMS 1104 Skillbuilding 1
- ADMS 1114 Desktop Pub/Pres Graph 3
- ADMS 2124 Adv Microcomputer Tech 3
- ADMS 2212 Integrated Elec Office 3
- ADMS 2280 Internship 3
- BUSN 2221 Prin of Accounting I 4
- CPTR 1106 Microcomputer Databases 3
- CPTR 1500 Intro Web Concepts 3

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Administrative Support Bookkeeping Emphasis Diploma - 49 Credits
- EGF campus

**Program Description**
The emphasis of this program prepares students to perform bookkeeping and payroll procedures in addition to the job responsibilities of an Administrative Support person.

**Course Listing**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
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<td>ACCT 1104</td>
<td>Payroll</td>
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<td>Spreadsheet Concepts</td>
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<td>ADMS 1100</td>
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<td>ADMS 1102</td>
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<td>ADMS 1110</td>
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</tr>
<tr>
<td>ADMS 1114</td>
<td>Desktop Pub/Pres Graph</td>
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<td>ADMS 1116</td>
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<td>ADMS 1120</td>
<td>Office Procedures</td>
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<td>ADMS 1128</td>
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<td>BUSN 2221</td>
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<td>CPTR 1104</td>
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<tr>
<td>CRLT 2103</td>
<td>Job Seeking/Keeping</td>
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<tr>
<td>SSCI 1101</td>
<td>Human Relations</td>
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Technical Electives must be selected from the following:
- ACCT 1108 Busn Math/Calculators 3
- ADMS 1104 Skillbuilding 1
- ADMS 2124 Adv Microcomputer Tech 3
- ADMS 2212 Integrated Elec Office 3
- ADMS 2280 Internship 3
- CPTR 1106 Microcomputer Databases 3
- CPTR 1500 Intro Web Concepts 3
Administrative Support

Administrative Support – Microcomputer Emp
Diploma - 49 Credits
* EGF campus

Program Description
The emphasis of this program prepares students to be proficient in using all of the Microsoft Office applications, such as Excel, Access, Word, and PowerPoint. In addition, students will become skilled in desktop publishing, web surfing, electronic scheduling, basic web design, scanning text and pictures, and software installation. Emphasis is also placed on the job responsibilities included in the Administrative Support program description.

Program Specific Requirements
All required program courses (including technical electives) excluding Minnesota Transfer Curriculum must be completed with a grade of “C” or better as well as maintain a 2.0 GPA overall to graduate from any of the Administrative Support Programs.

Diploma -- Course Listing
Course # Course Title Crds
ACCT 1100 Prin of Bookkeeping 3
ACCT 1124 Spreadsheet Concepts 3
ADMS 1100 Keyboarding I 3
ADMS 1102 Keyboarding II 3
ADMS 1110 Word Processing 3
ADMS 1114 Desktop Pub/Pres Graph 3
ADMS 1116 Business Communications 3
ADMS 1120 Office Procedures 3
ADMS 1128 Records/Database Mgmt 3
ADMS 2124 Adv Microcomputer Tech 3
ADMS 2212 Integrated Elec Office 3
CPTC 1104 Intro to Computer Tech 3
CPTC 1106 Microcomputer Databases 3
CPTC 1500 Intro Web Concepts 3
CRLT 2103 Job Seeking/Keeping 1
SSCI 1101 Human Relations 3
Technical Elective 3

Technical Electives must be selected from the following:
ACCT 1104 Payroll 3
ACCT 1108 Busn Math/Calculators 3
ADMS 1104 Skillbuilding 1
ADMS 2280 Internship 3
BUSN 2221 Prin of Accounting I 4

AAS -- Course Listing
Course # Course Title Crds
ACCT 1124 Spreadsheet Concepts 3
ADMS 1100 Keyboarding I 3
ADMS 1102 Keyboarding II 3
ADMS 1110 Word Processing 3
ADMS 1114 Desktop Pub/Pres Graph 3
ADMS 1116 Business Communications 3
ADMS 1120 Office Procedures 3
ADMS 2212 Integrated Elec Office 3
BUSN 2221 Prin of Accounting I 4
CPTC 1104 Intro to Computer Tech 3
CPTC 1106 Microcomputer Databases 3
CPTC 1128 Help Desk Concepts 3
CPTC 1131 Microcomputer Maintenance 4
CPTC 1500 Intro Web Concepts 3
CRLT 2103 Job Seeking/Keeping 1
ENGL 1111 Composition I 3
SPCH 1103 Interpersonal Communicati 3
GS: History/Social Elec 3
G6: Human/Fine Arts Elec 3
MN Transfer Electives 6
Technical Elective 1

Technical Electives must be selected from the following:
ACCT 1108 Busn Math/Calculators 3
ACCT 1128 Computerized Acct I 3
ADMS 1104 Skillbuilding 1
ADMS 1128 Records/Database Mgmt 3
ADMS 2124 Adv Microcomputer Tech 3
ADMS 2280 Internship 3
Program Description

This program is designed primarily for students who would like to further their education in Architecture, Construction Management, or Industrial Technology using transfer agreements with various universities. The customized curriculum allows for more Liberal Arts classes that are a part of the Minnesota Transfer curriculum.

With constant changes in computer-aided drawing technology, it is vital to keep pace. The Architectural Technology department is equipped with 50 state-of-the-art computers on the NT network, two D-size inkjet color plotters, laser printers, color inkjet printer, scanner, digital camera and capability for video clipping input and output.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<td>ARCH 1111</td>
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<td>ARCH 1112</td>
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<tr>
<td>ARCH 1121</td>
<td>CAD I</td>
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<tr>
<td>ARCH 1122</td>
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<td>ARCH 1125</td>
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<td>ARCH 1128</td>
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<td>ARCH 2201</td>
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<tr>
<td>ARCH 2211</td>
<td>Architectural Tech III</td>
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<td>ARCH 2212</td>
<td>Architectural Tech IV</td>
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<tr>
<td>ARCH 2213</td>
<td>Building Technology II</td>
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<td>ARCH 2215</td>
<td>Building Systems</td>
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<td>Arch CAD Advanced</td>
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<td>ARCH 2225</td>
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<tr>
<td></td>
<td>MN Transfer Electives</td>
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</table>
Architectural Technology & Design

Diploma - 64 Credits
* TRF campus

Program Description
This program is designed for the student who would like to proceed directly to the workplace. The curriculum is customized to add more construction-related courses to allow the student to be a more well-rounded employee. The first year of the Architectural Technology and Design program involves the study of residential construction practices, and Computer Aided Drawing (CAD), using AutoCAD software. The second year is concerned primarily with commercial and industrial construction practices. Projects are drawn using both the drawing board and the computer.

Along with the advanced technology, students are also offered classes for a broader base of skills. These include model construction, the creation of scaled architectural presentation models, and architectural presentation, using mediums such as chalk, water colors, markers, colored pencils, or charcoal to create architectural presentation drawings.

With constant changes in computer-aided drawing technology, it is vital to keep pace. The Architectural Technology department is equipped with 50 state-of-the-art computers on the NT network, two D-size inkjet color plotters, laser printers, color inkjet printer, scanner, digital camera and capability for video clipping input and output.

Certificate - 30 Credits
* TRF campus

Program Description
The Architectural Technology certificate involves the study of residential construction practices and Computer Aided Drawing (CAD), using AutoCAD software.

With constant changes in computer-aided drawing technology, it is vital to keep pace. The department is equipped with 50 State of the Art computers on the NT network, two D-size inkjet color plotters, laser printers, color inkjet printers, scanners, digital camera and capability for video clipping input and output.

Diploma -- Course Listing

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<td>ARCH 1121</td>
<td>CAD I</td>
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Certificate -- Course Listing

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<th>Course Title</th>
<th>Crds</th>
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<tbody>
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</tr>
<tr>
<td>ARCH 1111</td>
<td>Architectural Tech I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 1112</td>
<td>Architectural Tech II</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 1121</td>
<td>CAD I</td>
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<tr>
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<td>ARCH 1125</td>
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<tr>
<td>CRLT 2103</td>
<td>Job Seeking/Keeping</td>
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</table>
Program Description

Formal training in Auto Body Collision Technology is highly desirable because advances in technology in recent years have greatly changed the structure, components, and even materials used in automobiles. This program is designed for entry level education in the Auto Body Collision Repair industry. The customized curriculum allows students time for more Liberal Arts classes, which are a part of the Minnesota Transfer Curriculum.

Auto Body Technicians replace or repair damaged portions of automobile bodies and frames using the latest tools and technology. They straighten bent frames, repair dents, replace body panels, and weld rust repair panels. They also replace broken glass, inspect drive train components, and perform electrical diagnostics including air bag component replacement.

Students will also sand, mask repair areas, and spray the latest automotive refinishing materials in a state of the art down draft bake booth. Graduates of the program are eligible to take the Automotive Service Excellence (ASE) certification test after graduating and one year of training in a collision repair facility.

Program Specific Requirements

Students achieving assessment scores below the established minimums must register and successfully complete (with a grade of "C" or better) the required developmental courses in order to meet graduation requirements.

Students entering the program should have good mechanical skills, communication skills, and the ability to follow instructions. This is a physical and sometimes dirty environment, so safety precautions are strictly enforced.

Attendance is critical due to the volume and specific information given to ensure the correct repair process. There is also a dress code requirement. Tools and safety equipment are required; a tool list is also available from an instructor.

AAS -- Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<td>AUBO 1105</td>
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<td>AUBO 1111</td>
<td>Auto Body Lab I</td>
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<td>AUBO 1112</td>
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Diploma -- Course Listing

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Automotive Service Technology

AAS -- Course Listing

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Technical Electives must be selected from the following:
- AUMO 2214  Auto Transmission/Axle II  4
- AUMO 2231  Independent Study Lab  1-5
- AUMO 2233  Engine Overhaul Lab  4
- AUMO 2235  Auto Service Internship  4

Diploma -- Course Listing

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- AUMO 2233  Engine Overhaul Lab  4
- AUMO 2235  Auto Service Internship  4

Automotive Service Technology

AAS - 72 Credits
* EGF campus
* TRF campus

Program Description
This program is designed primarily for students who would like to further their education in Automotive Service. The customized curriculum allows for more Liberal Arts classes, which are a part of the Minnesota Transfer Curriculum.

The Automotive Service Technician is a person working in an exciting and rapidly changing industry. Students in this program will receive training in the many service and diagnostic procedures necessary to maintain our Nation on wheels. Students are trained in modern laboratories equipped with current service and testing equipment.

Students entering this program should have good mechanical aptitude, good communication skills, and the ability to read and comprehend service literature. Graduates of this program will have a variety of opportunities that range from driveability technician, alignment and suspension specialist, transmission specialist, service advisors and managers. Opportunities for advancement may include factory and dealer representatives, management, and self-employment.

Automotive Service Technology

Diploma - 64 Credits
* EGF campus
* TRF campus

Program Description
Students in this program will receive training in the many service and diagnostic procedures necessary to maintain our Nation on wheels. Students are trained in modern laboratories equipped with current service and testing equipment.

Students entering this program should have good mechanical aptitude, good communication skills, and the ability to read and comprehend service literature. Graduates of this program will have a variety of opportunities that range from driveability technician, alignment and suspension specialist, transmission specialist, service advisors and managers. Opportunities for advancement may include factory and dealer representatives, management, and self-employment.
Aviation Maintenance Technology

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Program Description

Aviation Maintenance Technology concentrates on aircraft airframe and powerplant maintenance to prepare the student to test for certification as a Federal Aviation Administration airframe and powerplant mechanic. Students receive hands-on training in modern and well-equipped facilities. More than 20 aircraft, including two Boeing 727’s, two DC-9’s, a Sabreliner, twin-engine turbo props, three “Huey” turbine-powered helicopters, as well as Piper, Cessna, and Beechcraft piston-powered light aircraft are used in the student’s training.

After completing this degree, students can then transfer to a four-year institution to complete their Bachelors Degree requirements. NCTC has articulation agreements with a number of area institutions including the University of North Dakota, St. Cloud State University, Metropolitan State University, Minnesota State University-Mankato, and Winona State University.
Business

AS - 64 Credits
* TRF campus

Program Description
The business world today is facing rapid changes, creating an increased demand for well-trained professionals to fill positions in all areas of the business industry. An Associate of Science degree builds a strong foundation of leadership and managerial skills to effectively manage people, organizations, and technology in the increasingly competitive global business world.

Northland’s Business program is for students intending to seek employment after graduation and for those planning to continue their studies at a four-year college or university. The curriculum addresses contemporary business issues through courses in economics, communications, the legal environment, and provides practical knowledge in analytical disciplines such as computer science, statistics, and mathematics.

The courses required for this degree cover the basic areas of knowledge necessary for entrance into the business world and successful performance on the job. In addition, internships are available for students who desire hands-on experience in their chosen fields.

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Program Description

The Invasive Cardiovascular Technology Program prepares individuals through the use of specific high-technology equipment at the direction of qualified physicians, to assist in the performance of procedures on patients leading to the diagnosis and treatment of congenital and acquired heart disease. The entry level practitioner will use physiologic analytical equipment for diagnostic and therapeutic procedures, perform advanced cardiac life support techniques, make anatomic and physiologic diagnosis, and demonstrate values and attitudes congruent with professional standards and ethics.

Program Specific Requirements

1. All required developmental courses must be completed before entering any CVST courses.
2. Minnesota Department of Human Services Licensing Division Background study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering CVST 1104.
3. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to CVST 2210.
4. All required courses for the program must be completed with a grade of “C” or better.
5. Immunization and health screening data must be submitted on the college Health Screening Form prior to enrollment in CVST 2210.
6. Refer to the Cardiovascular Technology Program Handbook for time limits on transfer of technical and general education credits and for specific program progression policies.

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<td>CVST 2212</td>
<td>Fund Cardio Tech I</td>
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<tr>
<td>CVST 2214</td>
<td>Fund Cardio Tech II</td>
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<tr>
<td>CVST 2216</td>
<td>Fund Cardio Tech III</td>
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<tr>
<td>CVST 2220</td>
<td>Cardio Clinical II</td>
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<td>CVST 2225</td>
<td>Adv Cardiac Skills CVT</td>
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<td>CVST 2232</td>
<td>Cardio Clinical III</td>
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<td>CVST 2238</td>
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<tr>
<td>HLTH 1106</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 1114</td>
<td>Intro Electrocardiography</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 1120</td>
<td>Office Radiography</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 2002</td>
<td>Pharmacology</td>
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<tr>
<td>BIOL 2252</td>
<td>Anatomy &amp; Phys I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2254</td>
<td>Anatomy &amp; Phys II</td>
<td>3</td>
</tr>
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<td>CHEM 1020</td>
<td>Intro to Chemistry</td>
<td>4</td>
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<tr>
<td>ENGL 1111</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2203</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 1101</td>
<td>Intro to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1105</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
Program Description

This program prepares students with skills and knowledge for a career in residential carpentry. Technical and general courses provide the students theory and hands-on learning experiences. General areas of study include building codes, blueprint reading, estimating, site layout, concrete, framing, interior and exterior finish, cabinet construction and installation, and decks. The Residential Carpentry diploma program provides graduates with skills required of a carpenter in a variety of building construction settings common in both rural and metropolitan areas.
Computer Design & Animation
Diploma - 33 Credits
* TRF campus

Program Description
The program focuses on creative uses of digital technology and design. In this program, students will learn to: restore and retouch photos, animate two and three dimensional designs, create short film clips, create web safe graphics and a web page, and produce an architectural walk-through. Students will work with both two and three dimensional computer graphic and animation software, interactive multimedia software, digital imaging and other computer software to visually demonstrate objects and scenes. Interactive training lessons will help students acquire the skills to create photorealistic images and animations.

Computer Design & Animation -- Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 2228</td>
<td>Photoshop I</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 2229</td>
<td>Photoshop II</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 2231</td>
<td>3D Visual I</td>
<td>5</td>
</tr>
<tr>
<td>ARCH 2232</td>
<td>3D Visual II</td>
<td>5</td>
</tr>
<tr>
<td>ARCH 2233</td>
<td>3D Studio Max I</td>
<td>5</td>
</tr>
<tr>
<td>ARCH 2234</td>
<td>3D Studio Max II</td>
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<tr>
<td>ARCH 2235</td>
<td>Digital Video Editing</td>
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</tr>
<tr>
<td>CPTR 1500</td>
<td>Intro Web Concepts</td>
<td>3</td>
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</tbody>
</table>
Computer Service & Networking

AAS - 66 Credits
* EGF campus

Program Description

The Computer Service & Networking Associates degree offers students both theory and hands-on training in computer equipment servicing and networking. Computer skills development covers the hardware and software systems of current computer technology. Networking skills include switching, routing, server operating systems, directory services and much more. Many classes are built around specific industry certifications.

The program prepares graduates for immediate entry-level employment in any size company utilizing computer technology. Graduates adding industry certification such as A+, Network+, CCNA, etc. have an advantage. The program provides students with the foundation required to build a rewarding career in the continually expanding field of computer service and networking.

Cisco Networking Certificate - 12 Credits
* EGF campus

Program Description

This program prepares students to take the Cisco Certified Network Associate (CCNA) certification and also the CompTIA Network+ certification. The course work includes Cisco semesters 1 - 4. Skill development covers LAN/WAN networking technology and concepts, networking math, networking media, router configuration, switching, VLANs, routing protocols and WAN links and services. Prior experience with computer hardware, binary math, and basic electronics is desired but not required. Background in cabling is beneficial. Upon completion of this certificate the student will be able to take the Cisco CCNA and CompTIA Network+ certification exams offered though a VUE or Prometric testing center.

AAS -- Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>CPTR 1106</td>
<td>Microcomputer Databases</td>
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</tr>
<tr>
<td>CPTR 1110</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 1131</td>
<td>Microcomputer Maintenance</td>
<td>4</td>
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<tr>
<td>CPTR 1136</td>
<td>Networking I</td>
<td>3</td>
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<tr>
<td>CPTR 1137</td>
<td>Networking II</td>
<td>3</td>
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<tr>
<td>CPTR 1138</td>
<td>Information Systems</td>
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<tr>
<td>CPTR 1148</td>
<td>Micro Operating Systems</td>
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<td>Network Administration</td>
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</tr>
<tr>
<td>CPTR 2214</td>
<td>Network Operating Sys</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 2216</td>
<td>Networking III</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 2217</td>
<td>Networking IV</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 2231</td>
<td>Unix/Linux</td>
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<tr>
<td>CPTR 2252</td>
<td>Micro Systems Project</td>
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<td>CRLT 2103</td>
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<td>PHIL 1102</td>
<td>Intro to Ethics</td>
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<td>SOCI 1101</td>
<td>Intro to Sociology</td>
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<td>SPCH 1101</td>
<td>Intro to Public Speaking</td>
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Technical Electives must be selected from the following:

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<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
<td>Prin of Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1124</td>
<td>Spreadsheet Concepts</td>
<td>3</td>
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<tr>
<td>ADM 1116</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2210</td>
<td>Prin of Management</td>
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<tr>
<td>BUS 2218</td>
<td>Legal Environment Busn</td>
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</tr>
<tr>
<td>CPTR 1128</td>
<td>Help Desk Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 1171</td>
<td>Fund of Network Security</td>
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</tr>
<tr>
<td>CPTR 1500</td>
<td>Intro Web Concepts</td>
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<td>CPTR 2242</td>
<td>Java Programming</td>
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<td>CPTR 2294</td>
<td>Internship</td>
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Certificate -- Course Listing

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<th>Course Title</th>
<th>Crds</th>
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<td>CPTR 1136</td>
<td>Networking I</td>
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<tr>
<td>CPTR 1137</td>
<td>Networking II</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 2216</td>
<td>Networking III</td>
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</tr>
<tr>
<td>CPTR 2217</td>
<td>Networking IV</td>
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</tr>
</tbody>
</table>
Program Description

The Construction Electricity diploma program prepares students to build, install, maintain and repair electrical systems that provide heat, light, or power for residential, commercial and industrial structures. Technical and general courses provide students with a mix of theory and hands-on application in classroom, lab settings, and job sites. This comprehensive program includes maintenance of electrical equipment, wiring methods, blueprint reading, material selection, programmable controllers, and the National Electric Codes.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>BLDG 1102</td>
<td>Construction Safety</td>
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<tr>
<td>CONE 1102</td>
<td>Intro Elec Circuit Theory</td>
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<tr>
<td>CONE 1104</td>
<td>Intro to NEC</td>
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<td>CONE 1107</td>
<td>Intro Residential Wiring</td>
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<tr>
<td>CONE 1108</td>
<td>Electrical Circuit Theory</td>
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<tr>
<td>CONE 1110</td>
<td>AC/DC Motors/Generators</td>
<td>4</td>
</tr>
<tr>
<td>CONE 1112</td>
<td>Residential Wiring</td>
<td>3</td>
</tr>
<tr>
<td>CONE 1116</td>
<td>Conduit/Tool Applications</td>
<td>2</td>
</tr>
<tr>
<td>CONE 1118</td>
<td>Electrical Services</td>
<td>3</td>
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<tr>
<td>CONE 1120</td>
<td>Electrical Blueprints</td>
<td>3</td>
</tr>
<tr>
<td>CONE 1122</td>
<td>Intro to Materials</td>
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<td>CONE 1124</td>
<td>Intro Elec Blueprint Read</td>
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<td>CONE 2114</td>
<td>National Electrical Code</td>
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</tr>
<tr>
<td>CONE 2202</td>
<td>Heating/Cooling Controls</td>
<td>3</td>
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<td>CONE 2205</td>
<td>Intro Commercial Wiring</td>
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<tr>
<td>CONE 2206</td>
<td>Intro Motor Control Applic</td>
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<td>CONE 2208</td>
<td>Prog Logic Controllers</td>
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<td>CONE 2211</td>
<td>Electronic Motor Control</td>
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<td>Commercial Wiring</td>
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<td>CONE 2214</td>
<td>Industrial Wiring</td>
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<td>CONE 2216</td>
<td>Motor Control Application</td>
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<td>CONE 2225</td>
<td>Transformers</td>
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<td>CONE 2228</td>
<td>Troubleshooting</td>
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<td>CONE 2230</td>
<td>Load Management Controls</td>
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<tr>
<td>CONE 2238</td>
<td>Low Voltage Wiring</td>
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<tr>
<td>CONE 2248</td>
<td>Code Applications</td>
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<tr>
<td>CONE 2250</td>
<td>Special Topics/Projects</td>
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<td>CPTR 1100</td>
<td>Computer Basics</td>
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<td>CRLT 2103</td>
<td>Job Seeking/Keeping</td>
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<td>GTEC 1108</td>
<td>Info Retrieval - 21st Cen</td>
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</tr>
<tr>
<td>HPER 1410</td>
<td>First Aid/CPR</td>
<td>1</td>
</tr>
<tr>
<td>MATH 1001</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>
Cosmetology

Cosmetology Diploma - 56 Credits
* TRF campus

Program Description

Graduates with a Cosmetology degree develop skills in the art, science and business of beauty care. Beauty care includes permanent hair coloring, hair styling, hair shaping, nail and skin care. Cosmetology offers students a variety of career opportunities. Students completing the program can choose to be general cosmetologists or to specialize in their area of expertise.

Students receive a combination of classroom and laboratory work with the opportunity to practice their skills on mannequins and clients who patronize the campus lab. This facility operates as a commercial salon, and students have the opportunity to train in a business environment, take appointments, work with a variety of hairstyles and requests, and develop strong customer service skills. A total of 1550 hours of coursework in cosmetology is required to meet examination entrance standards to become licensed.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1120</td>
<td>Laws &amp; Rules</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1128</td>
<td>Trichology</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1130</td>
<td>Hairstyling I</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1132</td>
<td>Permanent Wave I</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1138</td>
<td>Hairshaping I</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1140</td>
<td>Hair Coloring I</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1142</td>
<td>Nail Care</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1150</td>
<td>Skin Care</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1156</td>
<td>Salon Management</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1160</td>
<td>Product Knowledge</td>
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</tr>
<tr>
<td>COSM 1170</td>
<td>Advanced Chemicals</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1172</td>
<td>Advanced Services</td>
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</tr>
<tr>
<td>COSM 1180</td>
<td>Cosmetology Lab</td>
<td>10</td>
</tr>
<tr>
<td>HPER 1410</td>
<td>First Aid/CPR</td>
<td>1</td>
</tr>
</tbody>
</table>
Cosmetology

**Esthetist Certificate - 21 Credits**
* TRF campus

**Program Description**
Graduates with a Esthetist certificate develop skills in the art, science and business of beauty care. The field of Cosmetology offers students a variety of career opportunities.

Students receive a combination of classroom and laboratory work with the opportunity to practice their skills on mannequins and clients who patronize the campus lab. This facility operates as a commercial salon and students have the opportunity to train in a business environment, take appointments, work with a variety of requests, and develop strong customer service skills.

A total of 600 hours of course work in the Esthetist program is required to meet examination standards to become licensed.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1120</td>
<td>Laws &amp; Rules</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1150</td>
<td>Skin Care</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1156</td>
<td>Salon Management</td>
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</tr>
<tr>
<td>COSM 1175</td>
<td>Bacteriology/Sanitation</td>
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</tr>
<tr>
<td>COSM 1180</td>
<td>Cosmetology Lab</td>
<td>9</td>
</tr>
</tbody>
</table>

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**Manicurist Certificate - 13 Credits**
* TRF campus

**Program Description**
Graduates with a Manicurist certificate develop skills in the art, science and business of beauty care. The field of Cosmetology offers students a variety of career opportunities.

Students receive a combination of classroom and laboratory work with the opportunity to practice their skills on mannequins and clients who patronize the campus lab. This facility operates as a commercial salon, and students have the opportunity to train in a business environment, take appointments, work with a variety of requests, and develop strong customer service skills.

A total of 350 hours of course work in the Manicurist program is required to meet examination standards to become licensed.

**Course Listing**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1120</td>
<td>Laws &amp; Rules</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1142</td>
<td>Nail Care</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1156</td>
<td>Salon Management</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1175</td>
<td>Bacteriology/Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>COSM 1180</td>
<td>Cosmetology Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

This certificate program is not eligible for Financial Aid.
Criminal Justice

AS - 64 Credits
* TRF campus

Program Description

The Criminal Justice program prepares students for careers with city, state, federal, private, and other criminal justice agencies. While the NCTC program is designed primarily for entry-level law enforcement, many students choose courses that lead to careers in other areas of the Criminal Justice system, such as public safety communications, corrections, and probation work.

While the program provides pre-employment education for students who want to enter the field of criminal justice at the end of two years with an Associate of Science degree, Northland also provides an Associate of Arts degree that transfers to a four-year institution.

The Criminal Justice program is certified by the Minnesota Board of Peace Officer Standards and Training (POST). After completing the skills training (also offered on the Northland campus) and completing a degree, students are eligible to take the state POST exam.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>CRJU 1101</td>
<td>Intro Criminal Justice</td>
<td>3</td>
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<tr>
<td>CRJU 1104</td>
<td>Juvenile Justice &amp; Delinq</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1109</td>
<td>Behavioral Sciences</td>
<td>3</td>
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<tr>
<td>CRJU 2201</td>
<td>Criminal Law</td>
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</tr>
<tr>
<td>CRJU 2202</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 2208</td>
<td>Criminal Investigations</td>
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<td>CRJU 2215</td>
<td>Traffic Law</td>
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<tr>
<td>HPER 2244</td>
<td>First Responder</td>
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<td>ENGL 1111</td>
<td>Composition I</td>
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<td>ENGL 1112</td>
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<td>G5: History/Social Elec</td>
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<td>Math or Natural Science Elec</td>
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Technical Electives must be selected from the following:

<table>
<thead>
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<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
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<td>CRJU 1106</td>
<td>Corrections/Probation</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1111</td>
<td>Public Safety Comm</td>
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</tr>
<tr>
<td>CRJU 1117</td>
<td>Special Topics</td>
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<tr>
<td>CRJU 2235</td>
<td>Internship</td>
<td>4-8</td>
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<tr>
<td>HPER 1125</td>
<td>Fitness &amp; Conditioning</td>
<td>1</td>
</tr>
</tbody>
</table>
Program Description

This program includes coursework in the areas of child guidance, birth through adolescent development, children with special needs, as well as exploring the role of the paraprofessional and sign language. Graduates will independently provide a healthy, safe, and developmentally appropriate learning environment that supports children and families.

Child development courses in combination with general education courses comprise the 64 credit Early Childhood & Paraprofessional degree program. The Early Childhood Program meets the educational requirements for Assistant Teacher and Paraprofessional in an educational setting. The program also allows graduates to work as Assistant Teacher and Teacher in a child care center setting, Family Child Care Provider, and Group Family Child Care Provider as listed in Minnesota Department of Human Services Rules Number 2 and 3. Work experience, in addition to a field experience course is also required by Rule 3 for positions in licensed child care facilities.

Individuals entering the program must complete background checks required by the Minnesota and North Dakota Board of Human Services licensing divisions. Individuals with any prior record of child maltreatment or crime of violence may participate in the program, but the student will not be allowed to participate in lab or field experience coursework.

Program Specific Requirements

1. Minnesota Department of Human Services Licensing Division Background Study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering CDEV courses.
2. All required courses for the program must be completed with a grade of "C" or better.
3. Immunization and health screening data must be submitted on the College’s Health Screening Form prior to enrollment in CDEV courses.
4. Refer to the Early Childhood & Paraprofessional Program Handbook for time limits on transfer of technical and general education credits and for specific program progression policies.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<td>CDEV 1107</td>
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<td>CDEV 2238</td>
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Electronics Technology

Diploma -- Course Listing

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<td>Electricity I</td>
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<td>Machine Operations</td>
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<tr>
<td>MFPT 1540</td>
<td>Solid Modeling</td>
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AAS -- Course Listing

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Communications Elective must be selected from the following:

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<td>SPCH 1103</td>
<td>Interpersonal Communicati</td>
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Program Description

The program prepares students who are engaged in, or who are in the process of becoming established in, farming. As the business of farming continues to change, the challenge becomes one of finding the best source of good farm management education. The practical hands-on applications taught in the Farm Operations and Management courses enable students to make sound management decisions based on financial analysis and production information, utilizing computer applications.

The program is scheduled for two abbreviated semesters from early November through late March for two consecutive years. This enables the students to be on the farm during the production year.

Course Listing

<table>
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<tr>
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<td>AGRI 1110</td>
<td>Farm Records &amp; Budgeting</td>
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<tr>
<td>AGRI 1120</td>
<td>Crops Marketing I</td>
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<tr>
<td>AGRI 1130</td>
<td>Machinery Management</td>
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</tr>
<tr>
<td>AGRI 1140</td>
<td>Cereal Production</td>
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<tr>
<td>AGRI 1150</td>
<td>Soil Maint &amp; Fertility</td>
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<tr>
<td>AGRI 1160</td>
<td>Establishment in Farming</td>
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<td>AGRI 2206</td>
<td>Rural Leadership</td>
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<td>AGRI 2210</td>
<td>Farm Analysis &amp; Finance</td>
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<td>AGRI 2220</td>
<td>Crops Marketing II</td>
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<td>Farmstead Improvement</td>
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<td>AGRI 2240</td>
<td>Farm Computerized Records</td>
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<td>AGRI 2250</td>
<td>Welding I</td>
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<td>AGRI 2260</td>
<td>Agricultural Chemicals</td>
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</table>

Technical Electives must be selected from the following:

- AGRI 1172 Corn Production 1
- AGRI 1182 Sunflower Production 1
- AGRI 1192 Soybean Production 1
- AGRI 2202 Dry Bean Production 1
- AGRI 2222 Sugar Beet Production 1
The Fire Technology-AAS program provides an opportunity for students to obtain basic and advanced instruction in fire fighting techniques, fire prevention, rescue, and management of fire services. The major also provides instruction to become involved in all phases of the decision-making process from entry level through the company officer level, focusing on improving productivity and safety. The program consists of approximately one-third general education and two-thirds technical coursework, including classroom as well as technical hands-on training to enable the student to become familiar with all aspects of fire fighting from entry-level to advanced levels. Also included is an instructional area titled job skills. This instruction will be offered through students' local fire departments. Students who are not connected with a fire department will be assisted in finding a site.

Program Specific Requirements

1. Minnesota Department of Human Services Licensing Division Background study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering FIRE courses.
2. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to EMTB 1100.
3. All required courses for the program must be completed with a grade of “C” or better.
4. Immunization and health screening data must be submitted on the college Health Screening Form prior to enrollment in FIRE courses.
5. All students must have structural firefighting personal protective equipment, which consists of a helmet, protective hood, coat, pants, gloves, and boots.

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<tr>
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<th>Crds</th>
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<tbody>
<tr>
<td>EMTB 1100</td>
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<td>FIRE 1100</td>
<td>Intro to Fire Service</td>
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<tr>
<td>FIRE 1102</td>
<td>Firefighter Fitness</td>
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<tr>
<td>FIRE 1104</td>
<td>Job Skills I</td>
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<tr>
<td>FIRE 1106</td>
<td>Firefighter I &amp; II</td>
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<tr>
<td>FIRE 1108</td>
<td>Firefighter I &amp; II Skills</td>
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<td>FIRE 1112</td>
<td>Fire Apparatus</td>
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<tr>
<td>FIRE 1130</td>
<td>Rescue Theory &amp; Practices</td>
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<td>FIRE 1150</td>
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<tr>
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<tr>
<td>SPCH 1101</td>
<td>Intro to Public Speaking</td>
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</table>
Fire Technology

Fire Protection Technician
Diploma - 54 Credits
* EGF campus

Program Description
The Fire Protection Technician diploma provides students with the skills necessary to progress in the fire service field. Fire suppression techniques, fire ground management, apparatus operation, inspection, and company officer training will be covered.

Fire Suppression Technician
Diploma - 36 Credits
* EGF campus

Program Specific Requirements
1. Minnesota Department of Human Services Licensing Division Background study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering FIRE courses.
2. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to EMTB 1100.
3. All required courses for the program must be completed with a grade of "C" or better.
4. Immunization and health screening data must be submitted on the college Health Screening Form prior to enrollment in FIRE courses.
5. All students must have structural firefighting personal protective equipment, which consists of a helmet, protective hood, coat, pants, gloves, and boots.

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Fire Technology

Fire Service Preparation Certificate - 18 Credits
* EGF campus

Program Description

The Fire Service Preparation certificate program provides an opportunity for students to obtain basic instruction in firefighting, rescue, and emergency medical care. The program meets the minimum entry-level requirements for most fire departments around the country. This certificate consists mostly of technical coursework and three credits of general education, providing for a focus of technical hands-on training to enable the student to become familiar with the entry-level aspects of the fire service.

Rescue Technician Certificate - 17 Credits
* EGF campus

Program Description

The Rescue Technician certificate program provides an opportunity for students to obtain basic and advanced instruction in technical rescue. The areas include Vehicle Extrication, Trench Rescue, High and Low Angle Rope Rescue, Water and Ice Rescue, Confined Space Rescue and Structural Collapse Rescue. The program meets the minimum requirements for a Rescue Technician as outlined by the National Fire Protection Association. This certificate consists of technical coursework, providing a focus on technical hands-on training to enable the student to become familiar with basic and advanced level aspects of the technician rescue field for the fire service.

Program Specific Requirements

Certificate programs follow the same Program Specific Requirements as the AAS degree.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>EMTB 1100</td>
<td>Emergency Med Tech Basic</td>
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<tr>
<td>FIRE 1100</td>
<td>Intro to Fire Service</td>
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<tr>
<td>FIRE 1102</td>
<td>Firefighter Fitness</td>
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<tr>
<td>FIRE 1106</td>
<td>Firefighter I &amp; II</td>
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<tr>
<td>FIRE 1108</td>
<td>Firefighter I &amp; II Skills</td>
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<tr>
<td>FIRE 1130</td>
<td>Rescue Theory &amp; Practices</td>
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</table>

**Prequisites**

EMTB 1100 Emergency Med Tech Basic 6
FIRE 1100 Intro to Fire Service 2
FIRE 1106 Firefighter I & II 3
FIRE 1108 Firefighter I & II Skills 4

**Required**

FIRE 1130 Rescue Theory & Practices 1
FIRE 1160 Technical Rescue I 1
FIRE 2260 Technical Rescue II 1
FIRE 2262 Vehicle Extrication 2
FIRE 2264 Trench Rescue 2
FIRE 2266 High/Low Rope Rescue 4
FIRE 2268 Water & Ice Rescue 2
FIRE 2270 Confined Space Rescue 2
FIRE 2272 Structural Collapse Rescue 2
HVAC – Heating, Ventilation & Air Conditioning

AAS - 64 Credits
* EGF campus

Program Description

The HVAC - Heating, Ventilation, and Air Conditioning graduate will be able to design residential and light commercial central heating and air conditioning systems according to load requirements, install, troubleshoot, and repair all residential and light commercial heating and air conditioning equipment, design, fabricate, and install forced air and hot water distribution systems using sheet metal, ductboard, copper tubing, Wirso tubing, Pex tubing, PVC, and other accepted materials, install a wide range of oil and gas boilers and forced-air furnaces, design, fabricate, and install home and light commercial ventilation systems, including both exhaust and fresh air make-up exchangers.

The graduate will be knowledgeable in electric theory, motor and heating-air conditioning controls and switching relays, pumps, compressors, various design variables, and code requirements. This comprehensive program of technical and general education will give the graduate knowledge and hands-on experience in both the electrical and mechanical aspects of heating, ventilation and air conditioning. This combination prepares students to build and install ductwork, and the ability to troubleshoot today's sophisticated high-efficiency heating units.

Course Listing

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<tr>
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<td>BLDG 1114</td>
<td>Blueprint Reading I</td>
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<td>CONE 1102</td>
<td>Intro Elec Circuit Theory</td>
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<td>CONE 1110</td>
<td>AC/DC Motors/Generators</td>
<td>4</td>
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<tr>
<td>HEAT 1102</td>
<td>Sheet Metal Design</td>
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<td>HEAT 1104</td>
<td>Control Electricity</td>
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<td>HEAT 2202</td>
<td>Air Handling</td>
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<td>HEAT 2204</td>
<td>Advanced Sheet Metal</td>
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<td>HEAT 2206</td>
<td>Heating Sys Maintenance</td>
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<td>HEAT 2208</td>
<td>Boiler Operation</td>
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<td>HEAT 2210</td>
<td>Com Air Conditioning</td>
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<td>HEAT 2212</td>
<td>Hydronic Heating</td>
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<td>PLBG 1128</td>
<td>Heat Sys Design &amp; Install</td>
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<tr>
<td>REFR 1110</td>
<td>Refrig. A/C &amp; Htg Prin</td>
<td>3</td>
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<tr>
<td>REFR 2220</td>
<td>HVAC Troubleshooting</td>
<td>3</td>
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<tr>
<td>ENGL 1111</td>
<td>Composition I</td>
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<td>MATH 1110</td>
<td>College Algebra</td>
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<td>PHIL 1101</td>
<td>Intro to Philosophy</td>
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<tr>
<td>PHYS 1010</td>
<td>Physics</td>
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<td>SOCI 1101</td>
<td>Intro to Sociology</td>
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<td></td>
<td>MN Transfer Electives</td>
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<tr>
<td></td>
<td>Technical Elective</td>
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</table>
Liberal Arts – Transfer Programs

Liberal Arts & Sciences
AA - 64 Credits
* EGF campus
* TRF campus

Program Description

The Liberal Arts programs provides the first two years of most degrees and are designed for transfer to a four-year institution. Students who complete the Associate in Arts degree at NCTC which includes the Minnesota Transfer Curriculum, are assured of smooth transfer into Minnesota State Colleges and Universities as well as into the University of Minnesota system and usually is accepted into most out-of-state colleges.

The Minnesota Transfer Curriculum contains the minimum number of credits (40) needed to complete the general education requirements at all of the public colleges and universities in Minnesota. These 40 credits must be completed in 10 goal areas and with a minimum 2.0 GPA. Completion of a defined transfer curriculum at one institution enables a student to receive credit for all lower-division general education courses, upon admission to any other institution. All of the Minnesota Transfer Curriculum courses, offered by NCTC, will transfer within the Minnesota State Colleges and Universities System and the University of Minnesota System, into the goal areas as designated by NCTC.

Course Listing

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<td>Electives</td>
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</table>

10 Goal Areas -- Required for the Minnesota Transfer Curriculum:

<table>
<thead>
<tr>
<th>Goal Area</th>
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<tr>
<td>Goal Area 1</td>
<td>Communications Elec</td>
<td>9 cr minimum</td>
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<tr>
<td>Goal Area 2</td>
<td>Critical Thinking Elec</td>
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</tr>
<tr>
<td>Goal Area 3</td>
<td>Natural Science Elec</td>
<td>6 cr minimum</td>
</tr>
<tr>
<td>Goal Area 4</td>
<td>Math/Logical Elective</td>
<td>3 cr minimum</td>
</tr>
<tr>
<td>Goal Area 5</td>
<td>History/Social Elec</td>
<td>9 cr minimum</td>
</tr>
<tr>
<td>Goal Area 6</td>
<td>Human/Fine Arts Elec</td>
<td>8 cr minimum</td>
</tr>
<tr>
<td>Goal Area 7</td>
<td>Human Diversity Elec</td>
<td>3 cr minimum</td>
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<tr>
<td>Goal Area 8</td>
<td>Global Perspect Elec</td>
<td>3 cr minimum</td>
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<tr>
<td>Goal Area 9</td>
<td>Ethic/Civic Resp Elec</td>
<td>3 cr minimum</td>
</tr>
<tr>
<td>Goal Area 10</td>
<td>People &amp; Environ Elec</td>
<td>3 cr minimum</td>
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</table>
Liberal Arts – Transfer Programs

Liberal Arts - Art Emphasis
AA - 64 Credits
* TRF campus

Program Description
The Associate in Arts degree with an emphasis in Art is recommended for those students who intend to transfer into a four-year program to pursue a career in the Fine Arts. The program offers students a solid foundation in art skills and concepts they can use to achieve their own artistic goals. Fine Arts has traditionally been part of the "classical education," and therefore, the study of art can benefit those in both liberal arts and technical programs. Additional benefits to students includes the development of personal creativity, exploration into non-linear thinking, and building an outlet of personal self-expression. Student artists will have the opportunity to display their works in the College's Fine Art Gallery.

Course Listing
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<tbody>
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</table>

Recommended Electives
- ARTS 1101 Art Appreciation 3
- ARTS 1111 Basic Drawing I 3
- ARTS 1125 Intro Art I-2D Design 3
- ARTS 1126 Intro Art II-3D Design 3
- ARTS 2233 Art History I 3
- ARTS 2234 Art History II 3

Liberal Arts - Biology Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
Biology, an exciting field of science, is the general study of life processes and living organisms.

Students may choose to concentrate in a particular area including biochemistry, botany, cellular biology, developmental biology, environmental biology, ecology, entomology, genetics, microbiology, molecular genetics, paleontology, physiology, systematics, tropical biology or zoology.

Introductory courses are designed to give all majors a common background in several areas of biology and to provide practice in reading and writing technical reports, making observations, analyzing data quantitatively and interpreting data in relation to other available information. These skills help to prepare students for more advanced work.

Course Listing
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</tbody>
</table>

Recommended Electives
- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- BIOL 2221 Microbiology 3
- BIOL 2252 Anatomy & Phys I 3
- BIOL 2254 Anatomy & Phys II 3
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- MATH 1110 College Algebra 3
- MATH 1131 Applied Calculus 3
- NSCI 2203 Environmental Science 4
Liberal Arts – Transfer Programs

Liberal Arts - Business Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The business world today is facing rapid changes, creating an increased demand for well-trained professionals to fill positions in all areas of the business industry. An Associate in Arts degree builds a strong foundation of leadership and managerial skills to effectively manage people, organizations, and technology in the increasingly competitive global business world.

Northland’s Business emphasis program is for students planning to continue their studies at a four-year college or university.

The curriculum addresses contemporary business issues through courses in economics, communications, the legal environment, and provides practical knowledge in analytical disciplines such as computer science, statistics, and mathematics.

Liberal Arts - Chemistry Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The coursework offered in chemistry meets the requirements for the first two years of a bachelor of Chemistry Program. The chemistry emphasis is intended for students who wish to earn their Associate degree and then transfer to a four-year college, university, or a professional school.

Students should consult with the chemistry faculty as soon as possible to determine the exact courses of study needed to transfer to the school of their choice. A degree in chemistry will prepare students for the following career options:
1. Careers in chemical industries or in governmental laboratories.
2. Graduate study in chemistry and its related fields.
3. Careers in Agriculture and Consumer products.
4. Careers in environmental chemistry, environmental law, or hazardous waste management.
5. Professional careers in medicine, dentistry, pharmacy, medical technology, nursing and allied professions.
6. Careers in Forensic Chemistry.
7. Careers in Chemical Information, Sales and Marketing, or Science writing.
8. Teaching in secondary schools.

Course Listing

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</table>

Recommended Electives
- BUSN 2218 Legal Environment Busn 3
- BUSN 2221 Prin of Accounting I 4
- BUSN 2222 Prin of Accounting II 4
- ECON 2201 Microeconomics 3
- ECON 2202 Macroeconomics 3
- ENGL 1111 Composition I 3
- ENGL 1112 Composition II 3
- MATH 1110 College Algebra 3
- MATH 1131 Applied Calculus 3
- MATH 2203 Statistics 4
- SPCH 1101 Intro to Public Speaking 3
- SPCH 1103 Interpersonal Communicati 3

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<td>24</td>
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</table>

Recommended Electives
- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- CHEM 2211 Organic Chemistry I 5
- CHEM 2212 Organic Chemistry II 5
- CHEM 2221 Quant Analytical Chem 5
- MATH 2231 Calculus I 4
- MATH 2232 Calculus II 4
- PHYS 2211 Engineering Physics I 5
- PHYS 2212 Engineering Physics II 5
Liberal Arts – Transfer Programs

Liberal Arts - Criminal Justice Emphasis
AA - 64 Credits
* TRF campus

Program Description
The Criminal Justice program prepares students for careers with city, state, federal, military, private, and other criminal justice agencies. While the NCTC program is primarily for entry-level law enforcement, many students choose courses that lead to careers in other areas of the Criminal Justice system, such as public safety communications, corrections, and probation work.

The Associate in Arts degree is intended for students who may transfer to a four-year institution.

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Recommended Electives

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<th>Course Title</th>
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<td>CRJU 1101</td>
<td>Intro Criminal Justice</td>
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<tr>
<td>CRJU 1104</td>
<td>Juvenile Justice &amp; Delinq</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1106</td>
<td>Corrections/Probation</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1109</td>
<td>Behavioral Sciences</td>
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<td>CRJU 1111</td>
<td>Public Safety Comm</td>
<td>3</td>
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<tr>
<td>CRJU 1117</td>
<td>Special Topics</td>
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<tr>
<td>CRJU 2201</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 2202</td>
<td>Criminal Procedures</td>
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<td>CRJU 2208</td>
<td>Criminal Investigations</td>
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<td>CRJU 2215</td>
<td>Traffic Law</td>
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<td>CRJU 2220</td>
<td>Skills</td>
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<tr>
<td>CRJU 2235</td>
<td>Internship</td>
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Liberal Arts - Education Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
Few careers can promise personal growth and rewards. The field of education, however develops both theory and skills to teach content areas in diverse social settings. Students can study human development, the foundations of education, and its value and importance to our society. Northland offers a broad-based foundation of knowledge in preparation for a career in education.

Course Listing

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Recommended Electives

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<tr>
<td>PSYC 2201</td>
<td>Developmental Psychology</td>
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<tr>
<td>SOCI 2220</td>
<td>Intimacy, Family &amp; Divers</td>
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</tbody>
</table>

Additional electives should be chosen from the students area of interest and the MN Transfer Curriculum.
Liberal Arts – Transfer Programs

Liberal Arts - English Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The field of English is concerned with the study and practice of writing, examining literary or creative work through genre, period, nationality and author studies, and creative and expository writing. Students will find opportunities to examine expository, or non-literary writing, through usage, structure and rhetorical theory, and practice composition and expository writing.

Employers continually require communication skills when asked to list job qualifications. The skills students acquire through an English major will be most valued in the information economy of the new century.

Liberal Arts - Environmental Studies Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The Environmental Studies program offers an interdisciplinary major that gives students a fundamental knowledge of the human environment, the dimensions of human impact on the natural environment, and approaches to solving problems resulting from this impact. The human environment includes all facets of human activity affecting the environment, such as philosophical and ethical issues, environmental resource use and misuse, population biology, and the chemistry of the atmosphere. Through careers in industry, consultation or regulatory agencies, environmentalists help protect people by ensuring a healthier environment in the workplace and the community.

The goals of the Environmental Studies program are to provide a view of the environment and to provide the technical and evaluative skills for active participation in an environmental career.

Course Listing

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</table>

Recommended Electives

- ENGL 1126 Intro to Literature 3
- ENGL 2203 Creative Writing 3
- ENGL 2241 American Literature I 3
- ENGL 2242 American Literature II 3
- ENGL 2248 Multicultural Literature 3
- ENGL 2251 British Literature I 3
- ENGL 2252 British Literature II 3
- HIST 1101 West Civilization I 4
- HIST 1102 West Civilization II 4
- JOUR 1102 Intro Journalism 3
- PSYC 1105 Intro to Psychology 3
- SOCI 1101 Intro to Sociology 3

Course Listing

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<td>Electives</td>
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</table>

Recommended Electives

- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- BIOL 1131 Intro to Natural Resource 3
- BIOL 2221 Microbiology 3
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- CHEM 2211 Organic Chemistry I 5
- CHEM 2212 Organic Chemistry II 5
- GEOG 2241 Physical Geography 3
- MATH 2231 Calculus I 4
- MATH 2232 Calculus II 4
- NSCI 1103 Geology 4
- NSCI 2203 Environmental Science 4
- PHIL 1102 Intro to Ethics 3
- PHYS 1111 General Physics I 4
- PHYS 1112 General Physics II 4
Liberal Arts – Transfer Programs

Liberal Arts - History Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
History is the record of past events, including the stories of societies and individual people whose acts, whether noble, common, or foolish, altered the pattern of living. Historians study and analyze history in order to appreciate and understand the past, to bring perspective, and to plan for the future.
The History curriculum provides historical foundation through courses such as American History, American Minorities, Western Civilization, Civil War, American Indian Studies and Minnesota History.

Course Listing

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<tr>
<td>HIST 1101</td>
<td>West Civilization I</td>
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<td>HIST 1102</td>
<td>West Civilization II</td>
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<td>HIST 2201</td>
<td>US History I</td>
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<tr>
<td>HIST 2202</td>
<td>US History II</td>
<td>3</td>
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<tr>
<td>PLSC 1101</td>
<td>Intro Political Science</td>
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</tr>
<tr>
<td>PLSC 1102</td>
<td>American Govt/Politics</td>
<td>3</td>
</tr>
<tr>
<td>PLSC 1103</td>
<td>State/Local Government</td>
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</table>

Liberal Arts - Journalism Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
Students interested in studying for the field of Journalism will find that a Liberal Arts degree with a Journalism emphasis is a great start. Students should have good writing skills and an interest in the mediums of radio, television, advertising, magazines, and books. Prior participation in school newspaper or yearbook is helpful, but not required.

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<tr>
<td>ENGL 2203</td>
<td>Creative Writing</td>
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<td>ENGL 2207</td>
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<td>JOUR 1101</td>
<td>Mass Communications</td>
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<td>JOUR 1102</td>
<td>Intro Journalism</td>
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<td>JOUR 1181</td>
<td>College Publications</td>
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</table>
Liberal Arts - Mathematics
AA - 64 Credits
* EGF campus
* TRF campus

Program Description

The Mathematics program offers many levels and types of coursework that develop competencies necessary for success in degree programs and support the general education component. Mathematics is one of the most fundamental and oldest of the sciences. Mathematics is the foundation upon which many other disciplines are developed. Engineering, computer science, statistics, actuary science, operation research, mathematics education, physics, chemistry, economics, finance, and accounting are professional fields that use mathematics extensively. Students who plan to major or minor in mathematics may complete their first two years of coursework under this program. Students should also discuss their professional ambitions with their advisors in order to get recommendations of courses that will best prepare them for their choice of programs.

The Mathematics program includes:
• Developmental courses that provide the foundation for students who lack adequate preparation to help them develop the confidence and background necessary to succeed at the college level.
• Applied mathematics courses that support the technology and occupational programs.
• College-level mathematics courses that provide the basis for university studies in business, life sciences, natural sciences, and engineering.

Course Listing

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<th>Course #</th>
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<td>MATH 2241</td>
<td>Differential Equations</td>
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Liberal Arts – Transfer Programs

Liberal Arts - Music Emphasis
AA - 64 Credits
* TRF campus

Program Description

The Music emphasis offers coursework for a broad range of students, from those who aspire to a musical career, to those who wish to develop their vocational interests in music. Students taking music classes are exposed to and involved in the creative process. The program introduces them to a wide array of music in music courses offered and provides an opportunity to perform in community band, jazz band, chamber choir, and musical theatre productions. Private instruction is also available for voice, piano, and most instruments.

Your music education at Northland is an exciting blend of private lessons, music laboratories, classes, ensembles and performances. Performance groups tour schools and communities in the region and travel abroad. In the summer of 1998, the College and community band had the opportunity to perform in Sydney, Australia and in 2005 the Community Band traveled to Dublin, Ireland and London, England and took part in the London International Wind Band Festival. Yearly trips and events are planned to make your Northland music experience memorable.

Music is one of the oldest disciplines in the liberal arts, and thus represents one of the traditional fields of knowledge. Integration with the other disciplines is evident within the department, for music brings people in contact with dance, great literature such as drama and poetry, historical and sociological trends, and religious and philosophical ideas.

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Recommended Electives

MUSC 1101 Intro to Music           3
MUSC 1102 American Popular Music   3
MUSC 1103 World Music              3
MUSC 1108 Jazz History             3
MUSC 1111 Music Fundamentals       3
MUSC 1155 Class Voice              2
MUSC 1175 Class Guitar             2
MUSC 1181 Chamber Choir            1
MUSC 1183 Community Band           1
MUSC 1185 Jazz Band                1
MUSC 1187 Masterworks Chorale       1
MUSC 2201 Classroom Music Skills   3
MUSC 2215 Music Theory             4
MUSC 2251 Private Voice (1-2cr)    2
MUSC 2261 Private Piano (1-2cr)    2
MUSC 2271 Private Instrument 1-2cr 2
MUSC 2281 Computer Music Tech 1-2  2
Liberal Arts – Transfer Programs

Liberal Arts - Natural Resources Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
This program is for students who wish to earn their associate degree at Northland and then transfer to a four-year college or university. These courses prepare students to enter a program at another institution that will lead to a career in Natural Resources, Forestry, or Wildlife Management.

Liberal Arts - Physical Education & Coaching Emphasis
AA - 64 Credits
* TRF campus

Program Description
Physical Education is the training of the mind and body through study, activities and physical exercise. The combination encourages behavior change and the adoption of healthful values that contribute to wellness.

Students who study Physical Education can choose many careers including: educator, industrial fitness, sports information and media, research and development, business and marketing, athletic training or coaching, movement therapy or aquatic specialist.

Preparation for careers in Physical Education begin with a foundation of liberal education courses. Northland offers an Associate of Arts degree, which is the first two years of a four-year degree. Coursework consists of the Minnesota Transfer Curriculum, as well as recommended courses listed.

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<td>HPER 1145</td>
<td>Foundations Phys Educ</td>
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<td>Drugs &amp; Alcohol</td>
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<td>Elementary Phys Educ</td>
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<td>HPER 2250</td>
<td>Prevent/Care Athletic Inj</td>
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<td>PSYC 1105</td>
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<td>SPCH 1103</td>
<td>Interpersonal Communicati</td>
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**Liberal Arts – Transfer Programs**

**Liberal Arts - Physics Emphasis**

**AA - 64 Credits**
- EGF campus
- TRF campus

**Program Description**

Physics is a human activity dedicated to observing nature and to organizing these observations in the form of fundamental concepts. These concepts form the foundation upon which the important principles of other sciences are based.

Consequently, some physics is required in many of the pre-professional programs and other science programs.

Algebra and Trigonometry are prerequisites for students planning to major or minor in physics or in a pre-engineering science program.

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**Recommended Electives**

- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- MATH 2231 Calculus I 4
- MATH 2232 Calculus II 4
- MATH 2233 Calculus III 4
- MATH 2241 Differential Equations 3
- PHYS 2211 Engineering Physics I 5
- PHYS 2212 Engineering Physics II 5

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**Liberal Arts - Political Science Emphasis**

**AA - 64 Credits**
- EGF campus
- TRF campus

**Program Description**

The study of political science acquaints students with government and politics. Students examine political institutions and policy, structures and governmental processes from a worldwide perspective. The study of these issues and ideologies reflects the shaping of twentieth century government and increases one’s perspective on international politics.

Careers in political science are many and varied. A major in the political science program prepares students for careers in government and politics, law and business. The transfer program gives students the first two years of a four-year degree, and is transferable to a four-year college or university.

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**Recommended Electives**

- ECON 2201 Microeconomics 3
- HIST 1101 West Civilization I 4
- HIST 1102 West Civilization II 4
- HIST 2201 US History I 3
- HIST 2202 US History II 3
- MATH 2203 Statistics 4
- PLSC 1101 Intro Political Science 3
- PLSC 1102 American Govt/Politics 3
- PLSC 1103 State/Local Government 3
- SOCI 1101 Intro to Sociology 3
- SOCI 1102 Social Problems in US 3
Liberal Arts – Transfer Programs

Liberal Arts - Pre-Athletic Training Emphasis
AA - 64 Credits
* TRF campus

Program Description

Athletic Training is an area of sports medicine that focuses on prevention, diagnosis, treatment and management of athletic injuries and diseases. Certified Athletic Trainers work with team physicians, exercise physiologists, physical therapists and coaches in the care and prevention of illness and injuries related to sports and exercise.

Coursework provides hands-on, practical experience and classroom exposure to this career. Students can earn their Associate degree and then transfer to a four-year college or university. The Pre-Athletic Training emphasis provides students with the general requirements and pre-requisites to enter a professional athletic training program curriculum.

It is recommended that students contact professional schools they are interested in attending to ensure that their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor in order to get recommendations of courses that will best prepare them for their choice of programs.

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Recommended Electives

- BIOL 1111 Biological Prin I 4
- BIOL 1120 Human Biology 4
- BIOL 2131 Nutrition 3
- BIOL 2221 Microbiology 3
- BIOL 2252 Anatomy & Phys I 3
- BIOL 2254 Anatomy & Phys II 3
- CHEM 1121 General Chemistry I 5
- CPT 1104 Intro to Computer Tech 3
- HTH 1106 Medical Terminology 2
- HPER 1140 Personal & Community Hlth 3
- HPER 1150 Intro to Sports Medicine 2
- HPER 1410 First Aid/CPR 1
- HPER 2250 Prevent/Care Athletic Inj 3
- HPER 2270 Health and Wellness 3
- PHYS 1111 General Physics I 4
- PHYS 1112 General Physics II 4
- PSYC 1105 Intro to Psychology 3
- PSYC 2201 Developmental Psychology 3
- SOCI 1101 Intro to Sociology 3
- SPCH 1101 Intro to Public Speaking 3

Liberal Arts - Pre-Chiropractic Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description

The Pre-Chiropractic emphasis area is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. These courses will prepare students to earn a degree at other institutions that will lead to a career in the chiropractic field.

It is recommended that students contact professional schools they are interested in attending to be sure that their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor in order to get recommendations of courses that will best prepare them for their choice of programs.

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Recommended Electives

- BIOL 1111 Biological Prin I 4
- BIOL 1120 Biological Prin II 4
- BIOL 2221 Microbiology 3
- BIOL 2252 Anatomy & Phys I 3
- BIOL 2254 Anatomy & Phys II 3
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- MATH 1110 College Algebra 3
- MATH 1131 Applied Calculus 3
Liberal Arts – Transfer Programs

Liberal Arts - Pre-Dentistry Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The Pre-Dentistry emphasis area is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. These courses will prepare students to earn a degree at other institutions that will lead to a career in dentistry.

It is recommended that students contact professional schools they are interested in attending to be sure that their admission requirements are properly met. Students should also discuss their professional ambitions with their advisors in order to get recommendations of courses that will best prepare them for their choice of programs. Students need to have a strong background in the Behavioral Sciences, English, and Humanities.

Liberal Arts - Pre-Engineering Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The Pre-Engineering emphasis is offered for students who wish to pursue a career in engineering. Algebra and Trigonometry are important for students majoring in a pre-engineering program. Students need to have an adequate high school preparation in mathematics and sciences. The lower division curriculum is recommended for students transferring to a four-year university. Requirements will vary somewhat within the specialty fields and choice of professional schools.

Students who plan to pursue a career in engineering may obtain the first two years of their degree at Northland and then transfer to a college of engineering. A student’s educational background, type of engineering and choice of transfer institution must be considered when selecting courses.

A student planning a professional career in engineering should consult an advisor prior to registration. In general, engineering schools require a common basic curriculum including chemistry, humanities, mathematics, physics, and social sciences.

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<td>BIOL 2254</td>
<td>Anatomy &amp; Phys II</td>
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<td>PHYS 2211</td>
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<td>PHYS 2212</td>
<td>Engineering Physics II</td>
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Liberal Arts – Transfer Programs

Liberal Arts – Pre-Law Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The student of law requires a variety of skills including proficient writing, critical reasoning, analytical reading and self-discipline. Good legal practice requires an appreciation of history, social and political institutions and, in general, a developed understanding of human nature. Those approaching a profession in law should possess an especially acute sense of values, since their actions will affect the lives of many people.

University law schools require the completion of a Bachelor in Arts degree, or its equivalent, before entering law school. It is suggested that the student follow a program toward an Associate in Arts degree which provides a wealth of knowledge with an in-depth study in areas of special interest to the student. All students interested in pre-law are encouraged to contact an advisor.

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<td>PHIL 1102</td>
<td>Intro to Ethics</td>
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<td>Intro Political Science</td>
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Liberal Arts – Pre-Medicine Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The Pre-Medicine emphasis area is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. The required courses prepare students to further a degree at other institutions that will lead to a career in medicine.

It is recommended that students contact professional schools they are interested in attending to be sure their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor in order to get recommendations of courses that will best prepare them for their choice of programs.

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<td>PHYS 1112</td>
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</table>
Liberal Arts – Transfer Programs

Liberal Arts - Pre-Mortuary Science Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The Pre-Mortuary Science emphasis is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. These courses prepare students to earn a degree at other institutions that will lead to a career in mortuary science.

It is recommended that students contact professional schools they are interested in attending to be sure their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor in order to get recommendations of courses that will best prepare them for their choice of programs.

Course Listing

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Recommended Electives

- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- BIOL 2221 Microbiology 3
- BIOL 2252 Anatomy & Phys I 3
- BIOL 2254 Anatomy & Phys II 3
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- CHEM 2211 Organic Chemistry I 5
- CHEM 2212 Organic Chemistry II 5
- MATH 1110 College Algebra 3
- PHYS 1111 General Physics I 4
- PHYS 1112 General Physics II 4

Liberal Arts - Pre-Pharmacy Emphasis
AA - 64 Credits
* EGF campus
* TRF campus

Program Description
The Pre-Pharmacy emphasis area is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. These courses prepare students to earn a degree at other institutions that will lead to a career in pharmacy.

It is recommended that students contact professional schools they are interested in attending to be sure their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor in order to get recommendations of courses that will best prepare them for their choice of programs.

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Recommended Electives

- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- BIOL 2221 Microbiology 3
- BIOL 2252 Anatomy & Phys I 3
- BIOL 2254 Anatomy & Phys II 3
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- CHEM 2211 Organic Chemistry I 5
- CHEM 2212 Organic Chemistry II 5
- MATH 1110 College Algebra 3
- MATH 1131 Applied Calculus 3
- MATH 2203 Statistics 4
- MATH 2231 Calculus I 4
- MATH 2232 Calculus II 4
### Liberal Arts - Pre-Physical Therapy Emphasis

**AA - 64 Credits**

- EGF campus
- TRF campus

#### Program Description

Physical therapists apply scientific and medical knowledge in the treatment of patients to alleviate pain, to prevent, correct or minimize deformities, and to improve the patient’s general health and functional ability.

The Pre-Physical Therapy emphasis area is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. These courses prepare students to earn a degree at other institutions that will lead to a career in physical therapy.

It is recommended that students contact professional schools they are interested in attending to be sure their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor in order to get recommendations of courses that will best prepare them for their choice of programs.

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#### Recommended Electives

- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- BIOL 2252 Anatomy & Phys I 3
- BIOL 2254 Anatomy & Phys II 3
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- CPTR 1104 Intro to Computer Tech 3
- HLTH 1106 Medical Terminology 2
- PHYS 1111 General Physics I 4
- PHYS 1112 General Physics II 4
- PSYC 1105 Intro to Psychology 3
- PSYC 2201 Developmental Psychology 3
- PSYC 2215 Abnormal Psychology 3
- SOCI 1101 Intro to Sociology 3
- SPCH 1101 Intro to Public Speaking 3

---

### Liberal Arts - Pre-Veterinary Science Emphasis

**AA - 64 Credits**

- EGF campus
- TRF campus

#### Program Description

The Pre-Veterinary Science emphasis area is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. These courses prepare students to earn a degree at other institutions that will lead to a career in veterinary science.

It is recommended that students contact professional schools they are interested in attending to be sure their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor in order to get recommendations of courses that will best prepare them for their choice of programs.

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#### Recommended Electives

- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- BIOL 2252 Anatomy & Phys I 3
- BIOL 2254 Anatomy & Phys II 3
- CHEM 1121 General Chemistry I 5
- CHEM 1122 General Chemistry II 5
- CPTR 1104 Intro to Computer Tech 3
- HLTH 1106 Medical Terminology 2
- PHYS 1111 General Physics I 4
- PHYS 1112 General Physics II 4
- PSYC 2201 Developmental Psychology 3
- MATH 1110 College Algebra 3

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53
Liberal Arts – Transfer Programs

**Liberal Arts - Social Work Emphasis**

**AA - 64 Credits**

* EGF campus
* TRF campus

**Program Description**

The social work profession is dedicated to improving quality of life for individuals, groups and communities. It addresses a variety of human needs in the context of complex personal and social situations and promotes the positive use of resources. Social work settings include: rural communities, inner cities, suburbs, public or private social service agencies, schools, hospitals, nursing homes, group homes and probation offices. Social work areas include: chemical dependency, family counseling, adoption and foster care, youth work, mental health services and community outreach programs.

The courses recommended for the Social Work emphasis prepare students to earn a degree at a four-year college that will lead to a career in Social Work.

**Course Listing**

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**Recommended Electives**

- HIST 2250 American Minorities 3
- PLSC 1101 Intro Political Science 3
- PSYC 1105 Intro to Psychology 3
- PSYC 2201 Developmental Psychology 3
- PSYC 2215 Abnormal Psychology 3
- SOCI 1101 Intro to Sociology 3
- SOCI 1102 Social Problems in US 3
- SPCH 1101 Intro to Public Speaking 3
- SPCH 1103 Interpersonal Communication 3
- SPCH 2205 Intercultural Communication 3

**Liberal Arts - Sports Management Emphasis**

**AA - 64 Credits**

* TRF campus

**Program Description**

The Sports Management emphasis is for students who wish to earn their Associate degree and then transfer to a four-year college, university or professional school. These courses prepare students to earn a degree at other institutions that will lead to a career in sports management.

It is recommended that students contact professional schools they are interested in attending to be sure their admission requirements are properly met. Students should also discuss their professional ambitions with an advisor and members of the Physical Education and Recreation Department for career options.

**Course Listing**

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**Recommended Electives**

- BIOL 1111 Biological Prin I 4
- BIOL 1112 Biological Prin II 4
- BIOL 2252 Anatomy & Phys I 3
- BUSN 2221 Prin of Accounting I 4
- ECON 1110 Prin of Economics 3
- HPER 1145 Foundations Phys Educ 3
- HPER 1150 Intro to Sports Medicine 2
- HPER 2241 Responding to Emergencies 2
- HPER 2250 Prevent/Care Athletic Inj 3
Massage Therapist

Diploma · 33 Credits
* TRF campus

**Program Description**

The Massage Therapist program is for students interested in pursuing a professional career in massage therapy, or for health care providers looking to enhance their range of clinical skills and knowledge. Professional massage treatments support and promote the physical, mental, and emotional well-being of clients. Massage Therapy also reduces the ill effects of stress, assists with pain management, and assists in the recovery of physical injuries. Students in the program learn the theory as well as fundamental techniques necessary to perform effective, professional massage.

Upon successful completion of the Massage Therapist program, students are eligible to take the National Certification Exam (NCE) administered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

**Program Specific Requirements**

Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required.

**Course Listing**

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<tr>
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<td>Nutrition/Health/Wellness</td>
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<td>HPER 2210</td>
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<td>MKTG 2306</td>
<td>Small Business Mgmt</td>
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<td>MSTH 1105</td>
<td>Massage Techniques/Ethics</td>
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<td>Massage Pathology</td>
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<td>MSTH 1122</td>
<td>Deep Tissue Massage</td>
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<td>Sport Massage/Hydrotherapy</td>
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<td>MSTH 1132</td>
<td>Specialized Massage</td>
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<td>Student Clinic</td>
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<tr>
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Medical Administrative Technology

### Program Description
Medical Administrative Secretary graduates are prepared to assume many of the same responsibilities as medical secretaries. In addition, medical administrative secretaries have education in topics relating to medical office management.

### Program Specific Requirements
All required courses must be completed with a grade of "C" or better to graduate from AAS and Diploma programs.

### Course Listing

**Medical Administrative Secretary Technology**  
AAS - 68 Credits  
* EGF campus  
* TRF campus

<table>
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<tr>
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**Medical Secretary Technology**  
Diploma - 35 Credits  
* EGF campus

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<tr>
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</table>
Medical Coding & Insurance Certificate - 24 Credits
* EGF campus

Program Description
The Medical Coding and Insurance certificate program prepares students in many of the procedures associated with billing for medical services. Students receive training in medical billing processes including patient account management, diagnosis and procedure coding and medical insurance claim processing.

Thorough understanding of medical terminology, human anatomy and physiology and human disease conditions is necessary for anyone working in this field. Medical coding involves using nationally-recognized coding systems to classify procedures and diagnoses related to medical treatment. These codes provide information that is used in insurance claims processing.

Many different types of insurance programs are handled in the medical office. Students will examine insurance programs/plans such as Medicare, Medicaid & TRICARE, profit and non-profit third-party payers, workers’ compensation packages and disability coverage.

Graduates of the program may be eligible to take one of the national coding certification exams.

Medical Transcription Certificate - 28 Credits
* EGF campus

Program Description
A Medical Transcriptionist is a medical language specialist who prepares a variety of medical reports and documents for inclusion in patients’ medical records. Medical transcriptionists must have a vast knowledge of the medical field and its associated terminology as well as a high degree of computer and written communication skills. Graduates of this program may be eligible to complete the National Exam for Certified Medical Transcriptionists.

Program Specific Requirements
All required courses must be completed with a grade of “C” or better to graduate from Medical Administrative Technology Certificate programs.

Course Listing

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<td>ADMM 2230</td>
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<td>ADMS 1104</td>
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Nursing

AS - 64 Credits
* EGF campus
* TRF campus
* White Earth - Mahnomen

Program Description
The Associates Degree Nursing (ADN) program educates Licensed Practical Nurses (LPNs) for the role of Registered Nurse (RN). The RN role includes a broad area of human service aimed at assisting the client in attaining the highest level of health possible. Students learn how to assess, collect, and contribute to client data based on physiological, developmental, sociocultural, psychological, and spiritual needs. Students learn to provide nursing interventions to the client and significant others throughout the health-illness continuum. Students learn how to develop and implement individualized teaching plans in order to restore, maintain, and promote health. Students in the ADN program learn how to delegate, interact, and provide leadership for other members of the health team.

There is currently a nursing shortage in many parts of the United States. This shortage will increase over the next 5 to 10 years. Graduates may be employed in acute care hospitals, long term care facilities, rehabilitation hospitals, clinics, and other health care facilities.

Practical Nursing graduates are awarded 13 PN credits towards the first year of the ADN program. After prerequisites are met, students can complete the full time program in 2 semesters (fall and spring) and the part-time program in 3 semesters (spring, fall, and spring). Students are then eligible to apply to take the national licensing examination to become a Registered Nurse (RN). Graduates of the ADN program may articulate to a Bachelor of Science degree in Nursing.

Students planning to apply for admission to the Registered Nursing program should complete the application requirements on the ADN "Information" page on the website: www.northlandcollege.edu/programs/nursing.

Applications must be received by February 28 of each year to be considered for priority admission for the fall full time program and by October 1 to be considered for the spring part-time program.

Program Specific Requirements
1. Individuals must have completed the following courses prior to enrolling in NURS courses:
   - BIOL 2221 Microbiology
   - BIOL 2252 Anatomy & Physiology I
   - BIOL 2254 Anatomy & Physiology II
   - ENGL 1111 Composition I
   - PSYC 2201 Developmental Psychology

2. All students must maintain a current Practical Nursing license. New PN graduates have 6 weeks from the start of the semester to obtain their licensure.

3. Minnesota Department of Human Services Licensing Division Background Study completion upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to NURS clinical courses.

4. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to beginning Clinical I.

5. Nursing students must pass a Nursing Application Math Competency exam by 80% in order to be accepted into the program.

6. All required courses for Associate Degree Nursing Program must be completed within a grade of "C" or better.

Course Listing

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<td>NURS 2110</td>
<td>Health Assessment Prin</td>
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History/Social Science Elec must be selected from the following:
- ANTH 2202 Cultural Anthropology 3
- PSYC 2215 Abnormal Psychology 3
- SOCI 1101 Intro to Sociology 3
Practical Nursing
AAS - 63 Credits
* EGF campus
* TRF campus
* Distance Education

Program Description

The Practical Nursing (PN) program prepares students to practice within the scope of practical nursing under the supervision of a registered nurse. The student is taught to use the nursing process at the practical nurse level in the maintenance of health and prevention of illness, the observation and nursing care of persons experiencing changes in health status, and the administration of prescribed medication and treatments.

Students will receive supervised learning experience in caring for individuals in a variety of health care settings, such as hospitals, long term care facilities, and physician clinic settings. The successful Licensed Practical Nurse possesses excellent communication skills and abilities essential to safe and effective nursing practice as part of a health care team. The program prepares interested students for future continued education in the nursing field. The Minnesota Board of Nursing officially approves the Practical Nursing program.

After successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination for the Practical Nurse.

On-campus Practical Nursing programming offers both full-time and part-time completion options. Students may also choose to complete the PN program using a combination of on-campus and distance learning courses.

Program Specific Requirements

1. All required developmental courses must be completed with a "C" or better before entering any Practical Nursing (PNSG) courses.
2. Nursing Assistant (NA) Certificate and/or evidence of NA course within last 5 years. Please note that evidence of NA completion must be provided before enrollment in any PNSG courses. However, students may enroll in general education courses without this pre-requisite completed.
3. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to beginning PN Clinical I.
4. Minnesota Department of Human Services Licensing Division Background Study completion upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to PN Clinical courses.
5. All required courses must be completed with a grade of "C" or better prior to entry to PNSG 1236.
6. Refer to the Practical Nursing handbook for time limits on transfer of technical and general education credits and for specific program progression policies.
7. Laptop computer required for EGF on-campus PNSG prefix courses.

Course Listing

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tr>
<td>PHIL 2210</td>
<td>Morals and Medicine</td>
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</tbody>
</table>
Nursing

Practical Nursing
Diploma - 50 Credits
* TRF campus
* Roseau Satellite
* White Earth - Mahnomen

Program Description
Nursing is a growing field with multiple career opportunities. Practical Nursing is designed to provide the knowledge and skills necessary for students to enter the world of nursing. Licensed Practical Nurses (LPN) may provide care for persons of all ages in a variety of settings including hospitals, clinics, nursing homes, home care, hospice, camp nursing and occupational nursing. The program offers both part-time and full-time enrollment options.

Students in the Practical Nursing program will receive supervised experience in caring for clients in a variety of health care settings including hospital, long term care, clinic, and childcare. Students are taught to practice within the scope of practical nursing while under the supervision of a Registered Nurse.

LPN’s use critical thinking and technical skills to assist clients to meet their physical and psychosocial needs. LPN’s administer medications and perform treatments. LPN’s use a variety of medical equipment, such as IV pumps, syringes, cardiac monitors, diagnostic testing devices and computers.

As a graduate of the Practical Nursing program, students are eligible to apply to take the National Council Licensure Exam for the Practical Nurse.

Program Specific Requirements
1. All required developmental courses must be completed with a "C" or better before entering any Practical Nursing (PNSG) courses.
2. Nursing Assistant (NA) Certificate and/or evidence of NA course within last 5 years. Please note that evidence of NA completion must be provided before enrollment in any PNSG courses. However, students may enroll in general education courses without this pre-requisite completed.
3. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to beginning PN Clinical I.
4. Minnesota Department of Human Services Licensing Division Background Study completion upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to PN Clinical courses.
5. All required courses must be completed with a grade of "C" or better prior to entry to the final clinical course, PNSG 1236.
6. Refer to the Practical Nursing handbook for time limits on transfer of technical and general education credits and for specific program progression policies.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>PNSG 1200</td>
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<td>PSYC 2201</td>
<td>Developmental Psychology</td>
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</table>
Occupational Therapy (OT) is the use of everyday life activities (occupations) with individuals who have limitations. These limitations may include physical or mental health and developmental or learning abilities. Individuals may also be limited by poverty and cultural differences or the aging process. OT is used to prevent disability, and maintain health in the areas of work, play, leisure, education, communication interaction and activities of daily living.

The Occupational Therapy Assistant (OTA) program includes general and technical courses and supervised fieldwork experiences. The Level II fieldwork experience must be completed within 18 months of finishing the OTAC courses.

Enrollment in the OTA program may be limited due to the availability of fieldwork sites. Acceptance by the College does not constitute acceptance into the OTA program. Students are considered to be "Pre-OTA" until they have been accepted to enroll in OTA courses.

Graduates of the program are eligible to sit for the national certification exam for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT) 12 South Summit Ave, Suite 100, Gaithersburg, MD 20877-4150 (301) 990-7979. After successful completion of this exam, the individual will be nationally certified. Many states require licensure in order to practice; however, state licenses are usually based on results of NBCOT certification examination. History of a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or obtain state licensure (inquire regarding appeals process).

<table>
<thead>
<tr>
<th>Program Specific Requirements</th>
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<tr>
<td>1. Minnesota Department of Human Services Licensing Division Background study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering OTAC 1100.</td>
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<tr>
<td>2. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to OTAC 2000 level courses.</td>
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<tr>
<td>3. All required courses for the program must be completed with a grade of &quot;C&quot; or better.</td>
</tr>
<tr>
<td>4. Immunization and health screening data must be submitted on the College Health Screening Form prior to enrollment in OTAC 2000 level courses.</td>
</tr>
<tr>
<td>5. Refer to the Occupational Theray Assistant Program Handbook for time limits on transfer of technical and general education credits and for specific program progression policies.</td>
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<thead>
<tr>
<th>Course Listing</th>
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<td>SOCI 2204</td>
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Elective must be selected from the following list:
- HUMN 1101 Intro to Humanities | 3
- PHIL 1101 Intro to Philosophy | 3
- PHIL 1102 Intro to Ethics | 3
- PHIL 2210 Morals and Medicine | 3
Program Description

Graduates of this Associate degree program will be qualified and skilled professionals in the field of Emergency Medical Services as Paramedics. The Emergency Medical Technician-Paramedic (EMT-P) is a person who works in the exciting, expanding field of Emergency Medical Services (EMS).

This degree incorporates theoretical knowledge with extensive clinical application and experience. The specialization and advanced education and training in the care and transport of the critically ill and injured can mean the difference between life and death. A.A.S. degree graduates have enhanced potential for upward progression in the career of pre-hospital care. The curriculum includes a general education component that gives students a well-rounded foundation of knowledge.

Current Emergency Medical Technician-Basic (EMT-B) certification is a prerequisite for EMTP 1112, EMTP 1122, and EMTP 1130, as well as intermediate algebra equivalency of MATH 0094 or MATH 0098 prior to graduation.

Program Specific Requirements

1. Minnesota Department of Human Services Licensing Division Background Study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering EMTP 1130.
2. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to EMTP 1100.
3. Current Emergency Medical Technician-Basic (EMT-B) certification is a prerequisite for EMTP 1112, EMTP 1122, and EMTP 1130, as well as intermediate algebra equivalency of MATH 0094 or MATH 0098 prior to graduation.
4. All required courses for the program must be completed with a grade of “C” or better.
5. Immunization and health screening data must be submitted on the College’s Health Screening Form prior to enrollment in EMTP 1130.
6. Refer to the Paramedicine Program Handbook for time limits on transfer of technical and general education credits and for specific program progression policies.

Course Listing

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<td>EMTP 1112</td>
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<td>EMTP 1130</td>
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<td>EMTP 2212</td>
<td>EMS Hazardous Materials</td>
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<td>EMTP 2234</td>
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Technical Elective must be selected from the following list:

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<td>EMTP 2214</td>
<td>EMS Vehicle Driving</td>
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<td>EMTP 2216</td>
<td>EMS Auto Extrication</td>
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<tr>
<td>EMTP 2218</td>
<td>High Angle Rescue</td>
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</table>
Pharmacy Technology

**AAS - 60 Credits**
* EGF campus

**Program Description**
The Pharmacy Technician works as an assistant to a Registered Pharmacist, assisting or relieving the Pharmacist in routine technical and clerical duties and functioning in strict accordance with standard written procedures and guidelines under the supervision of the professional Pharmacist. A.A.S. graduates have enhanced potential for upward progression in the career of Pharmacy, as the general education component gives the student a well-rounded foundation of knowledge. Students, using their own laptop computers, learn how to access patient profiles, input drug orders, and print prescription labels. They learn how to fill prescriptions and aseptic technique for intravenous drug admixture in the College's state-of-the-art teaching lab.

**Program Specific Requirements**
1. All required developmental courses must be completed before entering any PHRM courses.
2. Minnesota Department of Human Services Licensing Division Background Study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering PHRM courses.
3. All required courses for the program must be completed with a grade of “C” or better.
4. Immunization and health screening data must be submitted on the College's Health Screening Form prior to enrollment in PHRM courses.
5. Refer to the Program Handbook for time limits on transfer of technical and general education credits and for specific program progression policies.

All requirements listed above apply to both AAS and diploma options.

**AAS -- Course Listing**

<table>
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<td>PHRM 1001</td>
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<td>Pharmacy Prin/Prac I</td>
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<td>Pharmacy Prin/Prac II</td>
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<td>PHRM 2004</td>
<td>Drug Prop/Distribution</td>
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<td>PHRM 2010</td>
<td>Experiential/Hospital</td>
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<td>BIOL 2221</td>
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</table>

**Diploma -- Course Listing**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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</thead>
<tbody>
<tr>
<td>BIOL 1004</td>
<td>Intro Anatomy &amp; Phys</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1106</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>PHRM 1001</td>
<td>Fund Concepts of Pharmacy</td>
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<tr>
<td>PHRM 2001</td>
<td>Pharmacy Prin/Prac I</td>
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<td>Pharmacy Prin/Prac II</td>
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<td>PHRM 2004</td>
<td>Drug Prop/Distribution</td>
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<tr>
<td>PHRM 2010</td>
<td>Experiential/Hospital</td>
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<tr>
<td>PHRM 2012</td>
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<tr>
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<tr>
<td>CHEM 1020</td>
<td>Intro to Chemistry</td>
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</table>
Phlebotomists are healthcare professionals who, under the supervision of physicians and other healthcare professionals, perform blood collection procedures using a variety of intrusive techniques. The phlebotomist is primarily responsible for collecting blood and body fluid specimens from patients for the purpose of laboratory analysis.

Phlebotomists are an integral member of a healthcare team and must be well-trained in all aspects of collection and transport of specimens to be used in the diagnoses, treatments, and prevention of diseases.

The Phlebotomist program integrates theoretical, practical and interpersonal skills providing the basis for the graduate to work as an effective entry-level phlebotomist in a variety of healthcare delivery systems.

Students will learn sample requirements for various clinical laboratory departments, make judgments regarding possible sample discrepancies, use appropriate equipment for the collection of samples, use venipuncture and capillary puncture techniques, apply specimen transport and process techniques, understand quality assurance and safety techniques, and become aware of the medical and legal implications of blood and body fluids collection. Graduates will be prepared to take a national certification examination.

Program Specific Requirements

1. Minnesota Department of Human Services Licensing Division Background Study completion upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to CLST 1106.
2. All required courses for the Phlebotomy Program must be complete with a grade of “C” or better.
3. Students on academic probation will not be guaranteed a clinical internship.
4. CLST 1104 and CLST 1105 must be successfully completed no longer than one semester prior to enrollment in CLST 1106.
5. All requirements for graduation, including developmental courses, must be completed prior to or concurrently registered with CLST 1106.
6. Required immunization and health data on the College’s Health Screening Form must be submitted prior to CLST 1106.
7. Refer to the Phlebotomy handbook for time limits on transfer of technical and general education credits and for specific program progression policies.

Course Listing

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<thead>
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<th>Course Title</th>
<th>Crds</th>
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<td>Intro Anatomy &amp; Phys</td>
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<td>Phlebotomy Procedures</td>
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<td>CLST 1105</td>
<td>Phlebotomy Lab Skills</td>
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<td>Clinical Phlebotomy Inter</td>
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</table>
Physical Therapist Assistant

AAS - 72 Credits
* EGF campus

Program Description

Physical Therapist Assistants (PTAs) work under the direction and supervision of a Physical Therapist. PTAs perform various physical therapy services specified in the plan of care developed by the Physical Therapist. These services include data collection, treating patients with exercise and other treatment procedures, administering physical agents/modalities, and reporting patient responses to the Physical Therapist. The 72-credit curriculum consists of: basic science coursework, technical coursework, including laboratory activities and practice, and clinical education experiences in a variety of healthcare settings.

Program Specific Requirements

1. Completion of the admissions application to NCTC.
2. Completion of the PTA Program Application.
3. 40 hours of volunteer, observation or work experience in a physical therapy department (Documented on the Clinical Observation Form).
4. All required developmental courses must be completed before applying to the PTA program.
5. Current CPR for Health Care Providers (AHA) certification is required prior to enrollment in PTAS1120.
6. All required courses for the program must be completed with a grade of “C” or better.
7. Immunization and health screening data must be submitted on the College Health Screening form prior to enrollment in PTAS1120.

Course Listing

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<td>Introduction to PTA</td>
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<td>PTAS 1105</td>
<td>Fundamentals of PTA</td>
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<td>PTAS 1108</td>
<td>PTA Pathophysiology</td>
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<td>PTAS 1110</td>
<td>Physical Agents</td>
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<td>PTAS 1114</td>
<td>Kinesiology for PTA</td>
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<td>PTAS 1116</td>
<td>Therapeutic Exercise I</td>
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<td>PTAS 1120</td>
<td>Clinical Introduction</td>
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<td>PTAS 2105</td>
<td>Neurology for PTA</td>
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<td>PTAS 2111</td>
<td>Therapeutic Exercise II</td>
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<td>PTAS 2115</td>
<td>Advanced Techniques</td>
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<td>PTAS 2125</td>
<td>PTA Ethics and Issues</td>
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<td>Clinical Education III</td>
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<td>PTAS 2160</td>
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<td>BIOL 2252</td>
<td>Anatomy &amp; Phys I</td>
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<td>G4: Math/Logical Elective</td>
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Communications Elective must be selected from the following:

- SPCH 1101 Intro to Public Speaking 3
- SPCH 1103 Interpersonal Communication 3
Program Description

The Plumbing program prepares students to begin a career in plumbing and pipe fitting. Coursework provides technical understanding of Plumbing Technology and skills development. Coursework integrates theory and practical experience. Through the Plumbing program, the student develops skills in water systems, piping procedures, plumbing and piping systems, residential and commercial system installations, blueprint reading and sketching, and heating systems installations. The successful graduate is eligible for employment in an advanced apprenticeship level in a variety of businesses found in rural and metropolitan areas.

<table>
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<td>Blueprint Reading I</td>
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<td>PLBG 1102</td>
<td>Piping Trades/Job Safety</td>
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<tr>
<td>PLBG 1104</td>
<td>Bldg Sewers/Drainage Sys</td>
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<tr>
<td>PLBG 1106</td>
<td>Piping Grades/Elev/Calcul</td>
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<td>PLBG 1108</td>
<td>Plumbing/Piping Drawings</td>
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<tr>
<td>PLBG 1110</td>
<td>Copper Pipe Procedures</td>
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<td>PLBG 1112</td>
<td>Plastic Pipe Procedures</td>
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<td>PLBG 1114</td>
<td>Steel Pipe Procedures</td>
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<td>PLBG 1116</td>
<td>Plumbing Theory/Sys</td>
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<td>PLBG 1118</td>
<td>State Plbg Code Interpret</td>
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<td>PLBG 1120</td>
<td>Residential Plbg Install</td>
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<td>PLBG 1122</td>
<td>Plbg Repair/Service Work</td>
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<td>PLBG 1224</td>
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</table>
Radiologic Technology

AAS - 83 Credits
* EGF campus

Program Description
The Radiologic Technology program prepares students to perform various radiologic procedures through didactic as well as clinical experiences. The student Radiologic Technologist instructs and positions patients, manipulates radiographic equipment, adjusts exposure factors, provides radiation protection for patient, self, and others, evaluates the quality of finished radiographs, and carries out activities associated with quality control. The student Radiologic Technologist carries out these functions under the supervision, or upon the direction of a registered Radiologic Technologist and Radiologist, a physician specializing in radiography for diagnosis and treatment.

Applicant selection to enter into the program is done each spring for the fall term. The application deadline is January 15 with selection to be completed by mid-April.

To ensure the application process is complete, follow the application timelines listed on the web.

Program Specific Requirements
1. All required developmental courses must be completed before entering the program.
2. Students who have not been accepted into the Radiology program may still enroll in any of the required general education courses prior to acceptance into the program.
3. Minnesota Department of Human Services Licensing Division Background Study must be completed upon program entry and annually thereafter. Evidence of approval must be on file prior to the fall semester start date for those students selected into the program. *Only selected applicants need to complete this requirement prior to starting RADT 1118.
4. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to enrolling in RADT 1118.
5. All required courses for the program must be completed with a grade of "C" or better.
6. Immunization and health screening data must be submitted on the College Health Screening Form (self-reported data) following acceptance into the program and prior to enrolling in RADT 1118.
7. Refer to the program webpage for information regarding time limits on transfer of general education credits.
8. Refer to the program webpage for specifics regarding the program selection process.

Course Listing

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<td>HLTH 1106</td>
<td>Medical Terminology</td>
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<td>HLTH 1111</td>
<td>Intro Rad Tech/Pat Care</td>
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<td>RADT 1114</td>
<td>Radiographic Proc I</td>
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<td>Clinical Radiography I</td>
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<td>RADT 1124</td>
<td>Radiographic Proc II</td>
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<td>RADT 1126</td>
<td>Image Production &amp; Eval</td>
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<td>RADT 1128</td>
<td>Clinical Radiography II</td>
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<td>RADT 1132</td>
<td>Radiographic Proc III</td>
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<td>RADT 1138</td>
<td>Clinical Radiography III</td>
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<td>RADT 2216</td>
<td>Imaging Equipment / QA</td>
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<td>RADT 2218</td>
<td>Clinical Radiography IV</td>
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<td>RADT 2234</td>
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<td>RADT 2240</td>
<td>Registry Prep</td>
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<td>MATH 1110</td>
<td>College Algebra</td>
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<td>PHIL 2210</td>
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<tr>
<td>PSYC 1105</td>
<td>Intro to Psychology</td>
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</table>
Respiratory Therapy

Respiratory Therapist
AAS - 78 Credits
* EGF campus

**Program Description**
As a Respiratory Therapist you can hold an exciting position on the health care team. Under the supervision of a physician, the Respiratory Therapist is responsible for oxygen and gas therapy, care of patients with cardiopulmonary problems including cardiopulmonary arrest, delivery of aerosolized medication, chest physiotherapy, obtaining and analyzing arterial blood gas specimens, pulmonary function testing, maintenance of patients in need of mechanical ventilators, and education of patients and families. University of Minnesota-Crookston offers students the opportunity to transfer into a baccalaureate program - Bachelor of Science in Applied Studies (Emphasis Respiratory Care)

**Program Specific Requirements**
1. Appropriate Accuplacer scores or successful completion of ENGL 0090, READ 0098, MATH 0080 must be completed before entering any RESP courses. Acceptance into the Respiratory Therapist program requires an interview with the program advisor. All eligible students are allowed to enroll until program enrollment capacity is reached (students must meet MN State College entrance requirements).
2. Minnesota Department of Human Services Licensing Division Background study must be completed upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to entering second semester courses.
3. A laptop computer is required for semester 4-6.
4. All required courses for the program must be completed with a grade of “C” or better.
5. Immunization and health screening data must be submitted on the college Health Screening Form prior to enrollment in RESP courses.

**Course Listing**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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<tbody>
<tr>
<td>CPTR 1100</td>
<td>Computer Basics</td>
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<td>HLTH 1106</td>
<td>Medical Terminology</td>
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<td>HLTH 2002</td>
<td>Pharmacology</td>
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<td>First Aid/CPR</td>
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<td>RESP 1104</td>
<td>Non Acute Resp Care</td>
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<td>RESP 1110</td>
<td>Adult Critical Care</td>
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<td>Cardio Physiology/Assess</td>
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<td>RESP 2206</td>
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<td>RESP 2211</td>
<td>Summer Internship</td>
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<td>RESP 2212</td>
<td>Diagnostic Procedures</td>
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<td>RESP 2242</td>
<td>Pediatric/Neonatal Care</td>
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<td>RESP 2266</td>
<td>Clinical VI</td>
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<td>RESP 2276</td>
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<td>BIOL 2221</td>
<td>Microbiology</td>
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Human/Fine Arts Elec must be selected from the following:
- PHIL 1101 Intro to Philosophy 3
- PHIL 1102 Intro to Ethics 3
- PHIL 2210 Morals and Medicine 3
Robotics Technology

Robotics Technology - Automated Systems
AAS - 72 Credits
* TRF campus

Program Description

This program prepares students for technician level positions in business and industry such as: Manufacturing Technician, Robotic Technician, Quality Technician, Technical Lead, Systems Integration, or Manufacturing Engineering Technician. Students will receive a diversified education specializing in welding. In the second year, students will gain further technical knowledge from advanced coursework that focuses on complete systems.

This program has been developed in concert with business and industry partners. The program articulates into a related Bachelor's degree at Bemidji State University.

Course Listing

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<th>Course Title</th>
<th>Crds</th>
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<td>ETAS 2224</td>
<td>Program Logic Controllers</td>
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<td>MFPT 1510</td>
<td>Measuring Tools</td>
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<td>MFPT 1530</td>
<td>Machine Operations</td>
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<td>MFPT 1560</td>
<td>Robotic Programming I</td>
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<td>MFPT 1570</td>
<td>Manufacturing Internship</td>
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<td>TQS/SPC in Manufacturing</td>
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<td>MFPT 2525</td>
<td>Lean Manufacturing</td>
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<td>MFPT 2560</td>
<td>Robotic Programming II</td>
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<td>MFPT 2570</td>
<td>Fixtures &amp; Tooling</td>
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<td>Hydraulics &amp; Pneumatics</td>
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<td>Geo Dimen &amp; Tolerancing</td>
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<td>WELD 1102</td>
<td>Weld Fundamentals</td>
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<td>WELD 1110</td>
<td>Blueprint Reading/Symbols</td>
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<td>Basic Fabrication</td>
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<td>Coated &amp; Cored Electrodes</td>
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<td>WELD 1117</td>
<td>Gas Tungsten Arc Welding</td>
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<td>Cutting Processes</td>
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</table>

Communications Elec must be selected from the following:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1111</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1103</td>
<td>Interpersonal Communicati</td>
<td>3</td>
</tr>
</tbody>
</table>
Program Description

This program prepares students to succeed in the marketplace of the 21st century. This program provides students with the essential skills necessary for a variety of careers in the sales, marketing, and management fields. Curriculum includes instruction in the following areas: sales, marketing, research, customer service, telemarketing, and small business planning. Emphasis is placed on developing skills in management decision-making, interpersonal and communication skills, problem solving, and technology skills. Particular emphasis is placed the use of computer technology.

AAS -- Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Prin of Bookkeeping</td>
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</tr>
<tr>
<td>ACCT 1108</td>
<td>Busn Math/Calculators</td>
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</tr>
<tr>
<td>BUSN 2210</td>
<td>Prin of Management</td>
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</tr>
<tr>
<td>BUSN 2218</td>
<td>Legal Environment Busn</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 1104</td>
<td>Intro to Computer Tech</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1108</td>
<td>Customer Relations Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2116</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2200</td>
<td>Prin of Marketing</td>
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</tr>
<tr>
<td>MKTG 2201</td>
<td>Prin of Sales</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2205</td>
<td>Prin of Retailing</td>
<td>3</td>
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<tr>
<td>MKTG 2300</td>
<td>Marketing Research</td>
<td>3</td>
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<tr>
<td>MKTG 2304</td>
<td>Applied Sales Techniques</td>
<td>3</td>
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<tr>
<td>MKTG 2306</td>
<td>Small Business Mgmt</td>
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<td>MKTG 2320</td>
<td>Marketing Management</td>
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<tr>
<td>ECON 1110</td>
<td>Prin of Economics</td>
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<td>ENGL 1111</td>
<td>Composition I</td>
<td>3</td>
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<td>SPCH 1101</td>
<td>Intro to Public Speaking</td>
<td>3</td>
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<td></td>
<td>MN Transfer Electives</td>
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Technical Electives must be selected from the following:

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<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 1104</td>
<td>Payroll</td>
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</tr>
<tr>
<td>ACCT 1124</td>
<td>Spreadsheet Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ADMS 1100</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>ADMS 1102</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>ADMS 1110</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ADMS 1114</td>
<td>Desktop Pub/Pres Graph</td>
<td>3</td>
</tr>
<tr>
<td>ADMS 1116</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ADMS 1120</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2252</td>
<td>Anatomy &amp; Phys I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2254</td>
<td>Anatomy &amp; Phys II</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2221</td>
<td>Prin of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2222</td>
<td>Prin of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>CPTR 1128</td>
<td>Help Desk Concepts</td>
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</tr>
<tr>
<td>CPTR 1136</td>
<td>Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CPTR 1500</td>
<td>Intro Web Concepts</td>
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</tr>
<tr>
<td>CRLT 2103</td>
<td>Job Seeking/Keeping</td>
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<td>HPER 1410</td>
<td>First Aid/CPR</td>
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</tr>
<tr>
<td>MKTG 2120</td>
<td>Supervisory Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2900</td>
<td>Internship I</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2920</td>
<td>Internship II</td>
<td>3</td>
</tr>
<tr>
<td>SSCI 1101</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>
Supervisory Leadership

Certificate - 18 Credits
* TRF campus
* Distance Education

Program Description
This program is to prepares students to supervise people in work environments where active participation in decision-making is required of all employees. Some of the courses will be offered online only.

Program Specific Requirements
All required courses for the program must be completed with a grade of "C" or better.

Supervisory Leadership Certificate -- Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMS 1116</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2210</td>
<td>Prin of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2120</td>
<td>Supervisory Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1103</td>
<td>Interpersonal Communicati</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Technical Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Technical Electives must be selected from the following:
- BUSN 2218 Legal Environment Busn
- BUSN 2231 Leadership
- MKTG 2220 Global/Business Marketing
- SSCI 1101 Human Relations

3
Surgical Technology

Program Description

The Surgical Technology program prepares students to assist the surgeon, anesthesiologist, and professional registered nurse as an integral member of the direct patient care team before, during, and after surgical intervention. The graduate practitioner will possess the knowledge base and technical skills to demonstrate the principles of sterile technique, demonstrate the invasive procedural steps necessary to correct anatomical pathology, prepare equipment, instruments, supplies, and sutures used for surgical procedures, assist the surgeon throughout the operative procedure, incorporate values and attitudes congruent with professional standards and ethics, and perform in the role of first scrub, second assistant, supervised circulator, and first assistant.

Graduates of the program are eligible to take the National Certifying Examination for Surgical Technologists to become a Certified Surgical Technologist (CST). The exam is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) The NBSTSA awards a certificate, after successful completion of the examination, the individual will be nationally certified.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPER 1410</td>
<td>First Aid/CPR</td>
<td>1</td>
</tr>
<tr>
<td>HLDH 1106</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>HLDH 22002</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HLDH 2208</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>SURT 1102</td>
<td>Intro to Surgical Tech</td>
<td>1</td>
</tr>
<tr>
<td>SURT 2204</td>
<td>Operating Room Theory</td>
<td>4</td>
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<td>SURT 2206</td>
<td>Operating Room Practices</td>
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</tr>
<tr>
<td>SURT 2212</td>
<td>Operative Procedures</td>
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</tr>
<tr>
<td>SURT 2216</td>
<td>Clinical I</td>
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</tr>
<tr>
<td>SURT 2220</td>
<td>Clinical II</td>
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<td>SURT 2224</td>
<td>Clinical III</td>
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<tr>
<td>BIOL 2221</td>
<td>Microbiology</td>
<td>3</td>
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<tr>
<td>BIOL 2252</td>
<td>Anatomy &amp; Phys I</td>
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</tr>
<tr>
<td>BIOL 2254</td>
<td>Anatomy &amp; Phys II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1111</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1110</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>PHIL 2210</td>
<td>Morals and Medicine</td>
<td>3</td>
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<tr>
<td>PSYC 1105</td>
<td>Intro to Psychology</td>
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<tr>
<td>PSYC 2201</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Intro to Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Specific Requirements

Individuals who intend to apply to the program must:

1. Complete pre-requisite courses: HPER 1410 First Aid & CPR or provide a copy of the front and back of the CPR/First Aid card with current certification throughout the clinical experience.
2. Complete all required developmental and general education courses before beginning the final program semester.
3. Complete specific division health and immunization requirements and submit the documentation on the College Health Student Data form before the beginning of the final spring semester.
4. Provide proof of health insurance coverage during the clinical period.
5. Have a criminal background check completed and on file.
6. Refer to the program handbook for time limits on transfer of technical and general education credits and for specific program progression policies.

Acceptance into the program is based upon a minimum GPA of 2.0 or letter grade of “C” in all required courses, date of program application, and adherence to the criteria of the Surgical Technology program.
Welding

Production Welding
Certificate - 16 Credits
* TRF campus

Program Description
The Production Welding certificate was designed in cooperation with local manufacturing companies and prepares students for an entry level career in welding. The program integrates theory and technical skills. Through coursework, the student will develop skills in gas metal arc welding (GMAW), print reading, safety and other applications necessary for employment at a manufacturing production facility.

Welding Process Technology
Diploma - 34 Credits
* TRF campus

Program Description
The Welding Process Technology diploma was designed in cooperation with local manufacturing companies. The program prepares students for a career in welding or creates a pathway into an AAS in Electronics Technology or Robotics Technology with an articulated Bachelor’s degree at Bemidji State University. The program integrates theory, safety practices, and application of technical training. Coursework provides the student with information and skill development in a variety of welding processes.

Through coursework, the student will develop fundamental knowledge of metals, welding processes, safety and related equipment applications. The student will also learn the following welding processes: stick (SMAW) and gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), and will join various types of metal while perfecting the student’s hand skills.

Certificate -- Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFPT 1510</td>
<td>Measuring Tools</td>
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</tr>
<tr>
<td>WELD 1102</td>
<td>Weld Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1110</td>
<td>Blueprint Reading/Symbols</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1124</td>
<td>Cutting Processes</td>
<td>1</td>
</tr>
<tr>
<td>WELD 1130</td>
<td>Gas Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1131</td>
<td>Advanced GMAW</td>
<td>4</td>
</tr>
</tbody>
</table>

Diploma -- Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETAS 1101</td>
<td>Electricity I</td>
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</tr>
<tr>
<td>MFPT 1510</td>
<td>Measuring Tools</td>
<td>2</td>
</tr>
<tr>
<td>MFPT 1530</td>
<td>Machine Operations</td>
<td>2</td>
</tr>
<tr>
<td>MFPT 1570</td>
<td>Manufacturing Internship</td>
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</tr>
<tr>
<td>WELD 1102</td>
<td>Weld Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1110</td>
<td>Blueprint Reading/Symbols</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1114</td>
<td>Basic Fabrication</td>
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</tr>
<tr>
<td>WELD 1115</td>
<td>Coated &amp; Cored Electrodes</td>
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<tr>
<td>WELD 1117</td>
<td>Gas Tungsten Arc Welding</td>
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</tr>
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<td>WELD 1124</td>
<td>Cutting Processes</td>
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</tr>
<tr>
<td>WELD 1130</td>
<td>Gas Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1131</td>
<td>Advanced GMAW</td>
<td>4</td>
</tr>
<tr>
<td>G1: Communications Elec</td>
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</tbody>
</table>
Welding Technology
Diploma - 36 Credits
* EGF campus

Program Description
The Welding Technology program is accredited by the American Welding Society and prepares students for a career in welding. The program integrates theory and application of technical and general courses. Coursework provides the student with information and skill development in a variety of welding processes. Through coursework, the student develops fundamental knowledge of metals, welding processes, safety and related equipment applications. The student learns several different arc and gas welding processes and joins various types of metal while perfecting hand skills. In addition, students learn safe practice and proper maintenance on all equipment.

Graduates from this diploma program will be qualified to work in a variety of settings that are found both in rural and metropolitan areas.

Course Listing

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crds</th>
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</thead>
<tbody>
<tr>
<td>HPER 1410</td>
<td>First Aid/CPR</td>
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<td>SSCI 1101</td>
<td>Human Relations</td>
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<td>WELD 1102</td>
<td>Weld Fundamentals</td>
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</tr>
<tr>
<td>WELD 1104</td>
<td>Basic SMAW</td>
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</tr>
<tr>
<td>WELD 1106</td>
<td>Flux Cored Arc Welding</td>
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<td>Blueprint Reading/Symbols</td>
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<tr>
<td>WELD 1112</td>
<td>Advanced SMAW</td>
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<td>WELD 1114</td>
<td>Basic Fabrication</td>
<td>4</td>
</tr>
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<td>WELD 1116</td>
<td>Gas Shielded Processes</td>
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<td>WELD 1118</td>
<td>Internship</td>
<td>4</td>
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<tr>
<td>WELD 1120</td>
<td>SMAW Pipe</td>
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</tr>
<tr>
<td>WELD 1124</td>
<td>Cutting Processes</td>
<td>1</td>
</tr>
</tbody>
</table>
Management Education

Management Education Programs

**Designated to provide education to farm owners and operators or persons interested in farming**

The Management Education Programs provide individuals with improved skills in financial management, production, marketing and employee relations. Instruction is tailored to the specific needs of the farm or business. To enroll in one of the courses, one must be actively involved in the operation, ownership and/or management of a farm or business, or secure prior approval of the instructor.

Management Education Program offices are located in the following communities: Bemidji, Detroit Lakes, East Grand Forks, Fergus Falls, Fertile, Foxtson, Hallock, Hawley, Mahnomen/Ulen, Moorhead, Red Lake Falls, Roseau and Thief River Falls.

For course descriptions of the Management Education Program provided at Northland College go to: [www.mgt.org](http://www.mgt.org)

For more information contact:
Ron Dvergsten
Dean of Management Education
1-800-959-6282 or (218) 683-8747

**Farm Business Management Diploma 60 Credits**

The purpose of the Farm Business Management Program is to help farmers achieve their farm business and family goals through improved management, organization and operational efficiency of their farms. Farm record analysis is a vital part of the program requiring accurate financial records of all business transactions. Farmers can compare their analysis with the area average and with their own previous analysis to determine progress. Using applied farm management principles, students discover the strengths and weaknesses of their farms. Through skills gained in this program, the weaknesses can be minimized and strengths expanded, allowing the farm to make progress towards its established business and family goals.

**Advanced Farm Business Management Certificate 30 Credits**

The Advanced Management Certificate provides education in the areas of risk management, strategic planning, and business plan development. This program is primarily for students who have completed the Farm Business Management Program but are currently involved in advanced record analysis, expanding, reorganizing, diversifying, and/or specializing their business. A sound record keeping system is necessary for success in this program. The primary goal of this program is to develop management skills which enable the student to complete a Strategic Plan and a Business Plan, and develop skills, which enable students to interpret/manage risk in the business.

**Agricultural Commodities Marketing Certificate 25 Credits**

The Marketing certificate will provide the education necessary to develop the understanding, knowledge, and skills to market farm commodities. Specific skills include learning the individual marketing options available to producers to market their commodities. Students will also learn how to calculate an accurate cost of production for use in an individualized marketing plan.

This certificate includes specific classroom instruction in addition to group seminar discussions and individualized instruction.

**Advanced Agricultural Commodities Marketing Certificate 15 Credits**

The Advanced Agricultural Commodity Marketing Certificate will provide instruction in more advanced commodity marketing strategies, technical and fundamental analysis and marketing plan development. Specific skills include advanced option strategies, spread relationships, cross hedging and world fundamental analysis. Students are expected to continue to utilize the tools and strategies learned in the first certificate program such as cost of production and cash forward contracting. This certificate is designed to have specific classroom instruction, in addition to group seminar discussions and individualized instruction.

**Precision Agriculture Certificate 15 Credits**

The Precision Agriculture certificate provides the education necessary to develop the understanding, knowledge, and skills to incorporate Precision Agriculture technology into their business operation. It will introduce students to the concept of precision farming, provide background information, and prepare students to implement precision farming practices in their farming operation or agri-business operation. The potential impact of precision farming on crop production and farming operations are already being influenced by the rapidly emerging technologies that make precision farming possible. Course offerings in Geographic Information Systems, Global Positioning Systems, Variable-Rate Technologies, Yield Monitoring Concepts, Remote Sensing, Crop Scouting, and Guidance Systems will be made available. This certificate is designed to have specific classroom instruction in addition to group seminar discussions and individualized instruction.

**Small Business Management Diploma 39 Credits**

The Small Business Management Program is designed to bring the benefits of instruction in business management to small business operators and their families. Using applied business management principles, business operators discover the strengths and weaknesses of their businesses. Through utilization of the skills learned through participation in the SBM program, the business operator will be able to maximize profits and enhance the attainment of the family and business goals and objectives. Individualized at-the-business instruction is one of the key elements of the SBM program. Instruction includes group meetings at the College and regularly scheduled individual at-the-business instructional visits. It is the individualized instruction on a regular basis that makes the program extremely successful.

**Specialty Crops Management Diploma 46 Credits**

This program provides training and the management skills needed to achieve success in the commercial production and sale of fruits, vegetables, ornamentals, and other specialty crops. The program provides training in the planning phase of the business on through the establishment and management of a successful business operation. Courses include: market evaluation, crop selection, market development, and production techniques required for successful crops. Identification of an appropriate marketing strategy, establishment of a sound business plan for the business and managing process of marketing the crop are all included in this program.
Divisions

The Center for Outreach and Innovation (COI) was formed in the fall of 2001 and consists of the following divisions:

- **Continuing Education**: Continuing Education provides lifelong learning, certification and licensure maintenance, and other educational opportunities by extending the College’s resources through a unique delivery system.

- **Corporate Learning**: The Corporate Learning initiative provides an array of opportunities for businesses and governmental partners to advance employee skills through the development of tailor-made certificate and degree programs.

- **Customized Training**: Customized Training services provide employers opportunities to tailor training programs that improve worker productivity and the company’s bottom line.

- **Testing Center**: The Testing Center provides training and testing services to individuals, businesses, and communities to enhance performance and effectiveness.

Vision

We empower people, through innovative world class training experiences, to discover and create excellence, both within themselves and others.

Continuing Education and Customized Training

**Computer Training**

Northland provides comprehensive training at your worksite or in an on-campus classroom, featuring the latest in electronic technology and software. Classes are available in a range of skill levels, including the computer beginner, and the advanced learner.

For more information contact:

Connie Troska  (218) 683-3919  
connie.troska@northlandcollege.edu

Leadership

1. **StrengthQuest Training**

- Recognize the difference between the weakness-fixing paradigm (ineffective) and the more effective strength-building paradigm.
- Discover your individual themes of talent.
- Gain awareness of other team members’ areas of talent.
- Create a plan of action to expand your talents into strengths, to gain consistent near-perfect performance in the use of your talents.
- Enhance team effectiveness through strengths.

2. **Franklin Covey Training**

- 7 Habits of Highly Effective People
- 7 Habits for Healthcare
- 7 Habits of Highly Effective Teens
- The 4 Disciplines of Execution
- Focus: Achieving Your Highest Priorities
- Project Management
- Building Trust
- Leadership: Great leaders, great teams, great results

**Fire Training**

Northland provides hands-on training to area firefighters through customized contract training as well as general public workshops. Customized Training for Minnesota firefighters to help meet federal and state regulations include:

- Fire House Burn
- Live Fire Propane Training
- Live Vehicle Fire
- National Fire Academy Courses
- Hazardous Materials and Infectious Control
- Confined Space Entry & Right to Know
- Health Safety Officer
- Firefighter Safety and Survival
- Building Construction and Collapse
- Incident Safety Officer

For more information contact:

Rick Besser  (218) 683-8640  
rick.besser@northlandcollege.edu
**Manufacturing Training**

Develop present and new employees to become more proficient in their current jobs/future jobs in your company. On-site or campus based training available.

Topics are customized to your company and may include the following:
- Quality Control/Assurance
- Industrial Safety
- Machine Operation
- Production Management
- Lean Manufacturing
- Continuous Improvement
- Facility Design
- Welding
- Robotic Arc Welding
- Setup Time Reduction
- Waste Elimination
- Print Reading
- Precision Measuring

**For more information contact:**
Kirsten Michalke (218) 683-8647
kirsten.michalke@northlandcollege.edu

James Retka (218) 683-8804
james$retka@northlandcollege.edu

**Mine Safety and Health Training**

Northland offers specialized training with MSHA certified instructors and state-of-the-art equipment in the following areas:
- Annual Refresher Training
- Commercial Vehicle Inspection
- New and Experienced Miner Training
- Task Training
- Contractor Training
- Proper Lifting Techniques (Back Care)
- CPR/First Aid
- School Bus Driver Training

Brad Eriksen (218) 683-8642
brad.eriksen@northlandcollege.edu

**Nursing Assistant / Home Health Aide Testing**

East Grand Forks

Classes are offered several times a year for this 78-hour course. To sign up for an upcoming testing date, or to arrange a testing contract for your health facility.

**For more information contact:**
Susan Snedker (218) 793-2487
susan.snedker@northlandcollege.edu

**Nursing Assistant/Home Health Aide Testing**

Thief River Falls

To sign up for an upcoming testing date or to arrange a testing contract for your health facility.

**For more information contact:**
Melrene Kaiser (218) 683-8645
melfrene.kaiser@northlandcollege.edu

**Welding Training**

Northland provides a training program tailored to your specific industrial needs. Develop present employees to fill current or new technical positions on site or campus-based training available. Topics that may be included:
- Robotic Arc Welding
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Shielded Metal Arc Welding
- Oxy-Acetylene Cutting and Welding
- Plasma Cutting
- Blueprint Reading
- Welding Symbols Interpretation
- Welding Safety Seminars

**For more information contact:**
Pat Balstad (218) 683-8639
pat.balstad@northlandcollege.edu

**Corporate Learning**

**Electronic Certificates**

Northland Community & Technical College and Digi-Key Corporation have partnered in the delivery of two certificates in Electronic Component Technology. These are credit-based courses in Electronics and Marketing Application.

**Electronic Component Technology Marketing I**

(9 credit – certificate)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Components I</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Components II</td>
<td>3</td>
</tr>
<tr>
<td>Applied Marketing for Electronic Components</td>
<td></td>
</tr>
</tbody>
</table>

**Electronic Component Technology Marketing II**

(12 credit – certificate)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Assembly</td>
<td>2</td>
</tr>
<tr>
<td>Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>Robotics</td>
<td>3</td>
</tr>
<tr>
<td>Sensor Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Manufacturing Certificates**

The following certificate programs are designed for working adults sponsored by their employer.
Northland Community & Technical College has an articulation agreement with the University of MN Crookston for the credits to transfer into a Bachelor of Manufacturing Management degree program.

**Program in Manufacturing Principles**
(12 credits - certificate)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 5S System: Workplace Organization Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Precision Measuring Technique</td>
<td>2</td>
</tr>
<tr>
<td>Print Reading/Geometric Dimensioning and Tolerancing</td>
<td>2</td>
</tr>
<tr>
<td>Machine Operation</td>
<td>1</td>
</tr>
<tr>
<td>Organizational Communications</td>
<td>2</td>
</tr>
<tr>
<td>Tools of Quality</td>
<td>2</td>
</tr>
<tr>
<td>Production Management</td>
<td>2</td>
</tr>
</tbody>
</table>

**Production & Inventory Management**
(16 credits - certificate)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Supply Chain Management</td>
<td>2</td>
</tr>
<tr>
<td>Master Planning of Resource</td>
<td>2</td>
</tr>
<tr>
<td>Detailed Scheduling &amp; Planning</td>
<td>2</td>
</tr>
<tr>
<td>Execution &amp; Control of Operations</td>
<td>2</td>
</tr>
<tr>
<td>Value Stream Mapping</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Lean Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>Strategic Management of Resources</td>
<td>2</td>
</tr>
</tbody>
</table>

**Lean Manufacturing/Continuous Improvement**
(17 credits - certificate)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Cellular Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Lean Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>Quality Assurance Systems &amp; SPC</td>
<td>3</td>
</tr>
<tr>
<td>Value Stream Mapping</td>
<td>2</td>
</tr>
<tr>
<td>Technical Report Writing</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Supervision in a Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>Manufacturing Environment</td>
<td></td>
</tr>
<tr>
<td>Production &amp; Operations Management</td>
<td>2</td>
</tr>
<tr>
<td>Facilitating Teams in a Manufacturing Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

**Lean Healthcare**

Lean Healthcare can help health care organizations build safety, consistency, cooperation, quality, and better bottom line performance into their day-to-day operations. By training management and staff in continuous process improvements, health care employees are empowered to use their skills and experience in every-expanding ways. It creates a culture of continuous improvement that will continue to add to the bottom line for years to come.

This program trains leadership and line staff at hospitals, nursing homes, and clinics in the sciences of lead disciplines: eliminating waste, building teamwork, reducing conflicts, reducing or eliminating mistakes and deficiencies, and improving customer service.

With four modules, Northland College’s Lean Healthcare training program offers all the principals to implement and create a culture around Lean: Continuous Improvement, Workplace Organization, Value Stream Mapping, and Health Sigma.

**For more information contact:**
Connie Troska  
(218) 683-3919  
Connie.troska@northlandcollege.edu

Pat Balstad  
(218) 683-8639  
pat.balstad@northlandcollege.edu

**Complementary and Alternative Medicine**

Complementary and Alternative Medicine (CAM) focuses on training individuals to integrate services into traditional medicine. Our program consists of:

- Intro to CAM
- CAM Awareness (Research and Statistics supporting Integrative Medicine)
- Mind Body Healing
- Guided Imagery
- Aromatherapy
- Reflexology
- Music Therapy
- Light Therapy
- Emotion Freedom Technique
- CAM education for patients, residents and families
- Continuous Improvement Strategies Using CAM

**For more information contact:**
Jackie Anderson  
(218) 683-8638  
jackie.anderson@northlandcollege.edu
Testing Center

The Testing Center at Northland Community and Technical College delivers testing services and online training to employees, business organization, and private individuals using computer-base technology and the Internet.

Whether it is professional development, degrees, or simply personal enrichment, the Testing Center offers a complete menu of enriching programs and services to meet individual needs.

Northland offers employers the flexibility to access the training their employees need, when they need it, and at a reasonable cost. Courses are web-based and can be delivered anytime and anywhere. Clients will receive high-quality training programs using advanced technology through NCTC’s Testing Center located on the Thief River Falls campus.

For more information contact:
Kirsten Michalke  (218) 683-8647
kirsten.michalke@northlandcollege.edu
Distance Minnesota

NCTC participates in
Distance Minnesota and Minnesota Online
www.distance.minnesota.edu

Distance Minnesota provides an online college experience for students seeking an accredited online degree/major or online courses. Member colleges include Northland Community and Technical College, Minnesota State Community and Technical College, Alexandria Technical College, and Northwest Technical College - Bemidji. The Higher Learning Commission accredits participating colleges and Minnesota Online accredits the online programs. The faculty are credentialed/licensed, and trained/experienced in online instruction and advising of online majors. Many are master teachers with 5+ years of online teaching experience.

Convenient Online Services Enrich the Student Experience and Enhance Success:

<table>
<thead>
<tr>
<th>Online student advisors to help you prepare for success</th>
<th>Assistance with degree/major information, guidance on admissions process, distance readiness and basic skills assessment, research on transfer of credit, and new student orientation workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personalized one-stop portal so you can more easily manage your education</td>
<td>Access to ISRS web services (student record, registration, financial aid, payment), D2L (course room), college email (NetMail), other online services (bookstore, library, technical support, news bulletins and other college information (catalog, program handbook, key contacts/services, email directory)</td>
</tr>
</tbody>
</table>
| Live-time services to help you locate information and key contacts | Four options to access support:

- Call 1-800-456-8519 to reach the Minnesota Online Call Center from Monday-Friday (7am - 9pm) and Saturday and Sunday (10am - 3:30pm)
- Email mnscuonline@custhelp.com
- Write Distance Minnesota, PO Box 309, Perham MN 56573
- Access your local campus staff |

Minneapolis offers a guide to courses, degrees and majors offered by the Minnesota State Colleges and Universities. Visit www.minnesotasonline.org to view the statewide offerings.

Online Programs through Northland Community and Technical College:

<table>
<thead>
<tr>
<th>Practical Nursing – Online</th>
<th>AAS – 63 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts &amp; Sciences - Online</td>
<td>AA - 64 credits</td>
</tr>
</tbody>
</table>

Alexandria Technical College (ATC)
- Business Administration, AS
- Computer Information Systems, AS
- Human Services Practitioner, AAS
- Individualized Professional Studies, AS
- Law Enforcement Career transition, Diploma
- Medical Coding Specialist, Diploma
- Paralegal, AAS

Northwest Technical College- Bemidji (NTC)
- Accounting, AAS/Diploma
- Administrative Support, AAS/Diploma
- General Business, Certificate
- Individualized Occupational Preparation, AAS/Diploma
- Management, Certificate
- Medical Admin, Secretary Technician, AAS
- Medical Coding, Certificate
- Medical Insurance, Certificate
- Medical Office Technology, Diploma
- Medical Practices Office Manager, AAS
- Medical Secretary Tech, Diploma
- Medical Transcription, Certificate
- Nursing, AS
- Sales and Marketing, Certificate, Diploma, AAS
- Supervisory Leadership, Certificate, AAS

Minnesota State Community & Technical College (MSCTC)
- Associate in Arts (Transfer), AA
- Billing Compliance Specialist, Certificate
- Cancer Registry, Certificate
- Cisco Networking, Certificate
- Computer and Network Technology, AAS/Certificate
- Computer Help Desk Technician, AAS
- Computer Support Essentials, Certificate
- Computer Programming, AAS
- Health Information Technology, AAS
- Human Resources, AS, AAS
- Legal Secretary, AAS/Diploma
- Medical Admin. Secretary, AAS
- Medical Office Assistant, Diploma
- Medical Coding, Certificate, Diploma
- Medical Coding and Insurance, Diploma
- Medical Transcription, Certificate
- Paralegal, AAS
- Pharmacy Technology, Diploma, AAS
- Radiologic technology, AAS
- Web Development, Certificate
Minnesota Transfer Curriculum

For students intending to transfer credits to or from other colleges:
Contact the transfer specialist on the campus you are interested in attending. An official transcript from any/all previous colleges will be needed for evaluation prior to accepting the transfer credits into Northland Community and Technical College.

For students continuing on for a Bachelors degree:
The Liberal Arts programs include the first two years of most degrees and are designed for transfer to a four-year institution. Students who complete the Associate in Arts degree at NCTC, which includes the Minnesota Transfer Curriculum, are assured a smooth transfer into Minnesota State Colleges and Universities, as well as into the University of Minnesota system, and usually are accepted into most out-of-state colleges.

The Minnesota Transfer Curriculum contains the minimum number of credits (40) needed to complete the general education requirements at all of the public colleges and universities in Minnesota. These 40 credits must be completed in 10 goal areas (defined below). The Minnesota Transfer Curriculum is the result of a collaborative effort by all of the two-year and four-year public colleges and universities in Minnesota to define a common philosophy toward 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 institution. All of the Minnesota Transfer Curriculum courses offered by Northland Community & Technical College will transfer within the Minnesota State Colleges and Universities, as well as into the University of Minnesota system in the goal areas designated by NCTC.

Please visit the Minnesota Transfer Curriculum site at http://www.mntransfer.org/MnTC/MnTC.html for further details.

Certain courses may satisfy more than one area but will count only once toward the minimum of 40 Minnesota Transfer Curriculum credits. Courses marked with an Asterisk (*) also fulfill requirements in other Goal Areas (the Goal Area number is marked in the parenthesis after the course title).

<table>
<thead>
<tr>
<th>Goal Area 1: Communication</th>
<th>9 credits minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal Area 2: Critical Thinking</td>
<td>3 credits minimum</td>
</tr>
<tr>
<td>Goal Area 3: Natural Sciences</td>
<td>6 credits minimum</td>
</tr>
<tr>
<td>Goal Area 4: Math &amp; Logic</td>
<td>3 credits minimum</td>
</tr>
<tr>
<td>Goal Area 5: History &amp; Social Science</td>
<td>9 credits minimum</td>
</tr>
<tr>
<td>Goal Area 6: Humanities &amp; Fine Arts</td>
<td>8 credits minimum</td>
</tr>
<tr>
<td>Goal Area 7: Human Diversity</td>
<td>3 credits minimum</td>
</tr>
<tr>
<td>Goal Area 8: Global Perspectives</td>
<td>3 credits minimum</td>
</tr>
<tr>
<td>Goal Area 9: Ethical &amp; Civic Responsibility</td>
<td>3 credits minimum</td>
</tr>
<tr>
<td>Goal Area 10: People &amp; Environment.</td>
<td>3 credits minimum</td>
</tr>
</tbody>
</table>
**Goal Area 1:**  
**Communication**  
A minimum of 9 credits  

- ENGL 1111, Composition I (2), 3 credits (Required)  
- ENGL 1112, Composition II (2), 3 credits (Required)  

And at least 3 credits (1 course) from the following:  
- SPCH 1101, Public Speaking (2), 3 credits  
- SPCH 1103, Interpersonal Communication (2), 3 credits  
- SPCH 1111, Small Group Communication, 3 credits

**Goal Area 2:**  
**Critical Thinking**  
A minimum of 3 credits  
(1 course) from the following:  

- ENGL 1111, Composition I (1), 3 credits  
- ENGL 1112, Composition II (1), 3 credits  
- ENGL 2207, Technical Writing, 3 credits  
- HUMN 1101, Intro to Humanities (6), 3 credits  
- MATH 1102, Contemporary Math (4), 3 credits  
- PHIL 1101, Intro to Philosophy (6), 3 credits  
- SPCH 1101, Intro to Public Speaking (1), 3 credits  
- SPCH 1103, Interpersonal Communication (1), 3 credits

**Goal Area 3:**  
**Natural Sciences**  
A minimum of 6 credits  
(2 courses) from the following:  

Note: A minimum of one traditional lab course and a second with a lab-like experience is required.  

- BIOL 1101, Concepts of Biology, 4 credits  
- BIOL 1111, Biological Principles I (10), 4 credits  
- BIOL 1112, Biological Principles II (10), 4 credits  
- BIOL 1120, Human Biology (10), 4 credits  
- BIOL 2131, Nutrition, 3 credits  
- BIOL 2221, Microbiology, 3 credits  
- BIOL 2252, Anatomy & Physiology I (10), 3 credits  
- BIOL 2254, Anatomy & Physiology II (10), 3 credits  
- CHEM 1020, Intro to Chemistry, 4 credits  
- CHEM 1121, General Chemistry I, 5 credits  
- CHEM 1122, General Chemistry II (10), 5 credits  
- CHEM 2205, Survey of Chemistry, 4 credits  
- CHEM 2211, Organic Chemistry I, 5 credits  
- CHEM 2212, Organic Chemistry II, 5 credits  
- NSCI 1103, Geology (10), 4 credits  
- NSCI 1123, Astronomy, 4 credits  
- NSCI 2203, Environmental Science (10), 4 credits  
- PHYS 1010, Physics, 3 credits  
- PHYS 1111, General Physics I, 4 credits  
- PHYS 1112, General Physics II, 4 credits  
- PHYS 2211, Engineering Physics I, 5 credits  
- PHYS 2212, Engineering Physics II, 5 credits

**Goal Area 4:**  
**Math and Logic**  
A minimum of 3 credits  
(1 course) from the following:  

- MATH 1102, Contemporary Math (2), 3 credits  
- MATH 1106, Trigonometry, 2 credits  
- MATH 1110, College Algebra, 3 credits  
- MATH 1113, Pre-Calculus, 4 credits  
- MATH 1131, Applied Calculus, 3 credits  
- MATH 2203, Statistics, 4 credits  
- MATH 2231, Calculus I, 4 credits  
- MATH 2232, Calculus II, 4 credits  
- MATH 2233, Calculus III, 4 credits
Goal Area 5:  
History and Social Science  
A minimum of 9 credits  
(3 courses) from two 
departments from the following:

- ANTH 2201, Physical Anthropology & Archaeology, 3 credits  
- ANTH 2202, Cultural Anthropology (8), 3 credits  
- ECON 1110, Principles of Economics, 3 credits  
- ECON 2201, Microeconomics, 3 credits  
- ECON 2202, Macroeconomics (8), 3 credits  
- GEOG 2241, Physical Geography (10), 3 credits  
- HIST 1101, Western Civilization I (8), 4 credits  
- HIST 1102, Western Civilization II (8), 4 credits  
- HIST 2201, U.S. History I (7), 3 credits  
- HIST 2202, U.S. History II (7), 3 credits  
- HIST 2210, Minnesota History, 3 credits  
- HIST 2213, Civil War / Reconstruction, 3 credits  
- HIST 2215, American Indian Studies (7), 3 credits  
- HIST 2221, Civil Liberties (9), 3 credits  
- HIST 2231, US Women’s History (7), 3 credits  
- HIST 2250, American Minorities (7), 3 credits  
- PLSC 1101, Intro to Political Science (8), 3 credits  
- PLSC 1102, American Gov. / Politics (9), 3 credits  
- PLSC 1103, State / Local Government (9), 3 credits  
- PLSC 2202, International Relations (8), 3 credits  
- PLSC 2204, Comparative Governments (8), 3 credits  
- PSYC 1105, Intro to Psychology, 3 credits  
- PSYC 2201, Developmental Psychology, 3 credits  
- PSYC 2215, Abnormal Psychology, 3 credits

Goal Area 6:  
Humanities and Fine Arts  
A minimum of 8 credits  
(3 courses) from two 
departments from the following:

- ARTS 1101, Art Appreciation, 3 credits  
- ARTS 1111, Basic Drawing I, 3 credits  
- ARTS 1112, Life Drawing, 3 credits  
- ARTS 1125, Intro to Art I - 2D Design, 3 credits  
- ARTS 1126, Intro to Art II – 3D Design, 3 credits  
- ARTS 1156, Intro to Painting, 3 credits  
- ARTS 1157, Intro to Printmaking, 3 credits  
- ARTS 2233, Art History I, 3 credits  
- ARTS 2234, Art History II (7), 3 credits  
- ENGL 1126, Intro to Literature, 3 credits  
- ENGL 2203, Creative Writing, 2 credits  
- ENGL 2231, Literature and Film, 3 credits  
- ENGL 2241, American Literature I, 3 credits  
- ENGL 2242, American Literature II, 3 credits  
- ENGL 2248, Multicultural Literature (7), 3 credits  
- ENGL 2251, British Literature I, 3 credits  
- ENGL 2252, British Literature II, 3 credits  
- HUMN 1101, Intro to Humanities (2), 3 credits  
- MUSC 1101, Intro to Music, 3 credits  
- MUSC 1102, American Popular Music (7), 3 credits  
- MUSC 1103, World Music (8), 3 credits  
- MUSC 1108, Jazz History, (7) 3 credits  
- MUSC 1111, Music Fundamentals, 3 credits  
- MUSC 2201, Classroom Music Skills, 3 credits  
- PHIL 1101, Intro to Philosophy (2), 3 credits  
- PHIL 1102, Intro to Ethics (9), 3 credits  
- PHIL 1111, Philosophy of Religion (8), 3 credits  
- PHIL 2210, Morals and Medicine (9), 3 credits  
- SPAN 1120, Hispanic Cultures (10), 3 credits  
- THTR 1102, Beginning Acting, 3 credits  
- THTR 2201, History of Film, 3 credits
Goal Area 7: Human Diversity
A minimum of 3 credits (1 course) from the following:
- ARTS 2234, Art History II (6), 3 credits
- ENGL 2248, Multicultural Literature (6), 3 credits
- GEOG 2242, Cultural Geography (6), 3 credits
- HIST 2201, U.S. History I (5), 3 credits
- HIST 2202, U.S. History II (5), 3 credits
- HIST 2215, American Indian Studies (5), 3 credits
- HIST 2231, US Women's History (5), 3 credits
- HIST 2250, American Minorities (5), 3 credits
- MUSC 1102, American Popular Music (6), 3 credits
- MUSC 1108, Jazz History (6), 3 credits
- SOCI 1101, Intro to Sociology (5), 3 credits
- SOCI 1102, Social Problems in the U.S. (5), 3 credits
- SOCI 2212, Sex, Gender & Society (5), 3 credits
- SOCI 2220, Intimacy, Family & Diversity (5), 3 credits
- SPCH 2205, Intercultural Communication (8), 3 credits

Goal Area 8: Global Perspectives
A minimum of 3 credits (1 course) from the following:
- ANTH 2202, Cultural Anthropology (5), 3 credits
- ECON 2202, Macroeconomics (5), 3 credits
- GEOG 2242, Cultural Geography (7), 3 credits
- HIST 1101, Western Civilization I (5), 4 credits
- HIST 1102, Western Civilization II (5), 4 credits
- MUSC 1103, World Music (6), 3 credits
- PHIL 1111, Philosophy of Religion (6), 3 credits
- PLSC 1101, Intro to Political Science (5), 3 credits
- PLSC 2202, International Relations (5), 3 credits
- PLSC 2204, Comparative Governments (5), 3 credits
- SPAN 2201, Intermediate Spanish I, 4 credits
- SPAN 2202, Intermediate Spanish II, 4 credits
- SPCH 2205, Intercultural Communications (7), 3 credits

Goal Area 9: Ethical and Civic Responsibility
A minimum of 3 credits (1 course) from the following:
- HIST 2221, Civil Liberties (5), 3 credits
- JOUR 1101, Mass Communications, 3 credits
- PHIL 1102, Intro to Ethics (6), 3 credits
- PHIL 2210, Morals and Medicine (6), 3 credits
- PHIL 2240, Ethics and Business, 3 credits
- PLSC 1102, American Gov. / Politics (5), 3 credits
- PLSC 1103, State / Local Government (5), 3 credits
- SOCI 2215, Criminology (5), 3 credits

Goal Area 10: People and the Environment
A minimum of 3 credits (1 course) from the following:
- ANTH 2201, Physical Anthropology, 3 credits
- BIOL 1101, Concepts of Biology, 4 credits
- BIOL 1111, Biological Principles I (3), 4 credits
- BIOL 1112, Biological Principles II (3), 4 credits
- BIOL 1120, Human Biology (3), 4 credits
- BIOL 2252, Anatomy and Physiology I (3), 3 credits
- BIOL 2254, Anatomy and Physiology II (3), 3 credits
- CHEM 1122, General Chemistry II (3), 3 credits
- GEOG 2241, Physical Geography (5), 3 credits
- NSCI 1103, Geology (3), 4 credits
- NSCI 2203, Environmental Science, 4 credits
- SPAN 1120, Hispanic Cultures (6), 3 credits
The course descriptions section of the catalog is a comprehensive listing of courses offered by NCTC. The courses are listed in alphabetical order by course prefix.

The course number identifies the course year and may indicate course sequence. The course number always has four numbers:
- 0000 – level courses identify developmental (preparatory)
- 1000 – level courses identify first-year courses
- 2000 – level courses identify second-year courses

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Accounting</td>
</tr>
<tr>
<td>ADMM</td>
<td>Medical Admin Secretary Technology</td>
</tr>
<tr>
<td>ADMS</td>
<td>Administrative Secretary Technology</td>
</tr>
<tr>
<td>AGRI</td>
<td>Farm Operations &amp; Management</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ARCH</td>
<td>Architectural Technology &amp; Design</td>
</tr>
<tr>
<td>ARTS</td>
<td>Arts</td>
</tr>
<tr>
<td>AUBO</td>
<td>Auto Body Collision Technology</td>
</tr>
<tr>
<td>AUMO</td>
<td>Automotive Service Technology</td>
</tr>
<tr>
<td>AVIA</td>
<td>Aviation Maintenance Technology</td>
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<tr>
<td>BIOL</td>
<td>Biology</td>
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<tr>
<td>BLDG</td>
<td>Building Technology</td>
</tr>
<tr>
<td>BUSN</td>
<td>Business</td>
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<tr>
<td>CARP</td>
<td>Carpentry</td>
</tr>
<tr>
<td>CDEV</td>
<td>Early Childhood &amp; Paraprofessional</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CLST</td>
<td>Phlebotomy</td>
</tr>
<tr>
<td>CONE</td>
<td>Construction Electricity</td>
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<tr>
<td>COSM</td>
<td>Cosmetology</td>
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<tr>
<td>CRTR</td>
<td>Computer Technology</td>
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<tr>
<td>CRJU</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>CRLT</td>
<td>Career Related Topics</td>
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<tr>
<td>CVST</td>
<td>Cardiovascular Technology</td>
</tr>
<tr>
<td>ECON</td>
<td>Economics</td>
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<tr>
<td>EMTP</td>
<td>Paramedicine</td>
</tr>
<tr>
<td>ENGL</td>
<td>English</td>
</tr>
<tr>
<td>ETAS</td>
<td>Electronics Technology</td>
</tr>
<tr>
<td>FIRE</td>
<td>Fire Technology</td>
</tr>
<tr>
<td>GEOG</td>
<td>Geography</td>
</tr>
<tr>
<td>GTEC</td>
<td>General Core</td>
</tr>
<tr>
<td>HEAT</td>
<td>HVAC – Heating, Ventilation &amp; AC</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
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<td>HLTH</td>
<td>Health Education</td>
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<td>HPER</td>
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<td>Humanities</td>
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<td>MFPT</td>
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<td>MKTG</td>
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<td>OTAC</td>
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<td>Plumbing Technology</td>
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<td>RADT</td>
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<td>REFR</td>
<td>HVAC – Heating, Ventilation, AC</td>
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<td>Surgical Technology</td>
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<td>Theater</td>
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## Course Descriptions

### Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Prin of Bookkeeping</td>
<td>3 cr</td>
<td>This course covers the basic accounting cycle for service and merchandising businesses. Topics include the analyses of business transactions, recording transactions in a variety of journals, payroll procedures and the preparation of financial reports. Prerequisite(s): None</td>
</tr>
<tr>
<td>ACCT 1104</td>
<td>Payroll</td>
<td>3 cr</td>
<td>This course covers the various tax laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and government payroll reports. Prerequisite(s): None</td>
</tr>
<tr>
<td>ACCT 1108</td>
<td>Busn Math/Calculators</td>
<td>3 cr</td>
<td>This course covers how to make common business-related math calculations, and to apply the calculations to accounting and other business functions, using the touch system on the microcomputer ten-key pad. Prerequisite(s): None</td>
</tr>
<tr>
<td>ACCT 1124</td>
<td>Spreadsheet Concepts</td>
<td>3 cr</td>
<td>This course covers the use of a computerized spreadsheet system for accounting applications. Topics include document creation, storage and retrieval, editing, printing, creating charts, database applications, and file distribution. Prerequisite(s): CPTR1104</td>
</tr>
<tr>
<td>ACCT 1128</td>
<td>Computerized Acct I</td>
<td>3 cr</td>
<td>This course is an introduction to computerized accounting applications and software used in the business industry. Topics include general ledger accounting, payroll procedures, accounts receivable, accounts payable, inventory and deprecation. Prerequisite(s): CPTR1104, BUSN2221</td>
</tr>
<tr>
<td>ACCT 1132</td>
<td>Computerized Acct II</td>
<td>3 cr</td>
<td>This course is a continuation of computerized accounting applications and software used in the business industry. Prerequisite(s): ACCT1128</td>
</tr>
<tr>
<td>ACCT 2200</td>
<td>Income Tax</td>
<td>3 cr</td>
<td>This course provides an explanation and interpretation of the Internal Revenue Code as applied to income tax returns. Topics may include filing requirements, filing status, gross income inclusions and exclusions, gains and losses, itemized deductions, deductions for adjusted gross income, business income and expenses, business tax credits and payment of estimated taxes. Prerequisite(s): None</td>
</tr>
<tr>
<td>ACCT 2203</td>
<td>VITA Service</td>
<td>1 cr</td>
<td>This course trains the students in the preparation of federal and state income tax returns for individuals. Emphasis is placed on return preparation with the use of TaxWise. The course is offered in conjunction with the Internal Revenue Service sponsored Volunteer Return Preparation Program—as such, students will not sign completed tax returns. Relief from liability for the students and NCTC is provided by the Volunteer Protection Act of 1997, PL 105-19. Prerequisite(s): None</td>
</tr>
<tr>
<td>ACCT 2204</td>
<td>Intermediate Acct I</td>
<td>4 cr</td>
<td>This course is a comprehensive study of accounting theory and concepts. Topics include various asset, liabilities and owners’ equity—contributed capital and retained earnings. Other topics may be included. Prerequisite(s): ACCT2204</td>
</tr>
<tr>
<td>ACCT 2214</td>
<td>Intermediate Acct II</td>
<td>4 cr</td>
<td>This course is a continuation of a comprehensive study of accounting theory and concepts. Topics include various asset, liabilities and owners’ equity—contributed capital and retained earnings. Other topics may be included. Prerequisite(s): BUSN2221</td>
</tr>
<tr>
<td>ACCT 2218</td>
<td>Fund/Nonprofit Acct</td>
<td>3 cr</td>
<td>This course presents the fundamentals of fund and not-for-profit accounting. It prepares the student to apply the Generally Accepted Accounting Principles (GAAP) for governmental and not-for-profit organizations and to prepare financial statements for these organizations. Prerequisite(s): BUSN2221, BUSN2222</td>
</tr>
<tr>
<td>ACCT 2240</td>
<td>Accounting Internship</td>
<td>3 cr</td>
<td>This course provides students with actual work experiences in accounting careers. A competency-based internship plan is developed for each student. Prerequisite(s): Advisor approval</td>
</tr>
</tbody>
</table>

### Medical Admin Secretary Technology

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
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<tbody>
<tr>
<td>ADMM 1120</td>
<td>Medical Office Procedures</td>
<td>3 cr</td>
<td>This course covers medical office tasks performed by the medical secretary. Medical topics covered include health care careers, legal and ethical responsibilities, medical appointments, telephone techniques, medical records management, and medical office management. Prerequisite(s): None. Corequisite: HLTH1106</td>
</tr>
<tr>
<td>ADMM 1130</td>
<td>Medical Transcription</td>
<td>4 cr</td>
<td>This course is an introduction to transcription of dictated medical reports used in a variety of medical facilities. Emphasis is placed on proper formatting, building transcription proficiency, and application of medical transcription style as defined by the AHDI. Prerequisite(s): BIOL1004, HLTH1106, and Keyboarding skill of 40 wpm.</td>
</tr>
<tr>
<td>ADMM 1134</td>
<td>Medical Language Applic</td>
<td>2 cr</td>
<td>This course covers appropriate usage of medical language in written documentation. Authentic medical documentation will be reviewed. Proofreading for errors, analysis of content, spelling and phonetic problem-solving are emphasized. A solid foundation of medical terminology is necessary for success in this class. Prerequisite(s): HLTH1106</td>
</tr>
<tr>
<td>ADMM 1150</td>
<td>Medical Billing/Insurance</td>
<td>4 cr</td>
<td>This course provides information related to medical billing and health insurance. Topics covered include billing and procedures in the medical office, introduction to medical coding, types of health insurance coverage, insurance claim processes and related ethical and legal issues. Prerequisite(s): BIOL1004 and HLTH1106</td>
</tr>
<tr>
<td>ADMM 1152</td>
<td>Outpatient Coding</td>
<td>4 cr</td>
<td>This course is an introduction to medical coding and emphasizes coding in a medical office and other outpatient care facilities. Course topics include ICD-9 and ICD-10, CPT and HCPCS Level II coding, and legal and ethical issues related to outpatient coding practices. Prerequisite(s): HLTH1106 and BIOL1004</td>
</tr>
</tbody>
</table>
ADMM 2230 Adv Medical Transcription 4 cr
This course is a continuation of medical transcription practice introduced in ADMM 1130. Emphasis is placed on independent practice of techniques used in a medical transcription setting. Proper formatting, appropriate terminology and development of transcription proficiency are stressed. Prerequisite(s): ADMM1130

ADMM 2252 Advanced Coding 3 cr
This course is a continuation of ADMM1152 Outpatient Coding. The student will apply coding knowledge by abstracting information from outpatient records for billing and insurance purposes. The course utilizes practical examples to reinforce coding principles and provides an introduction to computer applications related to coding. Prerequisite(s): ADMM1152

ADMM 2290 Med Secretary Internship 3 cr
This course provides the medical secretary student with practical occupational experience in a health care-related facility. Each internship is an individualized experience. Each student prepares a training plan in conjunction with the training site to provide guided experiences related to the skills and knowledge acquired in the medical secretary program. Prerequisite(s): HLTH1106, ADMM1120

**Administrative Secretary Technology**

ADMS 0090 Basic Keyboarding 1 cr
This course uses the computer to develop students' basic keyboarding techniques. Emphasis is on touch keyboarding alphabetic, numeric, punctuation, function, and service keys. Computer operating techniques and skill development are included. Formatting and proofreading skills are introduced. Prerequisite(s): None

ADMS 1100 Keyboarding I 3 cr
This course covers the development of keyboarding techniques. Emphasis is on building speed and accuracy in the operation of the alphabetic, numeric, symbol, and service keys. Speed, accuracy, formatting concepts, and proofreading skills are stressed. The student will utilize comprehensive word processing software. Prerequisite(s): None

ADMS 1102 Keyboarding II 3 cr
This course covers the development of advanced keyboarding techniques. Emphasis is on the touch method, advanced formatting concepts, and the continued development of accuracy, speed, proofreading, editing, critical thinking, and decision-making skills. The student will utilize comprehensive word processing software. Prerequisite(s): ADMS1100

ADMS 1104 Skillbuilding 1 cr
This course is designed to increase keyboarding speed and improves accuracy through personal goal setting, error analysis, and intensive corrective practice work. Prerequisite(s): None

ADMS 1110 Word Processing 3 cr
This course gives students an in-depth understanding of the word processing techniques needed to facilitate the production, documentation, storage, and relay of information. The course will stress increased proficiency in the computer production of a variety of business documents. Prerequisite(s): ADMS1100, CPTR1104

ADMS 1114 Desktop Pub/Pres Graph 3 cr
This course introduces the concepts, terminology, techniques, and applications of desktop publishing. Students will integrate word processing and graphics to facilitate the designing of printed pages and presentations. Students learn to manipulate text and graphics to produce professional publications and business presentations using microcomputer software. Students will reinforce collaborative learning in planning, designing, and evaluating business documents and presentations. Prerequisite(s): None

ADMS 1116 Business Communications 3 cr
This course covers composing, editing, and proofreading memos, letters, and other business documents. The principles of grammar, punctuation, spelling, and word use are applied. Emphasis is on purpose, content, planning, writing, and formatting of these documents. The application of teamwork and critical thinking skills is included in the course. Prerequisite(s): Successful completion of any developmental English course indicated by the assessment test.

ADMS 1120 Office Procedures 3 cr
This course covers office procedures relevant to a traditional office and new procedures relevant to an electronic automated office. Topics include work organization, time management, ergonomics, records management, scheduling, organizing meetings, processing mail, telephone procedures, arranging travel, and exposure to the role and responsibilities of an administrative professional. Prerequisite(s): None

ADMS 1128 Records/Database Mgmt 3 cr
This course is an introduction to the procedures and rules for indexing and storing documents. It also includes an introduction to the procedures for document management and records storage systems. Prerequisite(s): CPTR1104

ADMS 2124 Adv Microcomputer Tech 3 cr
This course provides instruction on advanced microcomputer techniques. Topics include file transfer options, malicious program items, data management techniques, networking and security, data communications, and software evaluation and installation. Prerequisite(s): CPTR1104

ADMS 2212 Integrated Elec Office 3 cr
This course provides students the opportunity to use a centralized computer system for both actual and simulated business applications. Areas covered include document management, advanced applications in word processing, database, spreadsheets, and presentation software. Also covered is skill development in transcribing machine-dictated material into usable business documents, electronic scheduling, and critical thinking and decision-making. Prerequisite(s): CPTR1104, ADMS1100

ADMS 2243 Software Spt Internship 3 cr
The software support specialist internship provides students with a purposeful occupational experience in the software support career field. A training plan is created for each student in conjunction with the training site. The advisor coordinates and monitors the progress of the internship. One credit of internship is equal to 48 hours of career-related employment. Prerequisite(s): Advisor approval
Farm Operations & Management

AGRI 1104 Ag Economics 2 cr
This course introduces the general concepts of contemporary economics in the agricultural world. Students will study the effects of microeconomics, macroeconomics, and supply and demand on the farm business. Prerequisite(s): None

AGRI 1110 Farm Records & Budgeting 2 cr
In this course, students enter a case farm into an approved farm accounting book including monthly transactions and a simple farm financial analysis. Students will complete budgets for the coming year using actual numbers from his/her own farm using various formats. Prerequisite(s): None

AGRI 1120 Crops Marketing I 2 cr
This course acquaints students with an understanding of market forces and their relationship to price establishment of agricultural crops. Students will track prices and develop a price chart to help in marketing crops produced on their farm. Prerequisite(s): None

AGRI 1130 Machinery Management 2 cr
This course introduces students to machinery management and the typical problems which could determine profit and loss. How much machinery, what size, how acquired, alternatives to owning, and machine costs are all studied in machinery management. Prerequisite(s): None

AGRI 1140 Cereal Production 2 cr
This course acquaints students with the latest management practices and research findings in the production of cereal crops. Prerequisite(s): None

AGRI 1150 Soil Maint & Fertility 3 cr
This course provides students an understanding of soil types, textures, and plant nutrients in relation to plant growth. Fertilizer materials are studied in depth. Soil test results are interpreted and fertilizer recommendations are made based upon the soil test results. Basic land surveying, including land descriptions, land measurements, and drainage, is also included. Prerequisite(s): None

AGRI 1160 Establishment in Farming 2 cr
This course acquaints students with concepts of establishing a farm business. The course assists students in utilizing the resources available to them. Prerequisite(s): None

AGRI 1172 Corn Production 1 cr
The course acquaints students with the latest management practices and research findings in production of corn. The students will study varieties, weed control, insect control, diseases, and economics of producing corn. Prerequisite(s): None

AGRI 1182 Sunflower Production 1 cr
The course acquaints students with the latest management practices and research findings in production of sunflowers. The students will study varieties, weed control, insect control, diseases, and economics of producing sunflowers. Prerequisite(s): None

AGRI 1184 Soybean Production 1 cr
This course acquaints students with the latest management practices and research findings in the production and marketing of soybeans. Prerequisite(s): None

AGRI 2202 Dry Bean Production 1 cr
This course acquaints students with the latest management practices and research findings in the production and marketing of dry edible beans. Prerequisite(s): None

AGRI 2206 Rural Leadership 1 cr
In this course, students will learn principles of basic leadership skills, including parliamentary procedure, public speaking, knowledge of government operations and personnel. Prerequisite(s): None

AGRI 2210 Farm Analysis & Finance 3 cr
This course is a study of the general principles in farm accounting and financial analysis. Students will complete a case accounting problem and complete all necessary analyses for understanding financial statements. Students will be exposed to the different credit agencies available and what they have to offer to beginning farmers. They will learn what is required of them to obtain credit. Communication between lender and the farmer is also discussed. Students will solve different types of loan problems. Prerequisite(s): AGRI1110

AGRI 2220 Crops Marketing II 2 cr
This course acquaints students with the tools available to market farm commodities and to develop a marketing plan. The course covers the current management practices of conditioning, storage and handling of agricultural commodities. Prerequisite(s): None

AGRI 2222 Sugar Beet Production 1 cr
The course acquaints students with the latest management practices and research findings in production of sugar beets. The students will study varieties, weed controls, insect control, diseases, and economics of producing sugar beets. Prerequisite(s): None

AGRI 2230 Farmstead Improvement 2 cr
This course introduces the students to the basic objectives in laying out a farmstead. The fundamentals of electricity are studied, including safety and adequacy of farm and home electric power distribution. Students will complete practical wiring exercises, diagram circuits, and design a farm shop. Prerequisite(s): None

AGRI 2240 Farm Computerized Records 1 cr
This course provides hands-on experience with accounting programs. Students enter a case problem into the computer using the appropriate accounting software available to manage farm records. Prerequisite(s): AGRI1110

AGRI 2250 Welding I 1 cr
This course covers welding shop and personal safety. Students will be introduced to proper methods and techniques of operating SMAW, Mig, oxyacetylene and Plasma Arc welding equipment, which will be helpful in the operation and maintenance of farm equipment. Prerequisite(s): None

AGRI 2260 Agricultural Chemicals 2 cr
This course introduces students to agricultural chemicals, their uses, characteristics, equipment involved and safety during chemical use. Prerequisite(s): None

AGRI 2280 Farm Tax/Estate Planning 3 cr
This course covers a study of the general principles involved in Farm Tax Management and methods available to transfer the farm business to the next generation. Prerequisite(s): None
AGRI 2290 Internship 1 cr
This course provides students with the practical application of a research project or practice. Each internship is an individualized project. The student, under the supervision of the instructor, will research a new product or practice, apply it to a farming operation, and report on the project to the other students enrolled in the course. Prerequisite(s): None

Anthropology

ANTH 2201 Phys Anthropology & Archa 3 cr
(Fulfills MNTC Area: 5, 10) This course is a study of humans as biological beings subject to the processes of evolution through an investigation of fossil evidence using archaeological methods. Differences and similarities among primates and variation in modern human populations in the New and Old Worlds will be investigated. Prerequisite(s): None

ANTH 2202 Cultural Anthropology 3 cr
(Fulfills MNTC Areas: 5, 8) This course is a study of the richness of human cultural diversity and the creativity of adaptation strategies to the physical and social environments. Particular attention is directed to the methods used in cultural anthropology and to the functions and diversity of social institutions such as family, religious, economic, and political organization, as well as other major cultural features. Prerequisite(s): None

Architectural Technology & Design

ARCH 1105 Building Technology I 4 cr
This course introduces students to residential drafting practices. Students will gain knowledge in acceptable standards of architectural drafting and working knowledge of light construction, including terminology, methods of construction, and the functions of various building materials. Prerequisite(s): None

ARCH 1111 Architectural Tech I 3 cr
This course introduces students to the equipment and procedures used in drafting, including its application to a basic residential floor plan. This will give students the basic knowledge required of an architectural draftsperson. Prerequisite(s): None

ARCH 1112 Architectural Tech II 4 cr
This course introduces students to advanced concepts related to light frame construction. Students will become familiar with the layout of residential working drawings, with an emphasis on the drawing and specifications required in residential construction. Prerequisite(s): ARCH1111, ARCH1105, ARCH1121

ARCH 1121 CAD I 4 cr
This course is designed for students with little or no background in computer-aided drawing. Background in Windows 95 or greater is preferred but not required. Students will review the Windows environment and be introduced to CAD features. Prerequisite(s): CPTR1100

ARCH 1122 CAD II 4 cr
A continuation of CAD I, students will receive advanced training on recent releases of AutoCAD to provide experience in developing technical drawings related to field of architecture. This course will cover the advanced drawing, editing, paper space, and external reference commands. Students will also complete a set of working drawings for a commercial steel building. Prerequisite(s): ARCH1111, ARCH1121

ARCH 1125 Design Limitations 3 cr
This course teaches the understanding and proper use of various ruling authorities which may redirect their design solutions. Emphasis is on studying the International Building Code, ANSI Accessibility Standards, the American Disabilities Act and more. Prerequisite(s): None

ARCH 1128 Environmental Design 2 cr
This course will help students understand the importance of environmental issues and how to use them in their design process. This will allow them to put to use natural forces to help mold a building that is sensitive to the environment. Prerequisite(s): None

ARCH 1131 Model Construction 2 cr
This course teaches the student to construct architectural models using architectural standards and techniques with various materials. This course assists students in expressing their creative concepts. Prerequisite(s): None

ARCH 1141 Architectural Design 4 cr
This course covers the basics of architectural design and terminology. This enables students to converse with architects and other design professionals regarding the design process. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122

ARCH 2201 Estimating Tech I 3 cr
This course gives students a basic understanding of the estimator’s place in the construction process. Students will learn about the basic layout of contract documents and the fundamentals of estimating, including take-offs of materials used in light-frame structures. There will be emphasis on accurate analyses of working drawings. Students should have a basic understanding of construction methods and techniques. Prerequisite(s): ARCH1105, ARCH1111

ARCH 2202 Estimating Tech II 2 cr
This course introduces the student to computer cost estimating for building systems rather than individual materials. Estimating take-offs include multiple sheds, garages, a small house and large house. This is a two credit class consisting of one hour of lecture and two hour-lab. Prerequisite(s): ARCH1105, ARCH2201, ARCH2211

ARCH 2211 Architectural Tech III 3 cr
This course introduces students to commercial architectural drafting and detailing practices. Students will apply concepts of architectural drafting to the design and drafting of commercial building details and layouts. Students will be required to draw a set of commercial contract drawings using CAD. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122

ARCH 2212 Architectural Tech IV 4 cr
In this course students will apply principles of architectural drafting and design to create a set of working drawings for a multi-family dwelling. There will be an emphasis on code compliance, proper drafting techniques, and level of completion to industry standards as it applies to multi-family buildings. Prerequisite(s): ARCH1111, ARCH1112, ARCH2211, ARCH1121

ARCH 2213 Building Technology II 2 cr
This course is designed to give students advanced skill and knowledge in commercial architectural drafting and design. Students will prepare construction details applicable to commercial construction using practices and principles of building construction and related terminology. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122

ARCH 2215 Building Systems 3 cr
This course combines fundamental architectural drafting concepts, mechanical and electrical systems, and required building codes related to building projects that integrate systems. Types, properties, and qualities of various building systems and materials will be examined. Students will apply these concepts to create a set of construction drawings. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122

AGRI 2290 Internship 1 cr
This course provides students with the practical application of a research project or practice. Each internship is an individualized project. The student, under the supervision of the instructor, will research a new product or practice, apply it to a farming operation, and report on the project to the other students enrolled in the course. Prerequisite(s): None

Anthropology

ANTH 2201 Phys Anthropology & Archa 3 cr
(Fulfills MNTC Area: 5, 10) This course is a study of humans as biological beings subject to the processes of evolution through an investigation of fossil evidence using archaeological methods. Differences and similarities among primates and variation in modern human populations in the New and Old Worlds will be investigated. Prerequisite(s): None

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(Fulfills MNTC Areas: 5, 8) This course is a study of the richness of human cultural diversity and the creativity of adaptation strategies to the physical and social environments. Particular attention is directed to the methods used in cultural anthropology and to the functions and diversity of social institutions such as family, religious, economic, and political organization, as well as other major cultural features. Prerequisite(s): None

Architectural Technology & Design

ARCH 1105 Building Technology I 4 cr
This course introduces students to residential drafting practices. Students will gain knowledge in acceptable standards of architectural drafting and working knowledge of light construction, including terminology, methods of construction, and the functions of various building materials. Prerequisite(s): None

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This course introduces students to the equipment and procedures used in drafting, including its application to a basic residential floor plan. This will give students the basic knowledge required of an architectural draftsperson. Prerequisite(s): None

ARCH 1112 Architectural Tech II 4 cr
This course introduces students to advanced concepts related to light frame construction. Students will become familiar with the layout of residential working drawings, with an emphasis on the drawing and specifications required in residential construction. Prerequisite(s): ARCH1111, ARCH1105, ARCH1121

ARCH 1121 CAD I 4 cr
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This course teaches the understanding and proper use of various ruling authorities which may redirect their design solutions. Emphasis is on studying the International Building Code, ANSI Accessibility Standards, the American Disabilities Act and more. Prerequisite(s): None

ARCH 1128 Environmental Design 2 cr
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ARCH 1131 Model Construction 2 cr
This course teaches the student to construct architectural models using architectural standards and techniques with various materials. This course assists students in expressing their creative concepts. Prerequisite(s): None

ARCH 1141 Architectural Design 4 cr
This course covers the basics of architectural design and terminology. This enables students to converse with architects and other design professionals regarding the design process. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122

ARCH 2201 Estimating Tech I 3 cr
This course gives students a basic understanding of the estimator’s place in the construction process. Students will learn about the basic layout of contract documents and the fundamentals of estimating, including take-offs of materials used in light-frame structures. There will be emphasis on accurate analyses of working drawings. Students should have a basic understanding of construction methods and techniques. Prerequisite(s): ARCH1105, ARCH1111

ARCH 2202 Estimating Tech II 2 cr
This course introduces the student to computer cost estimating for building systems rather than individual materials. Estimating take-offs include multiple sheds, garages, a small house and large house. This is a two credit class consisting of one hour of lecture and two hour-lab. Prerequisite(s): ARCH1105, ARCH2201, ARCH2211

ARCH 2211 Architectural Tech III 3 cr
This course introduces students to commercial architectural drafting and detailing practices. Students will apply concepts of architectural drafting to the design and drafting of commercial building details and layouts. Students will be required to draw a set of commercial contract drawings using CAD. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122

ARCH 2212 Architectural Tech IV 4 cr
In this course students will apply principles of architectural drafting and design to create a set of working drawings for a multi-family dwelling. There will be an emphasis on code compliance, proper drafting techniques, and level of completion to industry standards as it applies to multi-family buildings. Prerequisite(s): ARCH1111, ARCH1112, ARCH2211, ARCH1121

ARCH 2213 Building Technology II 2 cr
This course is designed to give students advanced skill and knowledge in commercial architectural drafting and design. Students will prepare construction details applicable to commercial construction using practices and principles of building construction and related terminology. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122

ARCH 2215 Building Systems 3 cr
This course combines fundamental architectural drafting concepts, mechanical and electrical systems, and required building codes related to building projects that integrate systems. Types, properties, and qualities of various building systems and materials will be examined. Students will apply these concepts to create a set of construction drawings. Prerequisite(s): ARCH1111, ARCH1112, ARCH1121, ARCH1122
ARCH 2220 CAD 3D 3 cr
This course introduces students to the 3D capabilities of AutoCAD software and Architectural Desktop software. Prerequisite(s): ARCH 1121, ARCH 1122

ARCH 2221 CAD III 3 cr
This course introduces students to the advanced capabilities of AutoCAD software, including customizing and programming capabilities. Prerequisite(s): ARCH 1121, ARCH 1122

ARCH 2222 Arch CAD Advanced 4 cr
This course introduces students to architectural design, presentation and documentation third-party software that works with relevant CAD software. Prerequisite(s): ARCH 1121, ARCH 1122

ARCH 2225 Arch Presentation 3 cr
This course introduces students to floor plan and elevation layouts for construction projects. Students will go through the process of producing a floor plan and elevations to final rendered presentations using one- and two-point perspectives and color. Prerequisite(s): Must take ARCH 1141 concurrently, or have already completed.

ARCH 2228 Photoshop I 4 cr
In this course, students become acquainted with technologies used in digital design. Students create and manipulate digital images and apply them to print. This course is designed for entry-level participants with no previous knowledge of Photoshop software. Students will be involved in discussions, demonstrations, and hands-on supervised projects utilizing the basics of the Photoshop environment. Prerequisite(s): A working knowledge of Windows 98 or better.

ARCH 2229 Photoshop II 4 cr
This course is designed for experienced users who wish to further their effectiveness using Photoshop software. Photoshop technology allows drafters and designers to create drawings that can evolve throughout the entire design process, to quickly produce alternative studies, and to incorporate changes and revisions as needed. The course provides a combination of instructor-led discussions, demonstrations, and hands-on supervised projects. Prerequisite(s): ARCH 2228

ARCH 2231 3D Visual I 5 cr
This course is designed for students to use 3D Viz in architectural models and renderings of real world elements. Students will navigate through the modules of the program, model simple objects, extract information from AutoCAD and define simple motion paths. Prerequisite(s): Working knowledge of Windows 98 or better.

ARCH 2232 3D Visual II 5 cr
This course is designed for students to use 3-D Viz in architectural models and renderings of real world elements. Students create and apply materials and render still images. Students will also introduce animation into scenes and output a typical animation file. Upon completion, students will be able to create an Architectural walkthrough with realistic materials and lighting. Prerequisite(s): ARCH 2231

ARCH 2233 3D Studio Max I 5 cr
This course is designed for using 3D Studio Max tools in modeling and renderings of simple and complex 3-dimensional design images. Upon completion, students will be able to navigate through the modules of the program, model simple objects and define simple motion paths. Prerequisite(s): Working knowledge of Windows 98 or better.

ARCH 2234 3D Studio Max II 5 cr
This course is designed for using 3D Studio Max in modeling and renderings of design images. Students will gain practical application knowledge of this software to create architectural drawings and layouts of all kinds. Students will create short animations with predefined materials and lighting. Students will create their own story booking project and present it to a class on video tape. Prerequisite(s): ARCH 2233

ARCH 2235 Digital Video Editing 2 cr
This course is an introduction to editing digital video graphics using a variety of software, to edit both graphic and sound files. The emphasis of this course includes, but is not limited to, graphic formats, still photos, animations and sound files. This course provides a combination of instructor-led discussions and hands-on projects to produce polished video clip presentations using user-friendly editing software. Prerequisite(s): Basic understanding of the computer system.

ARCH 2299 Special Topics 1-5 cr
This course allows students to further promote their professional development, integrate academic learning, and prepare for entry-level competence through a self-selected project. Through self-assessment and under the supervision of Architecture faculty, students will select, prepare and present a topic relevant to their personal and professional development. Prerequisite(s): Instructor and/or advisor interview.

ARTS 1101 Art Appreciation 3 cr
(Fulfills MNTC Area: 6) Art Appreciation discusses the background, meanings, symbolism, trends and styles of Art. Additionally, artistic methodology and techniques are also covered. The student discovers what is embodied in a work of Art as well as to stimulate individual creativity. Prerequisite(s): None

ARTS 1111 Basic Drawing I 3 cr
(Fulfills MNTC Area: 6) Basic Drawing I introduces students to the basic techniques and traditions of drawing. Students are exposed to the work of artists, draftsmen, and illustrators, and are subsequently guided through a wide variety of drawing experiences and applications. Prerequisite(s): None

ARTS 1112 Life Drawing 3 cr
(Fulfills MNTC Area: 6) Life Drawing builds upon the techniques introduced in Drawing I and introduces students to the techniques and traditions of figurative drawing. Students are exposed to the work of artists known for their work with the human figure. Students will be working from live models and focusing specifically on issues directly relating to figure drawing. Prerequisite(s): ARTS 1111

ARTS 1125 Intro Art I-2D Design 3 cr
(Fulfills MNTC Area: 6) This course is an introduction to the basic elements of Art (line, shape, form, color, texture, value, space, and time) and how they are used in conjunction with the principles of design to create and develop two-dimensional compositions. This course is designed to give students a good foundation upon which they can build their artistic skills and further their creative aspirations. Prerequisite(s): None

ARTS 1126 Intro Art II-3D Design 3 cr
(Fulfills MNTC Area: 6) This course is an introduction to the basic elements of Art and how they are used in conjunction with the principles of design to create and develop three-dimensional compositions. This course is designed to give students a good foundation upon which they can build their artistic skills and further their creative aspirations. Prerequisite(s): None

ARTS 1130 Intro to Photography 3 cr
This course is designed to meet the needs of students who wish to utilize photography recreationally as well as serving as an introduction to those wishing to use photography to further their own artistic, scientific, or technical goals.
in addition, students will have the opportunity to learn basic camera operation, the developing and printing of black and white film, and basic composition as it relates to artistic and narrative photography.  Prerequisite(s): None

ARTS 1156  Intro to Painting 3 cr
(Fulfills MNTC Area: 6) This course is an introduction to the materials, methods, and techniques of painting which includes contemporary and historical approaches, as well as the theoretical bases of 20th and 21st Century Fine-Art painting.  Prerequisite(s): None

ARTS 1157  Intro to Printmaking 3 cr
(Fulfills MNTC Area: 6) This course is an introduction to the materials, methods, and techniques of Fine-Art printmaking including mono-printing, etching, relief printing, and lithography.  It also includes contemporary and historical approaches, as well as the theoretical bases of 20th and 21st Century Fine-Art printmaking.  Prerequisite(s): None

ARTS 1160  Sculpture-Bronze Casting 3 cr
This course is an introduction to the materials, methods, aesthetics, and techniques of sculpture in general and, specifically, the techniques associated with lost-wax bronze-casting.  Prerequisite(s): None

ARTS 2000  Advanced Studios 3 cr
This course provides individual investigation into one or more of the following disciplines of art: Drawing, Painting, Photography, Sculpture, Printmaking.  Students work in areas of particular interest to the individual.  Class structure is based upon a contractual agreement between the individual student and instructor who determines the type and amount of work to be completed for the semester.  Emphasis is on continued refinement of introductory-level technical skills, media, investigation, and concept.  Prerequisite(s): Specific to each discipline: ARTS1111, ARTS1130, ARTS1156, ARTS1157, ARTS1160 or with the prior consent of the instructor.

ARTS 2233  Art History I 3 cr
(Fulfills MNTC Area: 6) This course provides an investigation of civilization and of the history of art from the Pre-Historic through the Gothic period in Europe.  Prerequisite(s): None

ARTS 2234  Art History II 3 cr
(Fulfills MNTC Areas: 6, 7) This course provides an investigation of civilization and of the history of art from the Renaissance through the Impressionist Movement.  Prerequisite(s): None

**Auto Body Collision Technology**

AUBO 1100  Intro to Auto Body 2 cr
This course is the study of occupational safety, shop operation procedures, power and hand tool use, shop equipment applications, fasteners, measuring instruments, service literature and general service knowledge and skills.  Prerequisite(s): None

AUBO 1102  Off Car Repair 4 cr
This course teaches students sheet metal repair processes used for minor auto body repairs.  Instruction includes the use of tools and auto body industry equipment.  Students also learn skills of body filler/fiberglass repair along with corrosion protection.  Environmental standards will be introduced.  Prerequisite(s): None

AUBO 1105  Plastic Welding 2 cr
This course covers the identification and safe repair of interior/exterior automotive plastics and overall refinishing techniques for plastic surfaces.  Prerequisite(s): None

AUBO 1111  Auto Body Lab I 3-4 cr
This course is a lab course in which students will build proficiency in basic auto body skills of welding, sheet metal repair, corrosion protection, rust repair, body filler and fiberglass repair.  Auto Body-AAS students must enroll in AUBO1111 for 3 credits.  Auto Body-Diploma students must enroll in AUBO1111 for 4 credits.  Prerequisite(s): AUBO1131

AUBO 1112  Auto Body Lab II 3-4 cr
This course is a lab course in which students will build proficiency in auto body skills of refinishing, corrosion protection, rust repair, moveable glass repair, and welding.  Auto Body-AAS students must enroll in AUBO1112 for 3 credits.  Auto Body-Diploma students must enroll in AUBO1112 for 4 credits.  Prerequisite(s): AUBO1111

AUBO 1121  Auto Body Refinishing 5 cr
This course teaches surface preparation for spot repairs, blending techniques, overall refinishing, paint mixing, and color matching.  This course will also cover buffing procedures, pinstriping, and vehicle reconditioning for customer delivery.  Prerequisite(s): None

AUBO 1123  Glass & Trim 2 cr
This course teaches students safe procedures for the removal, replacement and repair of moveable glass.  It also covers the application of various methods of attachments on auto body trim and hardware.  Prerequisite(s): None

AUBO 1131  Auto Body Welding I 2 cr
This course introduces the student to welding safety, welding, and cutting fundamentals.  The course provides the theory of welding and the training to develop the necessary skills to cut and weld materials in a variety of positions using various methods.  Prerequisite(s): None

AUBO 1132  Auto Body Welding II 2 cr
This course is a lab course in which students will build proficiency in welding skills and also introduces aluminum welding.  Prerequisite(s): AUBO1131

AUBO 2201  Collision/Damage/Estimate 4 cr
This course teaches students to correctly repair collision damage.  It emphasizes tie-down clamping techniques, analyzing extended damage, measuring, and pulling procedures to repair direct and indirect damage on open and closed panels.  All vehicles that enter the shop will be given an estimate of repair either written or computerized.  Prerequisite(s): Completion of first year Auto Body Collision Technology.

AUBO 2205  Unibody & Frame 4 cr
This course teaches students safe repair of unibodied and conventional frame vehicles.  Instruction will include tie down and clamping techniques, measuring and pulling procedures to repair damage.  Stationary glass removal and replacement are taught.  Prerequisite(s): Completion of first year Auto Body Collision Technology.

AUBO 2207  Major Collision Lab 3-4 cr
This course is a lab course in which students build proficiency in their auto body repair skills.  Content for this lab is chosen from among the skills already gained in other courses.  Emphasis in the course is on major collision repair.  Students will also be expected to exhibit attitudes and work habits that employers expect of their employees.  Auto Body-AAS students must enroll in AUBO2207 for 3 credits.  Auto Body-Diploma students must enroll in AUBO2207 for 4 credits.  Prerequisite(s): AUBO2205

AUBO 2212  General Auto Body Lab 3-4 cr
This course is a lab course in which students will build proficiency in their auto body skills.  Content for this lab is chosen from among the skills already gained in other courses.  Emphasis in this course is on unibody and frame repair.
Students will also be expected to exhibit the attitudes and work habits that employers expect of their employees. Auto Body-AAS students must enroll in AUBO2212 for 3 credits. Auto Body-Diploma students must enroll in AUBO2212 for 4 credits. Prerequisite(s): AUBO2201, AUBO2205

AUBO 2216 Shop Operations 2 cr
This course teaches proper auto body shop management procedures and collision damage estimating, utilizing both collision manuals and computer estimation. Prerequisite(s): Completion of first year Auto Body Collision Technology.

AUBO 2221 Simulated Auto Body I 4 cr
This course provides a workplace like setting for students to refine their knowledge and skills with the materials, methods, and refinishing techniques used in the repair and restoration of damaged automobile bodies. The students will also practice proper procedures for repair and refinishing, as well as use manufacturers’ manuals and parts catalogues to estimate and repair damage to vehicles and maintain accurate records of completed auto body work. Emphasis will be placed on time management skills and attitudes expected in the workplace. Prerequisite(s): Completion of first year Auto Body Collision Technology.

AUBO 2222 Simulated Auto Body II 2 cr
This course provides a workplace setting for students to further refine their auto body repair skills. Students will complete service work as if in a professional auto body shop, and the emphasis will be on auto body and frame repairs frequently requested in a modern body shop. Speed and quality work against the time clock and flat rate shop conditions will be simulated as much as possible. Students will also be expected to exhibit the attitudes and work habits that are expected in the workplace. Prerequisite(s): Completion of first year Auto Body Collision Technology.

AUBO 2225 Panel Replacement 2 cr
This course covers the replacement of damaged panels using current industry procedures. Prerequisite(s): Completion of first year Auto Body Collision Technology.

AUBO 2228 Auto Body Mechanical 6 cr
This course teaches the procedures required to check and diagnosis of the air bag systems, including computers, sensors, and seat belt restraints. It also teaches the principles of air conditioning and its relationship to the heating system. The various types, the diagnosis of malfunctions, testing and repair are studied in the classroom. Practical experience is performed on live systems. It also teaches students the removal and replacement of mechanical and electrical parts in front and/or rear wheel drive vehicles. Prerequisite(s): Completion of first year Auto Body Collision Technology.

AUBO 2235 Auto Body Internship 2 cr
This course provides students with purposeful occupational experiences in the auto body field. Each internship is an individualized experience. A plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the student’s training. Prerequisite(s): Advisor approval.

AUMO 1100 Intro to Transportation 1 cr
This course is the study of occupational safety, shop operation procedures, power and hand tool use, shop equipment applications, fasteners, measuring instruments, service literature and general service knowledge and skills. Prerequisite(s): None

AUMO 1101 General Auto Service 2 cr
This course teaches the procedures for general automotive service.

General maintenance and inspection of common service areas are emphasized including: exhaust and lubrication systems, shop safety, and the use of automotive tools and equipment. It also covers general service product knowledge. Prerequisite(s): AUMO1100

AUMO 1108 Steering & Suspension 2 cr
This course teaches suspension systems using leaf and coil springs, MacPherson struts, torsion bars, and wheel balance. It also covers the principles of operation, disassembly, checks and adjustments of power and manual steering gears, and manual/power rack/pinion systems. Prerequisite(s): AUMO1100

AUMO 1110 Brakes 4 cr
This course teaches principles of brakes, hydraulic system fundamentals, disc and drum brakes, parking brakes and power assist units. Emphasis is on operation, diagnosis and repair of various types of braking systems. Prerequisite(s): AUMO1100

AUMO 1112 Ignition/Tune-up 3 cr
This course teaches the theory and principles of operation for ignition systems used in non-computerized automotive engines. Diagnosis, adjustments and repair of component parts and the introduction of engine analyzers will also be covered. Prerequisite(s): AUMO1100, AUMO1116.

AUMO 1116 Basic Elec & Battery 3 cr
This course teaches battery construction, service, and testing. This course also provides an overview of essential automotive electrical systems, with an introduction to theory and preliminary troubleshooting techniques. Prerequisite(s): AUMO1100

AUMO 1118 Starting/Charging Sys 3 cr
This course presents theory/function of cranking motors and charging systems. Failure analysis and repair according to manufacturer's procedures will be followed. Prerequisite(s): AUMO1116

AUMO 1125 Driveline/Clutch/Manual 4 cr
This course will include the study of power train components including: drive axles, propeller shafts, clutches, clutch service, and the operation of manual transmissions. Practical training will include: axle shaft, propeller shaft, transmission and differential disassembly, proper reassembly, malfunction diagnosis, adjustments and repairs. Prerequisite(s): AUMO1100

AUMO 1132 Air Conditioning 2 cr
This course teaches the principles of air conditioning theory and its relationship to the heating system. The various types, diagnosis of malfunctions, testing, and repair are studied in the classroom. Practical experience is performed on live systems. Prerequisite(s): AUMO1100

AUMO 1134 Wheel Alignment 3 cr
This course teaches the theories and principles of wheel alignment. Also covered is inspection of suspension-related components related to the performance of quality wheel alignment. Students are required to check and adjust wheel alignment angles, such as: castor, camber, and toe on various suspension systems. Prerequisite(s): AUMO1100

AUMO 2202 Body Electrical 3 cr
This course teaches diagnosis and repair of interior/exterior lighting, safety devices, and comfort systems. The students will use wiring diagrams to pinpoint body electrical malfunctions. Prerequisite(s): AUMO1116

AUMO 2204 Auto Computers 3 cr
This course covers the theory and operating principles of automotive computers, sensors, and control devices.
The course prepares students for analysis by utilizing modern automotive computer scanners in studying sensor input, processor function, and output controls to the various devices controlling the modern automobile. Analog/digital inputs and outputs will be studied and analyzed. Prerequisite(s): AUMO1116

AUMO 2207 Fuels/Injection/Emissions 5 cr
This course teaches the theory and principles of automotive fuel systems, including carburetors, fuel pumps, fuel tanks and filters. This course also teaches fuel injection and emission system theories. The principles of operation, component testing, and servicing will be studied. Emphasis will be on computer control of fuel delivery for single, multi-port, and sequential fuel injection systems. Component function, troubleshooting, testing, replacement of failed parts, and adjustments will be performed. Prerequisite(s): None. None. Coerequisite: AUMO2204

AUMO 2208 Engine Theory/Diagnostics 4 cr
This course covers fundamentals of engine operation and repair and maintenance. Procedures for diagnosis with usage of proper equipment for analysis of data, as compared to manufacturer's specifications, to determine engine condition and repair. Troubleshooting with specialized equipment is required. Prerequisite(s): AUMO1100

AUMO 2210 Driveability 4 cr
This course develops skill in diagnosis, testing, and correction of problems related to engine performance. Servicing of individual vehicle systems are performed. Prerequisite(s): AUMO1112, AUMO1114, AUMO2207

AUMO 2212 Auto Transmission/Axle I 4 cr
This course teaches the theory of operation of automatic transmissions and transaxles and the related components. The fundamentals of service of the components of the transmissions will be introduced and practiced in this course. Basic failure analysis will be introduced. Prerequisite(s): AUMO1100

AUMO 2214 Auto Transmission/Axle II 4 cr
This course teaches transmission service, using the lab setting to diagnose, adjust, repair, and rebuild various transmissions and transaxles. Rebuilding techniques, tool usage, and specific procedures are addressed. Use of the transmission dynamometer is required. Prerequisite(s): AUMO2212

AUMO 2231 Independent Study Lab 1-5 cr
This course allows students lab time to work on skills in the auto trade. Prerequisite(s): AUMO1100, AUMO1101

AUMO 2233 Engine Overhaul Lab 4 cr
Students will disassemble, rebuild, measure, evaluate, assemble, and adjust engines and their components. Projects will be approved by instructors. Prerequisite(s): None. Corequisite: AUMO2208

AUMO 2235 Auto Service Internship 4 cr
This course provides students with hands-on experience working at a new or used car dealership or an independent garage. It requires that students seek employment and contract for an internship with the dealership or garage.

Students will be expected to work normally scheduled hours of operation with the garage they contract with, if during summer break between their freshman and sophomore years. Hours per week are determined by multiplying the number of credits taken by three (3). These hours would apply for 16 weeks. Summer internships working normal hours would shorten the week requirement. Prerequisite(s): Completion of 30 credits.

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**Aviation Maintenance Technology**

**AVIA 1101 Aviation Basics** 6 cr
This course reviews program policies, technician privileges and limitations as set by Federal Aviation Regulations, familiarization with government and industry publications and records, ground operations and servicing of various aircrafts. Students learn about hardware material and hand tools used in construction, repair and maintenance of aircraft, including metal alloys and their heat-treatment, fluid lines and fittings, aircraft cable systems and precision measurements. Prerequisite(s): None

**AVIA 1102 Math & Physics** 2 cr
This subject area reviews the principles of applied mathematical functions. It covers signed numbers, roots, exponents, simple equations, geometry, algebra and their applications to the Aviation Maintenance Technician. Also included is the understanding of energy, matter, principles of simple machines, sound, fluids, heat dynamics and how their relationships apply to aircraft maintenance. Prerequisite(s): None

**AVIA 1104 Weight & Balance** 2 cr
This course covers basic drawing knowledge, practice, and application to understand and create basic drawings and sketches. This course also covers weight and balance including weighing of aircraft, calculating empty weight, empty weight C/G, equipment change calculations, and record keeping. Prerequisite(s): None

**AVIA 1105 Basic Electricity** 5 cr
This course covers the basics of DC electricity, electron theory, DC circuits, Ohm’s law, multimeters and their use, the basics of AC electricity, AC meters and measurements, solid-state devices, capacitors, inductors, transformers and AC circuits and the basics of operation and maintenance for lead-acid and nickel-cadmium batteries. Prerequisite(s): None

**AVIA 1107 Inspection/Treatment** 3 cr
This course covers the use of various non-destructive methods of inspection and identifies various types of corrosion and their causes and prevention. Prerequisite(s): None

**AVIA 1110 Shop Tools/Hardware** 1 cr
This course covers the hardware, materials, hand tools, and power tools used in safe construction, repair, and maintenance of aircraft. Prerequisite(s): None

**AVIA 1120 Airframe Inspection** 3 cr
Students learn the essential knowledge to develop the skills required to inspect the condition of an aircraft. Prerequisite(s): AVIA1101, AVIA1125, AVIA1127

**AVIA 1121 Nonmetallic Structures** 5 cr
Students develop construction and repair experience on nonmetallic and composite structures. Prerequisite(s): None

**AVIA 1123 Sheet Metal** 6 cr
Students will learn basic sheet metal structures and repairs, stresses and loads that structures are subjected to, and the correct use of various types of fasteners and repair tools. The course covers inspection, preparation, including sheet metal damage assessment, repair layout and welding equipment, inspections, and techniques. Prerequisite(s): None

**AVIA 1125 Hydraulics/Landing Gear** 6 cr
This course covers hydraulic and pneumatic systems, their components, operation and servicing, landing gear systems, including wheels, brakes and tires for aviation mechanics. Prerequisite(s): None
AVIA 1127  Environ/Assembly/Rigging  6 cr
The course covers the theory and maintenance of aircraft interior and exterior environmental systems and landing gear systems. Prerequisite(s): None

AVIA 2201  Reciprocating Theory/Main  7 cr
Students will gain a thorough knowledge of reciprocating engine types, construction, nomenclature, operating principles, component inspection and manufacturers’ overhaul procedures and requirements, as well as reciprocating engine maintenance. Prerequisite(s): None

AVIA 2203  Turbine Eng Theory/Maint  7 cr
This course covers the fundamentals of aircraft gas turbine engines and the overhaul, removal, installation and troubleshooting techniques of turbine engine maintenance. Prerequisite(s): None

AVIA 2205  Ign/Fuel Metering/Pwrplt  8 cr
Students will learn about ignition systems on reciprocating and turbine powerplants with attention given to the requirements, design and operation of magneto and capacitor discharge ignition. Experience is provided in inspection, timing, repair and troubleshooting of systems as well as powerplant systems training and practice. Prerequisite(s): None

AVIA 2207  Propellers/Pwrplt Inspec  5 cr
Students will learn the necessary technical knowledge and mechanical skills needed to work with propellers, the essential knowledge and skills to inspect, troubleshoot and repair aircraft, and learn techniques of powerplant inspections. Prerequisite(s): AVIA1101, AVIA2201, AVIA2203, AVIA2205

AVIA 2223  Fire/Fuel/Instr Systems  4 cr
This course covers principles of operation and maintenance of fire detection and extinguishing systems operation, inspection, troubleshoots and repair of fuel systems and covers theory, operation, maintenance and inspection of instrument systems. Prerequisite(s): None

AVIA 2225  Electric Troubleshooting  8 cr
The course covers basics of electrical systems and troubleshooting of electrical circuits and systems. It also covers the theory, operation, inspection and minor maintenance of communication and navigation systems. Prerequisite(s): AVIA1105

**Biology**

BIOL 1004  Intro Anatomy & Phys  3 cr
This course assists students in developing a basic understanding of the normal structure and function of the human body. Prerequisite(s): None

BIOL 1101  Concepts of Biology  4 cr
(Fulfills MNTC Areas: 3, 10) Introduces non-science majors to the basic concepts of biology. Topics will include, but are not limited to, cell structure and function, genetics, heredity and evolution, the diversity of life; including plants, animals, and microorganisms, and ecology. Lecture and lab Prerequisite(s): None

BIOL 1111  Biological Prin I  4 cr
(Fulfills MNTC Areas: 3, 10) This is an introductory level course where students study fundamental concepts of cell biology, the chemical and physical basis of life, concepts in genetics, evolution, and the impact that biological and genetic advances have on society and the biosphere. This course includes 3 lecture hours and 2 lab hours per week. Prerequisite(s): None

BIOL 1112  Biological Prin II  4 cr
(Fulfills MNTC Areas: 3, 10) This is an introductory level course that introduces the concepts of macroevolution, the 6 kingdoms system of classification, comparative study of representatives of the 6 kingdoms with special emphasis on plants and animals, the concept of biomes, and the role of human activities and their affects on the ecological balance of the biosphere. This course includes 3 lecture hours and 2 lab hours per week. Prerequisite(s): None

BIOL 1120  Human Biology  4 cr
(Fulfills MNTC Areas: 3, 10) This course is intended for non-science majors. This course is an introductory level course where students study the biological basics of human structures and functions. Emphasis of the course will be with references to reproduction, heredity, development, nutrition, disease, and social implications of human biological principles. This course includes 3 lecture hours and 2 lab hours per week. Prerequisite(s): None

BIOL 1131  Intro to Natural Resource  3 cr
This course is an overview of the complexities involved in the managing of our natural resources, emphasizing North America. In addition, the course will familiarize students with natural resource issues and agencies, and the function and responsibilities those agencies have. Prerequisite(s): None

BIOL 2131  Nutrition  3 cr
(Fulfills MNTC Area: 3) This course provides an introduction to nutritional dietary requirements and their mechanisms of digestion, absorption, and metabolism. It also address the principles of nutrition throughout the human life cycle, as well as diet modification necessitated by specific health problems. Other topics to be covered include sports nutrition, weight control, eating disorders, diet and disease, and current nutritional fads. Prerequisite(s): None

BIOL 2221  Microbiology  3 cr
(Fulfills MNTC Area: 3) This course is an introduction to fundamental theories, principles and methods of microbiology. Structure, effects of physical factors, and inhibition and killing of microorganisms will be studied. Microbial interactions with humans and their immune systems are introduced. Students are familiarized with concepts in environmental microbiology, evolution and microbial species diversity as well as the necessary laboratory techniques needed to study those organisms. Prerequisite(s): None

BIOL 2235  Biology Internship  3-6 cr
This course is a practical learning experience in a biological environment, providing field application in the student's area of interest. Prerequisite(s): 30 college credits completed and instructor permission.

BIOL 2252  Anatomy & Phys I  3 cr
(Fulfills MNTC Areas: 3, 10) This course acquaints students with the structure, function, and disease processes of cellular physiology, homeostasis, integumentary, respiration, lymphatics, immunity, heart, blood, joints, skeletal and muscular systems in the human body. This course also investigates the impact of environmental influences on the human body as well as the effects of the environment and genetics on disease processes. This course assists students in developing a basic understanding of the normal structure and function of the body. This course includes 2 lecture hours and 2 lab hours per week. Prerequisite(s): One of the following: BIOL1111, BIOL1004, admission to an Allied Health program, instructor permission.

BIOL 2254  Anatomy & Phys II  3 cr
(Fulfills MNTC Areas: 3, 10) This is an advanced course that acquaints students with the structure, function, and disease processes of: nerve tissue, central nervous, endocrine, digestion, nutrition, urinary, reproduction, development and genetic systems in the human body. This course will also investigate the impact of environmental influences on the human body as well as the effects of the environment and genetics on disease processes. This course includes 2 lecture hours and 2 lab hours per week. Prerequisite(s): One of the following: BIOL1111, BIOL1004, admission to an Allied Health program, instructor permission.
BIOL 2256 Advanced Physiology 2 cr (Fulfills MNTC Area: 3) This course will increase students’ understanding of the mechanisms involved in the normal functioning of the human body, with lesser emphasis regarding the effects of disease on that function. Focus is on the interaction and integration of body processes. This course requires a thorough knowledge of basic anatomy and physiology. Prerequisite(s): BIOL2254, or instructor permission.

**Building Technology**

BLDG 1102 Construction Safety 1 cr This course provides students with an understanding of occupational safety practices, basic requirements, purpose and enforcement of general safety rules. Prerequisite(s): None

BLDG 1114 Blueprint Reading I 2 cr This course provides students with a working knowledge of blueprints and specifications. Student gain an understanding of blueprints, interprets and applies this knowledge to job situations. Prerequisite(s): None

BLDG 1120 Construction Estimating I 2 cr This course covers the mathematical procedures used in material estimating and completing quantity take-offs for building projects. Prerequisite(s): None

**Business**

BUSN 1110 Intro to Business 3 cr This course is an introductory survey of the major areas of business and its environment. The course is designed to explain the environment and language of business. The course will examine the major functional areas of business: accounting, finance, marketing and management. The course will explore social, ethical, and global issues that impact businesses. Prerequisite(s): None

BUSN 1115 Personal Financial Mgmt 3 cr This course emphasizes the importance of personal financial management. The course will explore issues in individual financial planning, credit management, and time value of money. Making the most of available financial resources through informed decisions about saving, investing, borrowing, and use of insurance to manage risks is also covered. Prerequisite(s): None

BUSN 2203 Business Statistics 4 cr This course is a study of elementary statistics including descriptive statistics, probability distributions, sampling, point and interval estimation, hypothesis testing, confidence intervals, and regression. Prerequisite(s): MATH0094 or MATH0095, or appropriate Math assessment score.

BUSN 2210 Prin of Management 3 cr This course is designed to expose students to a variety of concepts presented within the framework of the traditional functions of management. The various approaches to planning, decision making, organizing, motivation, leadership, communications, and controlling are explored. Prerequisite(s): None

BUSN 2218 Legal Environment Busn 3 cr This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include the court system, legal system, contract, negotiable instruments, agency and employer/employee relationships. Prerequisite(s): None

BUSN 2221 Prin of Accounting I 4 cr This course is an introduction to the fundamental accounting concepts and principles used to analyze and record business transactions. Topics include the accounting cycle, accounting for a merchandising business, accounting system design, calculating payroll, inventory and depreciation methods. Prerequisite(s): None

BUSN 2222 Prin of Accounting II 4 cr This course is a continuation of BUSN2221. Topics will include partnership and corporate capital structures, long-term debt and capital stock transactions, cash flow activities, and analyses of accounting information. Additionally, Principles of Accounting II introduces managerial accounting procedures and concepts, including product costing, cost planning, and budgeting. Prerequisite(s): BUSN2221

BUSN 2231 Leadership 3 cr This course assists learners in developing their own leadership characteristics. Course topics include communication, leadership models, styles, theories, and characteristics, power types, authority, personality, attitude, decision-making methodology, and personal assessment. Prerequisite(s): BUSN2210, or instructor permission.

BUSN 2235 Business Internship 1-8 cr This course provides a practical, at-the-work-site experience in business. The students will be able to gain experience and training in their chosen field. Prerequisite(s): Instructor approval

**Carpentry**

CARP 1102 Prin of Framing 3 cr This course provides an understanding of the principles of floor, wall, stair and roof framing. Prerequisite(s): None

CARP 1104 Framing I 6 cr This course provides experience in constructing basic floor frames, wall frames, stair frames, ceiling and roof frames. Prerequisite(s): none

CARP 1106 Footings & Foundations 2 cr This course prepares students with the knowledge and skills necessary to complete site layout, footings, and foundations for residential construction. Prerequisite(s): None

CARP 1108 Interior Finish I 4 cr This course provides an understanding of the materials used for interior finishing, plus hands-on experience in the application of these materials. Prerequisite(s): None

CARP 1110 Intro to Cabinets 3 cr This course covers basic kitchen design, cabinet planning, sizing, and construction joints necessary for fabrication of a quality cabinet. Students will learn how to fit and install laminate countertops. Students will also install upper, base, and vanity cabinets in the house project. Prerequisite(s): None

CARP 1112 Exterior Finish I 3 cr This course provides students with a basic knowledge of exterior finishes to building construction and installation. During the course, students will install various wall sidings, soffits, and fascia coverings. Prerequisite(s): None

CARP 2204 Concrete Technology 2 cr This course prepares students with the knowledge and skills necessary to complete concrete flat work, which may include basement floors, garage floors, driveways, and sidewalks for residential construction. Prerequisite(s): None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1105</td>
<td>Development/Guidance</td>
<td>3 cr</td>
<td>This course provides an overview of the development of children from conception through school age, with an emphasis on the seven areas: physical, cognitive, language, creative, and social emotional. It integrates theory with developmentally appropriate practice in home, center-based, and school settings. In addition, this course gives students an introduction to positive child guidance techniques for individual and group settings. The course will help students understand behavior problems and develop strategies to prevent and resolve problem behaviors. Prerequisite(s): None</td>
</tr>
<tr>
<td>CDEV 2200</td>
<td>Integrating Play</td>
<td>3 cr</td>
<td>This course examines play during the infant, toddler, preschool and primary years. This course will examine theories of play, discover how play promotes development, examine the physical environment and its relation to play, and construct play materials appropriate to the play of children. Prerequisite(s): None</td>
</tr>
<tr>
<td>CDEV 2229</td>
<td>Imaginative Learning</td>
<td>3 cr</td>
<td>This course provides an introduction to positive child guidance techniques for individual and group settings. The course will help students understand behavior problems and develop strategies to prevent and resolve problem behaviors. Prerequisite(s): None</td>
</tr>
<tr>
<td>CDEV 2236</td>
<td>Occupational Experience</td>
<td>1 cr</td>
<td>This course provides an opportunity to apply knowledge and skill in an actual child care/school setting. Students integrate knowledge of developmental needs, developmentally appropriate environments, and effective teaching methods. Prerequisite(s): CDEV1105, CDEV1107.</td>
</tr>
<tr>
<td>CDEV 2238</td>
<td>Special Needs</td>
<td>3 cr</td>
<td>This course provides an opportunity to apply knowledge and skill in an actual child care/school setting. Students integrate knowledge of developmental needs, developmentally appropriate environments, and effective teaching methods. Prerequisite(s): CDEV1105.</td>
</tr>
<tr>
<td>CDEV 2240</td>
<td>Observing &amp; Assessing</td>
<td>3 cr</td>
<td>This course provides students with the opportunity to observe and assess children’s development. Under the supervision of an instructor, the student observes, records, interprets, and develops plans to strengthen the development of infants through school-age children. Student will construct a child study based on assessments gathered throughout the course of the semester for one specific child. Prerequisite(s): All first year courses.</td>
</tr>
<tr>
<td>CDEV 2242</td>
<td>Infant/Toddler Program</td>
<td>3 cr</td>
<td>This course provides an overview of infant/toddler learning experiences, in either home or center-based settings. Students integrate knowledge of developmental needs, developmentally appropriate environments, and effective caregiving and teaching methods. Prerequisite(s): CDEV1105.</td>
</tr>
<tr>
<td>CDEV 2243</td>
<td>Infant/Toddler Lab</td>
<td>1 cr</td>
<td>This lab course must be taken with CDEV2242. Prerequisite(s): CDEV1105.</td>
</tr>
<tr>
<td>CDEV 2244</td>
<td>Parent &amp; Professional</td>
<td>3 cr</td>
<td>This course covers the relationship between the caregiver and the child's family. It will explore strategies to maintain professional relationships with co-workers, parents, and outside organizations. Cultural diversity/dynamics, bias, public education, housing, employment, crime, health care, legal services, and social services will be explored. Prerequisite(s): None</td>
</tr>
<tr>
<td>CDEV 2246</td>
<td>Foundations of Literacy</td>
<td>3 cr</td>
<td>This course is an overview of early language acquisition on how literacy is best developed and what activities child care providers can do to promote the foundation for literacy development. Prerequisite(s): None</td>
</tr>
<tr>
<td>CDEV 2250</td>
<td>Sign Language</td>
<td>1 cr</td>
<td>This course covers the basic principles in American Sign Language, its proper use with hearing impaired children and adults, and the value of learning non-verbal communication. Prerequisite(s): None</td>
</tr>
<tr>
<td>CDEV 2252</td>
<td>Paraprofessional Role</td>
<td>1 cr</td>
<td>This course covers the basic services that a Paraprofessional will provide for children in a classroom setting. Areas covered are: professionalism, clerical duties, understanding of children with disabilities, formal and informal communications, classroom management and record keeping and identifying the needs of remedial students. Prerequisite(s): None</td>
</tr>
<tr>
<td>CDEV 2290</td>
<td>Internship</td>
<td>3 cr</td>
<td>This course provides an opportunity to apply knowledge and skill in an actual child development setting. Students implement a variety of learning experiences that are developmentally appropriate for a specific group of children and culturally sensitive. Prerequisite(s): Instructor permission.</td>
</tr>
</tbody>
</table>

### Early Childhood & Paraprofessional

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARP 2214</td>
<td>Exterior Siding</td>
<td>2 cr</td>
<td>This course provides students the opportunity to install common window and exterior door units, exterior trim, and exterior wall finish materials. Prerequisite(s): None</td>
</tr>
<tr>
<td>CARP 2216</td>
<td>Deck Construction</td>
<td>2 cr</td>
<td>This course provides students with the opportunity to apply knowledge and techniques necessary to select materials and construct decks, railings and stairs according to a predetermined plan. Prerequisite(s): None</td>
</tr>
</tbody>
</table>

### Chemistry

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1103</td>
<td>Chemistry of Food</td>
<td>4 cr</td>
<td>This course acquaints students with the basic concepts of chemistry and how to apply these concepts to food preparation. Students will use their knowledge of chemistry to predict the outcome of recipes, trouble-shoot problematic recipes, and create new recipes in food preparation. This course is intended as a survey, non-professional course for the liberal arts student, incorporating both lecture and lab. It is suitable for those who have not had high school chemistry. However, its credits are not transferable to a degree with an emphasis in chemistry. Prerequisite(s): Arithmetic assessment score of 50, and an Elementary Algebra assessment score of 50.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Prerequisite(s)</td>
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</tr>
<tr>
<td>CHEM 1105</td>
<td>Forensic Science</td>
<td>4 cr</td>
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<tr>
<td>CHEM 1121</td>
<td>General Chemistry I</td>
<td>5 cr</td>
<td>MATH0094</td>
</tr>
<tr>
<td>CHEM 1122</td>
<td>General Chemistry II</td>
<td>5 cr</td>
<td>CHEM1121, CHEM1122.</td>
</tr>
<tr>
<td>CHEM 2205</td>
<td>Survey of Chemistry</td>
<td>4 cr</td>
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</tr>
<tr>
<td>CHEM 2211</td>
<td>Organic Chemistry I</td>
<td>5 cr</td>
<td>CHEM1121, CHEM1122.</td>
</tr>
<tr>
<td>CHEM 2212</td>
<td>Organic Chemistry II</td>
<td>5 cr</td>
<td></td>
</tr>
<tr>
<td>CHEM 2221</td>
<td>Quant Analytical Chem</td>
<td>5 cr</td>
<td></td>
</tr>
<tr>
<td>CONE 1102</td>
<td>Intro Elec Circuit Theory</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>CONE 1107</td>
<td>Intro to NEC</td>
<td>2 cr</td>
<td></td>
</tr>
<tr>
<td>CONE 1108</td>
<td>Electrical Circuit Theory</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>CONE 1110</td>
<td>AC/DC Motors/Generators</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>CONE 1111</td>
<td>AC/DC Motors/Generators</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>CONE 1116</td>
<td>Conduit/Tool Applications</td>
<td>2 cr</td>
<td></td>
</tr>
<tr>
<td>CONE 1118</td>
<td>Electrical Services</td>
<td>3 cr</td>
<td></td>
</tr>
</tbody>
</table>
CONE 1120  
**Electrical Blueprints**  
3 cr  
Student will read commercial blueprints with an emphasis on electrical circuitry including lighting, power, service, feeders, and special systems. The course also introduces the student to CAD drawings. Prerequisite(s): CONE1124

CONE 1122  
**Intro to Materials**  
1 cr  
This course provides students with an introduction to electrical material used in industry. Students develop basic skills and understanding of the material and how it applies to electrical applications in the field. Prerequisite(s): None

CONE 1124  
**Intro Elec Blueprint Read**  
2 cr  
This course provides students with a working knowledge of residential blueprints and specifications. Students gain an understanding of blueprints, then interprets and applies this knowledge to the electrical industry. Prerequisite(s): None

CONE 2114  
**National Electrical Code**  
2 cr  
This course provides students with an understanding of the National Electrical Code articles related to overcurrent protection, raceways, special systems, panelboards, motors, compressors, transformers and the State Electrical Act. Prerequisite(s): None

CONE 2202  
**Heating/Cooling Controls**  
3 cr  
This course introduces basic electric heating, gas, oil, and heat pump and cooling system installation and control. Topics included are installing wiring for heating and air conditioning systems, replacing controls, measuring instruments, and schematic interpretation. Prerequisite(s): CONE1107, CONE1116, or instructor approval.

CONE 2205  
**Intro Commercial Wiring**  
3 cr  
This course covers the concepts of transformer operation. Single-phase and three-phase (polyphase) transformer operation and installation methods are explored. Included in the course are the following topics: transformer operation, transformation relationships, transformer losses, transformer types, transformer testing, series and parallel operation, connections, instrument transformers, and maintenance procedures. National Electrical Code requirements for transformer installations are applied. Prerequisite(s): CONE1108

CONE 2206  
**Intro Motor Control Applc**  
3 cr  
This course provides students with an introduction to electrical circuitry including lighting, power, service, feeders, and special systems. The course also introduces the student to CAD drawings. Prerequisite(s): BLDG1102, CONE1104, CONE1122.

CONE 2208  
**Prog Logic Controllers**  
2 cr  
This course covers the theory, operation, installation, hardware, software, and practical applications of the programmable logic controllers. Basic PLC programming techniques for counters, timers, and sequencers will be presented. Prerequisite(s): CONE1108, CONE1110

CONE 2211  
**Electronic Motor Control**  
3 cr  
This course provides a practical application of the programmable logic controllers. Basic PLC programming techniques for counters, timers, and sequencers will be presented. Prerequisite(s): BLDG1102, CONE1108

CONE 2212  
**Commercial Wiring**  
3 cr  
This course covers materials and design aspects of commercial wiring, in particular, lighting and fuse applications. Topics include lighting and lamp installation and selection, fuse selection, special outlets, load schedule, short circuit calculations and emergency illumination. Prerequisite(s): BLDG1102, CONE2205

CONE 2214  
**Industrial Wiring**  
2 cr  
This course covers the installation methods and materials used in industrial wiring. Topics included are transformers, busways, motor installation, industrial metering, overcurrent system coordination, ground detection, grounding systems, power factor correction, surge protection, distribution, special systems, and industrial hazardous locations.
CONE 2250  Special Topics/Projects  2 cr
The student works with an advisor and instructor to develop a
contract with specific goals in areas deemed applicable to the
construction electricity industry and the students' career plans.
This opportunity may be limited by conditions such as
instructor/lab/material availability. Prerequisite(s): 12 CONE
credits

Cosmetology

COSM 1120  Laws & Rules  3 cr
This course emphasizes Minnesota’s cosmetology state laws and
rules. The specific content area of this course includes licensing,
salon operation, laws and risks. Prerequisite(s): None

COSM 1128  Trichology  3 cr
This course contains the study of hair and includes shampooing,
sculpting and basic skin, with a focus on the technical
knowledge needed to keep the hair and scalp healthy. Students will
learn proper sanitation and bacteriology required by Minnesota
State Law for Cosmetology. Human relations is covered in this
course. Prerequisite(s): None

COSM 1130  Styling  4 cr
This course covers the basic construction of wet styling as related
to pin curls, roller placement, shaping and molding the hair into
finger waves. The thermal styling portion covers the function of
blow drying and iron curling the hair into a sellable hairstyle for the
client. Students will learn proper sanitation and decontamination as
required by Minnesota State Law for Cosmetology.
Prerequisite(s): None

COSM 1132  Permanent Wave  4 cr
This course covers hair and scalp analysis and correct procedures
that will enable students to give a successful permanent wave.
Students learn to follow manufacturer's directions and to follow all
sanitary and safety procedures for client safety. Prerequisite(s):
None

COSM 1138  Hairshaping  4 cr
This course relates to hairshaping implements, cutting movements
and elevations of designs and shapes. This course also covers the
process of thinning, tapering, and shortening the hair.
Prerequisite(s): None

COSM 1140  Hair Coloring  4 cr
This course teaches the fundamentals of hair coloring and
lightening. The course covers the application of temporary, semi-
permanent, and permanent color. Human relations is covered in this
course. Prerequisite(s): None

COSM 1142  Nail Care  4 cr
This course covers the structure of the nail and recognition of nail
disorders and their treatments. Students must be able to
distinguish nail disorders which may be treated from those which
must be referred to a physician. This course also provides students
with an opportunity to develop the required speed and confidence
necessary for entry level manicuring and pedicuring skills. Students
will perform manucures and pedicures on each other and on clients
under the supervision of an instructor. A variety of types of artificial
nails will be covered and the safety precautions that accompany
them. This course also includes caring for and maintaining the
nails. Human relations is covered in this course. Prerequisite(s):
None

COSM 1150  Skin Care  4 cr
This course covers the structure of the skin, its functions and a
variety of disorders. The student is instructed in the use of high
frequent current in treating scalp and skin disorders. This also
covers facial treatments, basic manipulation used in massage,
cosmetics used in facials, special skin problems, facial packs,
masks, and skin care.

In addition, the student receives facial makeup training, eyebrow
arching and hot waxing. This course also covers knowledge of
anatomy and physiology as it relates to the proper application of
cosmetic service. Prerequisite(s): None

COSM 1156  Salon Management  4 cr
This course is an overview of salon management. It includes a
knowledge of business principles, bookkeeping, business laws,
insurance, and salesmanship. Also, this course covers critical
employment issues such as employees expectations, job market
trends, networking, and various aspects of the employment search
process, including legal and ethical issues, resume and letter
writing. Prerequisite(s): None

COSM 1160  Product Knowledge  3 cr
This course provides an overview of cosmetology chemistry. The
emphasis of this course is to focus on the chemicals used in the
cosmetology field. Prerequisite(s): None

COSM 1170  Advanced Chemicals  4 cr
This course covers the process and procedure used to
permanently rearrange the basic structure of over curly hair into a
straighter form, the process of temporarily straightening over curly
hair, including the products and procedures used. The practical
application is taught by demonstration on mannequins. Also
covered in this course is advanced and trend methods of
permanent waving and hair coloring. Prerequisite(s):
COSM1128, COSM1132

COSM 1172  Advanced Services  4 cr
This course covers advanced and trend methods, hair styling and
hair shaping for men, women and children. Prerequisite(s):
COSM1128, COSM1130, COSM1138, COSM1140

COSM 1175  Bacteriology/Sanitation  1 cr
This course contains the study of bacteriology and sanitation. As a
cosmetologist, one should understand how the spread of disease
can be prevented and what precautions one must take to protect
one's health and the client's health. Students will learn proper
sanitation required by Minnesota State Law for Cosmetology.
Prerequisite(s): None

COSM 1180  Cosmetology Lab  1-16 cr
This course is designed to allow students to build their
cosmetology skills. Content for this lab is chosen from among the
skills already gained in other courses. The practice will be
performed on mannequins, on other students, or on clients under
the direct supervision of the instructor. This course also covers the
various products used in performing skills. Prerequisite(s):
Students must have taken or be currently taking cosmetology
courses.

COSM 1198  Cosmo 155 hour Refresher  5 cr
This course is designed to allow students to build their
cosmetology skills. Content for this lab is chosen from among the
skills already gained in other courses. The practice will be
performed on mannequins, on other students, or on clients under
the direct supervision of the instructor. This course also covers the
various products used in performing skills. Prerequisite(s):
Students must have taken or be currently taking cosmetology
courses.

COSM 1199  Cosmo 40 hour Refresher  2 cr
This course is designed to allow students to build their
cosmetology skills. Content for this lab is chosen from among the
skills already gained in other courses. The practice will be
performed on mannequins, on other students, or on clients under
the direct supervision of the instructor. This course also covers the
various products used in performing skills. Prerequisite(s):
Students must have taken or be currently taking cosmetology
courses.
### Computer Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTR 1100</td>
<td>Computer Basics</td>
<td>1 cr</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to Windows, network, Internet, e-mail and word processing. Students will also be introduced to other practical computer applications.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite(s): None</td>
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<tr>
<td>CPTR 1104</td>
<td>Intro to Computer Tech</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course covers the operation of the personal computer including both hardware and software concepts. It includes an overview of a professional computer operating system, word processing, spreadsheets, presentation software, database management, e-mail usage, and Internet operations.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite(s): None</td>
<td></td>
</tr>
<tr>
<td>CPTR 1106</td>
<td>Microcomputer Databases</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course covers database concepts, design, and construction using the latest database software. Topics include database normalization and table relationships, database objects, file creation, file manipulation, queries, macros, form development, and report generation. Database programming concepts will also be introduced.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite(s): CPTR1104</td>
<td></td>
</tr>
<tr>
<td>CPTR 1110</td>
<td>Visual Basic Programming</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course provides a basic understanding of Visual Basic Programming. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, scope, variables, functions and data base access. Students learn to program from start to finish, handle problem or specifications, applying structural programming methods to produce results that are accurate, reliable and maintainable.</td>
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<tr>
<td></td>
<td>Prerequisite(s): None</td>
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</tr>
<tr>
<td>CPTR 1128</td>
<td>Help Desk Concepts</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course covers all aspects of the Help Desk and the Help Desk industry. A solid foundation will be provided upon which students, who desire to enter the Help Desk industry, or strive to advance in the industry, can build their skills and knowledge.</td>
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<tr>
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<td>Prerequisite(s): CPTR 1104; Completion of or current enrollment in the CPTR1131 course is strongly recommended.</td>
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</tr>
<tr>
<td>CPTR 1131</td>
<td>Microcomputer Maintenance</td>
<td>4 cr</td>
</tr>
<tr>
<td></td>
<td>This course covers the various software and hardware needed to support the installation and service of microcomputers. Software examples would be commands used to format disks, create subdirectories, copy disks, and editors to create batch files. The various hardware components that make up the microcomputer will be described. Normal operation conditions are discussed and demonstrated. With the help of software diagnostic tools, a microcomputer will be installed or diagnosed, repaired and retested for normal operation after the repair, before placing in service.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite(s): None</td>
<td></td>
</tr>
<tr>
<td>CPTR 1136</td>
<td>Networking I</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course will provide the student with an understanding of the 7-layer OSI model and how the model relates to internet connectivity. A section is included on the making of cables using RJ45 plug and correct wiring techniques using industry standards. The importance of documentation and design criteria are included with an initial discussion on how TCP/IP relates to internet access.</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite(s): None</td>
<td></td>
</tr>
<tr>
<td>CPTR 1137</td>
<td>Networking II</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course will continue to provide students with classroom and laboratory experience to empower them to enter the computer networking field. Instruction includes TCP/IP addressing, routers, router configuration, routing, routing protocols and network troubleshooting. Students will become familiar with the use of command protocols when configuring networks and learn how to troubleshoot router topologies.</td>
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<tr>
<td></td>
<td>Prerequisite(s): CPTR1136</td>
<td></td>
</tr>
<tr>
<td>CPTR 1138</td>
<td>Information Systems</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to information systems. Topics include an overview of data communications and information systems used in a variety of organization types, network hardware, software, topologies and resources, hardware and communications standards, and the systems development life cycle.</td>
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<tr>
<td></td>
<td>Prerequisite(s): None</td>
<td></td>
</tr>
<tr>
<td>CPTR 1148</td>
<td>Micro Operating Systems</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course covers the most current operating systems. Students will be managing hardware, configuring and managing I/O and disk drives, resource administration, configuring and managing security and optimizing system performance.</td>
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<tr>
<td></td>
<td>Prerequisite(s): None</td>
<td></td>
</tr>
<tr>
<td>CPTR 1171</td>
<td>Fund of Network Security</td>
<td>3 cr</td>
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<td></td>
<td>This course will provide students with classroom and laboratory experience in basic security principles, establishing security baselines, and using current attack and defense techniques and technologies. Students will learn how to establish and manage security policies and procedures. Instruction includes how to harden a network to resist attacks, protect basic and advanced communications, and use cryptography and Public Key Infrastructure (PKI) to defend against attackers.</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite(s): None</td>
<td></td>
</tr>
<tr>
<td>CPTR 1500</td>
<td>Intro Web Concepts</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course covers the basics of Web site design and layout with emphasis on the Internet as an interactive communications medium. It includes HTML, terminology, and graphic formatting. Students will learn some of the most important topics including Web site design and layout, creating and revising a Web pages, using lists, hyperlinks, pictures, task lists, and other similar skills. Students are expected to have a basic knowledge of the use of a microcomputer.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite(s): None</td>
<td></td>
</tr>
<tr>
<td>CPTR 2213</td>
<td>Network Administration</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course teaches functions of the Novell network operating system so students can effectively maintain and manage a network. Students learn to establish and oversee the operations of a network, create users, design and establish directory structures, and implement security. Students also learn how to create login scripts, select network applications, and follow archiving procedures. The installation of a Novell network will be included.</td>
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<tr>
<td></td>
<td>Prerequisite(s): CPTR1138</td>
<td></td>
</tr>
<tr>
<td>CPTR 2214</td>
<td>Network Operating Sys</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course teaches functions of a network operating system so students can effectively maintain and manage a network. Students learn how to establish and oversee the operations of a network, create logins, design and establish directory structures, and implement security. This course will have students install and operate a Windows network.</td>
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<tr>
<td></td>
<td>Prerequisite(s): CPTR1138</td>
<td></td>
</tr>
<tr>
<td>CPTR 2216</td>
<td>Networking III</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course will continue to provide students with classroom and laboratory experience to empower them to enter the computer networking field. Students will work with a Threaded Case Study (TCS) in upgrading a network. Instruction includes local area network (LAN) switching, ethernet and virtual LANs, LAN design, interior gateway routing protocol (IGRP), and network management. In addition, students learn about adequate documentation of the network.</td>
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<tr>
<td></td>
<td>Prerequisite(s): CPTR1137</td>
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<tr>
<td>CPTR 2217</td>
<td>Networking IV</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>This course will continue to provide students with classroom and laboratory experience to empower them to enter the computer networking field. Students will continue to work with a Threaded Case Study (TCS) in upgrading a network. Instruction includes wide area networks (WAN), networking, point-to-point protocols (PPP), dial on demand routing (DDR), and network management. In addition, students will prepare for the CCNA Exam.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite(s): CPTR2216</td>
<td></td>
</tr>
</tbody>
</table>
as police pursuits, deadly force, gangs, occult activity, and recent years. The material in this course will touch on issues such as cultural awareness, stress management, domestic abuse, crisis intervention, communication, bias motivated crimes, victims, ethics and human behavior. Prerequisite(s): None

CRJU 1104 Juvenile Justice & Delinq 3 cr
This course will cover the study of juvenile delinquency, the theories of causation, and the methods of corrections. It will also examine the juvenile court and correctional systems. Chapter 240 of the Minnesota Juvenile Law will be explored as it relates to the Minnesota Peace Officer Standards and Training objectives. Prerequisite(s): None

CRJU 1106 Corrections/Probation 3 cr
This course will examine the historical and contemporary correctional theories and programs with emphasis on the current organizational structure. Probation, parole, and alternatives to incarcerations will also be explored. Prerequisite(s): None

CRJU 1109 Behavioral Sciences 3 cr
This course will be devoted primarily to Peace Officer Standards and Training objectives including, but not limited to the following areas: cultural awareness, stress management, domestic abuse, crisis intervention, communication, bias motivated crimes, victims, ethics and human behavior. Prerequisite(s): None

CRJU 1111 Public Safety Comm 3 cr
This course will examine the basic information necessary to understand the job of a public safety telecommunicator. This course is designed to provide all of the basic information needed to easily and quickly begin working in police, fire, EMS, or combined service communications. Prerequisite(s): None

CRJU 1117 Special Topics 3 cr
This course will look at a variety of contemporary issues which are considered to be relevant in law enforcement and criminal justice in recent years. The material in this course will touch on issues such as police pursuits, deadly force, gangs, occult activity, and domestic terrorism. Prerequisite(s): None

CRJU 2201 Criminal Law 3 cr
This is a course in substantive law, including the elements of major crimes and their possible legal defenses. This course will also familiarize students with the Minnesota Criminal Statutes and help prepare students by covering a large portion of the Minnesota Peace Officer Standards and Training objectives. Prerequisite(s): CRJU1101

CRJU 2202 Criminal Procedures 3 cr
This course covers the study of constitutional law and criminal procedures utilizing the opinions of the US Supreme Court and the Minnesota Rules for Criminal Procedure. Emphasis is placed on the constitutional guidelines for law enforcement, rules of arrest, search and seizure, and the Minnesota Rules of Procedures. Prerequisite(s): CRJU1101

CRJU 2208 Criminal investigations 4 cr
This course will cover the methodologies of criminal investigations. Every facet of the investigation will be covered, from the preliminary investigation to the court proceeding. It will also cover evidence recognition, collection, and preservation. There will be a segment devoted to police reports and required Minnesota forms. Prerequisite(s): CRJU1101

CRJU 2215 Traffic Law 2 cr
This course covers the Minnesota Traffic Statutes and how they are applied, interpreted, and enforced. It also covers vehicle registration requirements, vehicle insurance and safety responsibility acts, drivers license laws, rules and regulations as they relate to snowmobiles and all-terrain vehicles, motorcycles and other motor vehicles. Prerequisite(s): None

CRJU 2220 Skills 12 cr
This course is offered to students who have successfully completed the Criminal Justice courses which contain the Peace Officer Standards and Training objectives and are planning to take the state licensing exam. This course contains hands-on learning experiences in driving, defensive tactics, patrol procedure, firearms, etc. Prerequisite(s): Instructor permission. It does not count towards degree requirements.

CRJU 2235 Internship 4-8 cr
This is a practical learning experience in criminal justice in the area of the student's interest. This course is usually scheduled after the student has completed one full year of course work. Coordinator and agency approval is required. Students are not guaranteed an internship. Prerequisite(s): 24 credits completed and/or instructor approval.

Career Related Topics

CRLT 2103 Job Seeking/Keeping 1 cr
This course covers such contemporary career topics as employer expectations, job market trends, networking, and various aspects of the employment search process, including legal and ethical issues. To apply their knowledge of the employment process, students develop resumes, letters, and applications, as well as identify and use effective interviewing techniques. This course emphasizes a comprehensive knowledge of career processes that will serve students throughout their working lives. Prerequisite(s): None

Cardiovascular Technology

CVST 1104 Intro Cardiovascular Tech 4 cr
This course is designed to introduce students to Cardiovascular Technology as a profession. The course covers credentialing process, national standards, team roles, safety and basic cardiovascular assessment. The course will also include exercise stress testing and cardiac rehabilitation as well as observation of the cardiac catheterization laboratory. Prerequisite(s): None
CVST 2132  Cardio Pathophysiology  4 cr  This course covers normal and abnormal cardiovascular anatomy, physiology, hemodynamic waveform interpretation of disease processes for both congenital and acquired disease processes.  Prerequisite(s):  BIOL2252, HLTH1106, CVST1104

CVST 2210  Cardio Clinical I  3 cr  This course offers an introduction to clinical diagnostic testing, patient care, patient-technician relationships and interaction with other medical professionals in the cardiovascular field.  Students will participate in clinical experience in the cardiology clinic, operating room and the catheterization laboratory.  Prerequisite(s):  CVST2212

CVST 2212  Fund Cardio Tech I  4 cr  This course provides both theory and practical applications of the aseptic environment and standard equipment used in the catheterization laboratory.  This course prepares students to function as a responsible and knowledgeable cardiovascular technologist delivering optimum patient care in an aseptic environment.  Prerequisite(s):  CVST1104

CVST 2214  Fund Cardio Tech II  4 cr  This course introduces students to diagnostic cardiac catheterization concepts, techniques and applications.  Students will be presented with theoretical knowledge and laboratory experience in the roles of circulator, scrub and hemodynamic monitoring.  Prerequisite(s):  CVST2212

CVST 2216  Fund Cardio Tech III  4 cr  This course educates students in advanced interventional cardiovascular procedures including percutaneous transluminal coronary angioplasty, stent, directional coronary atherecomy, transluminal extraction catheter, permanent and temporary pacemakers, intra-aortic balloon pumping, foreign body retrieval and valvuloplasty.  Prerequisite(s):  CVST2214

CVST 2220  Cardio Clinical II  3 cr  This course provides students with clinical experience primarily in the catheterization laboratory with exposure to telemetry, cardiac rehabilitation and exercise stress testing.  Students will practice under the supervision of clinical instructor, staff and physicians.  Prerequisite(s):  CVST2210

CVST 2225  Adv Cardiac Skills CVT  1 cr  This course provides students with theoretical, laboratory practice, understanding of and certification of Advanced Cardiac Life Support.  Prerequisite(s):  CVST2214

CVST 2232  Cardio Clinical III  7 cr  The course provides students clinical opportunity to practice under the direct supervision of clinical staff at various clinical sites.  Students will be able to assist, at the discretion of the cardiologist, in all aspects of diagnostic and interventional procedures.  Prerequisite(s):  CVST2216, CVST2220

CVST 2238  Cardio Clinical IV  7 cr  The course is designed to provide the student clinical opportunity to practice under the direct supervision of clinical staff at various clinical sites.  The student will be able to assist, at the discretion of the cardiologist, in all aspects of diagnostic and interventional procedures.  Prerequisite(s):  CVST2216, CVST2220

ECON 2201  Microeconomics  3 cr  (Fulfills MNTC Area:  5)  This course is a study of price systems that direct the production and consumption of goods and services with a major emphasis placed on understanding the behavior of individual households, firms, and industries.  Prerequisite(s):  None

ECON 2202  Macroeconomics  3 cr  (Fulfills MNTC Areas:  5, 8)  This course is a study of national economies with an emphasis on such problems as the rate of unemployment, the changing level of prices, the nation's total output of goods and services and international monetary policies and exchange rate.  Prerequisite(s):  None

EMTP 1112  Paramedicine I  3 cr  At the completion of this course, paramedicine students will understand the roles and responsibilities of a Paramedic within an EMS system, apply the basic concepts of development, pathophysiology and pharmacology to understand the assessment and management of emergency patients.  Additionally, paramedicine students will outline history taking and physical exam components on various types of patients, apply pathophysiological principles and assessment findings to formulate a field impression, and implement the treatment plan for the trauma patient, and explain how to safely manage the scene of an emergency.  Prerequisite(s):  current EMT-B license or certification.  Corequisite:  EMTP1122

EMTP 1122  Paramedicine Skills I  3 cr  After completing this course, paramedic students will apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, properly administer medications, communicate effectively with patients, establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.  Students will take a proper history and perform a comprehensive physical exam on any patient, integrate pathophysiological principles and assessment findings to formulate a field impression, and implement the treatment plan for the trauma patient, communicate the findings to others, and safely manage the scene of an emergency.  Prerequisite(s):  current EMT-Basic license or certification.  Corequisite:  EMTP1112.

EMTP 1130  BLS Ambulance Clinical  1 cr  This course introduces students to the BLS and ALS ambulance operations.  Students observe the operations, procedures, and cares provided by prehospital personnel.  Prerequisite(s):  Current EMT-Basic license or certification.  Co-requisites:  EMTP1112 and EMTP1122

EMTP 1142  Paramedicine II  3 cr  At the completion of this course, paramedic students will integrate pathophysiological principles and assessment findings to formulate a field impression and describe the treatment plan for the patient with respiratory problems and/or cardiovascular disease.  Prerequisite(s):  EMTP1112, EMTP1122, EMTP1130.  Corequisite:  EMTP1152.

EMTP 1152  Paramedicine Skills II  3 cr  Skills covered in this course include the basic and advanced skills required to properly manage respiratory and cardiac patients in the prehospital environment.

ECON 1110  Prin of Economics  3 cr  (Fulfills MNTC Area:  5)  This course is a basic study of economics with an emphasis on microeconomics and macroeconomic principles to help students understand economic problems related to scarcity and how economies allocate scarce resources.  Prerequisite(s):  None
EMTP 2212 EMS Hazardous Materials 1 cr
This course will result in the awarding of Certificates of advanced practice. This course will cover the basics of style and substance in the American Heart Association for Pediatric Advanced Life Support (PALS). The course leads to the awarding of certificates of successful completion. Prerequisite(s): Current CPR-Health Care Provider certification; EMTP2202 or equivalent experience/education as a current RN, Paramedic, Respiratory Care Therapist, or current second year NCTC health care student; and instructor approval.

EMTP 2234 Pediatric Adv Life Support 1 cr
This course follows the course standards of the American Academy for Pediatrics for Neonatal Resuscitation Program (NRP). This course leads to the awarding of a certificate of successful completion. Prerequisite(s): Current CPR-Health Care Provider certification; EMTP2202 or equivalent experience/education as a current RN, Paramedic, Respiratory Care Therapist, or current second year NCTC health care student; and instructor approval.

EMTP 2238 Adv Medical Emergencies 1 cr
This course covers all aspects of treating medical emergency patients at the advanced level. Prerequisite(s): Current CPR-Health Care Provider certification; current RN, Paramedic, or Paramedic Student, and instructor approval.

EMTP 2240 Emergency Room Clinical 3 cr
This course covers the operations of the Emergency Department of an acute care hospital. Students utilize all knowledge and skills learned to this point to provide patient care in this setting under the supervision of a RN and/or physician. Prerequisite(s): EMTP2202

EMTP 2250 Acute Care Clinical 3 cr
This course includes clinical rotation through labor and delivery, pediatrics, psychiatry, and possible other areas. Students utilize all knowledge and skills learned to this point to provide patient care in this setting under the supervision of appropriate staff. Prerequisite(s): EMTP2202

EMTP 2260 Paramedicine Internship 8 cr
This course covers the application of advanced level skills and knowledge in the evaluation and care of the prehospital patient. Students will be involved in providing patient care as a team member and as a team leader under the direct supervision of a staff paramedic. Prerequisite(s): EMTP2202

ENGL 0090 Fundamentals of English 3 cr
This course offers individualized instruction in a classroom setting in the writing of paragraphs and essays, supplemented by a review of grammar, punctuation, sentence construction and analysis, spelling, vocabulary building, and common usage. This course is for those students whose school records and test ratings demonstrate a need for extra help in the fundamentals of the English language and for those students who feel they need extra work in English composition. A grade of "C" or better is required to pass. This course fulfills the College's requirement, but does not count towards graduation. Prerequisite(s): None

ENGL 1012 Applied Communications 3 cr
This course is designed to teach the basics of style and substance in oral and written communications. It will allow students to gain confidence in preparing, practicing, and evaluating written and oral work; provide insights into the thinking process in general, as well as
as insights into the thinking process which produces clear, creative, and logical speeches and composition; and understand the vital role communication has in the world of work. Prerequisite(s): ENGL0090, or satisfactory writing assessment test score.

ENGL 1111 Composition I 3 cr
(Fulfills MNTC Areas: 1, 2) The course is an introduction to college-level writing, focusing on descriptive, narrative, and expository essays. One essay will be a research paper using an appropriate documentation format. Prerequisite(s): ENGL0090, or appropriate writing assessment test score.

ENGL 1112 Composition II 3 cr
(Fulfills MNTC Areas: 1, 2) This course offers continued emphasis on composition, with concentration on research methods and writing of the research paper, using an appropriate documentation format. Prerequisite(s): ENGL1111

ENGL 1126 Intro to Literature 3 cr
(Fulfills MNTC Area: 6) This course includes the reading of literature, such as poetry, short stories and drama, and the writing of critical essays. Prerequisite(s): None

ENGL 2203 Creative Writing 3 cr
(Fulfills MNTC Area: 6) This course includes directive practice in writing biography/autobiography, children's stories, short stories, poetry, and drama. Prerequisite(s): None

ENGL 2207 Technical Writing 3 cr
(Fulfills MNTC Area: 2) This course covers forms, procedures, and techniques of collecting and presenting data for both formal and informal reports. Prerequisite(s): ENGL1111

ENGL 2231 Literature & Film 3 cr
(Fulfills MNTC Area: 6) Students will analyze and compare literature and film in order to understand the scope and variety of the human experience and the techniques used by authors and directors to capture that experience. The analysis and comparison will be done using standard bibliographic citation methods and critical analysis of the literary works and films. Genres that will be considered include westerns, comedy, action, quest, horror, feminist, classical, and science fiction. Prerequisite(s): Completion of READ0098 and ENGL0090 with a "C" or higher, or equivalent Accuplacer scores in lieu of READ0098 and ENGL0090. Recommendation: Completion of ENGL1111 with a grade of "C" or higher.

ENGL 2241 American Literature I 3 cr
(Fulfills MNTC Area: 6) This course is a survey of literature from the Colonial period to the middle of the 19th century. Prerequisite(s): None

ENGL 2242 American Literature II 3 cr
(Fulfills MNTC Area: 6) This course is a survey of literature from mid-19th century to the present. Prerequisite(s): None

ENGL 2248 Multicultural Literature 3 cr
(Fulfills MNTC Areas: 6, 7) This course is a study of multicultural literature to gain an understanding and an awareness of the cultural diversity in the United States. It looks at the conflicts and motivations, successes and failures of those different ethnic origins, economic backgrounds and religious beliefs. Prerequisite(s): None

ENGL 2251 British Literature I 3 cr
(Fulfills MNTC Area: 6) This course is a broad survey of English literature from the Old English period to the Restoration period in the 18th century. Prerequisite(s): None

ENGL 2252 British Literature II 3 cr
(Fulfills MNTC Area: 6) This course is a broad survey of English literature from the Romantic period to the present. Prerequisite(s): None

### Electronics Tech – Automated Systems

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETAS 1101</td>
<td>Electricity I</td>
<td>2 cr</td>
<td>This course covers the fundamentals of direct current and alternating current electricity progressing through a lecture/lab sequence of passive resistive and reactive components in series and parallel configurations. Prerequisite(s): None</td>
</tr>
<tr>
<td>ETAS 1103</td>
<td>Electricity II</td>
<td>3 cr</td>
<td>This course covers various circuit theorems relevant to circuit analysis and troubleshooting. Circuits included are series, parallel and series-parallel circuits. Prerequisite(s): ETAS1101</td>
</tr>
<tr>
<td>ETAS 1104</td>
<td>Analog Electronics</td>
<td>5 cr</td>
<td>This course covers transistor operation, biasing, and specifications along with amplifier configuration and applications. It also covers operational amplifier operation, applications, and related circuitry. Series, shunt, and IC voltage regulators are covered. Troubleshooting, design, and circuit analysis are emphasized. Prerequisite(s): ETAS1101</td>
</tr>
<tr>
<td>ETAS 1106</td>
<td>Digital Electronics</td>
<td>5 cr</td>
<td>This course covers the basics of digital electronics and mathematics required in the digital electronics field through exploration of basic logic gates and combination circuits, display circuits, memory circuits, and various interface circuits. System-level and component-level troubleshooting is covered, in addition to the theory and operation of sophisticated digital test equipment. Prerequisite(s): None</td>
</tr>
<tr>
<td>ETAS 1108</td>
<td>Elec Assembly Tech</td>
<td>2 cr</td>
<td>This course covers the techniques necessary for assembly of electronic cables, connectors and equipment through proper utilization of standard and specialized tools and equipment. Different cable connector requirements are studied. Soldering and de-soldering of printed circuit boards is practiced. Fiber optic technology will be studied. Basic telephone operation will be studied. Prerequisite(s): None</td>
</tr>
<tr>
<td>ETAS 2220</td>
<td>Intro Microcontrollers</td>
<td>5 cr</td>
<td>This course teaches students about microcontrollers by providing hands-on training. The block diagram, data and address busses, control lines and instruction set of microcontroller and associated systems will be studied. The theory needed to interface the microcontroller to external devices will also be studied. Students will program the microcontroller to do various input/output operations. This knowledge of the theory and hardware design of the micro-controller based system will be used in conjunction with programming to interface with external devices. Prerequisite(s): None</td>
</tr>
<tr>
<td>ETAS 2221</td>
<td>Sensor Technology</td>
<td>4 cr</td>
<td>This course covers control devices such as UJT's, SCR's, Diacs and Tiacs. It also covers sensing devices and circuits such as photoelectric sensors, temperature control devices, proximity sensors, position sensors, and proportional and sequential control circuits. Emphasis is on data research and documentation, circuit design, and technical report writing. Prerequisite(s): ETAS1104</td>
</tr>
<tr>
<td>ETAS 2224</td>
<td>Program Logic Controllers</td>
<td>4 cr</td>
<td>This course covers the basics of programmable logic controllers (PLC's) including the installation, programming, and operation. Prerequisite(s): ETAS1106</td>
</tr>
<tr>
<td>ETAS 2225</td>
<td>Advanced Microcontrollers</td>
<td>4 cr</td>
<td>This is an advanced course for students to process designs from planning to construction to troubleshooting. Prerequisite(s): ETAS2220</td>
</tr>
</tbody>
</table>
This course enhances students' knowledge on fire service fitness, training requirements. Prerequisite(s): None

This course begins with the history of the microcontroller followed by studying microcontroller block diagrams. The programming language used by the microcontroller will be studied and used. Interfacing of external sensors and industrial controls that were studied in previous courses will be incorporated into the final class project. The course will be capped off with an overview of popular microcontrollers stocked by Digi-Key and how to select a microcontroller and development tools. Prerequisite(s): None

This course provides students a basic understanding of sensors and industrial controls. The sensors studied in this course are optical, pressure, temperature, proximity, data and flow sensors. There will be research done on the web to find spec sheets for designated sensors. Prerequisite(s): None

This course covers the information students will need to understand the fire protection career field. It provides an overview of the firefighter selection process and assists in preparing students for the competitive selection process. It will also provide additional information on fire protection careers other than that of a firefighter. This course will cover the history of public fire protection, basic terminology, the chemistry, physics and behavior of fire, fire suppression, fire-based emergency medical services, hazardous materials response, fire prevention and physical fitness training requirements. Prerequisite(s): None

This course enhances students' knowledge on fire service fitness, health, and wellness. In this course, students will gain knowledge of basic exercise science, nutrition, fitness assessment, exercise programming, instructional and spotting techniques. Prerequisite(s): None

This course is the first in a series of internships within the fire service. Students will be assigned to a fire department to reinforce the skills learned in the classroom. This course will include departmental rules and regulations, station and grounds maintenance, assignment and maintenance of personal protective equipment, and the use and maintenance of fire service hand tools and equipment. In addition to reinforcing classroom instruction, this course provides students the opportunity to become involved in fire service emergency responses. Students' participation in emergency responses will be determined by the fire department officer in charge. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

This course covers the objectives of the Minnesota State Fire Chiefs Association (MSFCA) for certification as a Firefighter I and II. The MSFCA objectives are based on the National Fire Protection Association's (NFPA) 1001 Standard on Fire Fighter Professional Qualifications. This will prepare students to function at or above the minimum level of training for entry into a fire protection career field. Prerequisite(s): None Corequisite: FIRE1100
FIRE 1160 Technical Rescue I 1 cr
This course covers the operational level objectives for Vehicle and Machinery Rescue, and Confined Space Search and Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. Students will demonstrate the ability to work in these types of incidents from the operational level perspective. This is a hands-on class, and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2200 Job Skills II 1 cr
This course is the second in a series of internships within the fire service. Students will be assigned to a fire department to reinforce skills learned in the classroom. This course will include practical applications in the use, care, and testing of fire attack and supply hoses; preventative maintenance on fire department apparatus; care, use, and testing of pumping and ladder apparatus; use and testing of fire hydrants; use and maintenance of water supply equipment; utilization of fireground hydraulics; assisting with inspections in all types of occupancies; recognition and identification of various types of building construction and materials around the station and on the emergency scene. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, FIRE1104 EMTB1100

FIRE 2206 Inspection & Code Enforce 4 cr
This course covers information on how to perform basic, company, pre-plan, special and target hazard and advanced fire inspections. It will also cover the various codes and regulations that pertain to building inspections. This course involves fire and building code research and interpretation, and the interpretation of construction blueprints to ensure that construction is in compliance with all pertinent codes. Code enforcement procedures will also be covered. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2210 Job Skills III 1 cr
This course is the third in a series of internships within the fire service. Students will be assigned to a fire department to reinforce the skills learned in the classroom. This course will include practical applications of fire service inspections, building construction and behavior when subjected to fire, emergency scene size-up, required fire flows, tactics, strategy, and emergency medical response. In addition to reinforcing classroom instruction, this course will provide students the opportunity to become involved in service emergency response. Students’ participation in emergency responses will be determined by the fire department officer in charge. Prerequisite(s): FIRE1100, FIRE1104, FIRE1106, FIRE1108, FIRE2200, EMTB1100

FIRE 2220 Fire Investigation 2 cr
This course covers basic fire cause determination techniques. The course will demonstrate locating the area of fire origin, what caused the fire, and the basics of arson detection and prosecution. This course will also include information on common arsonist behavior, incendiary devices and ignition sources. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2230 Fire Service Management 2 cr
This course covers basic management techniques and procedures normally assumed by a fire department company officer. Management practices will include methods of improving crew production and efficiency, as well as morale issues in the fire service. A portion of this class will be working and training a student crew utilizing procedures and techniques learned. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2250 Fire Instructor Basic 2 cr
This course teaches individuals entering into teaching or instructing situations the basic skills necessary to function effectively in a classroom or drill ground setting. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2252 Line Officer Basic 2 cr
This course is designed to meet the standards of fire officer responsibility laid out in the NFPA standards. These areas include tactics, basic management and leadership skills. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2254 Incident Management 2 cr
This course enhances students’ incident management skills. Areas to be covered are emergency fireground management, management of natural and technological disasters, and an introduction to emerging management principles. Students will learn concepts of incident command, pre-planning, communications and safety, along with the Minnesota Incident Management System. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2256 HazMat Technician 3 cr
This course teaches the necessary skills to protect one’s self, one’s fellow responder and the public from exposure in a hazardous materials incident. The course meets the requirements of the OSHA 1910.120 for the level of Technician. Students will identify the presence of hazardous materials, the proper protective clothing to use, how to decontaminate properly, how to establish an Incident Command System, and the proper standard operating procedures to maintain safety at the incident scene. Students will also learn physical mitigation activities. The course follows the NFPA Standard 472 CHAPTER 6 Competencies for the Hazardous Materials Technician. Prerequisite(s): FIRE1100, FIRE1108, FIRE1108, FIRE1150, EMTB1100

FIRE 2260 Technical Rescue II 1 cr
This course covers the operational level objectives for Rope Rescue Low and High Angle, Trench and Excavation Search and Rescue, and Water and Ice Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. This is a hands-on class, and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2262 Vehicle Extrication 2 cr
This course covers the Technician Level information for Vehicle and Machinery Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. At the completion of this training, students should be capable of hazard recognition, equipment use, and techniques necessary to operate and supervise a vehicle or machinery rescue incident. This course will provide students the ability to work most vehicle extrication scenes with an excellent level of confidence. This will be a hands-on course and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2264 Trench Rescue 2 cr
This course covers trench, excavation, and below-grade rescue operations. This course covers the Technician Level information for Trench Collapse and Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. At the completion of this training, students should be capable of hazard recognition, equipment use, and techniques necessary to operate and supervise a trench collapse rescue incident. This course provides students the ability to work most of these types of incidents from a technician’s perspective with confidence. This is a hands-on course and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

107
FIRE 2266  High/Low Rope Rescue  4 cr
This course covers the Technician Level information for Rope Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. At the completion of this training, students should be capable of hazard recognition, equipment use, and techniques necessary to operate and supervise a high or low angle rescue incident. This course provides students the ability to work most of these types of incidents from a rescue technician perspective with confidence. This is a hands-on course and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2268  Water & Ice Rescue  2 cr
This course covers the Technician Level information for Water and Ice Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. At the completion of this training, students should be capable of hazard recognition, equipment use, and techniques necessary to operate and supervise a water or ice rescue incident. This course provides students the ability to work these types of incidents from a rescue technician perspective with confidence. This is a hands-on course and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2270  Confined Space Rescue  2 cr
This course covers the Technician Level information for Confined Space Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. At the completion of this training, students should be capable of hazard recognition, equipment use, and techniques necessary to operate and supervise a confined space rescue incident. This course provides students the ability to work these types of incidents from a rescue technician's perspective with confidence. This is a hands-on course and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2272  Structural Collapse Rescue  2 cr
This course covers the Technician Level information for Structural Collapse and Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. At the completion of this training, students should be capable of hazard recognition, equipment use, and techniques necessary to operate and supervise a structural collapse rescue incident. This course provides students the ability to work most of these types of incidents from a technician's perspective with confidence. This is a hands-on course and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

FIRE 2274  Structural Collapse Rescue  2 cr
This course covers the Technician Level information for Structural Collapse and Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. At the completion of this training, students should be capable of hazard recognition, equipment use, and techniques necessary to operate and supervise a structural collapse rescue incident. This course provides students the ability to work most of these types of incidents from a technician's perspective with confidence. This is a hands-on course and will be limited in size in order to maintain a safe teaching and working environment. Prerequisite(s): FIRE1100, FIRE1106, FIRE1108, EMTB1100

HEAT 2202  Air Handling  2 cr
In this course the dynamics of handling fluid masses of air will be studied. The focus will be on moving and replacing air at given velocities, quantities, and temperatures. Prerequisite(s): None

HEAT 2204  Advanced Sheet Metal  3 cr
This course teaches advanced sheet metal design, fabrication, installation, and layout for advanced sheet metal projects. Students will work with offsets, transitions, tees, dampers and other complex configurations. Commercial and industrial techniques will be covered in this course. Prerequisite(s): HEAT1102

HEAT 2206  Heating Sys Maintenance  2 cr
This course will demonstrate the correct guidelines within which a heating system is most efficient and longest lived. Students will also learn and practice the service techniques necessary to correct routine deficiencies in operation. Customer services and satisfaction will be covered, including maintenance contracts. Prerequisite(s): None

HEAT 2208  Boiler Operation  3 cr
This course will teach basic operation of low pressure boilers including valves, controls, and steam traps. Prerequisite(s): None

HEAT 2210  Com Air Conditioning  2 cr
This course covers the operating principles and service procedures for commercial air conditioning systems. Students will perform common maintenance procedures, system operational tests, and will service components and system controls. Prerequisite(s): REFR1110

HEAT 2212  Hydronic Heating  3 cr
This course covers the design, installation and maintenance of hot water heating in residential and light commercial applications. Special emphasis is on the basic concepts involved in delivering maximum comfort to the customer. Various heat sources, calculations, heat loading, and engineering goals are provided with specific examples. The relationship between heat and heat flow with water temperature and flow requirements are demonstrated with various mathematical examples. Prerequisite(s): PLBG1128
HIST 1101 West Civilization I 4 cr
(Fulfills MNTC Areas: 5, 6) This course is a survey from the beginnings of the earliest human civilizations starting with Ancient Egypt and Mesopotamia. Topics include the rise and collapse of Ancient Greece and Rome, the barbarian invasions, Medieval civilization and the rise of Islam. The course will conclude with upheavals of the middle ages such as the "black death," witch crazes and colonial exploration. Prerequisite(s): None

HIST 1102 West Civilization II 4 cr
(Fulfills MNTC Areas: 5, 6) This course is a survey of the rapid spread of Western influence through colonialism, the scientific revolution, absolute power concentrations, revolutions and the rise of capitalism, socialism and communism. The rise of modern nationalism and fascism, world wars and genocide, our nuclear and environmental dilemma will also be covered. Prerequisite(s): None

HIST 2201 US History I 3 cr
(Fulfills MNTC Areas: 5, 7) This course is an introduction to the early exploration, by Europeans, of what is now the United States. Topics covered include the ways of life in the early colonial days, factors leading to independence, the Revolutionary War, drawing up the Constitution, the strange war the new nation did not win, the Age of Jackson, and the U.S. Civil War with its tragic aftermath of failed reconstruction. Prerequisite(s): None

HIST 2202 US History II 3 cr
(Fulfills MNTC Areas: 5, 7) This course is a survey of the post-Civil War United States from the Indian Wars and Wild West through the Progressive Era. The "Roaring '20's," the Great Depression, two World Wars, the Cold War and its aftermath. Prerequisite(s): None

HIST 2210 Minnesota History 3 cr
(Fulfills MNTC Area: 5) This course provides an analysis of Minnesota's past beginning with geologic factors that influenced our heritage, an overview of Native Americans, and developments to the present. Areas covered include the period of French exploration and the fur trade, English domination, Minnesota from territorial status on through modern statehood. Prerequisite(s): None

HIST 2213 Civil War/Reconstruction 3 cr
(Fulfills MNTC Area: 5) The single greatest dividing point in the United States history was the Civil War. This conflict not only resulted in the deaths of over 600,000 people, but also eliminated a way of life, not only in the South but in the North as well. The immediate result of the Civil War was Reconstruction. Prerequisite(s): None

HIST 2215 American Indian Studies 3 cr
(Fulfills MNTC Areas: 5, 7) This course is a study of the history of the American Indian, especially the Plains Native Americans of the Upper Midwest from the pre-historic period to the end of the Indian Wars in 1890. The course will also include an introduction to legal issues, culture, and lifestyles as they relate to Native Americans. Prerequisite(s): None

HIST 2221 Civil Liberties 3 cr
(Fulfills MNTC Areas: 5, 9) This course is the History of the U.S. Constitution. Civil Liberties is a course designed to examine the relationship between time government and the individual as proposed under the U.S. Constitution. Topics will include freedom of expression, freedom of religion, the right to privacy, equal protection of the laws, and the right to vote. The focus of the course will include the review of U.S. Supreme Court decisions in which constitutional protections are interpreted. Prerequisite(s): None

HIST 2231 US Women's History 3 cr
(Fulfills MNTC Areas: 5, 7) This course is a survey of the history of women, across cultural boundaries, in the United States from the Colonial era to modern times. Students will analyze how race, class, age, and belief systems influence women's experiences and the way in which historical events often affect women and men differently. Constraints imposed on women will be examined in both the private and public realm. Economic and cultural barriers will be identified in the search to attain political, social, legal, economic, and sexual autonomy. Prerequisite(s): None

HIST 2250 American Minorities 3 cr
(Fulfills MNTC Areas: 5, 7) This course is an introduction to the roles and experiences of selected minority groups in the development of the American Nation. Emphasis will be on the study of African Americans and Native Americans from early European contact to the present. Prerequisite(s): None

HIST 2299 Travel/Field Experience 3 cr
This course allows students to enhance their knowledge of a specific academic subject by traveling to a location and learning firsthand about the cultural, geographical, historical, or other characteristics of that area. Before departure on the trip, students will be required to attend one or more orientation sessions. Prerequisite(s): None

HLTH 1101 Intro Health Professions 3 cr
This course provides the opportunity to explore allied health professions and will prepare the students with the necessary knowledge and skills to make an informed decision in choosing a health field program of study. The students will learn about the requirements, roles and responsibilities of various occupations in the health field through faculty presentations, resource exploration and interviews. Students will explore the various ethical, legal and financial factors influencing the healthcare system and the settings where health professionals are employed. Students will be encouraged to further their knowledge in a particular health career through participation in a shadowing experience or interview of a health professional. Prerequisite(s): None

HLTH 1104 Medical Law and Ethics 1 cr
This course covers the fundamentals of bioethics, ethical codes, confidentiality, patient rights, humanistic health care, legal terminology, legal judgments, documents, and litigation. Students apply this knowledge through discussion of bioethical dilemmas, role playing, conferencing, and analysis of medical legal situations. Prerequisite(s): None

HLTH 1106 Medical Terminology 2 cr
This course covers prefixes, suffixes, and word roots used to compose medical terms. Students learn to spell, pronounce, define, analyze, and formulate terminology related to body structure, disease, diagnosis, and treatment. Medical abbreviations are also covered. Prerequisite(s): None

HLTH 1108 Cultural Diversity 1 cr
This course examines the significance that culture has upon health beliefs and practices in our society. It emphasizes the "cultural sensitivity" component of the health care delivery system. Prerequisite(s): None

HLTH 1110 Nursing Assistant 3 cr
This course introduces concepts of basic human needs in simple terms. Students learn to assist residents in activities of daily living. Selected common technical nursing skills are introduced. Principles of body mechanics are emphasized. This course is intended to prepare for practice at the Nursing Assistant level. Prerequisite(s): None
Health, Physical Education, & Recreation

**HLTH 1111 Intro Rad Tech/Pat Care** 3 cr
This course provides an introduction to the career of Radiologic Technology and patient care. Topical areas include organization of the radiology department, credentialing, professional development, radiographic quality, basic principles of radiation protection, technologist-patient interactions and patient care considerations. Prerequisite(s): None

**HLTH 1114 Intro Electrocardiography** 2 cr
This course includes basic cardiac structure and development of the conduction system. Identification of the following patterns will be covered: sinus, atrial, junctional, ventricular, atrioventricular blocks, pacemaker and changes seen with electrolyte imbalance. An introduction to the 12 lead interpretation will be given. Content covered will include acute myocardial infarction recognition and localization, bundle branch blocks, atrial and ventricular hypertrophies, pericarditis and various changes seen with disease processes. Prerequisite(s): BIOL2252, BIOL2254, HLTH2002

**HLTH 1115 Nutrition/Health/Wellness** 2 cr
This course introduces students to the basics of nutrition and its relationship to health and wellness. Therapeutic modifications to the diet at various stages of life or in the presence of disease will be discussed. Health maintenance concepts will be explored including physical and psychological health, healthy diet, exercise and weight management, and lifestyle choices related to wellness. Prerequisite(s): None

**HLTH 1120 Office Radiography** 2 cr
This course teaches care providers the art and science of radiography. Emphasis is on x-ray production, basic radiation biology, radiation safety, film handling and processing and quality control. Prerequisite(s): None

**HLTH 2002 Pharmacology** 2 cr
This course introduces students to basic pharmacological concepts, drug legislation, and drug categories. Emphasis is on commonly used drugs and their effects on body systems. Drug reference utilization is included. Prerequisite(s): Suggested: BIOL2252 or BIOL1004

**HLTH 2208 Pathophysiology** 3 cr
This course presents information related to pathophysiology of various body systems. The nature, cause, diagnosis, and treatment of common disease conditions will be emphasized. Prerequisite(s): A grade of C or better in either BIOL1004 or BIOL2252 and BIOL2254.

**HPER 1101 Bowling** 1 cr
This course is available for those students who are interested in learning the lifelong fundamental skills of bowling. Emphasis will be placed on proper footwork, approach, delivery, scoring, history, and rules. Prerequisite(s): None

**HPER 1102 Volleyball** 1 cr
This course is available for those students who are interested in learning the lifelong fundamental skills of power volleyball. Emphasis will be placed on history, team strategy, rules, officiating, offensive and defensive skills. Prerequisite(s): None

**HPER 1103 Racquet Sports** 1 cr
This is an introduction to tennis, racquetball, badminton, stressing the fundamental skills needed to play each of these lifetime activities. Emphasis will be placed on scoring, basic rules, skills, strategy, and etiquette. Prerequisite(s): None

**HPER 1104 Golf I** 1 cr
This course is designed for beginners, stressing the fundamental skills, rules, and etiquette of the game. Prerequisite(s): None

**HPER 1105 Golf II** 1 cr
This is an intermediate course covering in greater detail some of the skills of the game. Emphasis will be placed on skill correction, strategy, trouble shots, control shots, and competitive play. Prerequisite(s): HPER1104, or instructor's permission

**HPER 1108 Martial Arts** 1 cr
Jujutsu is the traditional Japanese unarmed self-defense system of the Samurai warriors. This course teaches students the basic techniques of Jujutsu as well as the history and traditions associated with the art. Students will have the opportunity to attain Asian-accredited ranks in this course. This class is rigorous and physically demanding. Prerequisite(s): None

**HPER 1110 Concepts of Phys Fitness** 3 cr
This course introduces students to all of the components of physical fitness. Students will learn the benefits, methods and aspects of exercise. Students will also be introduced to methods and guidelines of fitness testing and programming. Other topics will include issues such as weight control, nutrition, and exercise of various special populations. Prerequisite(s): None

**HPER 1111 Winter Recreation** 1 cr
This course offers basic skills of winter recreation activities. Possible course offerings may include, but not limited to, ice skating, curling, cross-country skiing, snowshoeing, ice fishing, or current recreational trends. Prerequisite(s): None

**HPER 1116 Camp/Outdoor Activities** 2 cr
This course explores camping trends, ethics, equipment, conservation, trip planning, orienteering, hiking, mountain biking, outdoor open fire cooking methods and safety. An overnight trip is required. Prerequisite(s): None

**HPER 1118 Dance** 1 cr
This course offers basic skills of dance. Possible course offerings may include ballroom, folk, country line dance, modern, or current dance trends. Prerequisite(s): None

**HPER 1120 Aerobics** 1 cr
This course teaches the basics of aerobic conditioning while actively participating in a structured exercise class. Aerobics provides rhythmic movements coordinated with music including floor aerobics as well as step aerobics. Muscle endurance and flexibility exercises are also included to provide a complete exercise program. Prerequisite(s): None

**HPER 1122 Yoga** 1 cr
Yoga is a practice that has physical and emotional benefits. Students in this course will learn and perform various Yoga and relaxation/breathing techniques and a method to improve posture, flexibility, balance and relieve stress. Prerequisite(s): None

**HPER 1123 Fitness Walking** 1 cr
This course emphasizes the basic skills of walking indoor and outdoor, as well as the techniques used to develop fitness. The class combines advanced human movements and conditioning techniques with an emphasis on safety and cardiovascular conditioning through walking. Prerequisite(s): None

**HPER 1124 Pilates** 1 cr
Pilates is a blend of strength and flexibility exercises that conditions both the mind and body, improves posture, relieves stress, and assists in creating lean muscles. Pilates works through several muscle groups simultaneously through smooth, continuous motion, with emphasis on strengthening and stabilizing the core (the abdomen, back and pelvic regions). Students will learn various Pilates principles and exercises and participate in basic active Pilates movements. Activities may include mat exercises and movements with stability balls and/or resistance tubing. Prerequisite(s): None
HPER 1125  Fitness & Conditioning  1 cr  
This course is designed for students to develop physical fitness of the body for health, wellness, and social well-being. Exercise programs and techniques are taught to improve cardiovascular fitness, flexibility, and body composition. Students will be introduced to various methods of improving and/or maintaining cardiovascular fitness throughout this course. Prerequisite(s): None

HPER 1127  Strength Conditioning  1 cr  
Students participate in strength training activities and learn to develop strength training programs to improve muscle strength and/or muscle endurance. Students are taught proper use of various strength training equipment with emphasis placed on technique. Prerequisite(s): None

HPER 1129  Plyometrics  1 cr  
Plyometrics is a fast-paced, demanding class for students who wish to improve their strength and conditioning. Plyometrics is defined as exercises that enable a muscle to reach maximum strength in as short a time as possible. This speed-strength ability is defined as power. By using plyometric drills, students learn to develop speed and quickness that comes with a burst of strength. Plyometric drills are centered around jumping, throwing, hopping, skipping, bounding, and other like exercises. The exercises range from simple to highly complex. Prerequisite(s): Students beginning a fitness program should take HPER1125 or HPER1127.

HPER 1131  Water Safety Instruction  2 cr  
This is a lecture/lab course that covers the instruction, methods, theory and teaching techniques in swimming and aquatic skills. American Red Cross Certification may be earned for Water Safety Instructor. Prerequisite(s): Minimum age of 16 years. Knowledge and proficiency in six basic swim strokes.

HPER 1133  Lifeguard Training  1 cr  
This is a lecture/lab course that provides individuals with the knowledge and skills necessary for supervising an aquatic facility. American Red Cross Certification may be earned for Lifeguard Training, Head Lifeguard, Waterfront Lifeguard, Waterpark Lifeguard, CPR for the Professional Rescuer, and Community First Aid. Prerequisite(s): Minimum age of 15 years. Ability to swim 500 yards continuously.

HPER 1140  Personal & Community Health  3 cr  
This course updates students on the problems that face everyone in the area of Personal and Community Health. Possible topics covered include: mental health, drugs, fitness, nutrition, sexuality, consumer education, environmental health, and death education. Prerequisite(s): None

HPER 1143  Self Defense for Women  1 cr  
This course teaches women the mental and emotional, physical skills necessary for personal protection. Students will also work to develop an increased awareness of how the issues surrounding personal protection impact their daily lives. Prerequisite(s): None

HPER 1145  Foundations Phys Educ  3 cr  
This course gives students an insight into the field of physical education as a profession. Topics covered include the history of physical education, philosophy, ethics, career opportunities, trends, recreational career opportunities, and curriculum development. Prerequisite(s): None

HPER 1150  Intro to Sports Medicine  2 cr  
This course provides introductory information in the multidisciplinary field of sports medicine. Discussion will include avenues of involvement, moral and ethical issues, and the interrelationship of the human components of sports. A foundation for taping, bracing, conditioning and rehabilitation will be covered. Medical referral, sports medicine budgeting and proper documentation skills will be taught. Hands-on work and actual observation will be conducted as a classroom experience. Prerequisite(s): None

HPER 1181  Varsity Football  1 cr  
This course is available to members of the varsity team and non-varsity members with the instructor’s permission. Each student is expected to participate and attend all practices and games as well as participate in activities which include individual, small, and large group work. Course may be repeated for credit. Prerequisite(s): None

HPER 1182  Varsity Volleyball  1 cr  
This course is available to members of the varsity team and non-varsity members with the instructor’s permission. Each student is expected to participate and attend all practices and games as well as participate in activities which include individual, small, and large group work. Course may be repeated for credit. Prerequisite(s): None

HPER 1183  Varsity Basketball  1 cr  
This course is available to members of the varsity team and non-varsity members with the instructor’s permission. Each student is expected to participate and attend all practices and games as well as participate in activities which include individual, small, and large group work. Course may be repeated for credit. Prerequisite(s): None

HPER 1184  Varsity Baseball  1 cr  
This course is available to members of the varsity team and non-varsity members with the instructor’s permission. Each student is expected to participate and attend all practices and games as well as participate in activities which include individual, small, and large group work. Course may be repeated for credit. Prerequisite(s): None

HPER 1185  Varsity Softball  1 cr  
This course is available to members of the varsity team and non-varsity members with the instructor’s permission. Each student is expected to participate and attend all practices and games as well as participate in activities which include individual, small, and large group work. Course may be repeated for credit. Prerequisite(s): None

HPER 1186  Varsity Golf  1 cr  
This course is available to members of the varsity team and non-varsity members with the instructor’s permission. Each student is expected to participate and attend all practices and games as well as participate in activities which include individual, small, and large group work. Course may be repeated for credit. Prerequisite(s): None

HPER 1410  First Aid/CPR  1 cr  
This course teaches American Red Cross Standard First Aid course content and American Heart Association Basic Life Support course content to the Health Care Provider level. Prerequisite(s): None

HPER 2201  Psychology of Sports  2 cr  
This course is an introduction to the psychological aspects of sport and exercise. Emphasis is on the theoretical, conceptual and applied aspects of human sport and exercise performance. Students will investigate the integration of the psychosocial, cognitive and biological components of performance. Prerequisite(s): None

HPER 2210  Intro to Kinesiology  2 cr  
This course introduces students to the study of the principles of biomechanics and anatomy in relation to human movement. Students will identify bones, landmarks, muscle origin, insertion and action. Prerequisite(s): None
This course focuses on specific topics concerning the coach and athlete, in the areas of administration, philosophy, psychology, sociology and sports physiology. It helps to develop a coaching philosophy and basic understanding of athletic administration and organization.  Prerequisite(s): None

**HPER 2240**  Drugs & Alcohol  3 cr
This course provides factual information concerning drug use, misuse and abuse. It will discuss the role of drugs in our society today. The course will look at the nation's drug problem ranging from over the counter products to prescription drugs and to the illegal drugs trafficked in America.  Prerequisite(s): None

**HPER 2241**  Responding to Emergencies  2 cr
The purpose of the Responding to Emergencies first aid course is to train citizens to help people in emergencies. This course teaches the first aid skills needed for a person to act as the first link in the emergency medical services (EMS) system. Two certificates, Adult CPR and Responding to Emergencies, are issued to participants after successful completion of the skills and written test.  Prerequisite(s): None

**HPER 2244**  First Responder  3 cr
This course is intended for persons who are responsible for giving emergency care to the sick and injured. This course fulfills the first aid requirements as mandated by the Minnesota P.O.S.T. Board. This course provides two certificates: American Heart Healthcare Provider (valid for two years) and Minnesota EMS Regulatory Board First Responder certification.  Prerequisite(s): None

**HPER 2245**  Elementary Phys Educ  3 cr
This course gives students a working knowledge in the field of Elementary Physical Education. Topics covered include physical development of children, fundamental skills, philosophy, ethics, legal aspects, and curriculum development.  Prerequisite(s): None

**HPER 2250**  Prevent/Care Athletic Inj  3 cr
This course provides information on the prevention and treatment of athletic injuries. Topics covered include principles of athletic conditioning, theory and practice of taping and bracing, and rehabilitation techniques, emergency situations, injury assessment and recognition and management of specific athletic injuries. Classroom situations allow students hands-on experience.  Prerequisite(s): None. BIOL2252 recommended.

**HPER 2270**  Health and Wellness  3 cr
This course gives students an insight into the why, what, and how we can develop a healthy lifestyle. Students will develop a personal plan of action that includes nutrition, physical fitness, stress management, emotional, and spiritual well-being.  Prerequisite(s): None

**HPER 2281**  Officiating Sports  2 cr
This course is intended for those students who plan to become officials and/or coaches. It is also intended for those presently in the field who would like to be updated on the rules and techniques of officiating and learn these skills prior to becoming a coach.  Prerequisite(s): None

This course also covers thinking skills by developing thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought.  Prerequisite(s): None

**JOUR 1101**  Mass Communications  3 cr  (Fulfills MNTC Area: 9)  This course is an introduction to the ways news is gathered, written, and disseminated. Also emphasized are the history, nature, and functions of traditional news media such as newspapers, the broadcast media, and the internet, as well as communications agencies.  Prerequisite(s): None

**JOUR 1102**  Intro Journalism  3 cr  This course is an introduction to journalistic writing formats used for the basic news story in newspapers. Also discussed will be news elements and values, news gathering methods, interviewing techniques, and an introduction to feature and human interest journalism formats. Basic layout and design as well as headline writing will be included.  Prerequisite(s): ENGL1111, or permission of instructor

**JOUR 1181**  College Publications  1 cr  This seminar-type course is offered to students who have ability or potential ability to write for newspapers or other news media. It offers guidance in gathering news, writing, make-up, layout, headlines, advertising and photography used in publishing the College's campus newspaper. Also, computer software used for desktop publishing is taught in this course. May be repeated for credit.  Prerequisite(s): Instructor Permission

**Mathematics**

**MATH 0080**  Math Foundations  3 cr  This course helps students improve basic math skills and apply these skills to a variety of occupational programs and experiences. Topics include fractions, decimals, percents, ratios and proportions, powers and roots, and signed numbers. To successfully complete this course, students must achieve a grade of "C" or higher. This course fulfills the College's requirement but does not count towards graduation.  Prerequisite(s): None

**MATH 0090**  Introductory Algebra  3 cr  This course is an introduction to algebraic concepts. Topics covered include absolute value, algebraic expressions and equations, factoring, properties of exponents, and polynomials. To successfully complete this course, students must achieve a grade of "C" or higher. This course fulfills the College's requirement but does not count towards graduation.  Prerequisite(s): MATH0080 or appropriate Math assessment test score.

**MATH 0094**  Pre-College Algebra  4 cr  This course is designed for those students with some algebraic background. This course covers basic polynomial operations, graphing linear equations and inequalities, solving systems of linear equations, writing equations of line, rational expressions and equations, roots and radicals in expressions and equations, complex numbers, and solving quadratic equations. To successfully complete this course, students must achieve a grade of "C" or higher. This course fulfills the College’s requirement but does not count towards graduation.  Prerequisite(s): MATH0090 or appropriate Math assessment test score.

**MATH 0098**  Intermediate Algebra  3 cr  This course covers graphing linear equations and inequalities, solving systems of linear equations, writing equations of line, rational expressions and equations, roots and radicals in expressions and equations, complex numbers, and solving quadratic equations.
To successfully complete this course, students must achieve a grade of "C" or higher. This course fulfills the College's requirement but does not count towards graduation.

**Prerequisite(s):** MATH0090 or appropriate Math assessment test score.

**MATH 1001 Technical Mathematics** 3 cr
This course examines basic mathematical topics as they apply to applications in a technical program. As such, specific topics and applications will vary depending on the target audience. The course includes a review of basic mathematical operations, simple equations, and measurement conversions using the dimensional analysis method. It then continues with the development of algebraic and/or trigonometric skills as they apply to that particular technical setting. Most concepts will be applied through course-specific problems. 

**Prerequisite(s):** MATH0080 or appropriate Math assessment score.

**MATH 1003 Math Applications Nurses** 2 cr
This course examines basic mathematical concepts as they apply to the Registered Nursing program. The course includes a review of mathematical operations, algebraic equations, and measurement conversions. Specific skills covered include feeding tube calculations, fluid replacement, intravenous drug calculations, and titration of medications. 

**Prerequisite(s):** Acceptance into a nursing program and completion of MATH 0080 with a "C" or better or appropriate Math assessment score.

**MATH 1102 Contemporary Math** 3 cr
(FULFILLS MNTC Areas: 2, 4) This is a Liberal Arts math course for students who wish to acquire a broad background in mathematics without taking a traditional math course. Content area includes but not limited to critical thinking, problem solving, symbolic logic, number theory, algebra, geometry, probability, and statistics. 

**Prerequisite(s):** MATH0094, or MATH0098, or appropriate Math assessment test score.

**MATH 1106 Trigonometry** 2 cr
(FULFILLS MNTC Area: 4) This is a course designed to provide students with an adequate foundation in trigonometric functions, identities, solutions of triangles, inverse trigonometric functions, equations, complex numbers, and polar coordinates. 

**Prerequisite(s):** MATH0094, or MATH0098, or appropriate Math assessment test score.

**MATH 1110 College Algebra** 3 cr
(FULFILLS MNTC Area: 4) This course covers basic algebraic operations, linear and quadratic equations and inequalities, variation, functions and their graphs, binomial expansion, theory of equations, rational equations, conic sections, exponential and logarithmic functions, and systems of equations. Students who have taken MATH1113 will not receive credit for this course. 

**Prerequisite(s):** MATH0094, or MATH0098, or appropriate Math assessment test score.

**MATH 1113 Pre-Calculus** 4 cr
This is a first-year course designed for students who wish to enter the calculus track. Content includes equations and inequalities, polynomial and rational functions, exponential and logarithmic functions, analytic trigonometry, analytic geometry, and conic sections. Students who have taken MATH1110 will not receive credit for this course. 

**Prerequisite(s):** MATH0094, or MATH0098, or appropriate Math assessment test score.

**MATH 1131 Applied Calculus** 3 cr
(FULFILLS MNTC Area: 4) This course is an introductory conceptual calculus course with an overview of differential and integral calculus. 

**Prerequisite(s):** A grade of "C" or better in MATH1110 or MATH1113.

**MATH 2203 Statistics** 4 cr
(FULFILLS MNTC Area: 4) This course covers the basic concepts of elementary statistics, including descriptive statistics, elementary probability, probability distributions, confidence intervals, hypothesis testing, correlation, chi-square tests, ANOVA, statistical inference, and linear and multiple regression. 

**Prerequisite(s):** A grade of "C" or better in MATH0094 or MATH0098; or an appropriate placement test score on the Elementary Algebra section of the Math assessment test.

**MATH 2211 Calculus I** 4 cr
(FULFILLS MNTC Area: 4) This course is a first in a sequence of courses designed to cover limits, continuity, differentiation and integration of algebraic and trigonometric functions, and applications of derivatives. 

**Prerequisite(s):** MATH1106, MATH1110, or MATH1113.

**MATH 2232 Calculus II** 4 cr
(FULFILLS MNTC Area: 4) This course is a second in sequence of courses designed to cover differentiation and integration of transcendental functions, techniques of integration, applications of integration, sequences and series, polar coordinate system, and parametric curves. 

**Prerequisite(s):** MATH2231

**MATH 2241 Differential Equations** 3 cr
This is a mathematics course designed to provide students with an introduction to the basic concepts, theory, methods, and applications of ordinary differential equations. 

**Prerequisite(s):** MATH2233

**MFPT 1001 OSHA Training** 1 cr
This course provides a basic understanding of the scope and importance of welding safety and general shop safety in accordance to OSHA standards and requirements. 

**Prerequisite(s):** None

**MFPT 1500 Measuring Tools** 2 cr
This course is composed of understanding basic elements utilized in a total quality environment in business and industry. Students will examine all aspects of basic measuring concepts and procedures used in industry. 

**Prerequisite(s):** None

**MFPT 1530 Machine Operations** 2 cr
This course provides an overview of current tooling, machines, and production operations used in a manufacturing/production environment. 

**Prerequisite(s):** None

**MFPT 1540 Solid Modeling** 2 cr
This course will provide students with an introduction to 3D mechanical drafting software. Students will model parts, create 3D assemblies and produce accurate mechanical drawings. 

**Prerequisite(s):** None

**MFPT 1560 Robotic Programming I** 2 cr
This course provides a general overview of the functions of robotic equipment. Upon completion of the classroom and laboratory training, students will effectively operate the robotic controller safely and efficiently. 

**Prerequisite(s):** None

**MFPT 1570 Manufacturing Internship** 2 cr
This course is designed for manufacturing students to gain valuable experience while developing skills in an industry setting. Students and instructor will develop a training plan for further development of skills previously learned. 

**Prerequisite(s):** None

**MFPT 2505 TQS/SPC in Manufacturing** 3 cr
This course is an overview of total quality systems and statistical process control.
Total quality is a means for manufacturing to improve quality, productivity, and maintain a competitive position. Students will utilize flowcharts, diagrams, pareto analysis, and other means of analyzing and evaluating data such as SPC. Students will identify quality characteristics derived from variable and attribute data the use of statistical rules for interpretation of control charts to analyze and recommend appropriate actions on factors affecting process variation. Prerequisite(s): None

MFPT 2525 Lean Manufacturing 3 cr
This course defines lean manufacturing principles, concepts, and techniques. This course also discusses and demonstrates the benefits and advantages gained by implementing lean manufacturing processes and techniques. The philosophy of lean manufacturing for improving products and customer satisfaction as well as other topics such as the SS's, waste elimination, metrics, mistake proofing, and other value added themes will be discussed and practiced throughout the duration of this course. Prerequisite(s): None

MFPT 2560 Robotic Programming II 2 cr
This course provides an understanding of robotic safety, robotic programming techniques, and functions of pertinent equipment used in robotic cells. This course assists in the development of basic programming skills which will build the foundation for future and advanced training. Prerequisite(s): None

MFPT 2570 Fixtures & Tooling 3 cr
This course covers tool design principals used for work piece control in manufacturing and production. Topics include the design process, economics of design, tooling materials, and tool drawings and specifications. Other topics will include jigs, fixtures, gages, dies and tooling required by specialized manufacturing processes. Prerequisite(s): Completion of Welding Process Technology Diploma Program or Electronic Technology Diploma Program

MFPT 2575 Manf Process Tech Intern 1 cr
This course provides an opportunity for the student to gain valuable experience while developing skills in an industry setting. Students and instructor will develop a training plan for further development of skills previously learned. This course may be taken more than one time. Prerequisite(s): Completion of coursework in year one of the Automated Systems program of study.

MFPT 2580 Hydraulics & Pneumatics 3 cr
This course examines the components of pneumatics and hydraulic systems, including the practical use and theory of each type of system and the integration of components. The course will also study prints and the symbols used to document pneumatics and hydraulic systems. Prerequisite(s): None

MFPT 2590 Geo Dimen & Tolerancing 3 cr
This course includes instruction in geometric dimensioning and tolerancing per current ANSI standards as it applies to dimensioning machine parts for interchangeability. Symbols, terminology, modifiers, and units of measurement specific to geometric dimensioning and tolerancing (GDT). Rules and engineering tolerances as applied to engineering drawings and documents. Datum features and targets. Inspection process for verifying geometric tolerances. Prerequisite(s): MFPT1510, MFPT1520, or program director permission.

Sales, Marketing, & Management

MKTG 2116 Advertising 3 cr
This course acquaints students with advertising media, budgets, selection, ad copy, and layout. Also, students gain an understanding of advertising campaigns, promotional events, and techniques. Prerequisite(s): None

MKTG 2120 Supervisory Leadership 3 cr
The methods and techniques of leadership and supervision and their applications are emphasized in this course. The content covers such topics as delegation, motivation, training, orienting, evaluating, and effectively increasing productivity. Prerequisite(s): None

MKTG 2200 Prin of Marketing 3 cr
This course introduces students to the dynamic field of marketing. This course is a comprehensive study of the traditional marketing principles and concepts and their application to a changing business world. Prerequisite(s): None

MKTG 2201 Prin of Sales 3 cr
This course covers a fundamental sales approach that can be used as a foundation for future sales courses. This course covers sales presentation techniques. The content covers steps to be used to plan a sales presentation and methods of determining and filling prospect needs or wants. Prerequisite(s): None

MKTG 2205 Prin of Retailing 3 cr
This course provides an overview of the concepts and skills needed to operate a successful retail operation. Topics include retail terminology, current practices in merchandising, types of retail institutions, site selection, inventory control, and pricing. Prerequisite(s): None

MKTG 2220 Global/Business Marketing 3 cr
Students will learn the importance of advertising in the marketing function, study buying motives, research media selection, budgets, ad copy and layout. The course will create an understanding of socioeconomic efforts and global challenges in advertising. Students will gain an understanding of promotional events and techniques. Prerequisite(s): BUSN2210, MKTG1100, or instructor permission

MKTG 2223 E-Commerce 3 cr
Students will learn how wealth is made on the Internet through research, analysis and database management. They will use listserve, customer profiles and e-mail lists, and learn how to take product orders, handle security issues and how distribution works. Prerequisite(s): MKTG2205, or instructor approval.

MKTG 2300 Marketing Research 3 cr
This course covers market research principles and procedures that are necessary for marketing professionals to be successful. Topics covered include survey methods and techniques, problem identification, data collection techniques, sample type and size, presentation of findings and using the internet as a source. Prerequisite(s): MKTG2200

MKTG 2304 Applied Sales Techniques 3 cr
This course provides opportunity for the student to apply the steps of a sales presentation by planning and performing sales presentations in role-playing situations. Students apply strategies in sales communications, customer oriented selling, and sales management. Prerequisite(s): MKTG2201

MKTG 2306 Small Business Mgmt 3 cr
This course provides a summary of many of the major issues faced by anyone starting a small business. Prerequisite(s): None
MKTG 2320  Marketing Management  3 cr
This course provides an overview of the critical aspects of marketing management. Emphasis is placed on applying marketing principles and strategies through case analysis and the development of a marketing plan.  Prerequisite(s): MKTG2200

MKTG 2900  Internship I  3 cr
For this course, projects, reports, and discussions are coordinated to relate to students’ employment situations. Employment in an approved wholesale/retail, marketing, customer relations occupation, training verification, and evaluation are required of each student. A maximum of nine internship credits will apply toward graduation.  Prerequisite(s): None

MKTG 2920  Internship II  3 cr
For this course, projects, reports, and discussions are coordinated to relate to students’ employment situations. Employment in an approved wholesale/retail, marketing, customer relations occupation, training verification, and evaluation are required of each student. A maximum of nine internship credits will apply toward graduation.  Prerequisite(s): None

**Massage Therapist**

MSTH 1105  Massage Techniques/Ethics  3 cr
This course provides students with an in-depth knowledge of massage techniques. Students will be introduced to basic massage techniques, proper draping, and positioning. Ethical issues will also be discussed in regards to self-presentation and clientele.  Prerequisite(s): None.

MSTH 1115  Massage Pathology  2 cr
This course discusses the study of Pathology and infectious disease. Disorders that include indications and contraindications to massage, movement, and hydrotherapy will be discussed.  Prerequisite(s): None.

MSTH 1118  Intermediate Massage  2 cr
Students will enhance their Massage education and practice with advanced techniques. Topics include abdominal massage, facial massage and massage of the gluteals. Other massage techniques include lymph drainage, self-care, and structural analysis.  Prerequisite(s): None.

MSTH 1122  Deep Tissue Massage  2 cr
Students will learn the basis for trigger point and deep tissue massage, and the cause and distinction between active and latent trigger points. The use of proper techniques to deliver deep tissue massage safely is incorporated. Individual muscles will be isolated with parallel and cross fiber friction.  Prerequisite(s): None.

MSTH 1124  Sport Massage/Hydrotherapy  2 cr
This course includes the fundamentals of sports massage and hydrotherapy. Sports massage incorporates skills to be used specifically with athletes and individuals with sports injuries. Hydrotherapy will address the application of water as a treatment that can be implemented into Swedish and sports massage.  Prerequisite(s): None.

MSTH 1132  Specialized Massage  3 cr
This course introduces students to a variety of specialized modalities of massage. Students will be familiar with the basic principles of each modality presented. In addition to lectures presented by the instructor, students will be responsible for researching specific massage techniques of particular interest to them. Topics covered include Lomi Lomi, reflexology, myofascial release, and stone massage.  Prerequisite(s): MSTH1105

MSTH 1135  Advanced Massage  2 cr
This course prepares massage students to incorporate advanced massage techniques. Topics will include pregnancy and infant massage, geriatric, and chair massage.  Prerequisite(s): MSTH1105

MSTH 1142  Student Clinic  2 cr
This course gives students an opportunity to use the knowledge and techniques of massage they have learned and apply them to the public.  Prerequisite(s): MSTH1105

MSTH 1145  Certification Prep  2 cr
This course is a review of the program and prepares massage students for the National Certification Exam.  Prerequisite(s): MSTH1105

**Music**

MUSC 1101  Intro to Music  3 cr
(Fulfills MNTC Area: 6) This introductory course is aimed at developing the experience of music through improved perceptions of what is taking place in the music and is designed for music or non-music students with little or no technical knowledge of music. Music is studied within a historical context beginning with earliest written music and ending with today’s modern music. Several musical periods will be addressed including Baroque, Classical, Romantic, 20th Century and music of the 20th century. Human condition and aesthetics are discussed within the various historical and social contexts in which music developed.  Prerequisite(s): None

MUSC 1102  American Popular Music  3 cr
(Fulfills MNTC Areas: 6, 7) This course is a survey of the development of our national music from 1900 to the present which contributed to the development of the music we listen to today. The course will focus on three areas of popular music: Jazz, Country, and Rock. Connections will be drawn between the social and historical context of diverse cultures in America and the development of diverse musical aesthetics.  Prerequisite(s): None

MUSC 1103  World Music  3 cr
(Fulfills MNTC Areas: 6, 8) This course is an in-depth exploration of the music of a small number of representative groups, all of which are not Western European, including, but not limited to Africa, Indonesia, China, Japan, India and some Latin American countries. Students will examine the music much as an ethnomusicologist would through the examination and study of musical elements (rhythm, harmony, timbre, melody, and texture). Lecture, reading and discussion will also include the reasoning and purpose behind the music including social, religious, historical and political context.  Prerequisite(s): None

MUSC 1108  Jazz History  3 cr
(Fulfills MNTC Area: 6, 7) This is an introduction to the art of jazz, with emphasis on listening. The course is for all levels of musical ability, knowledge, and familiarity. Students will be guided through the evolution of jazz by listening to representative examples and learning about its African and European heritages. The bulk of jazz history (from early Blues to the Avant Garde) is discussed, listened to, and tied into relevant historical events and social context.  Prerequisite(s): None

MUSC 1111  Music Fundamentals  3 cr
(Fulfills MNTC Area: 6) Music Fundamentals is an introductory course on music reading, writing and analysis. Instruction is designed to develop knowledge of basic music notation and terminology. Knowledge of major and minor scales, key and time signatures, intervals, rhythm, and chord structure is demonstrated through sight singing, ear training, and entry level piano.  Prerequisite(s): None

MUSC 1155  Class Voice  2 cr
This course is class instruction for all types of voices covering the fundamentals of voice training, vocal building exercises, breathing exercises, vocal health tips, phonation, posture, ear training, basic note reading, and improved confidence.
The course will introduce a variety of vocal styles from classics to pop, microphone technique, and fun group singing. Students are not required to do solo performances in this class.
Prerequisite(s): None

**MUSC 1175** Class Guitar 2 cr
This course is designed for those students having no previous training in guitar. The course will cover the basics of guitar technique, the fundamentals in reading and playing chords, reading music, and playing melodies on the guitar. Students are not required to do solo performances in this class. Prerequisite(s): None

**MUSC 1181** Chamber Choir 1 cr
Choral music from a variety of different styles, periods and cultures is prepared for public performance. At least two major performances are given a semester. Opportunities for solo and small ensemble work within the choir are available. Northland is an annual participant in the Minnesota Fine Arts Festival for Community Colleges. Local tours and trips to metropolitan cities are additional performance and growth opportunities for registered choir members. This course may be repeated for credit. Prerequisite(s): None

**MUSC 1183** Community Band 1 cr
Instrumental music from a variety of different styles, periods and cultures is prepared for public performance. At least one major performance is given a semester. Opportunities for solo and small ensemble work within the band are available. Northland is an annual participant in the Minnesota Fine Arts Festival for Community Colleges. Local tours and trips to metropolitan cities are additional performance and growth opportunities for registered band members. The course may be repeated for credit. Prerequisite(s): Open to all students by audition or consent of instructor.

**MUSC 1185** Jazz Band 1 cr
Jazz music in a variety of different styles is prepared for public performance. At least two major performances are given a semester. Opportunities for solo and small ensemble work within the jazz band are available. Northland is an annual participant in the Minnesota Fine Arts Festival for Community Colleges. Local tours and trips to metropolitan cities are additional performance and growth opportunities for registered band members. Prerequisite(s): Open to all students by audition or consent of instructor.

**MUSC 1187** Masterworks Chorale 1 cr
Choral music considered to be "Master Choral Works" from a variety of different styles, periods and cultures is prepared for public performance. At least one major performance is given a semester. Opportunities for solo and small ensemble work within the choir are available. Northland is an annual participant in the Minnesota Fine Arts Festival for Community Colleges. Local tours and trips to metropolitan cities are additional performance and growth opportunities for registered choir members. It may be repeated for credit. Prerequisite(s): Open to all students by audition or consent of instructor.

**MUSC 1189** Special Ensemble 1 cr
Students will participate in various music performance ensembles including but not limited to African Drum Ensemble, Celtic Music Group, Recorder Ensemble, Vocal Jazz Ensemble well as Pep Band and Adult Beginner Band. Ensembles offered will be dictated by student interest and performance opportunities. Open to all students by audition or consent of instructor. May be repeated for credit. Prerequisite(s): None

**MUSC 2201** Classroom Music Skills 3 cr
(Fulfills MNTC Area: 6) The class is designed to develop personal skills in music as well as skills necessary for performing in and leading musical groups. Students must have music reading ability, or a basic understanding of musical notation. Special areas of interest are singing voice, basic piano skills, autoharp, recorder and basic guitar. Prerequisite(s): None

**MUSC 2215** Music Theory 4 cr
This course is a continuation of Music Fundamentals. It is designed for music majors and minors or those who wish a deeper understanding about music theory. Areas discussed include chord inversions and progressions, harmonic analysis, analysis and composition of simple forms, ear training, sight singing, dictation, as well as composition and arranging. Prerequisite(s): None

**MUSC 2251** Private Voice 1-2 cr
This course is designed for students who wish to study vocal techniques in a private lesson situation. One thirty-minute lesson a week for 15 weeks is provided. May be taken for two credits a semester with approval from instructor. Students are responsible for setting up lesson time before the semester begins. It may be repeated for credit. Prerequisite(s): None

**MUSC 2261** Private Piano 1-2 cr
This course is designed for students who wish to study piano techniques in a private lesson situation. One thirty-minute lesson a week for 15 weeks is provided. May be taken for two credits a semester with approval from instructor. Students are responsible for setting up lesson time before the semester begins. It may be repeated for credit. Prerequisite(s): None

**MUSC 2271** Private Instrument 1-2 cr
This course is designed for students who wish to study instrumental techniques in a private lesson situation. One thirty-minute lesson a week for 15 weeks is provided. May be taken for two credits a semester with approval from instructor. Students are responsible for setting up lesson time before the semester begins. It may be repeated for credit. Prerequisite(s): None

**MUSC 2281** Computer Music Tech 1-2 cr
This course is designed for students who wish to study computer sequencing and notation techniques through the use of standard industry software. One thirty-minute lesson a week for 15 weeks is provided. Students are responsible for setting up lesson time before the semester begins. It may be taken for two credits a semester with approval from instructor. It may be repeated for credit. Prerequisite(s): None

**NSCI 1103** Geology 4 cr
(Fulfills MNTC Areas: 3, 10) This class is an introductory course in physical geology. Topics include a survey of common rocks and minerals, and an investigation of the geologic forces at work in our physical environment, including erosion, volcanoes, earthquakes and flooding. The class also investigates the geologic history of the earth. Lecture and lab. Prerequisite(s): None

**NSCI 1123** Astronomy 4 cr
(Fulfills MNTC Area: 3) This is a survey course in descriptive and modern astronomy, including a study of solar system and stellar formation, star and galaxy evolution, cosmology and study of the universe. Lecture and lab. Prerequisite(s): None

**NSCI 2203** Environmental Science 4 cr
(Fulfills MNTC Areas: 3, 10) This introductory course addresses the dynamic equilibrium of our environment. The design of the course is to teach the science behind the environmental issues. This will allow for discussion and analysis of current topics related to those issues. Lecture and lab. Prerequisite(s): None
### Nursing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 2110</td>
<td>Health Assessment Principles</td>
<td>3 cr</td>
</tr>
<tr>
<td>NURS 2113</td>
<td>NCLEX Review</td>
<td>1 cr</td>
</tr>
<tr>
<td>NURS 2121</td>
<td>Psychosocial Integrity</td>
<td>2 cr</td>
</tr>
<tr>
<td>NURS 2122</td>
<td>Nursing Interventions I</td>
<td>3 cr</td>
</tr>
<tr>
<td>NURS 2125</td>
<td>Clinical I</td>
<td>4 cr</td>
</tr>
<tr>
<td>NURS 2131</td>
<td>Nursing Interventions II</td>
<td>3 cr</td>
</tr>
<tr>
<td>NURS 2133</td>
<td>Professional Role</td>
<td>2 cr</td>
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<tr>
<td>NURS 2135</td>
<td>Clinical II</td>
<td>4 cr</td>
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<tr>
<td>NURS 2191</td>
<td>Directed Study</td>
<td>1-4 cr</td>
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</tbody>
</table>

This course uses classroom instruction, small group discussion and lab experiences to develop students' abilities to utilize the nursing process as a framework for completing holistic nursing assessments, identifying health needs across the life span, and developing individualized interventions. Theory emphasizes the principles and rationales of professional nursing skills necessary to problem solve relative to diverse situations. Prerequisite(s): Admission to AD RN program or permission of the director.

### Occupational Therapy Assistant

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OTAC 1000</td>
<td>Introduction to OT</td>
<td>1 cr</td>
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<tr>
<td>OTAC 1100</td>
<td>Movement in Context</td>
<td>3 cr</td>
</tr>
<tr>
<td>OTAC 1110</td>
<td>Clinical Conditions</td>
<td>3 cr</td>
</tr>
<tr>
<td>OTAC 1120</td>
<td>Occupations</td>
<td>3 cr</td>
</tr>
<tr>
<td>OTAC 2010</td>
<td>Physical Health I</td>
<td>4 cr</td>
</tr>
<tr>
<td>OTAC 2020</td>
<td>Mental Health I</td>
<td>4 cr</td>
</tr>
<tr>
<td>OTAC 2030</td>
<td>Evidence for Practice</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

This course provides an introduction to the profession of occupational therapy. The history, philosophical base and educational requirements, licensure and certification requirements of the profession are discussed. An introduction to basic concepts such as occupation in context to promote health and prevention, role of OT and OTA, professional associations, and professional relationships are covered. Prerequisite(s): None

This course describes and examines psychosocial issues, human responses to illness and theories related to the development of mental health and illnesses. Utilizing the therapeutic communication process, students will learn to assist patients as they adapt to alterations in health. Psycho-pharmaceutical and other therapeutic interventions are considered in the nursing care of patients/clients experiencing mental health concerns. Prerequisite(s): Admission to AD RN program.

This course builds on concepts, knowledge and skills introduced in Nursing Interventions I and the supporting sciences. A major focus is on the independent, delegated and collaborative nursing interventions administered to restore the individual back to homeostasis. Specific health topics include pain, genetics, fluid and electrolytes, respiratory, gastrointestinal, immune disorders, and the cardiovascular systems. Prerequisite(s): Admission to AD RN program, college level Chemistry course.

This course provides a comprehensive review of the essential content needed to prepare professionals or practical nursing students to be successful on their respective national licensure exam. Prerequisite(s): None

This course uses classroom instruction, small group discussion and lab experiences to develop students' abilities to utilize the nursing process as a framework for completing holistic nursing assessments, identifying health needs across the life span, and developing individualized interventions. Theory emphasizes the principles and rationales of professional nursing skills necessary to problem solve relative to diverse situations. Prerequisite(s): Admission to AD RN program or permission of the director.

This course provides a comprehensive review of the essential content needed to prepare professionals or practical nursing students to be successful on their respective national licensure exam. Prerequisite(s): None

This course describes the role of the OTA in the therapeutic use of occupations and activities in context of roles and performance patterns throughout the lifespan. Introduction to theories related to occupation, therapeutic use of self, Occupational Therapy Practice Framework, activity analysis, adaptation and grading will be covered. Occupation as prevention and wellness will be addressed. Group dynamics, group process, teaching/learning process, expected roles and student self-analysis will be key concepts integrated throughout the course. Prerequisite(s): BIOL2252, OTAC1000, HLTH1106, PSYC1105

This course examines normal development from infancy to adulthood. Emphasis is on clinical conditions commonly referred to occupational therapy that interrupt development and engagement in occupation throughout the lifespan. Basic theories related to remediation of body structure and function through engagement in occupation will be discussed. Prerequisite(s): BIOL2252, OTAC1000, HLTH1106, PSYC1105

The course covers the role of the OTA in the therapeutic use of occupations and activities in context of roles and performance patterns throughout the lifespan. Introduction to theories related to occupation, therapeutic use of self, Occupational Therapy Practice Framework, activity analysis, adaptation and grading will be covered. Occupation as prevention and wellness will be addressed. Group dynamics, group process, teaching/learning process, expected roles and student self-analysis will be key concepts integrated throughout the course. Prerequisite(s): BIOL2252, OTAC1000, HLTH1106, PSYC1105

Normal development and interruption of function from birth through adolescence are covered. The impact of body functions on participation in occupation in context will be addressed. Emphasis is placed on the use of occupational therapy interventions appropriate for the population. Students are required to complete one Level I fieldwork experience in a physical health setting with corresponding age group. Prerequisite(s): BIOL2254, PSYC1105, OTAC1100, OTAC1110, OTAC1112, OTAC1113, HLTH1110

Normal development and impairment of global and specific mental function for individuals from birth through early adulthood are covered. The impact of context and impairment of global and specific mental functions on participation in occupation in context will also be addressed. Emphasis is placed on the role of the OTA and the occupational therapy interventions appropriate to the population. Students will be required to complete one Level I fieldwork experience in a mental health setting with corresponding age group. Prerequisite(s): BIOL2254, PSYC2201, OTAC1120, OTAC1110, OTAC1112, OTAC1113, HLTH1110

This course looks at types of occupational therapy interventions and outcomes as they relate to engagement in occupation to support participation. Emphasis is placed on the ability to access professional literature and recognize its implications for practice and provision of occupational therapy services.
This course focuses on skills needed to be a consumer of research and introduces basic research concepts. Prerequisite(s): BIOL2254, PSYC2201, OTAC1120, OTAC1110, OTAC1100

OTAC 2110 Physical Health II 3 cr
Normal development and interruption of function from young adulthood through senescence are covered. The impact of context and impairment of body functions on participation in occupation will be addressed with emphasis placed on the use of occupational therapy interventions appropriate to the population. Students are required to complete one Level I fieldwork experience in a physical health setting with corresponding age group. Prerequisite(s): PSYC2215, OTAC2010, OTAC2020, OTAC2030

OTAC 2120 Mental Health II 3 cr
Normal development and impairment of global and specific mental function for individuals from young adulthood through senescence is covered. The impact of context and impairment of global and specific mental functions on participation in occupation will also be addressed. Emphasis is placed on the use of occupational therapy interventions appropriate to the population. The role of Activity Director will be addressed. Students will be required to complete one Level I fieldwork experience in a mental health setting with corresponding age group. Prerequisite(s): PSYC2215, OTAC2010, OTAC2020, OTAC2030

OTAC 2130 Professional Issues 2 cr
This course focuses on occupational therapy professional ethics, values and responsibilities. Students will develop an understanding of personal and professional abilities and competencies as they relate to professional development. Students will develop personal and professional development plans, resume, interview skills and communication interaction skills. Students will promote the profession, display professional behaviors, understand roles of supervisee/supervisor and roles of OTA/OT and expectations in fieldwork including integration of clinical reasoning skills. Prerequisite(s): PSYC2215, OTAC2010, OTAC2020, OTAC2030

OTAC 2140 Community 2 cr
This course focuses on various populations engaging in occupations in context. The role of occupational therapy within community systems is addressed. Emerging roles of occupational therapy assistants in the community are explored. Students complete labs in community practice and are required to articulate the role of occupational therapy to individuals in the community settings. Prerequisite(s): PSYC2215, OTAC2010, OTAC2020, OTAC2030

OTAC 2150 Special Projects 1 cr
This course allows students to further promote their professional development, integrate academic learning, and prepare for entry-level competence through a self-selected project. Through self-assessment and under the supervision of OTA faculty, students will select, prepare and present a topic relevant to their personal and professional development. Prerequisite(s): PSYC2215, OTAC2010, OTAC2020, OTAC2030

OTAC 2210 FW Physical Health 6 cr
Students will participate in an eight-week, supervised clinical experience in a physical health setting. Knowledge and skills learned from previous courses are applied when working with clients and staff in a clinical setting. Students will demonstrate professional responsibility through clinical organization and administration, development of oral and written communication skills, assist in administering assessments, developing treatment plans and will demonstrate effective treatment implementation. Supervision is by an OT and/or OTA. Prerequisite(s): OTAC2110, OTAC2120, OTAC2130, OTAC2140, OTAC2150

OTAC 2220 FW Mental Health 6 cr
Students will participate in an eight-week, supervised clinical experience in a mental health setting. Knowledge and skills learned from previous courses are applied when working with clients and staff in a clinical setting. Students will demonstrate professional responsibility through clinical organization and administration, development of oral and written communication skills, assist in administering assessments, developing treatment plans and will demonstrate effective treatment implementation. Supervision is by an OT and/or OTA. Prerequisite(s): OTAC2110, OTAC2120, OTAC2130, OTAC2140, OTAC2150

OTAC 2310 FW Children 6 cr
Students will participate in an eight-week, supervised clinical experience with children. Knowledge and skills learned from previous courses are applied when working with clients and staff in a clinical setting. Students will demonstrate professional responsibility through clinical organization and administration, development of oral and written communication skills, assist in administering assessments, developing treatment plans and will demonstrate effective treatment implementation. Supervision is by an OT and/or OTA. Prerequisite(s): OTAC2110, OTAC2220

PHIL 1101 Intro to Philosophy 3 cr
(Fulfills MNTC Areas: 2, 6) This course is a general introduction to the approach, questions, and schools of the philosophic tradition through an examination of various issues central to our understanding of the nature of knowledge, reality, and the good human life. Prerequisite(s): None

PHIL 1102 Intro to Ethics 3 cr
(Fulfills MNTC Areas: 6, 9) This course is a general introduction to ethics and applied ethics. The course presents and examines moral theories, and applies these theories to contemporary moral issues such as abortion, gender equality, racism, euthanasia, the environment, capital punishment, sexuality. Prerequisite(s): None

PHIL 1111 Philosophy of Religion 3 cr
(Fulfills MNTC Areas: 6, 8) This course provides students with an introduction to the major religions of the world including Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism, and Shinto. In this context, various philosophical concepts will be explored including the nature of the religious experience, faith, evil, and human nature. Prerequisite(s): None

PHIL 2210 Morals and Medicine 3 cr
(Fulfills MNTC Areas: 6, 9) This course is a general introduction to ethical issues that arise in the contemporary practice of healthcare, and which are central to understanding healthcare in contemporary society. In addition to developing a basic understanding of standard moral theories, issues that arise within American culture for patients, providers, and planners of health care are examined. Examples of such issues include, but are not limited to, abortion, euthanasia, patient rights, informed consent, health care distribution and reform, genetic testing and research, and cloning. Prerequisite(s): None

PHIL 2240 Ethics and Business 3 cr
(Fulfills MNTC Area: 9) This course is a general introduction to ethical issues as they arise in the practice of business for owners and workers, as well as the impact those practices have on our culture and everyday lives. In addition to developing an understanding of moral theories and principles, students develop an understanding of how moral theories and principles relate to their lives through the study relevant moral issues. Examples of such topics include, but are not limited to, corporate social responsibilities, globalization, employee responsibilities, discrimination in the workplace, affirmative action, intellectual property issues, whistle blowing, and the ethics and impact of advertising. Prerequisite(s): None
Physics

**PHYS 1100 Physics**  
3 cr  
(Fulfills MNTC Area: 3) This course covers basic physics topics and the application of mathematical and logical skills in a generalized examination of various laws and theories as they relate to the study of physical properties of the universe. The course includes a review of algebraic and basic trigonometric operations used in the description, analysis, and presentation of information and solutions gathered in a lab setting, as well as in problem solving sessions and lectures. Concepts discussed will be applied through course specific problems and in the synthesis of laboratory results. Prerequisite(s): MATH0094, MATH0098 with a "C" or better, or appropriate Math assessment test score.

**PHYS 1110 General Physics I**  
4 cr  
(Fulfills MNTC Area: 3) This is the first of the introductory physics sequence. This course gives a general theoretical and practical introduction to physics. Topics include: mechanics and gravitation, work and energy, heat and thermodynamics, vibrations and waves, electricity and magnetism, light and optics. The laboratory is a corequisite of the course. Prerequisite(s): MATH0094, MATH0098 with a "C" or better, or appropriate Math assessment test score.

**PHYS 1111 General Physics II**  
4 cr  
(Fulfills MNTC Area: 3) This is a continuation of the introductory physics sequence. Topics include: mechanics and gravitation, work and energy, heat and thermodynamics, vibrations and waves, electricity and magnetism, light and optics. The laboratory is a corequisite of the course. Prerequisite(s): PHYS1110

**PHYS 2211 Engineering Physics I**  
5 cr  
(Fulfills MNTC Area: 3) This course is the first of the calculus-based physics sequence with laboratory. Topics of the sequence include: mechanics and gravitation, work and energy, heat and thermodynamics, vibrations and waves, electricity and magnetism, light and optics. Pre/Corequisite(s): PHYS2211 or concurrent

**PHYS 2212 Engineering Physics II**  
5 cr  
(Fulfills MNTC Area: 3) This course is a continuation of the calculus-based physics sequence with laboratory. Topics of the sequence include: mechanics and gravitation, work and energy, heat and thermodynamics, vibrations and waves, electricity and magnetism, light and optics. Prerequisite(s): PHYS2211

Pharmacy Technology

**PHRM 1001 Fund Concepts of Pharmacy**  
3 cr  
This course introduces students to the organization and function of the hospital and retail pharmacy. Emphasis is placed upon the duties and responsibilities of the pharmacy technician, and the calculations required to accurately prepare patient medications for distribution. Prerequisite(s): None

**PHRM 2001 Pharmacy Prin/Prac I**  
4 cr  
This course covers drug names, classifications and mechanisms of action, the use of computers in pharmacy and their practical applications. Students will be introduced to hospital and retail dispensing techniques as well as basic customer service. Prerequisite(s): None

**PHRM 2002 Pharmacy Prin/Prac II**  
5 cr  
This course covers intravenous drug admixture, TPN compounding, critical care intravenous admixture, and unit dose medication dispensing to nursing units. Emphasis is placed upon medication storage and stability, diabetics supplies, and chemotherapy storage and admixture. Prerequisite(s): PHRM1001, PHRM2001

**PHRM 2004 Drug Prop/Distribution**  
3 cr  
This course provides students with basic physical and chemical drug properties and the functions related to purchasing and inventory control in the pharmacy. Emphasis is placed upon the theory, stability, and safety of drug products, and the procedures required to develop and maintain inventory control. Prerequisite(s): PHRM1001, PHRM2001

**PHRM 2010 Experiential/Hospital**  
3 cr  
This supervised instructional experience in the clinical setting introduces students to tasks performed by the pharmacy technologist. Prerequisite(s): All required courses.

**PHRM 2012 Experiential/Retail**  
3 cr  
This supervised instructional experience in the clinical setting introduces students to tasks performed by the pharmacy technologist. Prerequisite(s): All required courses.

Plumbing Technology

**PLBG 1102 Piping Trades/Job Safety**  
2 cr  
This course provides students with an introduction to the history, structure, and safety practices of the plumbing and pipelining industry. Topics include the history of plumbing and heating, development and structure of the piping industry, plumbing and pipelining terms, identification of various plumbing and heating systems, fundamentals of rigging, and job safety standards. Prerequisite(s): None. Corequisites: BLDG1114, PLBG1104, PLBG1106, PLBG1108, PLBG1110, PLBG1112

**PLBG 1104 Bldg Sewers/Drainage Sys**  
3 cr  
This course covers practical experience in the installation of sewers and drain piping by laying out piping trenches, excavating trenches, using a builder's level to establish grade and elevations of the piping, and backfilling trenches in a safe and efficient manner. Prerequisite(s): None. Corequisites: PLBG1114, PLBG1102, PLBG1106, PLBG1108, PLBG1110, PLBG1112

**PLBG 1106 Piping Grades/Elev/Calcul**  
3 cr  
This course covers the application of mathematics to plumbing calculations in applying code regulations pertaining to proper installation procedures of horizontal drainage piping. Students will use formulas common to the piping industry. Prerequisite(s): None. Corequisites: BLDG1114, PLBG1102, PLBG1104, PLBG1106, PLBG1110, PLBG1112

**PLBG 1108 Plumbing/Piping Drawings**  
2 cr  
This course provides students with the technical understanding and skills in blueprint reading needed by plumbers. Topics include drawing interpretation, isometric sketches of piping installations, and drafting mechanical plans of piping for residential construction. Prerequisite(s): None. Corequisites: BLDG1114, PLBG1102, PLBG1104, PLBG1106, PLBG1110, PLBG1112

**PLBG 1110 Copper Pipe Procedures**  
2 cr  
This course provides students with the technical knowledge and skills for completing copper piping procedures. Topics include safety, appropriate usage, properties of copper, sizes and weights of pipe, tubing, and fittings including flared and compression types, soldering and brazing techniques for copper pipework. Prerequisite(s): None. Corequisites: BLDG1114, PLBG1102, PLBG1104, PLBG1106, PLBG1108, PLBG1110

**PLBG 1112 Plastic Pipe Procedures**  
2 cr  
This course provides students with an understanding and skills for completing plastic piping procedures. Topics include safety, joining drainage, waste, vent, water and distribution piping, chemical usage, and applicable Minnesota State Plumbing Code for plastic piping procedures. Prerequisite(s): None. Corequisites: BLDG1114, PLBG1102, PLBG1104, PLBG1106, PLBG1108, PLBG1110
PLBG 1114  Steel Pipe Procedures  2 cr
This course provides students with an understanding and skills for completing steel piping procedures. Topics include appropriate usage, fittings, safety, tools, equipment, and skill development in cutting, threading, and fabricating steel piping systems. Prerequisite(s): PLBG1102

PLBG 1116  Plumbing Theory/Sys  3 cr
This course provides students with principles and experience for plumbing systems. Topics include construction and testing of sanitary drains, vent systems, and storm drains, installation of piping and fixtures for water supply, function and operation of fixtures and appliances in modern plumbing systems. Prerequisite(s): PLBG1102

PLBG 1118  State Plbg Code Interpret  1 cr
This course provides students with an introduction to the Minnesota State Plumbing Code as it relates to basic plumbing principles, materials, installation limitations, and licensing laws. Prerequisite(s): None

PLBG 1120  Residential Plbg Install  3 cr
This course provides students with practical experience in the safe installation of drain, waste, and vent piping systems, residential plumbing fixtures and appliances. Prerequisite(s): PLBG1102

PLBG 1122  Plbg Repair/Service Work  2 cr
This course provides students with practical experiences in repair, maintenance, and servicing of plumbing systems common to a variety of settings. Prerequisite(s): PLBG1102

PLBG 1126  Oil Burner Service Work  3 cr
This course covers the servicing of the fuel pump, testing and servicing the fuel supply, the oil burner nozzle, basic oil burner controls, combustion testing, and adjusting the oil burner for maximum efficiency. Prerequisite(s): PLBG1102

PLBG 1128  Heat Sys Design & Install  3 cr
This course provides students with a technical understanding of heating system design and installation. Topics include heat loss calculations, heating systems selection and design, installation techniques, testing procedures, and operation of heating systems. Prerequisite(s): None

PLBG 1130  Hydronic Heating System  3 cr
This course provides students with a technical understanding of hydronic heating system design. Topics include heat loss calculations, heating systems selection and design. Prerequisite(s): PLBG1102

PLBG 1224  Plumbing Internship  3 cr
This course allows plumbing students to gain valuable work experience in the plumbing and pipefitting field in conjunction with an industry placement. This three-week training program must have the endorsement of the employer and instructor. Only valid, full-time employment in the field of plumbing/pipefitting or in a closely related occupation shall be considered. Prerequisite(s): Completion of 33 credits of basic courses and three credits of elective courses for a total of 36 credits.

PLSC 1101  Intro Political Science  3 cr
(Fulfills MNTC Areas: 5, 8) This course acquaints students with basic concepts of the study of government and politics. Students will examine political institutions, structures and governmental processes from a global perspective as well as the issues and ideologies that have influenced international politics during the twentieth century. Prerequisite(s): None

PLSC 1102  American Govt/Politics  3 cr
(Fulfills MNTC Areas: 5, 9) This course is a study of the structure and functions of government at the national level and the relationship of the government to other social institutions and to the individual. Federalism, constitutionalism, interest groups, the media, parties and campaigns are among the topics that will be addressed. Prerequisite(s): None

PLSC 1103  State/Local Government  3 cr
(Fulfills MNTC Areas: 5, 9) Governmental forms and practices among the many states and localities are compared and analyzed. Particular attention is placed upon Minnesota political structures, practices and current issues. Prerequisite(s): None

PLSC 1181  Student Senate  1 cr
This course introduces students to student government and its function in a college setting. Prerequisite(s): None

PLSC 2202  International Relations  3 cr
(Fulfills MNTC Areas: 5, 8) This course acquaints students with general principles and processes operating in contemporary global politics. Considerable attention is devoted to current international affairs. Prerequisite(s): None

PLSC 2204  Comparative Governments  3 cr
(Fulfills MNTC Areas: 5, 8) This course is an analytical evaluation of the various structures of governments around the world including parliamentary, federated, centralized and decentralized systems. Special emphasis is placed on the manner in which these governments compare with the government of the United States. Considerable attention will be devoted to current international events. Prerequisite(s): None

PLSC 2235  Legislative Experience  12 cr
Eligible students will be offered the opportunity to work in the Office of a local legislator at the State Capitol during the legislative session. Residence in St. Paul will be necessary. Orientation, training, office space, supplies, materials and supervision will be provided by legislative staff. Prerequisite(s): SOCI1101, HIST2210, Permission of supervising instructor

PNSG 1200  Concepts of Nursing  2 cr
This course introduces the nursing concepts of the interactive role of the practical nurse within health care. Topics covered include the nursing process, critical thinking, nurse patient interaction, documentation, admission/discharge, professionalism, holism, cultural sensitivity in health care, self care of the nurse, teaching and learning concepts. Prerequisite(s): HLTH1110, satisfactory assessment scores in reading, writing, and math or satisfactory completion of developmental courses.

PNSG 1202  Nursing I  4 cr
This course introduces the foundations of nursing care. Topics include infection and inflammatory processes, oncology, integumentary system, sterile and aseptic techniques, wound care, medication administration, fluid and electrolytes, pre- and post-op, comfort, sleep/rest, and assessment. Additionally, multisystem concepts will be considered including terminology, physiological disturbances, nursing process, nutrition, pharmacologic therapies, body chemistry, age-specific considerations, patient information giving, critical thinking, and fundamentals of professionalism. Prerequisite(s): HLTH1110, satisfactory assessment scores in reading, writing, and math or satisfactory completion of developmental courses. Pre/Corequisites: BIOL2252, BIOL2221 (Bem, EGF, Distance), and PNSG1200.

PNSG 1204  Nursing I Skills  3 cr
This course includes the psychomotor skills which have widespread application to a diverse range of health problems cared for in a variety of health care settings. Skills addressed will include sterile and aseptic techniques, wound care, medication administration, fluid and electrolytes, and assessment.
Additionally, multi-system concepts will be considered including terminology, physiological disturbances, nursing process, nutrition, pharmacologic therapies, body chemistry, age-specific considerations, patient information giving, critical thinking, and other related skills. 

**PNSG 1208 Maternal Child Health** 2 cr
This course develops students' awareness of individual health needs within the family relating to maternal child health and the role of the nurse in lifespan healthcare. Prerequisite(s): Pre/Corequisite: PNSG1200, PNSG1202, BIOL2252, BIOL2221 (Bem, EGF, Distance).

**PNSG 1210 Nursing II** 5 cr
This course develops students' awareness of nursing care. Topics include respiratory, musculoskeletal, urinary, gastrointestinal, and reproductive systems. Additionally, multi-system concepts will be considered including terminology, physiological disturbances, nursing process, nutrition, pharmacologic therapies, body chemistry, age-specific considerations, patient information giving, critical thinking, and fundamentals of professionalism. Prerequisite(s): PNSG1200, PNSG1202, and PNSG1204. Pre/Corequisite: BIOL2254.

**PNSG 1212 Nursing II Skills** 1 cr
This course includes the psychomotor skills which have widespread application to a diverse range of health problems cared for in a variety of health care settings. Skills applicable to the respiratory, musculoskeletal, urinary, and gastrointestinal systems will be addressed. Additionally, multi-system concepts will be considered including terminology, physiological disturbances, nursing process, nutrition, pharmacologic therapies, body chemistry, age-specific considerations, patient information giving, critical thinking, and fundamentals of professionalism. Prerequisite(s): PNSG1200, PNSG1202, and PNSG1204. Pre/Corequisite: PNSG1210.

**PNSG 1214 Nursing Pharmacology** 2 cr
This course develops students' awareness of basic pharmacological concepts, drug legislation, drug classifications, therapeutic effects, side effect, nursing considerations of medications, and dosage calculations. Drug reference utilization is included. Recommended Pre/Corequisite: BIOL2252 and BIOL2254.

**PNSG 1216 PN Clinical I** 5 cr
This course is an application of the nursing process, documentation, conceptual and foundational skills along with the role of the practical nurse in a variety of clinical settings with selected clients. The course incorporates health theories as related to the needs of the clients in the role of prevention, promotion, and restoration. Prerequisite(s): PNSG1200, PNSG1202, and PNSG1204, and current Healthcare Provider/Professional Rescuer CPR C Certification.

**PNSG 1220 Psychosocial Nursing** 3 cr
This course develops students' awareness of the role of the practical nurse and the application of theories related to coping and adaptations, stress/crisis, therapeutic communication, mental health and illness, grief/loss, death and dying, and individuals with delayed developments throughout the lifespan. Prerequisite(s): HLTH1110. Pre/Corequisite: PNSG1200, PSYC2201.

**PNSG 1222 Nursing III** 4 cr
This course develops students' awareness of lifespan health promotion. The systems included are cardiovascular, immune, hematological, neuro/sensory, and endocrine. Prerequisite(s): BIOL2254. Note: PNSG1210 and PNSG1222 may not be taken in the same semester.

**PNSG 1226 PN Clinical II** 4 cr
This course is a continuation and advancing application of the nursing process, documentation, conceptual, foundational, and technical skills along with the role of the practical nurse in a variety of clinical settings with selected clients. The course incorporates health theories as related to the needs of the clients in the role of prevention, promotion, and restoration of health. Prerequisite(s): PNSG1216. Pre/Corequisites: PNSG1212, PNSG1222.

**PNSG 1232 IV Certification** 1 cr
This course focuses on the skills and knowledge needed by the practical nurse in areas of advanced intravenous therapy. This course provides four hours of supervised practice in the college lab setting including a minimum of three individual, supervised, and successful venipunctures, one of which must occur on a human volunteer. This information is presented through the use of lecture notes and college lab demonstration. Evaluation of students' objective mastery and skills competency will be achieved through students' successful completion of assignments, tests, and return demonstration. Prerequisite(s): PNSG1216, or current nursing licensure or MEDA 210 or Pre/Corequisite MEDA 2110.

**PNSG 1234 Nursing Roles** 1 cr
This course is an overview of nursing within health care. Topics covered include healthcare trends, legal aspects, ethical issues, leadership characteristics, the role of the Board of Nursing, reality shock, nursing professionalism, and other topics integral to the role of the nurse. Prerequisite(s): HLTH1110

**PNSG 1236 Practicum** 2 cr
This practicum experience provides the opportunity to integrate the knowledge and concepts learned throughout the curriculum. Students will be responsible for multiple patient assignments. Demonstration of safe and effective nursing care is required. Prerequisite(s): Successful completion of all required courses in the Practical Nursing program PRIOR to entry into Practicum

**PNSG 1240 PN NCLEX Review** 1 cr
This course provides a comprehensive review of the essential content needed to prepare the PN students to be successful on their national licensure exam. Prerequisite(s): Completion of the PN program.

**PNSG 1290 LPN Refresher** 3-6 cr
This course is designed for nurses reactivating their Practical Nursing Minnesota license in order to return to nursing practice. It includes classroom, clinical, and independent study components. Emphasis is placed on the nursing process, assessment of all body systems, goal directed care planning, current nursing skills and procedures, and medication administration. An introduction to computers as well as computer-assisted instruction is included. Prerequisite(s): Previous licensure as a Licensed Practical Nurse by the Minnesota Board of Nursing.

**Psychology**

**PSYC 1105 Intro to Psychology** 3 cr
(Fulfills MNTC Area: 5) This course is an introduction and overview of the field of psychology. It will cover the history and contemporary research in the field. The course will also examine the biological, psychological, and social aspects of human behavior. Prerequisite(s): None

**PSYC 2201 Developmental Psychology** 3 cr
(Fulfills MNTC Area: 5) This class studies the physical, behavioral, and emotional development of the individual throughout the life span, with a focus on the theories and stages of development. This course is open to all students. Prerequisite(s): PSYC1105 is strongly recommended prior to enrolling in this course.
PSYC 2215 Abnormal Psychology 3 cr
(Fulfills MNTC Area: 5) This course provides an examination of major personality maladjustment and disorganization with primary emphasis on causes, diagnostic criteria, and treatment approaches. Prerequisite(s): PSYC1105 or PSYC2201

Physical Therapist Assistant

PTAS 1101 Introduction to PTA 3 cr
This course introduces the student to the field of Physical Therapy by covering the history, legalities and ethics of the profession as they relate to the healthcare system. The role/responsibilities of physical therapists and physical therapist assistants, development of the team approach in health care delivery, philosophies of rehabilitation, patient relationships, and the psychosocial impact of disability will be covered. The scope of practice of the physical therapist assistant and physical therapy documentation is emphasized. Prerequisite(s): Admission into PTA Program

PTAS 1105 Fundamentals of PTA 4 cr
In this course, students are provided a foundation in physical therapy assessment, interventions and basic patient care skills including vital signs, transfer training, and gait training. Students will have laboratory time to apply, practice, and demonstrate the technical skills taught. Prerequisite(s): Admission into PTA Program

PTAS 1108 PTA Pathophysiology 2 cr
This course focuses on clinical disorders and diseases commonly treated in physical therapy. Pathology, etiology, diagnosis, signs, symptoms, prognosis, and implications for rehabilitation will be covered. Prerequisite(s): BIOL2252, PTAS1101, PTAS1105

PTAS 1110 Physical Agents 4 cr
This course prepares the student for safe and effective application of physical agents for patient treatment. Mechanisms of action, indication, precautions, contraindications, and treatment procedures will be covered for the following: heat, cryotherapy, external compression, ultrasound, biofeedback, massage, traction, hydrotherapy, and electrical stimulation. Pain, skin assessment, and wound care will also be included. Prerequisite(s): BIOL2252, PTAS1101, PTAS1105

PTAS 1114 Kinesiology for PTA 3 cr
Building upon Anatomy and Physiology I, this course provides a basic understanding of normal human body movement as related to skeletal, articular, neurological, and muscular systems. Levers, torques, center of gravity, base of support, and their relationship to posture, balance and movement will be addressed. Manual muscle testing and goniometry will also be presented. Prerequisite(s): BIOL2252, PTAS1101, PTAS1105

PTAS 1116 Therapeutic Exercise I 2 cr
This course studies the physiological effects of exercise on the musculoskeletal, cardiovascular, and pulmonary systems. Physical therapy interventions to improve strength and flexibility are demonstrated, applied, and practiced in lab. Prerequisite(s): BIOL2252, PTAS1101, PTAS1105

PTAS 1120 Clinical Introduction 1 cr
Knowledge, skills, and attitudes learned during technical courses will be applied to direct patient/client management in selected outpatient and long term care settings during a 40-hour part time clinical experience. This course integrates PTA coursework with the objective of students providing quality care with uncomplicated patients and a high degree of supervision and guidance. Prerequisite(s): PTAS1101, PTAS1105, evidence of current CPR certification

PTAS 1130 Clinical Education I 4 cr
Skills, knowledge and attitudes learned in all first year PTA courses will be applied to direct patient care in selected clinical settings over a full-time four week and two day period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the first year of the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment. Prerequisite(s): PTAS1120

PTAS 2101 Orthopedics for PTA 2 cr
This course focuses on principles of fracture and soft tissue healing applied to musculoskeletal injuries and disorders. Injuries, disorders, and functions specific to each joint are covered. Physical therapy interventions for specific orthopedic injuries across the lifespan are addressed. Prerequisite(s): PTAS1130

PTAS 2105 Neurology for PTA 5 cr
This course provides information, discussion, and treatment considerations for neurologically based diagnoses. Neurological interventions, exercise programs, and treatment progressions will be applied in lab scenarios with a variety of neurological diagnoses. This course also presents normal physical, cognitive, social, and emotional developmental processes which affect an individual throughout the life span with an emphasis on integrating aspects of human development to the field of physical therapy. Prerequisite(s): PTAS1130

PTAS 2111 Therapeutic Exercise II 3 cr
This course presents more advanced forms of therapeutic exercise and physical therapy interventions such as cardiac rehab, lumbar stabilization, taping, and balance training. Treatment programs for specific conditions such as post-operative spinal surgeries and rheumatoid arthritis such will also be examined. Prerequisite(s): PTAS1130

PTAS 2115 Advanced Techniques 4 cr
Theory and usage of advanced physical therapy interventions is the focus of this course. Interventions such as postural drainage, relaxation techniques, rehabilitation for amputations, soft tissue mobilization, and work hardening will be presented. Specific interventions for women’s health will also be discussed. Prerequisite(s): PTAS1130

PTAS 2125 PTA Ethics and Issues 2 cr
This course includes ethical and legal issues in the practice of physical therapy, basic principles of management, reimbursement systems and their impact on health care delivery, quality assurance program including chart audits, and supervisory processes. Resume writing, interviewing, and employability skills will also be covered. Prerequisite(s): PTAS1130

PTAS 2140 Clinical Education II 5 cr
Skills, knowledge and attitudes learned in all PTA courses will be applied to direct patient care in selected clinical settings over a full-time six week period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment. Prerequisite(s): PTAS2101, PTAS2105, PTAS2111, PTAS2115, PTAS2125

PTAS 2150 Clinical Education III 5 cr
Skills, knowledge and attitudes learned in all PTA courses will be applied to direct patient care in selected clinical settings over a six week period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment. Students are expected to be responsible for patient care compatible to the role and entry level skills of the PTA. Prerequisite(s): PTAS2101, PTAS2105, PTAS2111, PTAS2115, PTAS2125
PTAS 2160 Professional Integration 3 cr
Lecture and discussion will incorporate student’s experiences from PTA Clinic Education II and III. All aspects of patient care will be addressed and case study presentations will be utilized to facilitate problem solving skills. Prerequisite(s): PTAS2101, PTAS2105, PTAS2111, PTAS2115, PTAS2125

Radiologic Technology

RADT 1114 Radiographic Proc I 4 cr
This course provides students with the knowledge necessary to perform radiographic procedures relative to the thoracic and abdominal organs, upper extremities, lower extremities, pelvic girdle and arthrology. Emphasis will be on radiographic terms, anatomy, positioning, manipulation of radiographic equipment and accessories, and related patient care considerations. Prerequisite(s): Acceptance into Radiologic Technology program.

RADT 1118 Clinical Radiography I 4 cr
Students will be introduced to the health service environment through supervised applications of theories presented in the classroom. The clinical experience will focus on patient care, protocol in the health care facility and radiology department, identification of equipment and supplies, and general considerations for radiographic procedures. Emphasis will be on radiographic positioning and manipulation of radiographic equipment and accessories, related to radiography of the thoracic and abdominal viscera, upper and lower extremity, shoulder girdle, pelvis, upper GI, lower GI, and biliary system. Prerequisite(s): Acceptance into Radiologic Technology program.

RADT 1120 Radiographic Physics 3 cr
This course presents the scientific principles that govern radiation physics. Topics include the relationship of matter and energy, natural and manmade radiation, electricity, magnetism, and electromagnetic radiation, x-ray equipment design and operation, x-ray production, and the interactions of x-ray with matter. This course is designed to provide a foundation of knowledge upon which an understanding of the principles that govern radiographic technique and quality can be built. Prerequisite(s): Acceptance into Radiologic Technology program.

RADT 1124 Radiographic Proc II 4 cr
This course provides students with the knowledge necessary to perform radiographic procedures relative to the urinary system, the bony thorax, skull and the vertebral column. Emphasis will be on radiographic terms, anatomy, positioning, manipulation of radiographic equipment and accessories, and patient care considerations related to radiography of the urinary system, bony thorax, and vertebral column. Prerequisite(s): RADT1114

RADT 1126 Image Production & Eval 3 cr
This course is designed to establish a knowledge base in factors that govern the image production process and factors affecting radiographic quality. Film-screen image formation and automatic processing will be covered. In addition, the basics of image acquisition for DR/CR will be discussed. This course also includes processes for analyzing radiographic images with both film/screen radiography and digital systems. Such topics included will be the basic characteristics of how exposure and image formation factors affect the quality of both film/screen and digital images. Prerequisite(s): RADT1120

RADT 1128 Clinical Radiography II 5 cr
This course presents the anatomy of the circulatory, lymphatic and nervous systems with discussion on the radiology procedures that apply to these systems. This course also covers techniques of venipuncture and the administration of contrast media. In addition students are instructed in procedures involving critical thinking and problem solving skills related to geriatric and pediatric patients, portable exams, trauma exams and operating room procedures. Prerequisite(s): RADT1124

RADT 1132 Radiographic Proc III 3 cr
This course presents the anatomy of the circulatory, lymphatic and nervous systems with discussion on the radiology procedures that apply to these systems. This course also covers techniques of venipuncture and the administration of contrast media. In addition students are instructed in procedures involving critical thinking and problem solving skills related to geriatric and pediatric patients, portable exams, trauma exams and operating room procedures. Prerequisite(s): RADT1124

RADT 1138 Clinical Radiography III 6 cr
This clinical course emphasizes the basic radiographic procedures and positioning related to the skull, facial bones, paranasal sinuses, and detailed areas of the skull. The clinical experience provides for an introduction to surgery, evening clinical hours, and working independently. Prerequisite(s): RADT1128

RADT 2216 Imaging Equipment / QA 3 cr
This course provides students with knowledge of the equipment used routinely to produce diagnostic images. Various recording media and techniques will be discussed as well as Quality Assurances practices commonly performed within the department. Imaging equipment includes mobile, mammography, computed topography, digital imaging, PACS, magnetic resonance, and ultrasound. Prerequisite(s): RADT1138

RADT 2218 Clinical Radiography IV 8 cr
This clinical course provides students the opportunity to function more independently in all areas of basic radiography and to develop clinical skills in regular radiographic areas and procedures, with continuing experience in trauma. Students will be exposed to special procedures and will begin rotations through the specialized areas of nuclear medicine, radiation therapy, computerized topography, ultrasound, and magnetic resonance imaging. Prerequisite(s): RADT1138

RADT 2220 Radiation Biology/Protect 2 cr
This course is a study of the principles of cell radiation interaction. Consideration is given to factors affecting cell response to acute and chronic results of radiation. Principles of radiation protection and radiation protection responsibility by the radiographer to patients, personnel, and the public are presented. Maximum permissible dose and regulatory policies are also discussed. Prerequisite(s): RADT2218

RADT 2228 Clinical Radiography V 7 cr
This clinical course emphasizes the development of independence, discretion, and judgment while performing basic radiographic procedures. A continuation of the specialized areas and modalities of radiologic technology will be included. Prerequisite(s): RADT2218

RADT 2234 Radiographic Pathology 2 cr
This course provides students with the concepts of disease and its effects on the human body. Pathology and diseases as they relate to various radiographic procedures and radiographs will be discussed. Prerequisite(s): RADT2218

RADT 2240 Registry Prep 2 cr
This course is a review of the national registry content specifications designed to prepare students for the ARRT exam. Prerequisite(s): RADT2218
### Reading

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<tr>
<td>READ 0098</td>
<td>Critical Reading Skills</td>
<td>3 cr</td>
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This course helps students improve reading and comprehension skills by reading a variety of written materials from a wide array of sources. Students will also improve vocabulary skills and apply a variety of techniques used to present information. To successfully complete this course, students must achieve a grade of C or higher. This course fulfills the College’s requirement but does not count towards graduation. Prerequisite(s): None

### HVAC – Heating, Ventilation & AC

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<tr>
<td>REFR 1110</td>
<td>Refrig, A/C &amp; Htg Prin</td>
<td>3 cr</td>
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This course covers refrigeration theory of domestic refrigeration and introduction theory to commercial refrigeration and residential heating and air conditioning equipment, including controls and accessories. Prerequisite(s): None

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<tr>
<td>REFR 2220</td>
<td>HVAC Troubleshooting</td>
<td>3 cr</td>
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This course builds student confidence in troubleshooting, ventilating, air conditioning systems and motor control circuits. While in the course, students learn troubleshooting techniques using simulators and computer-generated simulators and actual air conditioning equipment. Prerequisite(s): REFR1110

### Respiratory Therapist

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<tbody>
<tr>
<td>RESP 1104</td>
<td>Non Acute Resp Care</td>
<td>4 cr</td>
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</tbody>
</table>

This course includes cognitive concepts and psychomotor skills in the areas of gas physics, gas therapy, and humidity/aerosol/bronchial hygiene therapy. Prerequisite(s): ENGL0090, READ0098, MATH0080, or equivalent Accuplacer scores.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RESP 1110</td>
<td>Adult Critical Care</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

This course includes cognitive concepts and psychomotor skills in the areas of airway management, hyperinflation devices, chest physical therapy, arterial blood gases, and ventilator management. Prerequisite(s): RESP1104, RESP1120, RESP1124, HPER1410, MATH0090 or equivalent Accuplacer scores.

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<tr>
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</thead>
<tbody>
<tr>
<td>RESP 1120</td>
<td>Cardio Physiology/Assess</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

This course presents basic cardiopulmonary assessment focusing upon the adult physiology. System integration which allows for maintenance of homeostasis of the body is emphasized. Prerequisite(s): ENGL0090, READ0098, MATH0080, or equivalent Accuplacer scores.

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<tbody>
<tr>
<td>RESP 1124</td>
<td>Clinical I</td>
<td>3 cr</td>
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</table>

This course provides supervised instructional experience in the clinical setting. It is designed to apply knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with medical gas administration, infection control, patient chest assessment, bronchial hygiene, and airway management. Prerequisite(s): ENGL0090, READ0098, MATH0080, or equivalent Accuplacer scores.

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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>RESP 2206</td>
<td>Clinical II</td>
<td>3 cr</td>
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</table>

This course is designed to apply knowledge acquired in RESP1110 to the development and performance of mechanical ventilator management and cardiopulmonary diagnostics in addition to competencies developed in Clinical I. Prerequisite(s): RESP1104, RESP1120, RESP1124, HPER1410, MATH0090 or equivalent Accuplacer scores.

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<tbody>
<tr>
<td>RESP 2212</td>
<td>Diagnostic Procedures</td>
<td>3 cr</td>
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</tbody>
</table>

This course includes introductory cognitive concepts and laboratory skills in pulmonary function testing, airflow measurement, arterial blood gas analysis, and chest radiography interpretation as well as preparation of a publishable paper. Prerequisite(s): RESP2242

### Sociology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOCI 1101</td>
<td>Intro to Sociology</td>
<td>3 cr</td>
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</table>

(Fulfills MNTC Areas: 5, 7) This course introduces students to the sociological perspective and the basic concepts of sociology to enhance understanding of the larger society and its influence on the individual. Prerequisite(s): None

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<tbody>
<tr>
<td>SOCI 1102</td>
<td>Social Problems in US</td>
<td>3 cr</td>
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</tbody>
</table>

(Fulfills MNTC Areas: 5, 7) Contemporary social problems in the United States are examined from a variety of theoretical and value perspectives in relation to our society. Prerequisite(s): None
### General Courses

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<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>SSCI 1101</td>
<td>Human Relations</td>
<td>3 cr</td>
</tr>
<tr>
<td>STSK 1110</td>
<td>College Success</td>
<td>1 cr</td>
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### Speech

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPCH 1101</td>
<td>Intro to Public Speaking</td>
<td>3 cr</td>
</tr>
<tr>
<td>SPCH 1103</td>
<td>Interpersonal Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>SPCH 1111</td>
<td>Small Group Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>SPCH 2205</td>
<td>Intercultural Communication</td>
<td>3 cr</td>
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### Spanish

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPAN 1101</td>
<td>Beginning Spanish I</td>
<td>4 cr</td>
</tr>
<tr>
<td>SPAN 1102</td>
<td>Beginning Spanish II</td>
<td>4 cr</td>
</tr>
<tr>
<td>SPAN 1120</td>
<td>Hispanic Cultures</td>
<td>3 cr</td>
</tr>
<tr>
<td>SPAN 2201</td>
<td>Intermed Spanish I</td>
<td>4 cr</td>
</tr>
<tr>
<td>SPAN 2202</td>
<td>Intermed Spanish II</td>
<td>4 cr</td>
</tr>
<tr>
<td>SPAN 2222</td>
<td>Spanish for Professions</td>
<td>3 cr</td>
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### Sociological Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOCI 2212</td>
<td>Sex, Gender &amp; Society</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOCI 2215</td>
<td>Criminology</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOCI 2220</td>
<td>Intimacy, Family &amp; Diversity</td>
<td>3 cr</td>
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</table>

### Spanish

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<tr>
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<tr>
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<td>Intermed Spanish II</td>
<td>4 cr</td>
</tr>
<tr>
<td>SPAN 2222</td>
<td>Spanish for Professions</td>
<td>3 cr</td>
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**SPCH 1101 Intro to Public Speaking (Fulfills MNTC Areas: 1, 2)** This course increases students' skills in oral communication of thoughts to an audience. It includes the selection and evaluation of topics and source materials for public speaking, the composition and organization of speech, and effective presentation techniques. Prerequisite(s): None

**SPCH 1103 Interpersonal Communication (Fulfills MNTC Area: 1, 2)** This course introduces the techniques necessary for effective one-to-one and small group communication. Topics included are communication principles and processes, self-concept, perception, emotions, verbal and nonverbal communication, listening and feedback skills, assertiveness, conflict resolution, interpersonal relationships, gender and cultural influences. Prerequisite(s): None

**SPCH 1111 Small Group Communication (Fulfills MNTC Area: 1)** This course explores both practical and theoretical aspects of small group communication. Students will learn about group roles, leadership, non-verbal communication, listening, presentations, group cohesion, and information flow. Skill building applications may include shop floor communication, shared office environment, focus groups, work teams, and committees. Prerequisite(s): None

**SPCH 2205 Intercultural Communication (Fulfills MNTC Area: 7, 8)** The course is a study of the attitudes, beliefs, and values of people in intercultural/multicultural communication. The course cultivates, promotes, and increases understanding and acceptance of people outside one's own immediate culture. This course reflects the expanding "global marketplace/village", with all of its challenges for communicators and is appropriate to students in any field of study. Prerequisite(s): None

**SOCI 2212 Sex, Gender & Society (Fulfills MNTCAreas: 5, 7)** This course is a critical evaluation of the social construction of gender and the resulting inequality. The relationship of sex and gender, past and present theories of difference, and social movements will be analyzed. Particular emphasis is placed on developing an awareness of the effect of traditional and changing gender roles in understanding social relationships and related phenomena. Prerequisite(s): None

**SOCI 2215 Criminology (Fulfills MNTC Areas: 5, 9)** The course includes the study of crime as a form of deviant behavior, the nature and extent of crime, and the past and present theories of crime. Prerequisite(s): None

**SOCI 2220 Intimacy, Family & Diversity (Fulfills MNTC Areas: 5, 7)** This is a basic course in diversity and changes in intimacy, courtship, dating, marriage, and family life, and the family as a social institution. A primary objective of this course is to provide students with factual and cross-cultural information relevant to human behavior in intimate relationships. Prerequisite(s): None
### Surgical Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SURT 1102</td>
<td>Intro to Surgical Tech</td>
<td>1 cr</td>
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<td></td>
<td>This introductory course provides an understanding of the role of the surgical technologist in the operating room. Areas of focus include general aspects of professional behavior, role, and aspects of the physical environment, universal precautions, instruments, aseptic technique, operating room design, and the surgical team. Prerequisite(s): None</td>
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<tr>
<td>SURT 2204</td>
<td>Operating Room Theory</td>
<td>4 cr</td>
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<td></td>
<td>This course provides theory of essential information necessary to function efficiently in a surgery department. The course prepares students to function in the role of a responsible, knowledgeable surgical technologist. It encompasses a comprehensive knowledge of aseptic technique. Prerequisite(s): SURT1102</td>
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<tr>
<td>SURT 2206</td>
<td>Operating Room Practices</td>
<td>5 cr</td>
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<td></td>
<td>This clinical laboratory course provides practical application in the lab setting of information essential to function independently as a surgical technologist. Prerequisite(s): None. Corequisite: SURT2204</td>
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<tr>
<td>SURT 2212</td>
<td>Operative Procedures</td>
<td>5 cr</td>
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<td>This course covers a basic reference for the humane and technological surgical care of patients during surgical intervention. Prerequisite(s): SURT2204, SURT2206</td>
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<tr>
<td>SURT 2216</td>
<td>Clinical I</td>
<td>5 cr</td>
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<td></td>
<td>This course provides supervised occupational experience in the clinical setting. It is designed to apply knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with operating room policy and procedure. Prerequisite(s): SURT2206</td>
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<tr>
<td>SURT 2220</td>
<td>Clinical II</td>
<td>5 cr</td>
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<tr>
<td></td>
<td>This course provides supervised occupational experience in the clinical setting. It is designed to apply knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with operating room policy and procedure. Prerequisite(s): None. Corequisite: SURT2216</td>
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<tr>
<td>SURT 2224</td>
<td>Clinical III</td>
<td>3 cr</td>
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<td></td>
<td>This course provides supervised occupational experience in the clinical setting. It is designed to apply knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with operating room policy and procedure. Prerequisite(s): SURT2216, SURT2220</td>
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### Welding

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>WELD 1102</td>
<td>Weld Fundamentals</td>
<td>3 cr</td>
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<td>This course provides a basic understanding of the scope and importance of welding in our society, welding safety, basic joints, positions, processes and procedures. An introduction to SMAW (stick), GMAW (wire), and oxy-acetylene processes will be covered, utilizing lab exercises and classroom lecture. Prerequisite(s): None</td>
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<tr>
<td>WELD 1104</td>
<td>Basic SMAW</td>
<td>4 cr</td>
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<td>This introductory course provides skill development in performing the Shielded Metal Arc Welding process in all positions and many joint types on mild steel. Prerequisite(s): None</td>
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<tr>
<td>WELD 1106</td>
<td>Flux Cored Arc Welding</td>
<td>2 cr</td>
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<td></td>
<td>In this course, students apply knowledge of the Flux Cored Arc Welding process and develop skills to successfully complete groove welds on mild steel in all positions. This welding process is commonly used in manufacturing, construction and repair settings. Prerequisite(s): None</td>
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<tr>
<td>WELD 1110</td>
<td>Blueprint Reading/Symbols</td>
<td>2 cr</td>
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<td>This course provides an understanding of blueprints used within welding technology settings. Students also develop skills for reading, understanding, and interpreting weld symbols. Prerequisite(s): None</td>
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<tr>
<td>WELD 1112</td>
<td>Advanced SMAW</td>
<td>4 cr</td>
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<td></td>
<td>This advanced course includes welding thicker mild steel plate in all positions using a variety of electrode groups. Students complete welding tests in accordance with the AWS D1.1 Structural Welding Code. Prerequisite(s): WELD1104</td>
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<tr>
<td>WELD 1114</td>
<td>Basic Fabrication</td>
<td>4 cr</td>
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<tr>
<td></td>
<td>This course provides knowledge of equipment and procedures used for metal fabrication. Students apply theory and use skills learned in previous courses to design or produce a selected project utilizing blueprints, working drawings, and a variety of materials. Prerequisite(s): WELD1110 or MFPT1520</td>
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### Theater

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<tr>
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<tbody>
<tr>
<td>THTR 1102</td>
<td>Beginning Acting</td>
<td>3 cr</td>
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<td>(Fulfills MNTC Area: 6) This course includes a consideration of established styles and theories of acting with an emphasis on actual presentation of monologues and scenes for critique. It includes analysis of the role, stage movement, and vocal mechanics necessary for the effective projection of a dramatic characterization. Prerequisite(s): None</td>
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<tr>
<td>THTR 1181</td>
<td>Theater Participation</td>
<td>1 cr</td>
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<td>This course involves active participation in stage productions as stage manager, actor, or as a crew member for set construction, lighting crew, properties crew, publicity crew, or box office. It may be repeated for credit. Prerequisite(s): None</td>
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</tbody>
</table>
Getting Started

1. Visit Northland college or go on-line at www.northlandcollege.edu

2. While on-line, fill out the application or print and mail the form back to your elected campus.

   If you do not have internet access, contact us and we will be happy to send you an admissions packet.

Northland Community & Technical College - East Grand Forks
2022 Central Avenue Northeast
East Grand Forks, MN 56721
(218) 793-2800 or 1-800-451-3441
TTD: (218) 793-2801
admissions@northlandcollege.edu

Northland Community & Technical College - Thief River Falls
1101 Highway One East
Thief River Falls, MN 56701
(218) 683-8800 or 1-800-959-6282
TTY: (218) 683-8801
admissions@northlandcollege.edu

3. Provide NCTC with an official copy of your high school transcript or GED, all previous college transcripts, and immunization records.


5. Call to make an appointment to take the assessment test, meet with an academic advisor, and to get registered for classes.
ACADEMIC ADVISING -3071

It is Northland Community and Technical College’s (NCTC) philosophy that academic advisement is essential to the growth and development of each individual student. Each student will be assigned an advisor who will assist the student with scheduling and academic issues.

It is the student’s responsibility to meet with his/her assigned advisor prior to registration.

ACADEMIC PROGRESS-3070

Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma or certificate. Additionally, federal regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for aid. In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The Registrar’s Office is responsible for implementing and monitoring the satisfactory academic policy.

Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

Qualitative Measure (GPA)

All students are required to maintain the following minimum GPA levels:

- Any student who has attempted 1 to 16 cumulative credits must earn a minimum cumulative GPA of 1.75
- Any student who has attempted 17 or more cumulative credits must earn a minimum cumulative GPA of 2.0

Grades of A, B, C, D, and F shall be included in the GPA calculation.

Quantitative Measure (Completion Percentage)

All students are required to successfully complete a minimum of 67% of cumulative attempted credits. Successfully completed credits include A, B, C, D, and P.

Maximum Time Frame

Students whose cumulative attempted credits exceed 150% of the credits required to complete their intended degree, diploma or certificate are not eligible for financial aid.

Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation. Maximum time frames for students with one program change, students pursuing double majors, students enrolled in consecutive programs or with previous degrees may be based on specific curricular requirements.

Evaluation Period

Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester; fall, spring and summer. Any non-standard session courses shall be evaluated during the semester in which they are transcripted. Programs less than one year in length will be evaluated at the midpoint of the program.

Failure to Meet Standards (Suspension and Probation)

Maximum Time-Frame Failure: If at the end of the semester, a student has failed to meet the maximum time frame measurement, the student shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

Probation: If at the end of the semester, a student has failed to meet the required cumulative GPA and/or completion percentage, the student shall be allowed to enroll and retain their financial aid eligibility under probationary status for one semester. Students on probation are encouraged to meet with their advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.

Suspension: A student on probation, who fails to meet required cumulative GPA and/or completion percentage, shall be placed on suspension unless requirements of continued probation status are met. The earliest that a student suspended for the first time may reenroll at NCTC is as follows: if suspended after spring or summer semester, the student may enroll the following spring semester; if suspended after fall semester, the student may enroll the following summer semester. Students returning after a period of suspension should not assume that financial aid will be reinstated. An appeal to the financial aid office will be required. The second suspension will be for one calendar year. The third suspension is permanent.

Continued Probation Status: A student who has been on probationary status and has met the institution’s term GPA and completion percentage
standards for all courses for which they were enrolled for the probationary period but have not met the cumulative standards shall be allowed to retain their enrollment and financial aid eligibility under a “continued probation status”, until such time as;

- The student has met the cumulative GPA and completion percentage standards, at which time enrollment and financial aid eligibility will be reinstated, or
- The student fails to meet GPA or completion percentage standards for the courses in which they were enrolled during the probationary period, at which time NCTC shall suspend the student from enrollment and financial aid eligibility immediately, or
- NCTC determines that it is not possible for a student to raise their GPA or course completion percentage to meet the satisfactory academic progress standards before the student would reach the end of the program for which they are receiving financial aid, at which time NCTC shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.
- Students on continued probation are encouraged to meet with their advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.

Continuation of Students Who Successfully Appeal Suspensions: Students who fail to make satisfactory academic progress and are suspended from enrollment and/or financial aid eligibility have a right to appeal based on unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. If an appeal is approved, NCTC shall permit the student to retain enrollment and/or financial aid eligibility under an appeal status for an additional semester. The student may be required to sign a Satisfactory Academic Progress Contract and comply with conditions determined by the committee, advisor, or counselor. These conditions may include but are not limited to the following:

- a restriction on the number of credits taken, and/or;
- a requirement that certain courses be registered for, and/or;
- required class attendance, and/or;
- scheduled meetings with a counselor or advisor to review student progress.

The specific minimum academic standards that the student must meet during the semester shall be communicated to the student in writing as part of the appeal resolution process. At the end of the appeal period, a student who has met the minimum agreed upon academic standards for that period shall have their appeal status extended for an additional semester. A student who fails to meet the minimum agreed upon academic standards during the appeal period shall be removed from appeal status and their enrollment and financial aid eligibility shall be suspended.

Suspension of Students for Extraordinary Circumstances: NCTC may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances which may include but are not limited to the following:

- Previously suspended students who have been reinstated whose academic performance falls below acceptable standards during a subsequent semester;
- Students who register for courses, receive financial aid, and who do not attend classes; and
- Students whose attendance patterns appear to abuse the receipt of financial aid.

Notification
Students will be notified of their probationary or suspension status in writing as soon as possible after the end of the semester. Notifications will be sent prior to the 5th day of the following semester.

Appeals
Appeal for Reenrollment
Any student who has been suspended from enrollment due to failure to make satisfactory academic progress may appeal their ability to enroll in courses by using the college Academic Appeal Procedure. The student must complete the Appeal Form accurately and submit the form to the campus registrar. If the student wants to present their case in person to the Academic Appeal committee, they must notify the campus registrar of that decision at the time the appeal is submitted. The Academic Appeal committee will notify the student of the outcome in writing. Approval of an appeal to reenroll does not affect financial aid status. A separate process exists to appeal for reinstatement of financial aid. This process is explained in the next section.

Appeal for Reinstatement of Financial Aid
Any student who has been suspended from financial aid may appeal their ability to receive financial aid directly to the financial aid director by using the Appeal/Petition for Reinstatement of Financial Aid Form. The student must complete the Appeal/Petition Form accurately and submit the form and supporting documentation to the financial aid
office; the financial aid director will notify the student of the outcome in writing.

A student who files an appeal with the financial aid director requesting to have financial aid reinstated and is denied, may appeal the financial aid decision by using the college Student Appeal/Petition Form within five days of receiving the financial aid director's decision. The student must complete the Student Appeal/Petition Form accurately and submit the form to the campus registrar; the student must attach a copy of the denied appeal/petition for reinstatement of financial aid; if a student wants to present their case in person to the Vice President of Academic and Student Affairs and the campus Dean of Student Affairs, they must notify the campus registrar of that decision at the time that the appeal is submitted; the Vice President of Academic and Student Affairs will notify the student of the joint outcome in writing.

Appeals will be granted in situations that demonstrate unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. It is required that students attach appropriate supportive documentation, such as doctor’s statements to their Appeal Form.

The decision of the Vice President of Academic and Student Affairs and campus Dean of Student Affairs is final and binding.

Reinstatement
A student who has been suspended from enrollment may return to the college after an appeal has been approved or the period of suspension has passed. The student will remain on probation status and may be required to sign a Satisfactory Academic Progress contract and comply with conditions determined by the committee, advisor or a counselor. These conditions may include but are not limited to the following:
- a restriction on the number of credits;
- a requirement that certain courses be taken;
- a requirement regarding class attendance;
- a requirement that scheduled meetings occur with a counselor or advisor to review student progress.

A suspended student who has not successfully appealed, but has returned to the college following the period of suspension remains ineligible for financial aid until such time that the student meets or exceeds satisfactory progress standards.

Treatment of Grades

Earned Credits: Successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P (pass).

Completed Credits: Credits that include A, B, C, D, F, and P. They do not include I (incomplete), W (withdraw), AU (audit), NC (no credit), NP (no pass), Z (grade not yet entered), or GH (grade held – specific to the aviation program) or drops (classes dropped during the drop/add period). Completed credits may qualify for retroactive payment of financial aid.

Successfully Completed Credits: Credits for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative completion percentage of credits successfully completed.

Credits Attempted But Not Successfully Completed: Credits for which a student receives a letter grade of I, NC, NP, W, F, Z, and GH shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

Incompletes: A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an “F” grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Grade Point Average (GPA): GPA is the quotient of the student’s grade point total divided by the grade point credits. “P” does not carry a grade point value and as such is not calculated in the GPA. A “P” will neither raise nor lower a student’s GPA. However, “P” counts toward registered and completed credits.

Grade Points: A letter grade is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only grades of A, B, C, D and F carry grade point value.

Grade Point Total: The sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.
Fresh Start (Academic Amnesty): Credits for which students have been granted a Fresh Start (Academic Amnesty) will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student's transcript.

Audited Courses: Audited courses (AU) are not funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

Consortium Credits: Credits for which a student is registered at another college which are accepted by this college for the purposes of processing financial aid and are included for purposes of calculating satisfactory academic progress.

Remedial/Developmental Courses: Credits awarded for remedial course work (below 100 level). Students may receive financial aid for these credits up to a maximum of 30 semester credit hours. Grades earned are considered in GPA and percentage completed calculations. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation.

Repeated Courses: In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student’s transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress and are taken into consideration when calculating maximum time frame. Courses repeated to improve a grade are not eligible for financial aid. In order for repeated courses to be calculated into a student's GPA, a passing grade must be earned. Repeating a course will not remove previously posted Satisfactory Academic Progress notations on the student's transcript.

Transfer Credits: Credits earned at another college which are accepted by NCTC. Transfer credits are not considered when calculating GPA or percentage completed. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student’s current degree.

Withdrawals: Credits for which a grade of “W” is received are considered attempted credits but not successfully completed for the purpose of monitoring satisfactory academic progress. A “W” does not impact GPA, but does negatively impact the cumulative completion percentage.

ADVANCED STANDING 3150

Advanced standing refers to credit granted by the College for previously gained knowledge and skills that are equivalent to coursework at the College. Such credit may be granted through various means:

- direct transfer of courses of equivalent nature that were completed at other regionally accredited institutions of higher education;
- by examination; through evaluation of credit for experiential learning; or
- through formal Tech Prep agreements with high schools. Such credit granted will appear on the transcript.

The College’s Student Services personnel and appropriate faculty will assess applications for advanced standing at the student’s request. It is the student’s responsibility to provide documentation to support his or her request.

FRESH START- 3280

Currently enrolled students who have not attended any college or university for a period of five (5) years or more may petition to exclude selected prior Northland Community and Technical College coursework with grades of “D” and “F” from their GPA’s. Such courses and their actual grades appear on the student’s academic record, but letter grades are not calculated for GPA purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may use this option only once by submitting a written request to the Registrar’s Office.

Students who have petitioned for the Fresh Start Policy must demonstrate renewed academic motivation by passing twelve (12) credits with a minimum GPA of 2.0 prior to granting academic forgiveness.

Credits for which students have been granted a Fresh Start will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student’s transcript.
GRADE APPEAL POLICY - 3430

Students may appeal a final grade or any grade received on cumulative work calculated into the final grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as within the College, the faculty retains the responsibility of assigning grades. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the instructor’s grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

Grade Appeal Procedure – 3430p

Informal Appeal
1. The student has the responsibility to discuss disagreements over grades received with the instructor who assigned the grade first.

Formal Appeal
1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal/Petition form. This form must be submitted within 30 days of the term posting date.
2. The Registrar’s Office will forward the appeal to the appropriate Dean of Academic Affairs for consideration.
3. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal.
4. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within ten academic days of the receipt of the grade appeal.
5. The student may appeal the dean’s decision within ten days by writing to the Chief Academic Officer, if there is additional relevant information that supports the appeal.

GRADE POINT AVERAGE CALCULATION

Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a student’s grade point average and will be the only grades included in the GPA calculation:

- A = 4 grade points per credit
- B = 3 grade points per credit
- C = 2 grade points per credit
- D = 1 grade point per credit
- F = 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.

When repeating a course, the highest grade will be used to compute the student’s GPA. The student must submit a request to the registrar for a GPA recalculation.

GRADING - 3090

Northland Community and Technical College uses letter grades to document student academic achievement.

Letter grades to document student academic achievement are as follows:

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing
- P/NP = Pass/No Pass
- CR = Credit by Exam
- AU = Audit
- I = Incomplete
- NC = No Credit
- Z = In Progress
- W = Withdraw
- R = Repeat
- GH = Grade Held (specific to the Aviation Program)

GRADUATION REQUIREMENTS - 3110

Northland Community and Technical College grants certificates, diplomas, Associate in Applied Science, Associate in Arts, and/or Associate of Science degrees for completion of program accordance with all requirements listed below:

- Students must maintain a minimum cumulative GPA of 2.00.
- All coursework required for the program must be successfully completed according to criteria established by the College. The actual graduation date will be within the semester in which all coursework, transfer
• credits, and related materials required for program completion are finalized.
• Graduation applications completed and submitted one semester prior to graduation.
• Programs may have additional program graduation requirements. These requirements are found in the College catalog, program policy manual, and College web site.
• In order to qualify for participation in commencement, a student must have met all the program requirements, be in good academic standing, and have no more than 16 credits remaining to complete or complete all required work by the end of the next semester. These courses must be identified in the graduation plan on file with the Registrar’s office.

Any additional requirements for graduation are specifically outlined for each program. It is the student’s responsibility to understand and meet graduation requirements.

Graduation Residency Requirements
Residence credits are credit hours earned from Northland Community and Technical College. To be eligible for a degree or diploma, a student must earn 15 semester credits (or equivalent) or 1/3 of the credits required for graduation at the granting institution, whichever is greater. In addition, individual programs may require that specific courses be completed in residence.

PRESIDENT’S AND DEAN’S LISTS - 3300
Students earning a GPA of 3.5 or above will be placed on one of the academic achievement lists to indicate above-average performance. Only students with at least 12 earned credits (A,B,C,D,F) and no incomplete (I) grades as of the last day of the semester will be eligible for the academic achievement lists.

Criteria for the lists include:
• 3.50 - 3.74 semester GPA for the Dean’s List
• 3.75 - 4.00 semester GPA for the President’s List.

Each list may be announced and sent to area newspapers for publication.

PROGRAM INTERRUPTION - 3250
Northland Community and Technical College’s calendar is subject to modification due to occurrences, i.e. fire, flood, labor disputes, interruption of utility services, natural or catastrophic disasters, civil disorders, and war. In the event of such occurrences, the College will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, content goal statements, extra-curricular activities, syllabi or other college programs or events will be completed or rescheduled.

STUDENT COMPLAINTS AND GRIEVANCES - 3240
A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. This policy does not apply to academic grade disputes. Grade appeals must be handled under the Grade Appeal Policy-3450. Students are encouraged to use available informal resolution procedures before filing a complaint or grievance.

Student Complaints and Grievances Procedure Definitions:
• Appeal: A request for reconsideration of a grievance decision under Policy 3240 and Procedure 3240.
• Complaint: An oral or written claim concerning a college issue brought by a student alleging improper, unfair or arbitrary treatment.
• Grievance: A written claim raised by a student, alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure. This policy does not apply to those college rules/regulations or to board policies or procedures that include an appeal or grievance process.
• Retaliation: Retribution of any kind taken against a student for participating or not participating in a complaint, or grievance.
• Student: An individual who is enrolled in a college, a group of such individuals or the campus student government.

Notification and Publication:
Northland Community and Technical College (NCTC) informs students of the established complaint and grievance policy and procedure through the Student Policy Handbook /Planner and through its website.
Informal Resolution:
NCTC encourages informal resolution of complaints by requiring that students discuss the complaint with the employee(s), and/or administrator(s). If not resolved through this informal discussion, a complaint may become a grievance if the complaint involves the application of a college rule/regulation or a board policy or procedure.

Formal Resolution:
All appeals, complaints, and grievances not resolved informally must be submitted in writing to the Campus Registrar. Students are encouraged to use the Student Appeal/Petition Form to submit formal appeals, complaints or grievances – they are located in Student Services. Appeals, complaints or grievances are reviewed by standing committees which report their findings directly to the student who has filed the appeal, complaint or grievance. Students may appeal the decision or recommendation through procedural steps listed below.

Committees:
Each NCTC campus has established two standing committees to review appeals, complaints and grievances: the Academic Appeal Committee and the Student Services Appeal Committee. These groups review student appeals if an informal discussion cannot produce an acceptable remedy. A student who feels that his/her right to an education is being affected unfairly due to the presence of a college academic or non-academic policy or procedure will be directed to the appropriate campus review committee.

Academic Appeal Committee:
This committee considers the validity of all student appeals. Topics appropriate for review by this committee include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements, withdrawal date, deadline adjustments and unresolved academic issues.

Membership consists of Registrar’s Office representative, Student Services representative, Academic Dean, member of the Academic Affairs and Standards Council, faculty representatives, an ADA specialist, and may include a student representative. Faculty should comprise 50% or more of the Academic Appeals Committee.

The committee chair will be elected by majority vote of the committee (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting if they have a conflict of interest with the issue being discussed. Any committee member directly involved with the appeal will not be in attendance during the review process.

Student Services Appeal Committee:
This committee’s purpose will be to investigate and make recommendations to the College President or designee. Topics appropriate for review by this committee include, but are not limited to: appeals of non-academic college policies and procedures (admissions, computer use, financial, etc).

Membership consists of a business office representative, financial aid representative, student services representative, an ADA specialist, faculty representatives, and may include a student representative.

The committee chair will be elected by majority vote (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting if they have a conflict of interest with the issue being discussed. Any committee member directly involved with the appeal will not be in attendance during the review process.

Steps for Filing
The College Appeal Form (available from Student Services) should be accurately completed and returned to the Campus Registrar’s office along with any documentation. Appeals concerning tuition, fees, and late withdrawals must be submitted by the end of the following term (Fall, Spring, Summer).
1. The Campus Registrar reviews the student appeal and assigns it to the appropriate campus committee or administrator.
2. If the appeal is directed to a campus committee, the Academic Appeal Committee or Student Services Appeal Committee appoints a member to gather information pertinent to the appeal and report their findings to the committee.
3. Students have the right to present their case in person to the committee at the committee meeting. Students must notify the Campus Registrar of their decision to present their case in person at the time they submit their appeal to the registrar.
Students intending to bring another person who can provide information regarding the appeal to the meeting must notify the Campus Registrar at the time they submit their appeal.

4. The committee reserves the right to include other college personnel in the meeting to address issues of the appeal as needed. The committee reviews and judges the merits of all information provided.

5. The Student Services Appeal committee makes recommendations to the campus Dean of Student Affairs, who will inform the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the Student Services appeal decision of the campus Dean of Student Affairs' to the College President within ten days of the campus Dean of Student Affairs' decision.

6. The Academic Appeal committee informs the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the Academic Appeal Committee's decision to the Chief Academic Officer within ten days of the committee's decision. The decision of the Chief Academic Officer is final.

Appeals to any administrator or designee must be submitted through the Registrar's Office and should include:

- Student name
- Student program
- Statement regarding why the student feels the committee decision should be reversed, based on what information was not considered.
- Why the student thinks he/she will establish improved and satisfactory academic progress.
- Copy of Academic Contract, if any
- Related correspondence

Retaliation:
No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in an appeal, complaint or grievance. Retaliation may be subject to action under appropriate student or employee policies.

Administrative Complaint Statement and Reference to Policy:
NOTE: Appeals of federal, state, and MnSCU policies and procedures will be directed to the College President or designee for referral to the appropriate federal or state agency. If the grievance involves a board policy or the actions of NCTC's President or Chief Academic Officer, a student may further appeal the College decision to the Chancellor. The decision of the Chancellor is final.

**SUBSTITUTION OF REQUIRED COURSES - 3325**

Students must submit the "Student Appeal/Petition" form documenting permission from the program faculty and the Dean of Academic Affairs for course substitution. This request must be submitted to the Registrar's office prior to the start of the last term of enrollment.

The request should address why the substitution is necessary. Substitutions cannot have a negative impact on program learning outcomes. The substitution should be from a related discipline and will not reduce the total number of credits required for graduation from a specific program.

**SUPERVISED OCCUPATIONAL EXPERIENCES (SOE)/ INTERNSHIPS - 3220**

Internships can be an important learning experience for students. The major intent of the internship program is to provide a closely supervised bridge from the classroom setting to the world of work. Internships or technically Supervised Occupational Experiences (SOE), include (but are not limited to) clinicals, internships, practicum, apprenticeships, supervised work experiences, and co-ops.

An SOE at the College is viewed as a valuable partnership between business/industry and education. An SOE option provides an opportunity to function in the work environment as a component of an educational experience.

Internships should meet syllabus and training plan requirements for student outcomes. A completed MnSCU affiliate contract between the College and the applied field affiliate is required. A syllabus and training plan must detail:

- Level of Supervision
- Entrance Requirements
- Learning Outcomes
- Evaluation Standard
Each student participating in an internship must complete a "Waiver of Liability, Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities" form prior to the internship.

SYLLABUS AND COMMON COURSE OUTLINE - 3060
The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. Each course syllabus will be developed and/or revised by instructional faculty. The course syllabus is a document that contains elements of the corresponding common course outline,* standards for evaluation of student learning and additional information, which reflects the creative work of the faculty member. Each student will receive a copy of the course syllabus on the first day of attendance.

The faculty member shall, upon request, provide a copy of the syllabus to the College administration, which will be maintained in a master file in a central location on each campus.

*Common Course Outline: The course outline is the document approved by the College’s Academic Affairs and Standards Council and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learner outcomes.

TECH PREP ARTICULATION - 3170
In addition to advanced standing agreements, Northland Community and Technical College will recognize official agreements between high schools and other colleges providing they meet the criteria and conditions of NCTC "Program Articulation Agreement for Advanced Standing."

TRANSFER OF CREDIT - 3120
Transfer of credit to other colleges varies and is determined by the individual college to which the student is transferring.

Students wishing to transfer credit from another institution to Northland Community and Technical College (NCTC) must request an official transcript of their grades be sent to the admissions office at the appropriate campus for evaluation. Transfer credits from regionally accredited institutions will be accepted to the college. NCTC will accept passing grades in transfer. These credits may or may not apply to specific program requirements.

Transfer credits from non-regionally accredited institutions and/or institutions outside the United States may be accepted to the college upon student request. Submission, by the student, of appropriate documents may be required, such as syllabi, instructor credentials, formal mentoring from accredited college faculty, etc. These credits may or may not apply to specific program requirements.

Students may appeal any decision regarding their transfer of credits.

Transfer of Credit Procedure -
A student must contact all colleges previously attended and request official transcripts be sent to the Registrar’s Office at NCTC. NCTC will accept passing grades in transfer. Transfer credits will be accepted in to NCTC from official transcripts only.

Once the transcripts are received by NCTC, the credits from regionally accredited colleges will be: 1) entered in to ISRS, 2) uploaded from the ISRS system in to DARS and 3) reviewed by a Transfer Specialist for equivalency.

Credits from non-regionally accredited institutions may be accepted. A student may be required to provide documentation prior to credits being accepted or other decisions being made on transfer issues.

Some credits may be accepted only as they pertain to the student’s program of choice at NCTC. Some programs requiring science, math, and/or technology courses limit the number of years a course will be accepted for credit. Refer to specific program information, program advisors or NCTC transfer specialists to determine if a time limit is in place. Accepting credits from institutions outside of the United States will be based on an evaluation of the credits by an international evaluating agency, such as WES or International Education Services. It is the student’s responsibility to have the evaluation completed and submitted to NCTC. Credits may be accepted as they pertain to the student’s program of choice at NCTC.

A student may appeal decisions regarding the Transfer of Credit policy or procedure. The student must complete the Student Appeal/Petition Form and submit the form to the campus Registrar The Academic Appeal Committee will notify the student of the outcome in writing.
Admissions

Northland Community and Technical College (NCTC) is committed to open admissions with the following requirements:

- the basic requirement is a high school diploma or GED certificate,
- a person who has neither a high school diploma nor a GED certificate may be admitted if, at the discretion of the College, that person demonstrates potential for being a successful college student, and
- admission to NCTC does not guarantee admission to college-level courses, as provided for in Policy 3340 Assessment for Course Placement.

Admissions Procedure

- Application Fee and Form: NCTC charges an admission application fee and shall not process a prospective student’s application until the fee has been paid. NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC. Post Secondary Enrollment Option (PSEO) students shall not be charged an admission application fee. The student will be charged the application fee at the time they apply for admission as a regular student. NCTC shall refund the application fee to students who are denied enrollment due to program size limitations or program closure and wish to cancel the admissions process. NCTC shall waive the application fee for applicants who are in the military and are currently deployed overseas.

Prospective students may apply by using the online application form, by completing the system-wide application, or the NCTC paper application. Contact the College if a paper application is desired. The online application may be found at www.northlandcollege.edu.

- Special Student Status: NCTC may allow students to enroll for courses in a special student status. These students are not candidates for diplomas, certificates or degrees at the College.

- Admission to a Program: Prospective students may apply to the College, without 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. Academic, fiscal and facilities considerations may limit admission to particular programs or the institution. Admission to the College does not guarantee admission to a specific program.

Students on academic suspension from a Minnesota State College or University shall not be admitted during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to NCTC.

Individuals who are denied admission on the basis of the published requirements may file a Student Appeal/Petition Form with the campus Registrar’s Office.

ASSESSMENT FOR COURSE PLACEMENT - 3340

Northland Community and Technical College, in compliance with MnSCU Board Policy 3.3, requires students to complete an incoming student assessment. The assessment is not used to make admission decisions. The assessment, which includes math, reading, and writing components, is used to ensure that students have or develop skills necessary to be successful with their college-level curriculum.

Students achieving scores below the established minimums will be required to register and successfully complete (“C” or better) at least one developmental course each semester until they have completed all required developmental courses. Satisfactory completion of required developmental courses must be achieved in order to meet graduation requirements.

Circumstances which may exempt students from all or portions of the assessment may include:

- Presentation of evidence of adequate preparation or prior education (e.g., baccalaureate degree, proof of successful completion of college algebra or college composition, presentation of parallel scores on comparable tests, presentation of scores at or above the minimum level on standardized college admissions tests)
• Enrollment in courses or programs specifically designed as customized training, continuing education or management education programs.
• Enrollment in one- or two-course program of study.

**BACKGROUND STUDY**

Minnesota law requires all students and faculty in health-related or child development programs to undergo an annual background study. This background study is required of all individuals providing direct contact services to patients, residents or clients in facilities licensed by the Minnesota Department of Health. The study is a requirement for clinical placement in Minnesota. There is no fee assessed for the study.

**IMMUNIZATION RECORD REQUIREMENT - 2068**

In conformance with M.S. 135A.14 Northland Community and Technical College (NCTC) requires an immunization record be submitted from the following students:

- students born after 1956 and did not graduate from a Minnesota high school in 1997 or later; and
- students registered for more than one on-campus class for a full semester.

The immunization record submitted must indicate the month and year the student was immunized against measles, rubella and mumps, after having attained the age of 12 months. The immunization record must also indicate the month and year the student was immunized against diphtheria and tetanus within ten years of first registration at the institution.

Students registered for off-campus, Distance Education, or non-credit courses only are exempt from submitting the required immunization record unless the course requires on-campus lab, internship, clinical or other on-campus contact for the purpose of completing coursework.

**Time Requirement:** All immunization records must be submitted prior to registration.

**Medical Exceptions:** An immunization record is not required if the student submits a statement signed by a physician that shows:

- the student did not receive an immunization for medical reasons;
- the student has experienced the natural disease against which the immunization protects; or
- a laboratory has confirmed the presence of adequate immunity.

**Additional Exception:** If the student submits a notarized statement that the student has not been immunized as required because of the student’s conscientiously held beliefs, the immunizations are not required. NCTC shall submit the notarized statement to the Commissioner of Health.

**Immunization Record Files:** NCTC shall maintain an immunization record for each student for at least one year from the time of original filing. Immunization records will be maintained in a separate file. The Department of Health and the local Board of Health in whose jurisdiction the institution is located may inspect immunization records.

**Additional Immunization Requirements:** Students in certain majors may be required to submit additional immunization records besides those indicated within this policy.

**INTERNATIONAL STUDENT ADMISSIONS - 2045**

International students are those who do not have United States citizenship, permanent residency, or refugee or political asylum status. International students must complete the Northland Community and Technical College’s (NCTC) International Student Admissions process, including the special application. They also must meet the English language proficiency, academic, and financial support requirements. NCTC issues the Form I-20 for F-1 and M-1 student visas to accepted students. Students who do not need the I-20 are not required to meet the financial, immunization, and health insurance requirements.

**English Proficiency Requirements:**

NCTC requires:

- a minimum TOEFL score of 500 on the paper version of the exam or 173 on the computer version, or
- completion of Level 109 of an approved ELS Language Center, or
- recent completion of a college-level composition course with a grade of “C” or better from a college in the United States.
NCTC will waive the English requirement for any applicant whose native language is English.

**Academic Requirements:**
The minimum academic requirement is graduation from an accredited secondary school or its equivalent. International student applicants must arrange for the NCTC Admissions Office to receive official academic records from all secondary, college, university, or professional institutions they have attended.

The College reserves the right to determine the appropriateness of the certification. Photocopies are not acceptable. A certified literal translation must be included with the official document if the record is not in English.

**Financial Requirements:**
International applicants who want the student F-1 or M-1 visa must provide documentation showing that all educational and living expenses will be provided for their first year of enrollment at NCTC (Certification of Finances). International students are expected to have at their disposal sufficient funds to meet all educational and living expenses throughout the time it will take to complete their program objectives. Financial aid is not available for international students through NCTC. Off-campus employment opportunities are limited after the first year and are subject to the regulations of the U.S. Citizenship and Immigration Services (USCIS). NCTC reserves the right to determine the accuracy of the financial certification.

**Immunization Requirements:**
Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions.

**Health Insurance Requirements:**
Health insurance is required as a condition for enrollment for all international students attending NCTC. All international students are required to purchase the Minnesota State Colleges and Universities International Student Accident and Illness Insurance Plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur.

NCTC is not responsible for any bills due to illness or injury.

### POST SECONDARY ENROLLMENT OPTIONS - 3050

The Post Secondary Enrollment Options Act (MN Statute 1999, 124D.09) “promotes rigorous academic pursuits and provides a wider variety of options to high school pupils by encouraging and enabling secondary pupils to enroll full-time or part-time in non-sectarian courses or programs in eligible post-secondary institutions.”

In conjunction with Minnesota State Colleges and Universities System Policy 3.5, Northland Community and Technical College (NCTC) will comply with the PSEO Act by facilitating accessibility of college courses to college-ready high school students.

Eligible Minnesota high school juniors or seniors may enroll in coursework through the College as part of the student’s full-time high school enrollment. NCTC will evaluate student eligibility, admit students to the College on a provisional basis, register students for courses on a space available basis, inform the student of the support services available at the College, and monitor satisfactory academic progress. Participation in this program requires the approval of the parent or legal guardian and the College. Continued participation requires satisfactory academic progress.

NCTC will offer PSEO students only courses that have been approved by Northland’s Academic Affairs Council. Developmental courses are not covered by the PSEO program. Courses delivered as part of the PSEO program must meet MnSCU and NCTC academic policies and standards. Prior to registering for classes, students are required to take the college assessment. After completion of the assessment, students may register by meeting with their high school counselor or an NCTC academic advisor. PSEO students may enroll in no more than 32 credits per year without approval of the high school.

PSEO students are subject to all policies and procedures of the College and are expected to follow the College’s calendar as to important dates and deadlines.

The College President or designee must approve any deviation from this practice.
The State of Minnesota has reciprocity agreements with North Dakota, South Dakota, Wisconsin, Michigan, Missouri, Nebraska, and Manitoba, Canada. Applications for Reciprocity must be completed as required by the student’s state of residence. The Minnesota State Colleges and Universities Board of Trustees has authorized Northland Community and Technical College to charge a single tuition rate to all students, except Wisconsin residents who are charged a tuition rate based on an annual agreement between Minnesota and Wisconsin.
**Financial Information**

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<thead>
<tr>
<th><strong>FINANCIAL AID - 2075</strong></th>
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<tr>
<td><strong>Students who want to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA) and any other documentation requested. Students should be aware that the initial responsibility for paying for college expenses lies with the student and/or parents.</strong></td>
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To assist students in meeting college costs, Northland Community and Technical College (NCTC) offers a comprehensive program of student financial aid. The following programs are available to NCTC students:

**Grants**  
- Federal Pell Grant  
- Minnesota State Grant  
- Federal Supplemental Educational Opp. Grant  
- Minnesota Child Care Grant  
- Academic Competitiveness Grant (ACG)  
- MN GI Bill

**Employment**  
- Minnesota State Work Study  
- Federal Work Study

**Loans**  
- Federal Stafford Subsidized & Unsubsidized Loans  
- Federal Parent Loans for Undergraduate Students (P.L.U.S.)  
- Student Educational Loan Fund (S.E.L.F.)  
- Perkins Loan

**Third-Party Funding**  
In addition to the above aid administered by NCTC, there are several agencies that assist students with their educational expenses. These agencies should be contacted directly by the students to determine their eligibility. Examples of these agencies are:  
- Bureau of Indian Affairs (BIA)  
- Concentrated Employment Program (CEP)  
- Division of Rehabilitation Services (DRS)  
- Workforce Investment Act (WIA)  
- State Indian Scholarship  
- Tribal funding

<table>
<thead>
<tr>
<th><strong>Disbursement of Financial Aid</strong></th>
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<tbody>
<tr>
<td>Financial Aid awarding will start with fall semester and end with summer semester. Students whose financial aid file is not completed by the financial aid priority date (six weeks before start of semester) may experience a delay in the payment of financial aid. Adding or dropping of classes during the first five days of the semester, which changes the total number of credits attempted, may also delay the payment of financial aid. Grants and loans which exceed institutional charges will be made available to students on the 11th day of the semester for those students with COMPLETE financial aid files. Students must have completed the online entrance loan counseling and the online master promissory note per instructions received with student award letter prior to receiving a loan. All loans will be disbursed in two equal payments. In order to receive their checks, students must have a picture I.D.</td>
</tr>
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</table>

**Eligibility for Financial Aid**  
Eligibility for financial aid is determined by student’s enrollment status. Enrollment is defined as follows for all programs except Minnesota State Grant:  
- Full-time: 12 or more credits  
- ¾ Time: 9-11 credits  
- ½ Time: 6-8 credits  
- Less than ½ Time: 1-5 credits

Students must be enrolled in an eligible program pursuing a certificate, diploma, or degree from the College. Students receiving federal and state financial aid must also maintain satisfactory academic progress, as described in the Academic Progress section of the Student Policy Handbook/Planner. The Financial Aid Office monitors satisfactory academic progress each term.

Each federal and state financial aid program requires minimum enrollment levels to qualify for at least part-time financial aid, depending on initial eligibility.
Students enrolled for less than 6 credits will lose eligibility for loans and childcare assistance entirely; therefore, it is advisable to check with the Financial Aid office on the campus for assistance with part-time enrollment. Full-time enrollment is defined as twelve credits for Pell Grant recipients and fifteen credits for Minnesota State Grants.

For more information, contact the Financial Aid Office for policies and/or procedures regarding financial aid, or refer to the Student Policy Handbook/Planner for current policy guidelines.

Distance Education Course Eligibility
Distance Education courses may be treated differently. Contact the Financial Aid Office for assistance.

Deferment of Tuition, Fees, Books, and Laptops
Students may be eligible to defer the costs of tuition, fees and books at the beginning of each term, provided they have sufficient financial aid to cover the costs entirely, and they have a complete financial aid file. (A complete financial aid file is defined as one where all required documentation has been received, awards have been determined, and an award letter has been printed.) Students who do not have a complete file by the time classes start, or who do not have sufficient financial aid to cover all the above mentioned costs, will be required to pay for the required books the first day of the term. Deferment of tuition and fees will then be dependent upon whether the College has received results of the financial aid application before the first day of term.

Maximum Allowable Credits to Complete a Major
All students are required to complete their certificate, diploma, or degree within a timeframe not to exceed 150% of the published credit length of the program. Financial aid recipients will continue to maintain eligibility as long as they are able to complete their program requirements within 150% of the published credit length of that program. However, students lose their eligibility when it is determined they can no longer complete their program within the 150% time frame.

Return of Funds
If a student withdraws or stops attending prior to the end of a term, the student may be required to repay a portion of the amount he/she received from the financial aid programs. The repayment is based on a proration of the days the student was actually in attendance.

Northland Community and Technical College will use the Federal Return of Funds calculation to determine the amounts to be returned to the appropriate programs.

Withdrawals/Transfers with Financial Aid
Student enrollment status will be determined by the credit load as of the sixth class day of each enrollment period. A student who withdraws from a major at the completion of an enrollment period and who later re-enrolls in another major will re-enroll with the same status (e.g., suspension, probation). Upon a student's suspension appeal being approved, he/she must contact the Financial Aid office to determine if he/she is eligible to have financial aid reinstated.

REGISTRATION CANCELLATION POLICY - 7052

Tuition and Fee Due Date
Payment of tuition and fees is due by 1:30 p.m. the last business day prior to the start of classes. Students who have not paid in full, do not have a financial aid deferment, or have not established a payment plan will have their registration cancelled.

An extension of the payment due date shall be granted for:
- students who have filed and are awaiting properly approved financial aid from federal, state or other third-party sources
- students who are enrolled in the Post-Secondary Enrollment Options (PSEO) program
- students who have been in the military and are awaiting funding from the V. A. and have a deferment in place
- students attending under a consortium agreement with another MN State college or university
- students who have set up a payment plan with FACTS Management Company (available through the online registration website)

The College President or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee.
**Payment Plans**

Students will have the opportunity to set up a payment plan with FACTS Management Company, provided the minimum first payment amount is equal to $300.00 or 15% percent of the total due for tuition and fees. Students will be obligated for classes in which they are enrolled as of the fifth business day of the semester. A payment plan will not be available for students enrolling only in a class of short duration, such as a course that runs for only half term.

**Registrations After the Fifth Day**

Late registrants (those registering after the fifth business day of the semester) shall be required to make full payment at the time of registration unless they qualify for a deferment as noted above.

**Registration Cancellation Procedure**

Students shall be notified at the time they register of the payment options available to them and the “Registration Cancellation Policy”. Students can view their account online through the “Student” tab on the web and accessing “My Account” menu to see their balance due. Students will be given the option to make electronic payments including one or more of the following choices: debit cards, credit cards (MasterCard or VISA), check cards and electronic checks (“e-checks”).

**Easy Steps for Web-based Electronic Tuition and Fee Payments**

- Log on to [www.northlandcollege.edu](http://www.northlandcollege.edu)
- Click on ‘My NCTC’, drop down menu will appear, click ‘Registration’
- Click on appropriate ‘Campus Online Registration’ and ‘Account Access’.
- Enter Student ID and PIN and click ‘Login Now’.
- Click on ‘Student’ tab.
- Click on ‘My Account’.
- Click on ‘Pay Online’. If needed, following online instructions

**Web-based Electronic Payment Plan Option**

The college offers students the option of setting up a payment plan to pay for tuition and fees through the use of a web-based payment plan which is accessible through the college website. The college website is connected to the common system-wide e-payment processor selected for this purpose (“FACTS”). At the “My Account” page students can click on the “FACTS E-Cashier Payment Plan ” which will take them to the appropriate FACTS page to set up a payment plan. There will be a $25.00 charge for this service.

**Fall and Spring Semesters**

All payments referred to in this or following sections must be received by the College by 1:30 p.m. of the day referenced. The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fifth week of the semester. The final payment will be due no later than the end of the eleventh week of the semester. The student account must be paid in full prior to registering for the next semester.

**Summer Term**

The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fourth week of the semester. The student account must be paid in full prior to registering for the next semester.

One week prior to the start of classes, the Business Office will run a list of candidates to be dropped for non-payment. This list will be reviewed by the Financial Aid office, Business office, and the Registrar’s office to verify that these students should be dropped for non-payment on the last business day prior to the start of classes. Students will be notified by the Registrar’s office that they have been dropped.

Students who have been dropped for non-payment may appeal to the Registrar’s office for reinstatement. Students will be re-enrolled upon approval of the Business Office and/or the Financial Aid office.

**REQUEST FOR COLLEGE WORKSTUDY - 2080**

Requests for work study should be made to the Financial Aid Office. A job description must be completed by the supervisor which will be added to a jobs list. The jobs list will then be made available to students interested in work study. It is the student’s responsibility to contact the supervisor for an interview. It is the supervisor’s responsibility to interview interested students and make a selection to hire a work study student. Employees may not hire or supervise students under the work study program who are their family members.
RESIDENCY - 2062

Determination of the state of residency of students is necessary for a variety of federal and state reporting requirements, for institutional research purposes, and in some cases, determination of the tuition to be charged to individual students.

Students who meet one or more of the following conditions on the date they apply for admission to Northland Community and Technical College (NCTC) shall be classified as residents of Minnesota:

- Students who resided in the state for at least one calendar year prior to applying for admission, or dependent students who have a parent or legal guardian residing in Minnesota on the date the students apply.
- Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
- Persons who moved to the state for employment purposes and, before moving and before applying for admission to a public post secondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons.

Students may appeal initial residency classification by completing the Appeal Form and submit to the campus Dean of Student Affairs. The administrator’s decision shall be final. A student whose appeal is successful shall be charged the resident tuition rate retroactive to the beginning of the first term of enrollment. Under certain conditions, students who are initially classified as not being Minnesota state residents may have their status changed to that of resident.

TUITION & FEES - 2085

Tuition and fees are due on the last business day prior to the start of classes. Students receiving financial aid from the College will have their payment deferred until financial aid is disbursed on the 11th day of the semester. Students receiving financial assistance from some other third-party need to provide evidence of funding to the Business Office to avoid having a late fee added to their bill.

Tuition

Tuition rates are proposed by the college on an annual basis and must be approved by the Minnesota State Colleges & Universities (MnSCU) Board of Trustees. The MnSCU Board of Trustees has authorized Northland Community and Technical College (NCTC) to charge a single tuition rate to all students, except Wisconsin residents who are charged a tuition rate based on an annual agreement between Minnesota and Wisconsin. Different tuition rates may be charged to students taking courses through Distance Education or via ITV. Some programs may charge different tuition rates based on program costs. Any Minnesota resident 62 years or older may attend classes without payment of tuition or activity fee. This provision is contingent on space availability after all tuition-paying students have been accommodated. However, an administrative fee will be charged.

Fees

Fees to be charged to students:

- Access Fee. The revenue from this fee is used for parking lot construction, maintenance, and improvements.
- Student Association Fee. This fee is determined by the Statewide Student Association and is used to fund activities of the Association.
- Senior Citizen Fee (MN residents-62 years of age or older). This fee is charged to Senior Citizens in lieu of tuition.
- Application Fee. An application fee is charged of all students applying for admission to Northland. NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC. Post Secondary Enrollment Option (PSEO) students shall not be charged an admission application fee. The student will be charged the fee at the time they apply for admission as a regular student.
- Student Life Fee. The Student Life Fee is set by each campus’ Student Life Committee and it is used to fund student activities, clubs, organizations, and athletics.
- Technology Fee. A Technology Fee is charged of all students for the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology.
• A Technology Fee Advisory Committee will make recommendations to the College President regarding expenditure of revenues received from the Technology Fee. Prior to making such recommendations, the Technology Advisory Committee will inform the campus student association of the committee’s recommendations and seek advice and comment. The College President has final authority regarding expenditure of funds received from the Technology Fee.

• **Late Fee.** A late fee will be charged to those students not paying their tuition and fees by the 17th day of the semester unless they have provided evidence that funding is being provided by another agency.

• **Personal Property & Service Charges** include items and services that are retained by the student or are services on the student’s behalf. Charges are determined by the College President and include the following:
  
  A. Fees for private music lessons.
  B. Fees charged for “testing-out” (credit by examination) of a class.
  C. Student laptop rental.
  D. Replacement charge for Student Identification Card or Badge.
  E. Penalty fees will be assessed for overdue library books/materials.
  F. Tools, books, materials, and supplies needed in the classroom.
  G. A Professional Liability Fee may be assessed to students enrolling in courses requiring clinical/internship experience. The fee is used to purchase professional liability insurance on the student’s behalf.
  H. Replacement diploma cost.
  I. FACTS payment plan service charge per plan.
**TUITION AND FEE SCHEDULE**

**2008-2009**

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<tr>
<th>NCTC Tuition</th>
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<tr>
<td>Minnesota Residents</td>
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<td>North Dakota Residents</td>
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<td>Wisconsin Residents</td>
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<td>Other States</td>
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<tr>
<td>International Students</td>
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<tr>
<td>Differential Tuition Rates</td>
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<tr>
<td>Distance Education</td>
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<tr>
<th>NCTC Fees:</th>
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<tr>
<td>Access Fee</td>
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<tr>
<td>• Maximum - $37.50 per semester</td>
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<tr>
<td>• Summer Semester - $20.00</td>
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<tr>
<td>Application Fee</td>
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<tr>
<td>Senior Citizens (in lieu of tuition)</td>
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<tr>
<td>Student Life Fee (EGF)</td>
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<tr>
<td>Student Life Fee (TRF)</td>
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<tr>
<td>• Part time students - $5.80 per credit</td>
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<td>• Full time students - $95.00 per semester</td>
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<tr>
<td>Technology Fee</td>
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<td>State Student Association Fee</td>
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<tr>
<td>Credit by Examination - Lecture</td>
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<tr>
<td>Credit by Examination - Lab</td>
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<tr>
<td>FACTS Payment Plan Service Charge</td>
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<tr>
<td>Late Fee</td>
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<tr>
<td>Private Music Lessons</td>
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<td>Professional Liability Insurance Fee</td>
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* Tuition and Fee rates are reviewed and updated annually.
The Northland Community and Technical College Foundation’s mission is to support the College by providing opportunities for contributors to invest in and enhance the educational experience of NCTC students.

Annually the NCTC Foundation awards over $98,000 in scholarships. Scholarships funded through the NCTC Foundation range in value from $50 to $4000, depending on contributions or annual growth in the individual funds. Eligibility and criteria for scholarships varies and is often established by the donors. Several scholarships were established as endowments in honor of, or in memory of, individuals who have had a special commitment to the College or the community. The Foundation invites anyone interested in establishing an endowment or scholarship to contact the Foundation Office.

New students planning to attend NCTC may apply for scholarships by completing an NCTC Foundation New Student Scholarship application, available in January, to be eligible for scholarships awarded prior to fall semester.

Returning students may apply for scholarships by completing an NCTC Foundation Current Student Scholarship application, available at the start of each fall semester, to be eligible for scholarships awarded during spring semester. Students must complete the applications in full and meet the deadlines established for each application to be considered for a scholarship.

Applications are available on the college website at: http://www.northlandcollege.edu/alumni/scholarships/index.php and are also available in various locations on the college campus. Also located on the website is a complete listing of scholarships available each year, an opportunity for alumni to keep in contact with the College, and events and programs sponsored by the NCTC Foundation.

Anyone interested in establishing a scholarship fund, contributing to an existing fund, or serving on the Board of Directors or a Foundation committee may contact the Foundation Office at (218) 683-8616 or 1-800-959-6282 or by e-mail foundation@northlandcollege.edu
Nondiscrimination

Nondiscrimination in Employment and Education Opportunity - 1020

Northland Community and Technical College hereby adopts MnSCU Subpart A Policy 4.10.1 Board Policy in full, as NCTC Policy.

Part 1. Policy Statement. 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, Minnesota State Colleges and Universities 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.

This policy supersedes all existing system, college, and university non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory harassment. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or

3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employment. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.
Nondiscrimination

Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Subpart H. Student. “Student” means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Employee Relations:
Becky Lindseth
becky.lindseth@northlandcollege.edu

TRF Office 665 (218) 683-8630 1-800-959-6282
EGF Office (218) 793-2463 1-800-451-3441

REPORTING/COMPLAINT OF DISCRIMINATION/HARASSMENT INVESTIGATION AND RESOLUTION – 1020P

Part 1. Purpose and applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, 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/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based more than one protected class status.
For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student’s or employee’s ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions. The definitions in Board Policy 1B.1 also apply to this procedure.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B.1.; or
3. Associates with another individual who is protected from discrimination under Policy 1B.1.

Part 3. Consensual relationships. Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student’s education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member’s course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person’s supervision.
A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person’s class or is subject to that person’s supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president’s role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees. For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be
processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. Conflicts. The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. Information provided to complainant. At the time the report/complaint is made, the designated officer shall:
   a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
   b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
   c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
   d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.

4. Complaint documentation. The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
   a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
   b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
   d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
   e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. Investigatory process. The designated officer shall:
   a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
   b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
c.) create, gather and maintain investigative documentation as appropriate;
d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
e.) handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.
   a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
   b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate.

The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. Designated officer. The designated officer shall:
   a.) prepare an investigation report and forward it to the decision maker for review and decision;
   b.) take additional investigative measures as requested by the decision maker; and
c) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA).
In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2. **Decision maker.** After receiving the investigation report prepared by the designated officer, the decision maker shall:
   a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
      1. a request that the designated officer conduct further investigative measures;
      2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
      3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
   b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
   c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
   d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
   e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated.

The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

**Part 7. Office of the Chancellor, college, or university action.** The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

**Part 8. Appeal.**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision maker.

**Subpart B. Effect of review.** For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, 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.

**Subpart C. Appeal process.** The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

**Part 9. Education and training.** The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of board policy 1B.1 and this procedure.** Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

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**Designated officer for Northland Community and Technical College:**

**Becky Lindseth, Director of Employee Relations**  
becky.lindseth@northlandcollege.edu  
TRF Office 665 (218) 683-8630 1-800-959-6282  
EGF Office (218) 793-2463 1-800-451-3441

**Designated officer for Northland College:**  
Becky Lindseth, Director of Employee Relations  
becky.lindseth@northlandcollege.edu  
TRF Room 665 (218) 683-8630 1-800-959-6282  
EGF Office (218) 793-2463 1-800-451-3441

**Part 10. Maintenance of report/complaint procedure documentation.**

During and upon the completion of the complaint process, the complaint file shall be repositioned in a secure location in the office of the designated officer for the system office, college or university. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law. Designated officers are required to report investigative data concerning investigations under Board policy 1B.1 to the Office of the Chancellor on a quarterly basis.

**All reports of harassment, discrimination and sexual violence should be reported to the College Director of Employee Relations**  
Becky Lindseth  
Becky.lindseth@northlandcollege.edu  
TRF Room 665 (218) 683-8630 1-800-959-6282  
EGF Office (218) 793-2463 1-800-451-3441
SEXUAL VIOLENCE - 1080

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others. This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and Universities employee at a location other than System property are covered by this policy. Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Subpart B. College and university policies. Each Minnesota State Colleges and Universities college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1.

Part 2. Definitions.
The following definitions apply to this Policy and Procedure 1B.3.1.
Subpart A. Sexual violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.
Subpart B. Sexual assault. “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.
Subpart D. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart E. System property. “System property” means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor, colleges and universities.

Subpart F. Employee. “Employee” means any individual employed by Minnesota State Colleges and Universities, its colleges and universities, and Office of the Chancellor, including student workers.

SEXUAL VIOLENCE PROCEDURE – 1080P

Subpart G. Student. “Student” means an individual who is:
1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 1. Procedure objective.
This procedure is designed to further implement Minnesota State Colleges and Universities Board Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.
This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions.
Subpart A. Policy definitions. The definitions in Policy 1B.3 also apply to this procedure.
1. Subpart B. Campus security authority. Campus security authority includes the following categories of individuals at a college or university: A college or university security department; Other individuals who have campus security responsibilities in addition to a college or university security department;
2. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
3. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.

Subpart A. Prompt reporting encouraged.
Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding. Complainants are strongly encouraged to report incidents of sexual violence to local law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and Minnesota State Colleges and Universities campus security authorities for appropriate action.

Subpart B. Assistance in reporting. When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Minnesota State Colleges and Universities campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials.
responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.


Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statutes chapter 13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

Subpart B. Reports to campus security authorities. Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent except as may be required or permitted by law. There may be instances in which Minnesota State Colleges and Universities determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State Colleges and Universities will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Subpart C. Required reports. Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Part 5. Policy notices.

Subpart A. Distribution of policy to students. Each college or university shall, at a minimum, at the time of orientation make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Subpart B. Distribution of policy to employees. All colleges, universities and the Office of the Chancellor shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

Subpart C. Required Notice. Each college or university shall have a sexual violence policy, which shall include the notice provisions in this part.

1. Notice of complainant options. Following a report of sexual violence the complainant shall be promptly notified of:
   - Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
   - Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system.
• contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.
• Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

Notice of complainant rights. Complainants shall be notified of the following:
• Their right to file criminal charges with local law enforcement officials in sexual assault cases;
• Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
• Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
• Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
• That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
• That, at a sexual assault complainant’s request, the college, university or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complaint and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

Subpart C. Complaint procedure. Each college and university shall notify students of the process used to investigate and resolve allegations of sexual violence, as provided in part 6, subpart H.

Part 6. Investigation and disciplinary procedures.
Subpart A. Immediate action. A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Subpart B. General principles. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:
1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent’s use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.
Subpart C. Relationship to parallel proceedings.
In general, Minnesota State Colleges and Universities investigation and disciplinary procedure for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

Subpart D. False statements prohibited.
Minnesota State Colleges and Universities takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Subpart E. Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the college or university's proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

Subpart F. Minnesota State Colleges and Universities discretion to pursue certain allegations. Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college or university.

Subpart G. Minnesota State Colleges and Universities discretion to deal with policy violations disclosed in investigation. Minnesota State Colleges and Universities reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college or university administrators may choose to deal with violations of Minnesota State Colleges and Universities policy in a manner other than disciplinary action.

Subpart H. Procedure for employees, students and individuals who are both an employee and student.
- **Employees.** If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional “Personal Resolution” described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

- **Students.** The college or university may elect to process complaints against students under this procedure using either the investigation and decision-making process of System Procedure 1B.1.1 or Board Policy 3.6. The college or university shall notify students of the process used as required by Part 5.

If a college or university elects to use its procedures under Board Policy 3.6 for incidents of sexual violence, the conduct panel shall make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decision maker designated by the President. If the decision maker issues an adverse decision against the student, the student may appeal to the president or designee.

- **Individuals who are both an employee and a student.** If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by Board Procedure 1.B.1.1., Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decision maker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.
Subpart I. Sanctions. Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate.

Subpart J. Retaliation prohibited. Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Part 7. Sexual violence prevention and education.
Subpart A. Campus-wide training. Colleges, universities, and the Office of the Chancellor must include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. Education shall emphasize the importance of preserving evidence for proof of a criminal offense. Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters and other means of developing educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Subpart B. Training for individuals charged with decision making authority. Each college, university and the Office of the Chancellor shall provide appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.

Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Employee Relations:

Becky Lindseth
becky.lindseth@northlandcollege.edu
TRF Room 665 (218) 683-8630 1-800-959-6282
EGF Office (218) 793-2463 1-800-451-3441

VIOLENCE FREE WORKPLACE - 1040
It is the policy of NCTC and the responsibility of all employees to maintain a workplace free from threats and acts of violence. College officials will work to provide a safe workplace for employees, students, and visitors.
DROP/ADD, WITHDRAWAL & REFUND - 2090

Drop/Add
For fall and spring semesters, students may drop or add a class through the first five days of the semester without penalty. After the fifth day, a student is financially liable for all credits for which they are registered.

For summer courses, students must drop prior to the second class meeting to avoid being charged, with the exception if the class starts at the beginning of the term. The five day grace period applies to such classes as stated above.

For classes which start later in any term, students must drop the class prior to the second class meeting to avoid being charged.

Distance education course drop/add dates are set by the Distance Education Consortium. Call 1-800-456-8519 for current dates or view the academic calendar at www.northlandcollege.edu.

Whenever dropping or adding a class, students receiving financial aid should check with the Financial Aid Office to see if their eligibility will be affected. It is the responsibility of the student to initiate drops/adds and withdrawals.

Withdrawal From a Class:
After the fifth day of a term, a student may withdraw from a class. However, when a student withdraws from a class, he/she may have the withdrawal processed through eServices at www.northlandcollege.edu under MyNCTC or through the Registrar’s office. Students are financially liable for classes from which they withdraw. Classes that students withdraw from will appear on their transcripts with an indication of a withdraw (W). The last day to withdraw from a class is 10 business days prior to the end of the term. If the course is not full term, the last day to withdraw is the ninetieth (90th) percent point of the course term.

There is no refund for withdrawing from a class.

Distance education course withdrawal dates are set by the Distance Education Consortium. Call 1-800-456-8519 for current dates or view the academic calendar at www.northlandcollege.edu.

Withdrawal from All Classes:
If a student chooses to withdraw from all classes, he/she should have the total withdraw processed through the Registrar’s office and notify the Financial Aid office if they are receiving financial assistance. When totally withdrawing from college during a semester a student may be entitled to a refund based on the following table:

For fall and spring terms and other terms at least 10 weeks in length

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>75</td>
</tr>
<tr>
<td>11th through 15th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>16th through 20th business day of the term</td>
<td>25</td>
</tr>
<tr>
<td>after 20th business day</td>
<td>0</td>
</tr>
</tbody>
</table>

For summer term and other terms at least three weeks but less than ten weeks in length

<table>
<thead>
<tr>
<th>Total Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 10th business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>

Class terms less than three weeks in length

<table>
<thead>
<tr>
<th>Total Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>2nd through 3rd business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 3rd business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>

Exceptions to the Refund Policy:
A 100% refund will be given if a student’s class schedule is reduced for the convenience of the college, or if there was a college error. Requests for a refund due to student injury or illness must be submitted to the Registrar’s office by completing the Student Appeal/Petition form, including any necessary documentation.

A partial refund may be considered, at the discretion of the college, due to a change in a student’s employment situation or for significant personal circumstances. This request also must be submitted to the Registrar’s office by completing the Student Appeal/Petition form.

Waivers:
Requests for waivers must be submitted to the Registrar’s office by completing the Student Appeal/Petition Form. The appeals are reviewed by an assigned Appeal Committee and follow the steps stipulated in NCTC Procedure 3240. Only the President or designee may waive amounts due to the college for the following reasons:

- Employee Benefit provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
- College Error
- Employment Related Condition
• Significant Personal Circumstances
• Student Leader Stipends
• Course Conditions*
• Natural disasters or other situations beyond the control of the campus

*A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee.

The President or designee may waive amounts due to the college for individual institutional waivers as stated above. A copy of all approved Student Service appeals must be submitted to the Accounts Receivable office.

The college cannot waive the MSCSA student association fee. The College shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

REGISTRATION - 2050

Students, having completed admissions requirements, will be provided information regarding assessment, orientation, and/or registration. The following items must be completed prior to registration in order for a student to be considered officially enrolled:

1. An application for admission supported by official high school transcript or GED must be on file.
2. Paid application fee.
3. Assessment as deemed necessary by program requirements.
5. Completed immunization form.

Registration Procedure

Students are encouraged to seek assistance from an advisor regarding registration.

Registration Guidelines

1. Consult with an advisor regarding courses appropriate to program and graduation.
2. Complete web registration form to use as a guide when entering courses online.
3. Access student account information online to find date and time of open registration window.
4. Access student account information online to determine if any “holds” are indicated on account.

5. Students who have outstanding financial obligations owed to the College will not be allowed to register for the subsequent semester until balance is paid in full.
6. Enter courses through online process when registration opens.

New Students

1. All new students must submit required documents as outlined in the Registration Policy in order to register for courses.
2. New students will register according to campus procedures.
3. Enter courses through online process when registration opens.

STUDENT CREDIT LOAD - 3270

The normal fulltime semester load is 15-18 credits. The maximum number of credits that a student is allowed to take in any one semester is twenty (20). Students wishing to take more than 20 credits must obtain written authorization from their academic advisor.
DATA PRIVACY POLICY - 2015

It is the policy of Northland Community and Technical College to annually inform students and parents of their privacy rights and data practices.

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within ten days of the day the college receives a request for access.

2. Students should submit to the Registrar’s office written requests that identify the record(s) they wish to inspect. The Registrar’s office shall provide copies of the private or public data upon request by the individual subject of the data but may be charged for actual costs of copying.

3. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. He/she should write the college official responsible for the record, 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 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Community and Technical College to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION

The college may disclose, without consent, “directory” type of information, identified as follows:

- Name
- College Assigned Email Address
- Hometown
- Dates of Attendance
- Enrollment Status (enrolled, graduated, withdrawn, part-time, full-time)
- Program of Study
- Certificate/Diploma/Degree Awarded
- Honors and Awards Received
- Participation in Recognized Campus Activities/Sports
- Height and Weight of Athletic Team Members
- Photographs and Computerized or Videotaped Images

Directory information is public data unless the student requests any of the data to be treated as private. A request to withhold directory information must be on file with the Registrar’s Office and must be completed annually.

committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

NOTICE: If the student is currently enrolled in or receiving services from a college or university within the Minnesota State College and University System (“System”), his/her academic records from that institution are available to officials of other schools within the System while they are in attendance. If he/she is seeking or intending to enroll at another institution within the System, their academic records from other institutions are also accessible to officials at the school where he/she are seeking or intending to enroll. Disclosures of their records to other schools under other circumstances may require their prior written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Community and Technical College to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION

The college may disclose, without consent, “directory” type of information, identified as follows:

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- Participation in Recognized Campus Activities/Sports
- Height and Weight of Athletic Team Members
- Photographs and Computerized or Videotaped Images

Directory information is public data unless the student requests any of the data to be treated as private. A request to withhold directory information must be on file with the Registrar’s Office and must be completed annually.
RELEASE OF STUDENT INFORMATION
The College will not release information, other than what is considered “directory” information, without prior consent from the student. The request to release additional information will be complied with only if the student has signed a Consent of Release form.

Students may obtain a personal transcript anytime upon request to the Registrar's Office. No one outside the College may obtain data regarding a student's performance or attendance unless the student so authorizes in writing.

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES - 5010

Computer and information technology resources are essential tools in accomplishing the mission of Northland Community and Technical College (NCTC). These resources must be used and managed responsibly in order to ensure their availability for the competing demands of teaching, scholarship, administration and other mission-related uses. Procedure #5010P establishes responsibilities for acceptable use of NCTC information technology resources.

Part 1. Purpose
Subpart A. Acceptable use. This procedure establishes responsibilities for acceptable use of NCTC. System information technology resources are provided for use by currently enrolled System students, administrators, faculty, other employees, and other authorized users. System information technology resources are the property of NCTC, and are provided for the direct and indirect support of the System’s educational, research, service, student and campus life activities, administrative and business purposes, within the limitations of available System technology, financial and human resources. The use of NCTC’s information technology is a privilege conditioned on compliance with Policy 5.22, this procedure and any procedures or guidelines adopted pursuant to this procedure. The System encourages the use of information technology as an effective and efficient tool within the framework of applicable State and federal laws, policies and rules and other necessary restrictions.

Subpart B. Academic freedom. Nothing in this procedure shall be interpreted to expand, diminish or alter academic freedom, articulated under Board policy and System collective bargaining agreements, or the terms of any charter establishing a System library as a community or public library.

Part 2. Applicability
This procedure applies to all users of System information technology, whether or not the user is affiliated with NCTC, and to all uses of those resources, wherever located. This procedure establishes minimum requirements and Colleges and universities may adopt additional conditions of use, consistent with this procedure and Policy 5.22, for information technology resources under their control. NCTC is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

Part 3. Definitions
Subpart A. College or university. College or university, except where specified otherwise, means a System college or university, the Office of the Chancellor, or NCTC.

Subpart B. Security measures. Security measures means processes, software, and hardware used by system and network administrators to protect the confidentiality, integrity, and availability of the computer resources and data owned by the System or its authorized users. Security measures may include, but are not limited to, monitoring or reviewing individual user accounts for suspected policy violations and investigating security-related issues.

Subpart C. System. For purposes of this procedure, System means the Board of Trustees, the Office of the Chancellor, each colleges and university within the System, and any part or combination thereof.

Subpart D. System information technology. System information technology means all System facilities, technologies, and information resources used for information processing, transfer, storage and communications. This includes, but is not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, such as modern, e-mail, networks, telephones (including cellular), voicemail, facsimile transmissions, video, mobile devices, and multimedia materials.

Subpart E. Transmit. Transmit means to send, store, collect, transfer or otherwise alter or affect information technology resources or data contained therein.

Subpart F. User. User means any individual, including, but not limited to, students, administrators, faculty, other employees,
volunteers, and other authorized individuals using System information technology in any manner, whether or not the user is affiliated with NCTC.

Part 4. Responsibilities of All Users.

Subpart A. Compliance with applicable law and policy.

Users must comply with laws and regulations, Board policies and System procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking” and similar activities; state computer crime statutes; student conduct codes; applicable software licenses; and Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property. Users are responsible for the content of their personal use of System information technology, and may be subject to liability resulting from that use. Users must use only system information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so. Users are responsible for use of System information technology under their authorization.

Subpart B. Unauthorized use. Users must abide by the security restrictions on all systems and information to which access is authorized.

Users must not:
1. use any account or password assigned by the college or university to anyone else;
2. share any account or password, assigned to the user by the college or university, with any other individual, including family members;
3. allow others to use System information technology under the user’s control;
4. use System cellular telephones or computer dial-up services for personal use unless specifically authorized by System or State policy or procedure.

Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on System information technology. Users must not change, conceal, or forge the identification of the person using System information technology, including, but not limited to, use of e-mail.

Users must not knowingly download or install software onto System information technology unless it has been preapproved through established campus or system office procedures, or by the designated officials, or prior authorization is received from the designated officials. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses and infringement penalties.

Users must not engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to System information technology.

Users must not engage in inappropriate uses, including:
1. activities that violate State or federal law or regulation;
2. wagering or betting;
3. harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
4. fund raising, private business, or commercial activity, unless it is related to the mission of the System or its colleges and universities. Mission related activities are determined by NCTC administration, and include activities of authorized campus or System-sponsored organizations;
5. storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a System student or professional activities of a System employee; and
6. “spamming” through widespread dissemination of unsolicited and unauthorized e-mail messages.

Subpart C. Protecting privacy. Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others’ accounts does not, by itself, imply authorization to do so.

Subpart D. Limitations on use. Users must avoid excessive use of System information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interfere with
other authorized uses. Colleges and universities may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the college or university or Office of the Chancellor in the context of relevant circumstances.

Subpart E. Unauthorized trademark use. Users must not state or imply that they speak on behalf of the System or a college or university, and must not use System, college or university trademarks or logos without prior authorization. Affiliation with the System does not, by itself, imply authorization to speak on behalf of the System.

Part 5. System Employee Users. All employees of NCTC are subject to Minnesota Statutes section 43A.38, the code of ethics for employees in the executive branch. In addition to compliance with that statute and this procedure, it is expected that employees will use the traditional communication rules of reasonableness, respect, courtesy, and common sense when using System information technology.

Subpart A. Personal use. In accordance with Minnesota Statutes section 43A.38, subdivision 4, System employees may make reasonable use of System information technology for personal communications as long as the use is in accordance with state law, Board policy and System procedures, and the use, including the value of employee time spent, does not result in an incremental cost to the State, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the Office of the Chancellor, college or university. Reasonable use means use consistent with this procedure.

Subpart B. Union activities. In the interest of maintaining effective labor-management relationships and efficient use of State time and resources, System e-mail systems may be used by employee representatives of the union for certain union activities, in accordance with State policy and/or the provisions of applicable collective bargaining agreements. System-owned property or service, including the e-mail system, may not be used for political activities, fund-raising, campaigning for union office, union organizing activities, or solicitation of employees for union membership. Union use of electronic communication technology is subject to the same conditions as employee use of such technology, as set forth in Policy 5.22 and this procedure, including security and privacy provisions.

Subpart C. Political activities. System employees shall not use System information technology for political activities prohibited by Minnesota Statutes sections 43A.32 or 211B.09, or other applicable State or federal law.

Subpart D. Religious activities. System employees shall not use System information technology in a manner that creates the impression that the System supports any religious group or religion generally in violation of the Establishment Clause of the First Amendment of the United States Constitution or Article 1, Section 16 of the Minnesota State Constitution.

Part 6. Security and Privacy. Subpart A. Security. Users shall employ appropriate security practices, including the appropriate use of secure facsimiles or encryption or encoding devices, when electronically transmitting data that is not public.

Subpart B. Privacy. Data transmitted via System information technology are not guaranteed to be private. Deletion of a message or file may not fully eliminate the data from the system.

Subpart C. Right to employ security measures. The System reserves the right to employ security measures, including but not limited to the right to monitor any use of System information technology, including those used for personal purposes. Users have no expectation of privacy for any use of System technology resources, except as provided under federal wire tap regulations (21 U.S.C. sections 2701-2711).

The System does not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of System information technology require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps shall be taken to investigate and take corrective action or other actions as warranted. System officials may access data on System information technology, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing or disposing of undeliverable mail; or responding to requests for information permitted by law.

Part 7. Application of Government Records Laws. Subpart A. Data practices laws. Government data maintained on System information technology is subject to data practices laws, including the
Minnesota Government Data Practices Act and the federal Family Educational Rights and Privacy Act, to the same extent as they would be if kept in any other medium. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

Subpart B. Record retention schedules. Official college or university records created or maintained electronically are subject to the requirements of the Official Records Act, Minnesota Statutes section 138.17 to the same extent as official records in any other media. Official records must be retained in accordance with the applicable approved records retention schedule appropriate for the type, nature, and content of the record. Willful improper disposal of official records may subject an employee to disciplinary action.

Colleges and universities and the Office of the Chancellor, must adopt policies and procedures consistent with Policy 5.22 and this procedure:
• for reporting possible illegal activities to appropriate authorities;
• to implement state and System security policies, procedures, standards and guidelines to protect the integrity of System information technology and its users’ accounts;
• to ensure that government data in electronic format is handled in accordance with its classification under the Minnesota Government Data Practices Act, Family Education Rights and Privacy Act, and other applicable law or policies;
• to specify the name and contact information of the official to be contacted by users and others if they have questions, concerns or problems regarding the use of System information technology or concerning intended or unintended interruptions of service;
• for reviewing requests to use the trademarks or logos of the college, university or NCTC; and to provide information and education to users concerning applicable information technology policies and procedures;
• for identifying the official(s) designated to make decisions regarding approved hardware or software use.

Conduct which involves the use of information resources to violate a System policy or procedure, or state or federal law, or to violate another’s rights, is a serious abuse subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.

Subpart A. Access Limitations. NCTC reserves the right to temporarily restrict or prohibit use of its System information technology by any user without notice, if it is determined necessary for business purposes.

Subpart B. Repeat violations of copyright laws . NCTC may permanently deny use of System information technology by any individual determined to be a repeat violator of copyright laws governing Internet use.

Subpart C. Disciplinary proceedings. Alleged violations shall be addressed through applicable System procedures, including but not limited to System Procedure 1.B.1.1 to address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees. Continued use of System information technology is a privilege subject to limitation, modification, or termination.

Subpart D. Sanctions. Willful or intentional violations of this policy are considered to be misconduct under applicable student and employee conduct standards. Users who violate this policy may be denied access to System information technology and may be subject to other penalties and disciplinary action, both within and outside of the System. Discipline for violations of this policy may include any action up to and including termination or expulsion.

Subpart E. Referral to Law Enforcement. Under appropriate circumstances, NCTC may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

ACCESS POLICY/STUDENT PARKING - 2225
Student parking/access is provided in various parking lots and roadways, subject to regulations adopted by Northland Community and Technical College (NCTC).

Parking
Only those vehicles owned or operated by college employees, students or other persons having a purpose or function at the college may park on college property.

All persons parking vehicles on property that is owned, leased or occupied by the college will do so at their own risk. No responsibility will be assumed by the college or the state because of loss of
property, damage to vehicle while parked, damage which may be incurred through the process of impounding the vehicle, or for any other damage or loss sustained while on college property.

**Penalties**

NCTC is authorized to establish and enforce traffic and parking regulations on campus by Minnesota Statute Section 169.966, Subd.8 (1988).

The President, or designees, may order any motor vehicle parked at the college in violation of the policy or procedure to be ticketed, immobilized and/or towed at the owner/operator’s expense.

Vehicles left unattended on college property over ten days will be subject to towing at the owner’s expense. The owner is responsible for any damage to vehicles as a result of towing.

**Handicapped Parking**

All vehicles parked in a handicap area must display a valid permit or license plate.

**General Information**

All persons operating a vehicle on college property are responsible for being familiar with and complying with all traffic and parking policies and procedures.

Drivers shall observe the college traffic and parking regulations and drive safely giving pedestrians the right of way at all times. The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of parking procedure.

**Fees**

Student access fees are assessed per credit. Refunds for access fees will be made if a student withdraws from college according to the tuition and fees refund policy.

**BOOKSTORE/BUSINESS OFFICE**

The Bookstores on both campuses are open Monday through Friday from 8 a.m. to 4 p.m. for purchase of books and supplies needed for classes. Evening hours are scheduled and posted at the beginning of fall and spring semesters to assist students attending evening classes.

The Business Offices on both campuses are open Monday through Friday from 8 a.m. to 4:30 p.m. Offices are located in Rooms 204, 205, and 207 in East Grand Forks, and in Room 547 in Thief River Falls.

Tuition and fees can be paid online with a credit card or e-check at [www.northlandcollege.edu](http://www.northlandcollege.edu). Payment of tuition and fees with cash can be made at the Campus Bookstores.

**Easy Steps for Web-based Tuition and Fee Payments**

1. Log on to [www.northlandcollege.edu](http://www.northlandcollege.edu)
2. Click on My NCTC, drop down menu will appear, click Registration.
3. Click on appropriate Campus Online Registration and Account Access.
4. Enter Student ID and PIN and click Login Now.
5. Click on Student tab.
6. Click on My Account.
7. Click on Pay Online. If needed, follow online instructions.

* To set up a Payment Plan go to [www.northlandcollege.edu](http://www.northlandcollege.edu) and enroll in the FACTS Payment Plan online.

**CHILDREN ON CAMPUS - 1075**

Northland Community and Technical College welcomes children to appropriate College activities and events. Children attending activities and events must be supervised by a responsible adult. Due to disruption and possible risk of harm, employees and students may not provide care for children or have another person provide care for children on the College campus. Employees and students may not bring children to scheduled work assignments, class, computer labs, or the library.

Employees and students who have children who are disruptive or at possible risk of harm will be asked to remove their children from the College’s premises.

Pursuant to MN State Statute MN 626.556, schools are mandated reporters of maltreatment of minors. Maltreatment of minors includes abuse and neglect. Neglect includes leaving children unattended.

**CONSUMER INFORMATION - 2167**

Northland Community and Technical College, in compliance with Title IV of the Educational Amendments of 1976 to the Higher Education Act and subsequent Federal Legislation, will provide and disseminate consumer information to all prospective and enrolled students. This information shall include, but not be limited to the following: admission requirements, financial aid programs available, programs/majors, costs, job placement, academic progress policy, and refund policy.
COUNSELING SERVICES

Recognizing the connection between the counseling process and the growth and development of each individual student, counselors are available to assist students make informed decisions about academic, personal, and career goals. Counselors provide a confidential setting for students to explore concerns and achieve their educational goals. NCTC counselors serve prospective and enrolled students. Students may be referred to appropriate community resources.

NCTC counselors also provide support through the Carl Perkins Grant for students enrolled in technical programs who are single parents, displaced homemakers, single pregnant women and students who are enrolled in a program which is considered non-traditional for their gender.

NCTC Counselors
East Grand Forks:
Marna Klug  TRIO Counselor
Room #: 111 (218) 793-2394
marna.klug@northlandcollege.edu

Kate Schmalenberg  Counselor
Room #: 112 (218) 793-2871
kate.schmalenberg@northlandcollege.edu

Thief River Falls:
Kelsy Blowers  Counselor
Room #: 545 (218) 683-8543
kelsy.blowers@northlandcollege.edu

COUNSELING REFERRALS - 2070

Students who have excessive absences, academic issues, or personal concerns may be referred to a counselor.

CRIME AWARENESS & CAMPUS SECURITY

Northland is concerned about the safety and welfare of all students, employees and guests; therefore, data is collected on criminal activities that have taken place on campus for the previous three years. It is our intent to provide a safe and pleasant educational environment for all students. Students should contact the Human Resources Office if they witness or are involved in activities that they feel are inappropriate to a college learning environment. An annual Security Report which contains specified crime statistics and other information related to campus security issues is made available to the public as required by the federal Crime Awareness and Campus Security Act. A copy of the campus security report will be distributed to all students at the beginning of the fall semester and to all new students entering in the spring semester.

For the most recent Security Report go to: www.northlandcollege.edu/safety/

NCTC will assist you in protecting yourself by providing evening patrol and escort service, safety and security programs, as well as various safety and security posters and brochures. A security guard is on duty from 6:30 p.m. until 10:30 p.m., Monday through Thursday, when classes are in session during the fall and spring semesters.

EMERGENCY CLOSING - 4010

Emergency closings are defined as those situations which make it impossible to carry on the normal instructional activities of the College and/or create situations which could be harmful to the safety of students, employees, or campus visitors. Some examples of these situations are weather or weather-related, fire, bomb threats, or utility failures.

When emergency conditions merit closing considerations, the administration shall follow the College’s adopted Emergency Closing procedures. Class cancellation and campus closure information will be posted online at www.northlandcollege.edu

FOOD SERVICE

Food Service at NCTC is open Monday through Friday for both breakfast and lunch on regularly scheduled class days, providing meals and sandwiches. Vending machines provide additional snacks and beverages. Hours of operation may vary.

HEALTH & HUMAN SERVICES PROGRAMS POLICY ON STUDENT HEALTH SCREENING RECORDS - 3310

Statement of Policy:
Students enrolled in a Health and Human Services Program (HHSP) at Northland Community & Technical College (NCTC) participate in clinical training as an essential element of their studies. Such clinical training includes the performance of direct patient care and participation in clinical experiences at affiliated hospitals and other healthcare institutions (affiliated healthcare providers).
To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates of current immunization against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

The College shall implement procedures for this policy including, but not limited to, a written data practices advisory for HHSP students, and disclosure guidelines, including informed consent forms to permit appropriate disclosure to third parties.

The College will follow procedures for maintaining these immunizations and screening records (health screening records) as private educational data in accordance with federal and state privacy laws. The student immunization record will be maintained for five years from the date of graduation or last date of attendance.

**Procedure:**
To protect the health of students, staff, patients and others and to comply with standards adopted by affiliated clinical training locations, NCTC has enacted Policy 3310 providing that all students enrolled in a Health and Human Services Program (HHSP), before being allowed to participate in clinical training, will be requested to submit dates of vaccination against certain communicable diseases, and date and result of having undergone screening for tuberculosis. These procedures are designed to implement NCTC Health and Human Services Programs (HHSP) Policy 3310 concerning the collection, maintenance and access to student health screening records.

**Data Collection and Informed Consent:** Each student enrolled in an HHSP shall, at the beginning of his/her enrollment in the program, be provided with a **Student Statement of Understanding and Consent to Release Health Screening Records.** This document informs the student of Policy 3310, the implementation procedures, how the health screening information will be used, who will have access, whether providing the information is legally required, and the consequences of providing or not providing the information. The document will also contain a provision indicating whether the student gives consent for the health screening information to be released to appropriate third persons, such as affiliated clinical personnel.

HHSP students will be asked to sign the form to indicate that they have received and understand its contents, and also asked to sign the consent.

HHSP students shall be informed that unless otherwise required under Minn. Stat. Sect. 135A.14, subd.2, they are not legally required to provide the health screening information. If students do not provide all requested information, they may not be allowed to participate in clinical training, unless they satisfy one of the exceptions. Students will be advised that affiliated clinical training sites may refuse to allow students at their site who have not consented to allow site personnel access to their health screening information.

Students shall be notified that willful failure to provide accurate or complete health screening information may be grounds for discipline under the Student Code of Conduct Policy.

**Health Screening Data Requested** All HHSP students, irrespective of the application of Minn. Stat. Sect. 135A.14, will be requested to provide dates of their most recent immunization for the following vaccine preventable diseases. Students shall submit the requested health screening information to the designated College official. The College shall review the health screening information to ensure that immunizations and screening have been in compliance with applicable standards. The College shall notify students whether additional documentation will be requested before participation in clinical training will be permitted. Measles, mumps and rubella; (at least 2 doses required @ > 12 months of age), Diphtheria and tetanus; (1 dose required within the past 10 years), Varicella (chicken pox); (date/age of disease required or 2 doses required) and Hepatitis B (HBV), or a signed declination. (Persons at risk should have completed a 3 dose series) Students should consult with their personal health care providers to assess the advisability of a HBV vaccination.

This data may be requested upon application to the College or upon application to a specific health and human services program, depending on program specific timelines.

**Exceptions to Immunization Requirements:**
Dates of an immunization listed above will not be further requested if the student submits a statement that shows:

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• for medical reasons, the student did not receive an immunization;
• the student has experienced the natural disease against which the immunization protects; or a laboratory has confirmed the presence of adequate immunity.

If the student submits a notarized statement that the student has not been immunized as listed above because of the student’s conscientiously held beliefs, further proof of the immunizations described above will not be requested. However, the student may be denied access to the clinical training, which may result in an inability to complete the health program requirements. The College shall forward this statement to the Minnesota Commissioner of Health, as permitted by Minn.Stat.Sect. 135A.14, Subd. 3.

Students will be required to provide the date and results of a Tuberculin Skin Test (i.e., Mantoux) 3 months prior to the start of the clinical training in accordance with health industry standards. The results of a two-step Mantoux test will be requested if there has been no TB testing of the student within the past year. If the results of the Mantoux test are positive, the student will be requested to provide the date of the last chest x-ray. In the event that a chest x-ray result is positive, the College will advise the student to seek medical advice as to the appropriate course of action.

Maintenance of and Access to Student Health Screening Data: Health screening records of HHSP students are classified as private educational data under federal and state law. The College will maintain student health screening records separate from other academic records, and take reasonable measures to ensure that access to this data conforms to applicable law. A signed copy of each student’s Information and Consent form shall be maintained with his/her health screening records.

If the student has given his/her informed consent in writing, the College may disclose his/her health screening information to the affiliated clinical healthcare provider where the student is located. The College may develop summary data from the health screening data, which does not identify individual students; summary data may be disclosed without student consent.

The College should notify the affiliated healthcare providers of their obligation to maintain health-screening data as private and that re-disclosure is prohibited.

HOUSING

EGF-The campus maintains a housing list which is available to students upon request. Please call the campus at 1-800-451-3441 for more information.

However, actual inquiry and selection of proper housing is done by the individual student. The campus community offers many types of housing which are available to college students.

TRF-Campus housing is not owned or managed by Northland College, but the Campus Courts apartment complex is operated on college property. Campus Courts offers living/learning opportunities that include: making new friends, socializing, and learning to live with people who have different backgrounds, habits and experiences. Campus living will help you to connect with others and get involved. To obtain information about campus housing, contact the Campus Courts resident manager at (218) 681-2341.

The campus also maintains a housing list which is available to students upon request. Please call the campus at 1-800-959-6282 for more information

LAPTOP - EGF CAMPUS ONLY - 2095

To meet the laptop requirement, students that require a laptop in their program must possess adequate computing resources. The requirement can be met with a student-owned laptop or a laptop procured through a lease with a vendor; however, the minimum hardware specifications and general software requirements must be met to accommodate communication, research, general and specific program computing activities.

Annually, the College identifies a minimum hardware specification and required general software to meet all programs. These specifications are available from the Information Technology Service Center. In addition, the specifications are posted to the College website. Due to the changing nature of curriculum, software and course sequencing, the College will not endorse an alternate specification. Students interested in using an alternate specification are strongly advised to consider the numerous changing variables that will affect their computing needs throughout the program of study prior to leasing or purchasing an alternate specification.

All students are required to:
• at request, produce proof of licensure for all software installed on the computer, and
• register, upon request, with the Information Technology Service Center.
• All students are subject to rights and responsibilities as identified in the Student Code of Conduct and the Acceptable Use of Computers and Information Technology Resources Policy.

LEARNING CENTER

Northland Community and Technical College’s Learning Center serves as a resource for students who want to improve their academic performance.

The Learning Centers provide a program of instructional services to students who may potentially have, or are currently having academic difficulties. These services are available from specially trained staff in the areas of: improvement of study skills, communication skills, math skills and some diagnostic testing.

Individual and group tutoring is available to all students who need help with content areas within their program.

In addition to instructional services, the Learning Center plans for and provides services for students with disabilities. They will assist with transition planning prior to enrollment and provide on-going support.

Students with documented disabilities or physical limitations may be provided with recommended academic options from a qualified professional that may include providing extended time for tests, reading (remove the word modified) tests, enlarged print for tests, note takers, modifying the environment or making curriculum accommodations, in accordance with documented student need. Students are encouraged to take advantage of these free services offered by the Learning Center.

Limited English Proficiency (LEP) Support Services are developed for individual students through the Learning Centers. These services may include note takers, extended time for tests, readers for tests and private testing rooms.

LIMITED ENGLISH PROFICIENCY - 2040

Northland Community and Technical College (NCTC) recognizes Limited English Proficiency (LEP) students as individuals with sufficient difficulty speaking, reading, writing or understanding the English language. These difficulties may deny students the opportunity to learn successfully in classrooms where the language of instruction is English. NCTC shall develop a Personal Education Plan for self-identified enrolled students who meet conditions of Limited English Proficiency (LEP). Personal Education Plans are available through the campus Learning Center.

Learning Center Coordinators:
East Grand Forks
Ellen Brehmer, Learning Services Coordinator
Room 415D
(218) 793-2382
TTD: (218) 793-2801
ellen.brehmer@northlandcollege.edu

Thief River Falls
Dean Dalen, Director of Learning Center
Room 205A
(218) 683-8560
TTY (218) 683-8801
dean.dalen@northlandcollege.edu

MULTICULTURAL SERVICES

Northland Community and Technical College (NCTC) provides multicultural student services in the areas of recruitment, retention, and placement of minority students. In addition, the Office of Multicultural Student Services seeks to promote an appreciation of cultural diversity and ethnicity on our campuses and throughout our communities.

The Office of Multicultural Student Services was established to provide a support system to minority students who choose to attend the college. NCTC offers minority students a personalized support program, academic, career and personal counseling, diverse programs of study, and faculty and staff willing to provide individualized help and assistance.

The Office of Multicultural Student Services is dedicated to all minority students while they pursue their educational goals. For those students who qualify, there are grants and scholarships, the Minnesota Indian Scholarship Assistance Program, Tribal Scholarships, Health Service Scholarships, Workforce Investment Act funding, as well as numerous academic scholarships. For more information please contact:

Multicultural Student Services Director
Nicole Brenny
Nicole.Brenny@northlandcollege.edu

East Grand Forks Office:
Room 432B (218) 793-2383

Thief River Falls Office:
Room 425F (218) 683-8545
PLACEMENT - 3130

It is the policy of Northland Community and Technical College (NCTC) to assist students with placement services for one year following graduation or until the first job is secured in a related field of employment, whichever occurs first. To be eligible, students must register for placement services in their last semester prior to graduation, be enrolled in or completed all required courses, and paid all tuition, fees and any other financial responsibilities. Services include a wide variety of resources to assist in career planning and job search, and notification of job openings within their field of study.

The College does not accept responsibility for securing employment for the graduate. The student is primarily responsible for preparing his or her employment application, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources, which may assist students in securing employment. Students are advised that their academic performance, interview skills, and willingness to accept entry-level employment are crucial to the student’s acceptability to potential employers.

Susan Dowers, Placement Director
TRF, Room # 541D 218-683-8549
EGF, Room # 432B 218-793-2851
susan.dowers@northlandcollege.edu

POSSESSION OR CARRY OF FIREARMS - 2130

Students are prohibited from possessing or carrying firearms while on college property, regardless of whether the student has a permit to carry a firearm, except as noted below:

1. The student is a licensed peace officer, currently employed as such.
2. The firearm is necessary to meet the requirements for a particular course or program such as Criminal Justice.

This policy does not prohibit the lawful possession or carry of firearms in the parking lots.

Violation of this policy is considered misconduct and students are subject to discipline, up to and including expulsion or termination.

Definitions:
Firearm means a gun, whether loaded or unloaded, that discharges a shot or a projectile by means of an explosive, a gas, or compressed air.

Student means an individual who is registered to take or is taking one or more courses, classes, or seminars, credit or non-credit. A student is considered to be registered during the time between terms, during any breaks or vacations, and during the summer. A student is also recognized as someone that is expelled or suspended from enrollment as a student at the college, pending adjudication of student disciplinary action.

STUDENT CONDUCT - 2110

Part 1. Purpose
Northland Community and Technical College (NCTC) believes that every student is accountable for his or her individual behavior especially as it imposes on the freedom, rights and safety of another individual or to the extent that it impacts upon the atmosphere and environment conducive to the educational mission of the College community.

Within this context, specific kinds of behavior are judged to be unacceptable and may serve as a basis for discipline up to and including expulsion as noted in Part 3, Standards. The code of conduct exists to guide the behavior of all NCTC students.

Part 2. Jurisdiction
The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community; its students, employees, guests, facilities and programs. Members of the College community and their guests are expected to abide by local, State, and federal laws and Minnesota State Colleges and Universities Board policy. Should the violation of civil or criminal law by a community member involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

These regulations apply on all campus property and at all College-sponsored activities, or at activities sponsored by College clubs or organizations on or off campus, except where specifically limited. Students may be subject to College discipline for any violations of the conduct standards that occur any time on College-controlled premises or at College approved or sponsored functions, including but not limited to courses provided at locations other than the campus.
Students may also be subject to disciplinary action for any conduct violations that occur off campus when the behavior involves any of the following:

1. Hazing; or
2. The violation is committed while participating in a college sanctioned or sponsored activity; or
3. The victim of the violation is a member of the college community; or
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational or service functions of the college.

Part 3. Standards
All NCTC students are required to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on all campuses. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1. Dishonesty, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the College. Plagiarism includes, but is not limited to the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaging in selling or otherwise providing term papers or other academic materials.
2. Forgery, alteration, misrepresentation, or misuse of College documents, records or identification, or of records submitted to the College.
3. Unauthorized use, changing, deleting of any information or data contained in the MnSCU student record computers.
4. Participating in or the promoting of disruptive activity that interferes with teaching, College events and activities, or disciplinary proceedings; interfering with teaching, changing the atmosphere of the academic service areas, such as classrooms, library, learning center or preventing learning from taking place; or obstructing the College process, systems or services.
5. Failure to comply with directions of College employees acting in the performance of their duties or with fire, police or other emergency service personnel. Failure to identify oneself to these persons when requested to do so, after they have identified themselves.
6. Conduct which threatens or endangers the health or safety of any person at the College, or at College controlled, sponsored or supervised functions. Intentionally, recklessly or negligently causing physical harm to any person on the College premises or at College sponsored activities. This includes engaging in any form of fighting or any hostile conduct or behavior that might incite violence.
7. Harassment of any member of the College community, placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse (including repeated phone calls), intimidation (including but not limited to, violence or threat of violence). Allegations of harassment or discrimination based on 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 will be investigated under NCTC Policy and Procedure 1020. Allegations of sexual violence will be investigated under the NCTC Sexual Violence Policy/Procedure 1080/1080P.
8. Physical, sexual abuse or battery upon a student or College personnel, upon College premises, or while under the authority of College personnel, or at a College-sponsored event; or continued abuse of a student or College personnel, assault or battery upon a student or College personnel or any threat of force or violence directed toward a student or College personnel.
9. Hazing, including any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose or intention, admission into, affiliation with, or as a condition of continued membership in a group or organization.
10. Unauthorized borrowing of or use of College property, theft or attempted theft or damage to, property of the College or property of a member of the College community or property of a campus visitor.
11. Unauthorized entry to, or use of, College supplies (including College stationery and postage), keys, telephones (including long distance service), computers or computer systems, equipment and/or facilities or the use of any of the above for any prohibited or illegal act.
12. Violations of the Acceptable Use of Computers and Information Technology Resources Policy and Procedure 5010/5010P.

13. Damage to public or private property on College premises including, but not limited to graffiti, defacing signs or damaging College property wherever located.

14. The incurring of financial obligations on behalf of the College without proper authorization.

15. Knowingly passing an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.

16. Violation of College regulations concerning student organizations, the use of College facilities, or the time, place and manner of public expression.

17. Unauthorized use, sale, possession, or presence on campus or at College-sponsored events of alcoholic beverages or controlled substances and/or drug paraphernalia. The state of being under the influence of alcohol or controlled substances on College-controlled property, or at College-sponsored events. A complete copy of the Alcoholic Beverages or Controlled Substances on Campus Policy is available for students in the Student Policy Handbook/Planner.

18. Disorderly, disruptive, indecent, or obscene conduct or expression, or breach of peace, on College-owned or controlled property or at College-sponsored or supervised functions. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

19. Continued willful and disruptive behavior, profanity or vulgarity, or open and persistent defiance of the authority of or persistent abuse of College personnel.

20. Possession or use of unauthorized firearms or other dangerous weapons on College-controlled property. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy-club, and fireworks.

21. Violation of College regulations regarding the use of tobacco products on College-controlled property.

22. Gambling or wagering for money or other things of value, except where permitted by law.

23. Distributing advertisements, samples and engaging in direct sales on College property or at College-sponsored events without prior authorization by the appropriate College official; or littering the College with posters, flyers or brochures on campus or on privately owned vehicles.

24. Actions which interfere with, obstruct or prevent the regular and essential operations of the College or infringe upon the rights of others to freely participate in its courses, programs or services (e.g. student use of cell phones, text messaging, and other personal electronic devices in the academic service areas, such as, classrooms, library, and learning center).

25. Committing violations of local, State or federal laws involving NCTC students as perpetrator(s) or victim(s), (victims may include students or employees) or when the behavior adversely affects the interests of the College (e.g. speeding in a State vehicle).

26. Harassing, threatening or intimidating complainants or other persons alleging misconduct.

27. Violation of program rules, regulations and/or policies.

Part 4. Sanctions

Disciplinary sanctions are implemented by written notification within five (5) working days after an informal or formal hearing with administrative staff arranged by the campus Dean of Student Services or designee. The following sanctions are listed to provide students with examples of possible penalties for conduct code violations. The College reserves the right to impose other sanctions as circumstances warrant.

Warning - issuance of an oral or written warning or reprimand that may become part of a student's permanent file.

Restitution - payment required to the College or other persons, groups, or organizations for damages incurred.

Probation - continued enrollment at the College but under specific written conditions for a specific period of time.

Loss of a College Privilege – an order that prohibits access to equipment and/or facilities or an order directing a student not to have contact with another member of the College community.
Suspension - denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions for re-admission may be specified.

Summary Suspension - a suspension of 9 days or less imposed without a formal hearing to ensure the safety and well-being of members of the College community.

Expulsion – permanent denial of the privilege of enrollment.

Part 5. Initiation of Conduct Complaint
Any member of the College community may file a written complaint against a student or student organization alleging a violation of the student code of conduct or other College policy. A complaint should be submitted in writing to the campus Dean of Student Affairs or designee.

NOTE: Complaints alleging harassment or discrimination based on 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 will be investigated and processed under the Non-Discrimination in Education and Employment Opportunity Policy and Procedure (NCTC Policy/Procedure 1020). Allegations pertaining to Sexual Violence are investigated under the Sexual Violence Policy and Procedure (NCTC Policy/Procedure 1080/1080P). All other complaints alleging improper conduct by a student or student group will be investigated under the Student Conduct Investigation Procedures below.

Part 6. Investigation of Conduct Complaint
Following the filing of a complaint, the campus Dean of Student Affairs or designee will investigate the complaint. If, in the process of the investigation, the administrator determines that the complaint is unwarranted or unsupported, the administrator or designee shall discontinue proceedings.

Subpart A. Informal Process
If the administrator or designee feels that there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the violation at an informal meeting.

Prior to or at the informal meeting, the student must be provided with the following information:
- Oral or written notice of the complaint.
- A copy of the Student Code of Conduct.
- Oral or written notice of the nature of the evidence to support the complaint specific policy he/she is accused of violating.
- A Tennessen Notice.

During the informal meeting, the student shall be provided an opportunity to respond to the complaint and evidence.

If the student fails to appear for the meeting or if the campus Dean of Student Affairs or designee determines the evidence supports disciplinary action, the administrator may impose sanctions up to and including a suspension or an expulsion. The administrator or designee shall send written notice to the student of any sanction imposed, including any applicable right to appeal.

A student who has received a sanction has a right to request a formal hearing before the campus Judicial Board. A request for a formal hearing before the campus Judicial Board must be received by the campus Dean of Student Affairs in writing within five days of receiving the notice of sanction.

Subpart B. Formal Process
Cases referred to the Judicial Board for a hearing usually involve students who have received a sanction and they have requested a formal hearing. The composition of the Judicial Board will normally be two (2) faculty, two (2) students, two (2) staff members and one (1) administrator. The administrator will serve as a non-voting chairperson.

After receiving a request for a formal hearing within the proscribed time period, the College will notify the student in writing of the time,
place and date of the hearing. Such notice to the student shall also include:

A summary of the witness and documentary evidence that may be presented in support of a charge;

• A statement that the student's failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student’s absence;

• Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney.

The hearing will be conducted in the following manner:

• The administrator shall first present the complaint and supporting evidence. The accused student shall have an opportunity to challenge evidence.

• The accused student shall next present evidence or testimony to refute the complaint.

• Only those materials and matters presented at the hearing shall be considered as evidence.

• The hearing shall be held in closed session.

• The accused student may have an advisor or attorney present.

However the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Upon conclusion of the formal hearing, the Judicial Board in closed session shall consider the evidence and will decide the sanction to be imposed or whether to exonerate the student. A written notice of findings and decisions shall be provided to the student by the chair of the Judicial Board within a reasonable time after the hearing. The student shall be considered notified of the sanction: 1) when the notice is hand-delivered to the student, or 2) two-days (excluding Sundays and legal holidays) after the notice is mailed to the student to the last known mailing address on file.

If the Judicial Board affirms disciplinary action of a suspension or expulsion, the notice shall inform the student of his/her right to appeal to the Vice President of Academic and Student Affairs.

Part 7. Contested Case Hearings

If a suspension for ten (10) days or more or an expulsion is determined by the Judicial Board, the student has a right to appeal the decision before an administrative law judge pursuant to Minnesota Statutes Chapter 14.

A student seeking a hearing before an administrative law judge must inform the campus Dean of Student Affairs or designee within five (5) days of receiving notice of the College hearing officer's final decision. The College will request a hearing from the Office of Administrative Hearings only if the student requests a contested case hearing. The student will be notified of the time, place and date of the hearing.

The hearing will be conducted pursuant to Contested Case Procedures adopted by the Office of Administrative Hearings. An administrative law judge will be appointed by the Chief Administrative Law Judge pursuant to Minnesota Statute section 14.50. Following the hearing, the administrative law judge shall make a report, which contains a recommendation, to the College President.

Within a reasonable time period following receipt of the administrative law judge's recommendation, the College President shall make a decision. The President's decision shall be final.

Part 8. Summary Suspension

In some cases, a complaint may allege threats of harm or serious harm to individuals. If, in the judgment of the campus Dean of Student Affairs or designee, the accused student's presence on campus would constitute a serious threat to the safety and wellbeing of others, the campus Dean of Student Affairs or designee may impose a summary suspension. Notice of a summary suspension may be provided to the accused student orally or in writing. During the summary suspension, the student may not enter the campus without obtaining prior authorization from the campus Dean of Student Affairs or designee.

A student who has been summarily suspended will be given the opportunity for an informal meeting or formal hearing within the shortest reasonable time period, not to exceed nine days.

None of the provisions in this policy affect the rights of persons in authority to take immediate and temporary action necessary to protect others and to uphold established policies, regulations and laws.

Part 9. Appeal Guidelines

The following guidelines should be used as grounds for an appeal: new evidence not reasonably available at the time of the hearing violation or hearing procedures, violation of student's due process rights, inconsistency of sanction relative to violation, and decisions contrary to weight of the evidence.
All reports of Student Conduct Violations should be reported to a campus administrator:

East Grand Forks
Mary Fontes
Dean of Student Services
Room 114 (218) 793-2460
mary.fontes@northlandcollege.edu

Dr. Henry (Hank) Roehrich
Dean of Academic Affairs
Room 104 (218) 793-2464
hank.roehrich@northlandcollege.edu

Thief River Falls
Steve Crittenden
Dean of Student Development
Room 525F (218) 683-8565
steve.crittenden@northlandcollege.edu

Norma Konschak
Dean of Academic Affairs
Room 545D (218) 683-8613
norma.konschak@northlandcollege.edu

STUDENT HEALTH INSURANCE

Students no longer covered by their parents’ insurance plan are encouraged to purchase health insurance. All eligible students can enroll in the plan for the entire academic year or for the semester. Dependent coverage is also available.

For further details about the medical coverage, please see the Student Services receptionist to pick up a brochure and application.

International Students
Unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur all international students are required to purchase the MnSCU international student accident and illness insurance.

For more information on student health insurance: www.studentresources.com (United HealthCare) www.ejsmith.com (Sentry Life Insurance Company)

STUDENT IDENTIFICATION - 2065

Photo identification is the preferred form of identification as a Northland Community and Technical College (NCTC) student. There are two forms of student identification at NCTC, the Student Identification Card and/or the Student Identification Badge.

There is no charge for the initial card or badge but a fee will be charged for a replacement. (Refer to tuition and fee chart found on page 148.

NCTC student identification badges are distributed to students who require a photo identification badge for clinical, fieldwork, or internship experiences.

To procure a program name badge, the student must meet the following criteria:

1. Must present a valid NCTC picture identification or valid picture identification
2. Must provide copy of class schedule
3. Student’s name must be on faculty roster

Faculty must provide a list of students needing photo identification badges for clinical, fieldwork, or internship experiences.

Students with an identification card or badge are able to access library resources, gain admission to most college activities, and may take advantage of select business discounts in the college communities.

Driver’s licenses, valid passports, military ID’s, or other forms of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification, unless there is any reason to question their authenticity.

STUDENT RIGHT-TO-KNOW - 2185

It is the policy of Northland Community and Technical College to annually prepare and make available to all enrolled and prospective students, statistics on completion or graduation rates, transfer-out rates, and employment, pursuant to the Student Right-to-Know Act of 1990. This information shall be made available through appropriate publications, mailings and the College website.

STUDENTS WITH DISABILITIES - 2035

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1996, NCTC affirms the rights of students with disabilities to equal opportunity and treatment in recruitment, admissions, progress, services and activities.

In order to receive accommodations, a student must:

1. Initiate a request for services through the campus Disabilities Coordinator;
2. Provide documentation verifying the disability and recommended academic accommodations;
3. Follow the Student Support Plan as determined after consultation with campus Disabilities Coordinator.

In accordance with Minnesota Statute 135.A.16, NCTC shall provide, at a minimum, the following:

- support, counseling, and information that may include support groups, individual counseling, career counseling and assessment, and referral services;
- academic assistance services that may include early registration, early syllabus availability, course selection and program advising, course work and testing assistance and modification, and tutoring;
- advocacy services that may include a designated ombudsman serving as the primary contact and coordinator for students needing services, assistance in working individually with the faculty and administrators, intervention procedures, and grievance procedures.

In addition, NCTC shall publish in its catalog, student policy handbook and planner, and website, information on campus services that are available to students with disabilities, the name of the college contact person, and the designated location for obtaining information on services.

**Campus Disability Coordinators:**

**East Grand Forks**
Ellen Brehmer
Learning Services Coordinator/Disability Coordinator
Room 415D
(218) 793-2382
TTD: (218) 793-2801
Ellen.brehmer@northlandcollege.edu

**Thief River Falls**
Dean Dalen
Director of Learning Center/Disability Coordinator
Room 205A
(218) 683-8560
TTY: (218) 683-8801
dean.dalen@northlandcollege.edu

**TOBACCO – 1060**
Use of tobacco products, including smokeless tobacco, at NCTC is prohibited except in designated outdoor areas. Use of tobacco products in college facilities and/or state vehicles is prohibited.

**USE OF E-MAIL AS OFFICIAL CORRESPONDENCE TO STUDENTS - 2205**

**College use of e-mail**
E-mail is the official communication with Northland Community and Technical College (NCTC) students. Official e-mail communications are intended only to meet the academic and administrative needs of the College community. The College has the right to expect that such communications will be received and read in a timely fashion. The College retains the right to send official communication via traditional methods.

As administrator of this process, the Director of Technology, or designee, is responsible for monitoring the use of student e-mail. Confidentiality of e-mail correspondence cannot be guaranteed; therefore users of this service should exercise extreme caution when sending messages. It is a violation of College policies for any user to impersonate a College office, faculty/staff member, or student. Further guidelines for appropriate use of e-mail are noted in NCTC Policy 5010 Acceptable Use of Computers and Information Technology Resources.

**Assignment of student e-mail**
College e-mail accounts are assigned to all registered students. Official e-mail addresses are considered as “directory information” under FERPA and NCTC’s Data Privacy Policy.

**Expectations about student use of e-mail**
Students are expected to check their e-mail regularly. Students have the responsibility to recognize that certain communications may be time-critical. Students may be required to monitor e-mail on a more frequent basis as determined by instructional needs. Faculty will dictate how electronic forms of communication (e.g., e-mail) will be used in their classes.

**Redirecting of e-mail**
Students are responsible for all information sent to them via their NCTC e-mail account. If a student chooses to forward messages to another account, they do so at their own risk. Students remain responsible for obtaining the information that has been communicated from NCTC. The College will not be responsible for the handling of e-mail by outside vendors.

**Compliance with related policies**
All messages must adhere to the following NCTC policies:

**Exception to policy**
Personnel and student conduct actions regarding specific detail will not be sent via electronic mail.

### VETERANS BENEFITS/SERVICES

The program offered by Northland Community and Technical College have been approved by the Minnesota State Approving Agency for veterans and their dependents eligible for educational benefits under Chapter 30, 31, 32 and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 1606 and 1607 (REAP: Reserve Educational Assistance Programs) Reserve and National Guard personnel may be eligible for educational benefits. Students should contact the Veterans Certifying Official or their local Veterans Administration office to obtain applications. The Veterans Administration office will determine eligibility and entitlement. Students are also encouraged to apply for Veterans Benefits online at [www.va.gov](http://www.va.gov).

Veterans may receive credit for appropriate military training. The campus transfer specialist personnel will determine the number of credits acceptable to transfer. Veterans or veterans’ dependents receiving educational benefits must conform to the following regulations to maintain their eligibility:

1. Register for at least 12 credits per semester to receive full benefits; 9-11 credits for three-quarter time; 6-8 for half time; 4-5 for less than half-time. (Veterans Administration pays tuition and fees only for 1-3 credits, these credits must apply towards a degree.)
2. Maintain satisfactory academic progress toward graduation.
3. Report any changes in credits (drops/adds), address or status (i.e. withdrawal) to VA certifying official.

### Veterans Certifying Officials

**East Grand Forks:**
Pam Schorsch      Advisor  
Room 109  (218) 793-2402  
pam.schorsch@northlandcollege.edu

**Thief River Falls:**
Rocky Ammerman      Registrar/Advisor  
Room 525 A  (218) 683-8540  
rocky.ammerman@northlandcollege.edu

**Campus Veterans Services Center**  
**East Grand Forks**  
Room 432D  (218) 793-2386

**Thief River Falls**  
Room 453  (218) 683-8988
GET INVOLVED AT NCTC

All students are welcomed and encouraged to participate in the variety of student life activities on both campuses and in the college communities.

Many special events are also held throughout the year including: Homecoming, Halloween Costume Contest, SnoFest, Black History Month, Native Images Month, Women’s History Month, Spring Fling, Cinco de Mayo, International Desert Festival, Annual 5K Walk/Run, and Celebramos. Activities also include entertainment and cultural events like: hypnotists, comedians, lecturers, speakers, foreign films, music concerts, dances, intramural athletics and theater. Many academic programs also have clubs that enhance student proficiency.

The Thief River Falls campus is the host campus for Pioneer athletics. Students from both campuses may be eligible to participate.

Getting involved on campus can enrich your college experience and improve academic success. Activities are supported by the Student Life Fee.

MULTICULTURAL SERVICES

Northland Community and Technical College provides multicultural student services in the areas of recruitment, retention, and assistance in placement of minority students. In addition, the Office of Multicultural Student Services seeks to promote an appreciation of cultural diversity and ethnicity on our campuses and throughout our communities.

The Office of Multicultural Student Services was established to provide a support system to minority students who choose to attend the College. Northland offers minority students a personalized support program, academic, career and personal counseling, diverse programs of study, and faculty and staff willing to provide individualized help and assistance.

The Office of Multicultural Student Services is dedicated to all minority students while they pursue their educational goals. For those students who qualify, there are grants and scholarships available through a variety of agencies. These agencies and programs include: The Minnesota Indian Scholarship Assistance Program, Tribal Scholarships, Health Service Scholarships, Workforce Investment Act funding, as well as numerous academic scholarships.

ALL NATIONS CLUB – TRF

The purpose of this organization is to bring together Native American students at Northland. The intent of

Multicultural Services Director
Nikki Brenny
East Grand Forks, Room #: 432B  (218) 793-2383
Thief River Falls, Room # 425E  (218) 683-8545
nicole.brenny@northlandcollege.edu

STUDENT ORGANIZATIONS AND ACTIVITIES

There are many clubs and organizations at Northland Community and Technical College. The College strongly supports student participation in professional service organizations and honor societies. Getting involved has been shown to increase student success.

NCTC student organizations:
- All Nations Club
- Ambassadors
- Auto Technology Club
- Biology Club
- Campus Recreation & Intramurals
- Computer Gaming Club
- Construction Electricity Club
- Criminal Justice Club
- Crop Club
- Environmental Club
- Early Childhood Education Club
- Farm Operations Club
- Fútbol Club
- Martial Arts Club
- Medical Administrative Support Club
- Multicultural Club
- Music: Choir, Band & Musicals
- Northern Light Newspaper
- Northland Carpentry – Student Chapter of the National Association of Home Builders
- Nursing Association Club
- Occupational Therapy Assistant Club
- Pharmacy Club
- Phi Theta Kappa International Honor Society
- Physical Therapist Assistant Club
- Pioneer 90.1-College Radio Station
- Professional Aviation Maintenance Association
- Radiological Technology Club
- Student Senate
- Theater Arts
- Skills USA
- Welding Club
- Who’s Who Among Students of America

All NATIONS CLUB – TRF

The purpose of this organization is to bring together Native American students at Northland. The intent of
available. The All Nations Club strives to promote the unique beauty of the traditions and culture of Native Americans.

**AMBASSADORS – NCTC**
The Northland Ambassadors are students who are chosen to introduce prospective students to the college campus by providing tours, current-student to prospective-student visits, and introducing visitors to faculty, staff and students. Ambassadors play an important role during New Student Orientation. They serve as group leaders for new students and assist them in getting acquainted with college procedures and to feel comfortable in their new surroundings. Ambassadors also serve as hosts for special functions on campus, as well as represent the College at off-campus events. Students interested in being an Ambassador are encouraged to stop in at the Admissions Office.

**AUTO TECHNOLOGY CLUB – EGF**
Membership is open to students currently enrolled in the automotive service technology programs. Club activities include visits and tours of area businesses. Members have opportunities to meet professionals in the business and build their résumé.

**CAMPUS RECREATION & INTRAMURALS – NCTC**
Becoming involved in the intramural program is an excellent way to make your college experience at NCTC memorable. Intramural sports are offered on both campuses and can provide organized competition and fun. Such intramural activities include: bowling, 3-on-3 basketball, 5-on-5 basketball, weight lifting, golf, soccer, volleyball and much more. Most students compete in intramurals as a way to stay active and involved. It is also a great way to meet people, make friends, and relieve stress.

The East Grand Forks campus has a partnership with the local school district to offer students the opportunity to use the weight room, gymnasium and other recreational facilities at the East Grand Forks Middle School. Additionally, the Grand Forks and East Grand Forks area abounds with limitless recreational opportunities. Intramural activities are an exciting part of campus life.

To encourage balance between studies and physical health, Northland operates a Wellness/Fitness Center on the Thief River Falls campus which features free weights, cardiovascular machines and additional exercise equipment. There is also a gymnasium, tennis courts, baseball and softball fields and a practice field. The Thief River Falls community boasts an indoor pool, scenic walking and bike trails, snowmobile trails, ice skating rinks, and a river-side public beach.

Activities and tournaments in several different sports are scheduled throughout the college year. The goal of the campus recreation program is to provide an opportunity for all students to participate in recreational activities. A wide range of activities are offered to try and meet the needs of most students.

Non-athletic activities are also offered by the College. Some activities include family bingo nights, movie nights, trivia nights, board game nights, entertainment and many other special activities.

Students are informed of these activities through the weekly bulletin, campus monitors, and bulletin boards located throughout the college campuses. NCTC does not carry or pay for any insurance for Recreation Program participants. All team captains and individuals should also note that NCTC is not responsible for accidents.

**COMPUTER GAMING CLUB – EGF**
The NCTC Computer Gaming Club is open to any student who enjoys playing computer games against other gamers in a networked or on-line environment. The club hosts special events, tournaments and fun nights centered on the enjoyment of gaming competition and member social interaction. Experts share their knowledge with the beginner and everyone shares in the experience.

**CONSTRUCTION ELECTRICITY CLUB – NCTC**
Membership is open to students enrolled in the Construction Electricity Program at Northland. This professional club is a great way to meet professionals in the field of construction electricity.

**CRIMINAL JUSTICE ASSOCIATION - TRF**
The purpose of the Criminal Justice Association is to give students a better and more complete understanding of how criminal justice agencies work. To do this, the Club tours various agencies, including law enforcement centers, county jails, state and federal correctional centers, juvenile institutions, and more. Membership is open to any NCTC student.

**CROP CLUB – EGF**
The NCTC Crop Club is open to students who enjoy scrap booking, being creative or want to try something new. Yearly activities include field trips, workshops, special projects and community service.
ENVIRONMENTAL CLUB - TRF
The Northland Environmental Club is an organization that enables all NCTC students who are interested in supporting environmental activities an opportunity to do so. Yearly activities are planned at the beginning of the school year, with campus recycling as an ongoing project. Environmental awareness and education play an important role in the function of the Northland Environmental Club.

FUTBOL CLUB – EGF
Students participating in Futbol Club play soccer at Intramural Sports, compete in soccer tournaments at local soccer fields and at other colleges. Enrollment to the Futbol Club is open to any students interested in playing soccer.

MARTIAL ARTS CLUB – TRF
Students who have completed one semester of the martial arts class, and have the approval of the instructor, are eligible to join the Martial Arts Club. The purpose of the club is to promote awareness of martial arts, self defense, and responsibility while working in the craft. The Club partners with the international Judo Kai martial arts organization. The Martial Arts Club is also an excellent opportunity for students enrolled in the criminal justice program to develop defensive skills.

MEDICAL ADMINISTRATIVE SUPPORT CLUB (MAS CLUB) – EGF
Students enrolled in one of the Medical secretary Technology programs (Medical Administrative Secretary AAS Degree, Medical Secretary Diploma, Medical Coding and Insurance Certificate, and/or Medical Transcription) are eligible to become members of the Medical Administrative Support Club. The club provides opportunities for career networking and enables students to be involved with professionals in the field as well as the community.

MULTICULTURAL CLUB
The Multicultural Club assists students in understanding and celebrating diversity. Students get the opportunity to learn more about the traditions, beliefs, and lifestyles of different cultures. NCTC seeks to promote an appreciation of cultural diversity and ethnicity on our campuses and throughout the communities.

MUSIC - NCTC
Musical activities at NCTC offer the student an opportunity to participate in a variety of activities.

Students can get involved in:
- Private Vocal & Instrument Lessons
- Choir and Band Small Groups
- Chamber Choir
- Community Choir
- Music Theater
- Jazz Band
- Community Band

Students study and perform music ranging from classical to modern, and in all degrees of difficulty. Concerts are presented throughout the fall and spring semesters. Concert tours are often scheduled in the spring and summer semester.

NORTHLAND CARPENTRY CLUB – EGF
Students enrolled in the Carpentry Program are eligible to become members of the Carpentry Student Chapter Club. Students have opportunities to visit and tour area businesses and meet members of the FORX Builders Association.

NORTHERN LIGHT NEWSPAPER - NCTC
The College newspaper, the Northern Light, is the official student publication of the College. The student newspaper is published by journalism students several times each semester. The paper is tabloid in format, and varies from 4 to 12 pages an issue. It can also be seen on Northland’s website at www.northlandcollege.edu. Any student may become a part of the staff or contribute without taking enrollment in the journalism courses.

NURSING ASSOCIATION CLUB – NCTC
The purpose of this organization is to provide students who are interested in supporting health promotion and prevention at NCTC with a structure to accomplish that activity. Members will also participate in an annual trip to St. Paul to take part in statewide education and lobbying efforts.

OCCUPATIONAL THERAPY ASSISTANT CLUB – EGF
Students enrolled in the Occupational Therapy Assistant Program are eligible to become members of the Occupational Therapy Assistant Club. The Club is a great opportunity to work with professionals in the field.

PHARMACY CLUB
Membership in the Pharmacy Club is extended to students enrolled in the Pharmacy Program. The purpose is to promote awareness, work with businesses and the community, and provide student-members with networking and resume opportunities.
PHI THETA KAPPA - NCTC
Phi Theta Kappa is recognized by the America Association of Community and Junior Colleges as the official honor society of two-year colleges. Membership in Phi Theta Kappa recognizes the academic achievement of students and provides them opportunities for developing leadership and service and for continuing academic excellence on the local, regional and national levels.

All full-time and part-time students are eligible and invited to join after they have completed 16 credit hours, have maintained a minimum of 3.5 GPA, and be carrying a credit load of at least 12 credits. Students must be of good moral character and possess recognized qualities of citizenship to be invited. Invitations are extended during fall and spring semester.

PHYSICAL THERAPIST ASSISTANT CLUG - EGF
Membership in the Physical Therapist Assistant Club is extended to students enrolled in the Physical Therapist Assistant program and to pre-PTA students. The purpose of the club is to offer students the opportunity to promote awareness and work with other professionals in the field. Members of the PTA Club are eligible to attend various educational seminars and enhance their knowledge in the field of physical therapy to prepare them for their career as a physical therapist assistant.

PIONEER 90.1 COLLEGE RADIO STATION - TRF
Students, employees and community members are invited to participate in the operation of Pioneer 90.1, Northland’s 24,000-watt radio station, located on the Thief River Falls campus. Pioneer 90.1 utilizes the CNN Broadcast Network and the computerized news service from the Associated Press. Pioneer 90.1 provides Northland students with many hours of actual on-air experience and first-hand skills in operating sophisticated broadcasting technology.

PROFESSIONAL AVIATION MAINTENANCE ASSOCIATION - TRF
The Professional Aviation Maintenance Association (PAMA) is an organization committed to assisting students who are seeking a career in aviation maintenance. Members of PAMA are eligible to apply for scholarships and attend conferences to improve their knowledge of the aviation maintenance industry.

RADIOLOGICAL TECHNOLOGY CLUB – EGF
The Radiological Tech SA Club welcomes members who are enrolled in the Radiologic Technology Program.

SKILLS USA
Vocational Industrial Clubs of America (VICA) is the official organization of vocational education. It is open to all students enrolled in education throughout the world and is intended to develop an appreciation for the world of work. Competition in VICA is on both state and national levels.

STUDENT SENATE
EGF: The East Grand Forks Student Senate serves to organize and stimulate activities within the student body for the broader College community. This goal is achieved both through direct involvement in organizing events as well as through the support of other campus student organizations and clubs which directly sponsor and organize events. The Student Senate also serves as the means for students to become involved in issues and decision-making on matters affecting student life and government at the local campus level, as well as the state and national levels. Students interested in being active in their college community are invited to participate in Student Senate meetings and to become active with the Student Senate or other student organizations and clubs. The Student Senate on the East Grand Forks campus also acts in the capacity of the Student Life Committee.

TRF: Serving with student government, or as a member of Student Senate, is the ideal way to develop personal leadership skills. Student Senate is composed of the president, vice president and elected representatives of the student body. The objectives of the Student Senate are to represent the student body and affiliated organizations in all matters of mutual concern, to provide social and cultural activities for the student body, to establish a calendar of events that will act as a guide for the student center and student life during the school year, to act as an advocate between the administration and student body, to act as a final authority in disputes between students and the student organization on matters pertaining to the welfare of the student body, and to insure student representation on all committees which, by their purpose, will affect students at NCTC.
THEATER - TRF
Northland Community and Technical College’s Theater Arts program works closely with the Thief River Falls Community Arts Council and offers a wide range of opportunities for students. Northland students produce stage shows, participate in community theater productions, and host reader’s theater and guest artists. Students are involved in all aspects of production, including acting, building of scenery, costume making, props and management. Each year, NCTC theater students travel to locations such as Winnipeg or Minneapolis/St. Paul to attend professional theater productions. Students can also attend the statewide Community College Theater Festival.

WELDING CLUB - NCTC
Students enrolled in the welding programs on both campuses are invited to join the Welding Club. Instructors take students on visits of prominent area businesses, and members have the opportunity to learn more about their field.

WHO’S WHO AMONG STUDENTS IN AMERICA
Who’s Who is a listing of campus leaders from more than 600 of the nations’ community colleges. Representation of this group is based upon college enrollment. An annual directory of distinguished students is published carrying the names of students whose academic standing, service to the community, leadership in extracurricular activities, and future potential are above average. The faculty is requested to nominate students from a list supplied by the Registration Office of all full-time students (12 hours) who have completed 30 hours with a minimum GPA for 3.0 or better. Nominated students are then requested to complete an information form. This form is submitted to a committee which recommends candidates to the President for selection. The selection is based on cumulative grade point average, active campus organization membership and activity in community and civic affairs.
The Northland Athletic Department welcomes talented athletes from the local area, as well as nationally and internationally. The department’s mission is to enhance and support the intellectual mission of the College and its academic standards and practices. The Pioneer coaching staff encourages student athletes to get involved in the College and community, and many student athletes participate in campus organizations and community service groups. Pioneer athletes and teams are also recognized annually for their outstanding academic achievements.

Northland Community and Technical College is a leader in promoting athletics — participating in numerous state, regional and national competitions. The Northland athletic programs have a long tradition of excellence — both on and off the playing surface — and are recognized as an important part of the college experience.

Intercollegiate Sports at NCTC

Men's:
- Baseball
- Basketball
- Football

Women's:
- Basketball
- Softball
- Volleyball

About Pioneer Athletics

Northland is a member of the National Junior College Athletic Association and is assigned to Region XIII, which consists of two-year colleges from Minnesota, upper Michigan, North Dakota, South Dakota and Wisconsin. Northland is also a member of the Minnesota Community College Conference, along with most two-year colleges in the State of Minnesota.

Students from both campuses may be qualified to participate in the intercollegiate Pioneer Athletic program, based on their eligibility. For women, there is basketball, fast-pitch softball and volleyball; for men, there is basketball, baseball and football.

The Thief River Falls campus hosts all Pioneer athletic facilities. Northland features one of the best gymnasiums in the state with new lighting, carpeted and fully-equipped locker rooms, and a modern athletic training room. The Multi-Events Center, which opened in 2000, has an exceptional football stadium, running track, eight softball fields, two soccer fields and state-of-the-art locker rooms. The College also has modern baseball fields and a partnership with the Thief River Falls Golf Club.

Student Athletes

The athletic program is committed to the academic and athletic excellence of student athletes. Winning teams are the ultimate goal, but not the only goal. The College wants student athletes to learn how to manage the challenges of life through participation in sports. Integrity, sportsmanship, dedication, spirit, teamwork and hard work exemplify the ideals of Northland’s athletic program.

Members of our coaching staff are selected on the basis of their coaching record as well as their commitment to academic excellence. Student athletes will be challenged to be the best in their sport and in the classroom.

Pioneer Athletics Staff

Athletic Coordinator
- Paul Peterson
  (218) 683–8556
  paul.peterson@northlandcollege.edu

Athletic Trainer
- Anita Lizakowski
  (218) 683–8700
  anita.lizakowski@northlandcollege.edu

Football – Head Coach
- Guy Finstrom
  (218) 683–8679
  guy.finstrom@northlandcollege.edu

Volleyball – Head Coach
- Lisa Handley
  (218) 683–8680
  lisa.handley@northlandcollege.edu

Women’s Basketball – Head Coach
- Guy Finstrom
  (218) 683–8679
  guy.finstrom@northlandcollege.edu

Men’s Basketball – Head Coach
- Rick Nikunen
  (218) 683–8707
  rick.nikunen@northlandcollege.edu

Softball – Head Coach
- Kathy Huschle
  (218) 683–8689
  kathy.huschle@northlandcollege.edu

Baseball – Head Coach
- TBD
ADMINISTRATION

Anne K. Temte, PhD
College President
PhD, Oregon State University
MS, Utah State University
BA, Luther College

Kent Hanson, MS
Vice President of Academics and Student Affairs
MSA, Central Michigan University
BS, University of North Dakota

Henry (Hank) Roehrich, PhD
Dean of Academic Affairs
East Grand Forks Campus
PhD, University of North Dakota
MSA, Central Michigan University
BS, Wayne State College

Norma Konschak, CPA, MAcc
Dean of Academic Affairs
Thief River Falls Campus
MAcc, Golden Gate University
BS, North Dakota State University

Mary Fontes, MA
Dean of Student Services
MA, University of North Dakota
BS, University of North Dakota

Steve Crittenden, MEd
Dean of Student Development
MEd, Southwest Minnesota State University
BA, Upper Iowa University

Dennis Paesler
Business Manager
BS, Moorhead State University
BA, Moorhead State University

Ron Dvergsten
Dean of Management Education
BS, North Dakota State University

Becky Lindseth
Director of Human Resources
AA, Northland Community & Technical College

James Retka
Dean of Workforce and Economic Development
BS, Bemidji State University

SUPERVISORS

Ammerman, Rocky
Registration and Advising
BA, St. Mary’s College

Anderson, Karla, CPA
EGF Business Manager
BBA, University of North Dakota

Balstad, Patricia
Director of Lifelong Learning

Castle, Clinton
Director of Facilities
AA, Northland Community College

Dalen, Dean
Director of Learning Center/Disability Services
BS, Bemidji State University

Gooden, Bob
EGF Director of Facilities

Hron, Stacey
Director of Technology/Marketing
AA/AS, Northland Community and Technical College

Klinke, Eugene
Director of Enrollment Management
BS, Valley City State College

Michelke, Kristen
Director of Workforce Development
MA, Minnesota State University-Mankato
BA, Jamestown College

Schulte, Gerald
Financial Aid Director
BS, Moorhead State University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Certification/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aakre, Leif</td>
<td>Farm Operations &amp; Management Instructor</td>
<td>BS, North Dakota State University</td>
</tr>
<tr>
<td>Abel, Loren</td>
<td>Carpentry Instructor</td>
<td>Diploma, Moorhead Area Technical Institute</td>
</tr>
<tr>
<td>Almlie, Erin</td>
<td>Chemistry Instructor</td>
<td>MEd, University of Houston BS, Bemidji State University</td>
</tr>
<tr>
<td>Amundson, Mary</td>
<td>Practical Nursing Instructor</td>
<td>MS, University of North Dakota BS, University of North Dakota</td>
</tr>
<tr>
<td>Anderson, Lori</td>
<td>Administrative Support Instructor</td>
<td>CEC, Northwest Technical College</td>
</tr>
<tr>
<td>Andrys, Bonita</td>
<td>English/Human Relations Instructor</td>
<td>MA, University of North Dakota BS, University of North Dakota</td>
</tr>
<tr>
<td>Anvinson, Todd</td>
<td>Automotive Service Technology Instructor</td>
<td>ASE Certified Master Automotive Technician ASE Certified Advanced Engine Performance</td>
</tr>
<tr>
<td>Batton, Lyle</td>
<td>Mathematics/Physics Instructor</td>
<td>MSME, Iowa State University BSED, Mankato State University</td>
</tr>
<tr>
<td>Bell, Jeffery</td>
<td>Biology Instructor</td>
<td>MS, North Dakota State University BS, University of Wisconsin-Green Bay</td>
</tr>
<tr>
<td>Berg, Mark</td>
<td>Farm Business Management</td>
<td>BA, Concordia College BS, University of Minnesota</td>
</tr>
<tr>
<td>Berry, Justin</td>
<td>Physical Therapist Assistant Instructor</td>
<td>DPT, University of North Dakota MPT, University of North Dakota MS, University of North Dakota BS, University of North Dakota</td>
</tr>
<tr>
<td>Blowers, Kelsey</td>
<td>Counselor</td>
<td>MS, Minnesota State University Moorhead BS, Minnesota State University Moorhead</td>
</tr>
<tr>
<td>Bracamonte, Margarita</td>
<td>Biology Instructor</td>
<td>PhD, Mayo Graduate School of Medicine BS, Florida International University</td>
</tr>
<tr>
<td>Brenan, Kit</td>
<td>Sales, Marketing &amp; Management Instructor</td>
<td>MMA, University of Mary BA, North Dakota State University</td>
</tr>
<tr>
<td>Campbell, Don</td>
<td>Computer &amp; Network Technology Instructor</td>
<td>BS, University of North Dakota</td>
</tr>
<tr>
<td>Carda, Nancy</td>
<td>RN Instructor</td>
<td>MSN, University of North Dakota BSN, South Dakota State University AD RN, Dakota Wesleyan University</td>
</tr>
<tr>
<td>Carlson, Betty</td>
<td>Practical Nursing Instructor</td>
<td>AS, Northland Community College</td>
</tr>
<tr>
<td>Chapman, Richard</td>
<td>Aviation Instructor</td>
<td>Diploma, Northland Community &amp; Technical College</td>
</tr>
<tr>
<td>Christian, David</td>
<td>Psychology Instructor</td>
<td>MA, University of North Dakota BA, University of North Dakota</td>
</tr>
<tr>
<td>Christensen, Jon</td>
<td>Farm Business Management Instructor</td>
<td>BS, North Dakota State University AAS, University of Minnesota</td>
</tr>
</tbody>
</table>
Clark, James
Farm Business Management Instructor
MLA, University of Arizona
BS, Tarleton State University

Cox, Ralph
Mathematics Instructor
BS, Northern Michigan University

Craigmile, Donna
Practical Nursing Instructor
BSN, University of North Dakota

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Dahlen, Jennifer
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MA, Middlebury College
BA, Augustana College

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BA, Augsburg College

Dyrud, Mary
Spanish/Speech Instructor
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BA, Augsburg College

Edman, Daniel
Construction Electricity Instructor
BS, Bemidji State University

Farrell, Joe
Pharmacy Technology Instructor/Director
BS, North Dakota State University

Field, Sue
Nursing Instructor
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Certificate, Northland Community & Technical College
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melton, Jeffery</td>
<td>Speech Instructor</td>
<td>MA, University of Wisconsin-Superior  BS, University of Wisconsin-Superior</td>
</tr>
<tr>
<td>Morgan, Rick</td>
<td>Farm Business Management</td>
<td>MA, University of Minnesota  BS, University of Minnesota</td>
</tr>
<tr>
<td>Mueller, Scott (Andy)</td>
<td>English Instructor</td>
<td>MA, Pittsburgh State University  BA, University of Arkansas  BS, Missouri Southern State College</td>
</tr>
<tr>
<td>Nelson, Vicki</td>
<td>Cosmetology Instructor</td>
<td>Diploma, Northland Community &amp; Technical College</td>
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<tr>
<td>Nikunen, Richard (Rick)</td>
<td>Psychology/Health &amp; Physical Education Instructor</td>
<td>Coaching - Men's Basketball &amp; Women's Softball  MS, North Dakota State University  BS, Mayville State University</td>
</tr>
<tr>
<td>Normandin, Mike</td>
<td>Mathematics Instructor</td>
<td>MEd, University of North Dakota  BS, St. John's University</td>
</tr>
<tr>
<td>Noyes, Ranona</td>
<td>Architectural Technology and Design Instructor</td>
<td>AA, Northland Community College  AAS, Northland Community College</td>
</tr>
<tr>
<td>Oehlke, Paul</td>
<td>Farm Business Management Instructor</td>
<td>MS, North Dakota State University  BS, North Dakota State University  BS, Utah State University</td>
</tr>
<tr>
<td>Olson, Aliza</td>
<td>History and Political Science Instructor</td>
<td>MA, Union University &amp; Institute  BA, Bemidji State University</td>
</tr>
<tr>
<td>Olson, Jennifer</td>
<td>Practical Nursing Instructor</td>
<td>BSN, University of North Dakota</td>
</tr>
<tr>
<td>Olson, Kathy</td>
<td>Administrative Support Instructor</td>
<td>BS, Bemidji State University</td>
</tr>
<tr>
<td>Olson, Susan</td>
<td>Administrative Support Instructor</td>
<td>MS, University of North Dakota  BS, University of North Dakota</td>
</tr>
<tr>
<td>Packard, Danie</td>
<td>Farm Business Management</td>
<td>Pennington and Marshall Counties</td>
</tr>
<tr>
<td>Paulson, Adam</td>
<td>English/Speech Instructor</td>
<td>MA, University of South Dakota  BA, University of North Dakota</td>
</tr>
<tr>
<td>Peters, Curtis</td>
<td>Construction Electricity Instructor</td>
<td>Master Electrician, Minnesota Department of Labor and Industry</td>
</tr>
<tr>
<td>Philipp, Kimberly</td>
<td>Architectural Technology and Design Instructor</td>
<td>AA, Northland Community College  Diploma, Thief River Falls Area Vocational Technical Institute</td>
</tr>
<tr>
<td>Rahnama, Farah</td>
<td>Mathematics Instructor</td>
<td>MS, University of North Dakota  BS, University of Texas  BS, University of North Dakota</td>
</tr>
<tr>
<td>Ramsey, Paul</td>
<td>Farm Business Management</td>
<td>Becker and Ottertail Counties</td>
</tr>
<tr>
<td>Reuter, Tim</td>
<td>Auto Body Collision Technology Instructor</td>
<td>Diploma, Northland Community &amp; Technical College</td>
</tr>
</tbody>
</table>
Riely, Debra  
**Accounting Instructor**  
BS, University of North Dakota  
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsler, Daniel</td>
<td>Paramedicine Instructor BS, Park College</td>
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<tr>
<td>Stassen, Jodi</td>
<td>Practical Nursing Instructor BS, University of North Dakota</td>
</tr>
<tr>
<td>Stinson, Carmen</td>
<td>Practical Nursing Instructor AS, Rochester Community College</td>
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<tr>
<td>Suckow, Brian</td>
<td>Welding Instructor Certificate, Moorhead Technical College</td>
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<tr>
<td>Swanson, Alan</td>
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<td>Tullis, Greg</td>
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<td>Vobr, Loretta</td>
<td>Nursing Instructor MS, University of North Dakota BSN, University of North Dakota</td>
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<td>Wagner, Kent</td>
<td>Auto Body Collision Technology Instructor Diploma, Thief River Falls Area Vocational Technical Institute</td>
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<td>Weber, Barbara</td>
<td>Mathematics Instructor MEd, University of North Dakota BS, Dickinson State University</td>
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<td>Werner, Paul</td>
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</tr>
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<td>Wierima, Dennis</td>
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</tr>
<tr>
<td>Wiseth, Terry</td>
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</tr>
<tr>
<td>Wold, Bob</td>
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<tr>
<td>Wright, Tracy</td>
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</tr>
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<td>Zimmerman, Randy</td>
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<td>Znajda, Karen</td>
<td>Practical Nursing Instructor BS, University of North Dakota</td>
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<tr>
<td>Adkins, Jesse</td>
<td>Groundskeeper Intermediate</td>
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<tr>
<td>Bagley, Patricia</td>
<td>General Maintenance Worker</td>
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<tr>
<td>Bloom, Bobbie</td>
<td>Administrative Assistant-Practical Nursing</td>
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<tr>
<td>Bolden, Shannon</td>
<td>Advisor/Admissions Representative</td>
</tr>
<tr>
<td>Boman, Chris</td>
<td>Surgical Technology Lab Assistant</td>
</tr>
<tr>
<td>Braaten, Danika</td>
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</tbody>
</table>
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200
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Learning Center Staff

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# Index

## -A-
- Ability to Benefit .............................................. 165
- About the College ............................................. 3
- Academic Advising ............................................. 130
- Academic Calendar ........................................... 7
- Academic Program Information ......................... 10
- Academic Progress / Science Degree .................. 130
- Academic & Student Services .............................. 129
- Acceptable Use of Computers ......................... 167
- Access Policy/Student Parking ......................... 170
- Accounting ..................................................... 13
- Accounting Clerk ............................................. 14
- Accounting Clerk – Microcomputer Applications ... 14
- Accreditation ................................................... 5
- Administration, Faculty & Staff ....................... 192
- Administrative Assistant ................................. 15
- Administrative Support ...................................... 16
- Administrative Support – Bookkeeping Emphasis .... 16
- Administrative Support – Microcomputer .......... 17
- Administrative Support Software Specialist ....... 17
- Admissions ..................................................... 134
- Advanced Agriculture Commodity Marketing .. 75
- Advanced Farm Business Management ........... 75
- Advanced Standing ............................................ 133
- Agricultural Commodities Marketing .............. 90
- Architectural Technology & Design ................. 18, 19
- Assessment for Course Placement ..................... 139
- Associate Accounting .......................................... 13
- Associate in Applied Science Degree ............... 8
- Associate in Arts Degree ..................................... 8
- Associate in Science Degree ............................... 8
- Auditing Courses ............................................ 158
- Auto Body Collision Technology ..................... 20
- Automotive Service Technology ....................... 21
- Aviation Maintenance Technology ................... 22

## -B-
- Background Study .......................................... 140
- Bookstore/Business Office ................................ 171
- Business ......................................................... 23
- Business Office ................................................ 171

## -C-
- Campus Security Report .................................. 172
- Cardiovascular Technology – Invasive ................ 24
- Carpentry – Residential .................................... 35
- Center for Outreach & Innovation (COI) .......... 76
- Certificate of Completion ................................ 8
- Children on Campus ......................................... 8
- Cisco Networking ............................................. 171
- Communities .................................................... 4
- Complementary and Alternative Medicine .......... 78
- Computer Design & Animation ....................... 26
- Computer Service / Networking ..................... 27
- Computer Training ......................................... 76
- Computer Use ............................................... 167
- Construction Electricity .................................. 35
- Consumer Information ..................................... 171
- Continuing Education and Customized Training ... 91
- Corporate Learning .......................................... 92
- Cosmetology .................................................... 29
- Cost of Attendance .......................................... 169
- Counseling Referrals ....................................... 172
- Counseling Services ........................................ 172
- Course Descriptions ......................................... 87
- Course Prefix Index ......................................... 86
- Crime Awareness & Campus Security ............... 172
- Criminal Justice ............................................. 31

## -D-
- Data Privacy Policy ......................................... 166
- Deferment Payment Plan .................................. 144
- Degrees, Diplomas & Certificates .................... 8
- Diploma of Occupational Proficiency ................ 8
- Directory Information ....................................... 166
- Directory of Programs ....................................... 10
- Disability Discrimination/Harassment ............... 151
- Distance Minnesota .......................................... 80
- Diversity Statement .......................................... 2
- Drop/Add, Withdrawal & Refund ....................... 164

## -E-
- Early Childhood & Paraprofessional .................. 32
- East Grand Forks Community ......................... 4
- East Grand Forks Campus Student Body ........... 3
- East Grand Forks Campus History ................... 3
- Electronics Certificate ..................................... 77
- Electronics Technology ................................... 33
- Electronics Technology/Automated Systems .... 33, 105
- Emergency Closing .......................................... 172
- Esthetics ......................................................... 30
- Extracurricular Activities ................................. 184

## -F-
- Faculty, Staff & Administration ......................... 192
- Farm Business Management ............................. 75
- Farm Operations and Management ................... 35
- Financial Aid .................................................. 143
- Financial Assistance ........................................ 143
- Fire Protection Technician ............................... 36
- Fire Service Preparation .................................. 37
- Fire Suppression Technician ............................. 36
- Fire Technology ................................................ 106
- Fire Training .................................................... 76
- Food Service .................................................. 172
- Foundation ..................................................... 149
- Fresh Start ..................................................... 133

203
## Index

### G
- Liberal Arts - Chemistry Emphasis .................................. 41
- Liberal Arts - Business Emphasis ................................... 41
- Liberal Arts - Biology Emphasis ...................................... 40
- Liberal Arts - Art Emphasis ............................................. 40
- Liberal Arts – Transfer Programs .................................... 39
- Get Involved At NCTC .................................................... 194
- Getting Started ............................................................. 127
- Geography ................................................................... 108
- General Courses ........................................................... 125
- Grade Appeal Policy ...................................................... 134
- Grade Point Average Calculation .................................... 134
- Grading ......................................................................... 134
- Graduation .................................................................... 134

### H
- Health Education ........................................................ 109
- Health, Physical Education .......................................... 110
- History ......................................................................... 109
- Home Health Aid Training ............................................ 77
- Housing ......................................................................... 174
- Humanities .................................................................... 112

### I
- Immunization Record Requirement ................................ 140
- Incomplete Grades ......................................................... 132
- Intercollegiate Athletics ............................................... 189
- International Student Admission .................................. 140

### J
- Journalism .................................................................. 112

### L
- Laptop – EGF Campus Only .......................................... 174
- Learning Center ............................................................ 175
- Lean Healthcare ........................................................... 78
- Letter from the President ............................................... 2
- Liberal Arts – Transfer Programs .................................... 39
- Liberal Arts - Art Emphasis ............................................. 40
- Liberal Arts - Business Emphasis .................................... 41
- Liberal Arts - Chemistry Emphasis ............................... 41
- Liberal Arts - Criminal Justice Emphasis ..................... 42
- Liberal Arts - Education Emphasis ................................ 42
- Liberal Arts - English Emphasis .................................... 43
- Limited English Proficiency ........................................ 175

### M
- Management Education ............................................... 75
- Manicurist .................................................................. 30
- Manufacturing Certificates .......................................... 77
- Manufacturing Training ................................................ 77
- Massage Therapist ....................................................... 85
- Medical Administrative Secretary Technology ............ 56
- Medical Administrative Technology ............................ 56
- Medical Coding & Insurance ....................................... 57
- Medical Secretary Technology ..................................... 56
- Medical Transcription .................................................. 57
- Mine Safety and Health Training ................................ 77
- Minnesota Online ......................................................... 81
- Minnesota Transfer Curriculum .................................. 2
- Multicultural Services .................................................. 175, 184
- Music ........................................................................... 115

### N
- Natural Science ........................................................... 116
- NCTC Accreditation \\ Certification ......................... 5
- NCTC At A Glance ......................................................... 1
- NCTC The College ......................................................... 3
- Nondiscrimination in Employment \\ Education ........ 150
- Northwest Regional Training (NRT) ......................... 71
- Nursing Assistant Training ....................................... 71
- Nurse Assistant/Home Health Aide Testing ............... 71
- Nursing – Practical ...................................................... 59, 60, 120, 121
- Nursing –Registered .................................................. 58, 117
Index

-O-
Occupational Therapy Assistant ........................................ 61, 117

-P-
Paramedicine ................................................................. 62
Parking ........................................................................... 176
Pass/No Pass (P/NP) ....................................................... 134
Pharmacy Technology .................................................... 63, 119
Philosophy ..................................................................... 118
Physical Therapist Assistant ........................................... 65, 122
Physics .......................................................................... 119
Phlebotomy ..................................................................... 64
Pioneer Athletics ............................................................ 189
Placement ....................................................................... 176
Plumbing Technology ..................................................... 66, 119
Political Science ............................................................ 120
Possession or Carry of Firearms ..................................... 176
Post Secondary Enrollment Options (PSEO) .................... 141
Practical Nursing ........................................................... 59, 60
Precision Agriculture ..................................................... 75
President’s and Dean’s Lists .......................................... 135
Production Welding ....................................................... 73
Program Interruption ..................................................... 135
Programs of Study ........................................................ 13
Psychology ................................................................. 121

-R-
Racial Discrimination/Harassment ................................. 151
Radiologic Technology .................................................. 67, 123
Reciprocity .................................................................... 142
Registration .................................................................... 164
Registration Cancellation Policy ...................................... 144
Registered Nursing ........................................................ 58
Request for College Work Study .................................... 145
Rescue Technician .......................................................... 37
Residency ....................................................................... 146
Robotics Technology/Automated Systems ....................... 69, 113
Roseau Satellite Office .................................................... 4
Roster .......................................................................... 191

-S-
Sales, Marketing, and Management ............................... 70, 114
Scholarships .................................................................. 146
Sex Discrimination/Harassment & Violence .................... 150
Sexual Violence ........................................................... 158
Small Business Management ........................................ 75
Sociology ...................................................................... 124
Spanish .......................................................................... 125
Speech .......................................................................... 125
Specialty Crops Management ........................................ 75
Staff, Faculty & Administration ....................................... 199
Student Body ............................................................... 3
Student Conduct ............................................................ 176
Student Complaints and Grievances .............................. 135
Student Credit Load ....................................................... 165
Student Health Insurance .............................................. 161
Student Health Screening ............................................. 172
Student Identification Card .......................................... 181
Student Life .................................................................... 184
Student Organizations, Clubs and Activities .................. 184
Student Right-To-Know ................................................ 181
Student Services .......................................................... 184
Student Senate .............................................................. 187
Students with Disabilities ............................................. 192
Substitution of Required Courses ................................. 137
Supervisory Leadership ............................................... 71
Supervised Occupational Experiences (SOE)/Internships .... 137
Surgical Technology ...................................................... 72, 126
Syllabus and Common Course Outline ............................ 138

-T-
Tech Prep Articulation .................................................. 138
Testing Center ................................................................ 79
Theater ......................................................................... 126
Thief River Falls Community ........................................... 4
Thief River Falls Campus Student Body ......................... 3
Thief River Falls Campus History .................................... 8
Tobacco ........................................................................ 182
Tours ............................................................................ 4
Transfer Curriculum ..................................................... 81
Transfer of Credit .......................................................... 138
Tuition & Fees .............................................................. 146
Tuition & Fees Schedule ................................................ 148

-U-
Use of E-Mail as Official Correspondence ....................... 182

-V-
Veterans Benefits/Services ........................................... 183
Violence Free Workplace Violence ................................. 163
Vision Statement ........................................................... 2
Visiting NCTC .............................................................. 4
Visiting the EGF Campus ................................................ 4
Visiting the TRF Campus ................................................ 4

-W-
Welding Process Technology ......................................... 73
Welding Technology ...................................................... 74
Welding Training .......................................................... 77