

2026-2027 Course Catalog

Normandale Community College

9700 France Avenue South

Bloomington, MN 55431-4399

952-358-8200

www.normandale.edu

Normandale Community College is a member of the Minnesota State Colleges and Universities system.

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

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

The provisions of this catalog are effective from the beginning of Fall Semester 2026 through the end of Summer Semester 2027 but are not to be regarded as an irrevocable contract between the student and the college.

The college reserves the right to change any provision or requirement at any time within the student's term of enrollment.

Academic Year and Summer Session Calendar

Summer Session 2026

Classes are taught in formats from one to seven weeks in length, beginning at various dates throughout the term.

Consult the summer course schedule for individual class meeting dates and session lengths.

Classes Begin	June 1
Juneteenth, No Classes	June 19
Independence Day (observed), No Classes	July 3
Classes End/Term Ends	August 7

Fall Semester 2026

Classes Begin	August 24
Labor Day, No Classes	September 7
Weekend Classes Begin	September 11
Development Day, No Classes	October 6
Education Minnesota, No Classes	October 15-17
Veterans Day, No Classes	November 11
Thanksgiving, No Classes	November 26-28
Weekend Classes End	December 12
Final Examinations	December 14-18
Term Ends	December 18

Spring Semester 2027

Classes Begin	January 11
Martin Luther King Jr. Day, No Classes	January 18
Weekend Classes Begin	January 22
Development Day, No Classes	February 2
President's Day, No Classes	February 15
Spring Break	March 8-13
Weekend Classes End	April 24
Final Examinations	May 10-14
Term Ends	May 14
Commencement	May 17

Summer Session 2026

Classes are taught in formats from one to seven weeks in

length, beginning at various dates throughout the term.

Consult the summer course schedule and summer registration guide for individual class meeting dates and session lengths.

Term Begins	June 1
Juneteenth (observed), No Classes	June 18
Independence Day (Observed), No Classes	July 5
Classes End/Term Ends	August 6

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

Introduction



We are excited to welcome you to Normandale Community College. Whether you are beginning your academic path, exploring new directions, or preparing to transfer to a four-year institution, we are here to help you shape your future.

Normandale is the largest community college in Minnesota with over 14,000 credit students, but with the strong supports and resources devoted to the whole student and the exceptional academic programs, Normandale has a small college feel.

Our campus has individuals from a variety of backgrounds, identities, experiences and beliefs, and it is the appreciation of these differences that enhance our community.

With more than 70 degrees, 600 academic courses, and hundreds of continuing education programs, there are a variety of options available for your learning or career path. Normandale is a top transfer college for many public and private four-year universities in Minnesota, and also has a long history of being a great starting point for students looking to transfer outside of the state or internationally. There are also amazing opportunities to go directly into the workplace through some of our health sciences programs and other academic areas.

Beyond our academic excellence, Normandale offers a vibrant student life with clubs, leadership opportunities, student government, honor societies, and recreational activities that help you connect, grow, and thrive.

All of the staff, faculty, and administrators at Normandale are committed to making sure you receive the highest quality education possible. We are proud of the opportunities inside and outside of the classroom we provide for you to learn and grown as you pursue your hopes and dreams. “We go above, so you can go beyond”

is not just words, it is the commitment we have to help you achieve the goals you set out to accomplish.

We are delighted that your educational journey has led you to Normandale, and we encourage you to take advantage of all of the resources and opportunities that will be available to you during your exciting time here.

Pakou Yang, Ph.D.
Interim President
Normandale Community College

Normandale’s Mission, Vision, Values, Strategic Goals and Core Learning Outcomes

Mission

- To cultivate a welcoming college community;
- to foster every student's talents;
- to build an equitable world.

Vision

Limitless human potential realized.

Core Values

Caring

We cultivate a college community where people feel a sense of belonging and connectedness. We recognize that people learn and work better when their needs are met and they feel safe. We have the courage to communicate with compassionate candor. We are a community of kindness and respect.

Curiosity

We nurture curious minds in our students and in our employees. We are genuinely curious about one another. Curiosity fuels our pursuit of learning and inspires us to find better ways of doing things. It drives us to ask good questions and to seek information to answer them. We are a community of curious people.

Commitment

We work hard to achieve our mission and goals. We dedicate ourselves to meeting all our students where they are and helping them pursue their aspirations. We are conscientious stewards of the college's resources. We are a community that expects a lot of ourselves and takes pride and joy in our work.

(Mission, Vision and Core Values approved by the Minnesota State Colleges and Universities Board of Trustees, January 2022.)

Strategic Goals

- Achieve racial equity in educational outcomes by 2025.
- Achieve associate degree completion or baccalaureate transfer rate of 50% or better for degree seeking students by 2030.
- Support and sustain a pervasive culture that is culturally competent and service oriented.

Core Learning Outcomes

Our students will:

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

Approved by Normandale Community College faculty, April 2017.

Accreditation

Normandale Community College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; 800-621-7440.

Individual program accreditations include:

- Commission on Dental Accreditation
- National Association of Schools of Art and Design
- National Association of Schools of Music
- National Association of Schools of Theatre

- Accreditation Commission for Education in Nursing

Equal Opportunity Statement

Normandale Community College is committed to the principle that all individuals are to be treated with equality and dignity without discrimination regardless of race, color, national or ethnic origin, religion, gender, sexual orientation, disability, age, economic, and/or marital status. The college will work diligently to make sure all our dealings with each other are marked by decency, empathy and civility.

The College resolutely condemns conduct and expressions of bigotry, hatred, prejudice or disrespect. Such behavior will be regarded as a violation of the standards of conduct required of any person associated with this College.

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, veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Normandale Community College is a proud equal opportunity and affirmative action employer, and we seek applicants with deep connections to the cultural communities to which our students belong. We actively seek and encourage applications from women, people of color, persons with disabilities, and individuals with protected veteran status.

Admissions

Admission Requirements

Any individual who has graduated from high school or passed the General Education Development (GED) examination is eligible for general undergraduate admission to Normandale Community College. Students applying to study on a student (F-1) visa or while they are still in high school have additional admissions requirements. Admission to the college does not automatically qualify a student for all courses and programs. Please refer to the Course Placement section of this catalog for further information.

A student who was suspended from another college or university for academic reasons within the year prior to their application will need to complete the admissions appeal process before being considered for admission. The student will receive notification of the results of the appeal.

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

Immunization

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

New students must submit their immunization information. Students who need to update or resubmit their records must submit an Immunization eForm, which can be found on the Student Services Official Forms page under Records and Registration Forms. Students who fail to submit their immunization information may be denied registration.

Application Deadlines

Application deadlines have been established to encourage

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

Note: Course placement, orientation and registration are offered on a first-to-apply, first-served basis.

Deadlines

Undergraduate Admission

- Fall 2026 - August 5, 2026
- Spring 2027 - December 18, 2026

PSEO Admission

- Fall 2026 - June 1, 2026
- Spring 2027 - December 1, 2026

International Admission (students outside of the US or who are currently in the US but are returning home)

- Fall 2026 - June 1, 2026
- Spring 2027 - October 1, 2026

International Admission (students already in the US who will be remaining in the US)

- Fall 2026 - July 1, 2026
- Spring 2027 - November 1, 2026

Degree Seeking, Non-Degree Seeking, or Visiting Student Status

Students entering Normandale Community College must declare themselves either degree seeking or non-degree seeking at the time they apply for admission.

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

Degree Seeking

Degree seeking students are individuals with the goal of

pursuing coursework leading to a certificate, two-year degree or eventual transfer of their credits to another degree-granting college or university. Degree seeking students are required to complete new student orientation before registering for courses.

Non-Degree Seeking

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

Visiting Students

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

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

- Visiting student status is not available to individuals currently on suspension or with a financial hold at another postsecondary institution.
- Visiting student status is not available to students who are enrolling in courses while still in high school.
- Visiting students may use financial aid from their home institution (financial aid is not available through Normandale).
- The maximum number of enrolled credits at all colleges and universities of the Minnesota State system cannot exceed 22 in any semester.
- Visiting students must meet any required course prerequisites or placement levels.

Admission Procedures

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

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

1. Submitting a completed online application;

2. Completing or receiving waivers for all required course placements; and
3. Completing a new student orientation.

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

The application is available online on the Normandale Applying and Enrolling page. A paper version is available by request from the Office of Admissions at 952-358-8201 or admissions@normandale.edu. Paper application materials should be submitted to Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431-4399.

Admission Procedures for Undergraduates

General undergraduate students are individuals applying for admission after completing high school or the GED exam. Individuals applying for admission to Normandale Community College must:

1. Apply online.
2. Students with no previous college experience may submit high school transcripts or GED scores (not required for students with previous college experience). Students who anticipate receiving their high school diploma before starting at Normandale Community College may submit an unofficial high school transcript confirming that they are on track to meet their anticipated graduation date. Upon graduation, an official transcript that reflects the student's final grades and date of graduation may be submitted to Normandale. Students who have already graduated from high school or earned a high school equivalency may request that their official transcript or GED scores be sent to the college electronically or via email.
3. Satisfy course placement. If applicable, submit official ACT, SAT, Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) or other score reports that may qualify the student for course placement (see the Course Placement100 section of this catalog for further information).
4. Students with prior college experience should submit

an official transcript from each college and university attended for transfer of credits and course placement review. Exception: Due to a System-wide initiative to facilitate the transfer of students between Minnesota State institutions, students who have completed coursework at another Minnesota State institution are not required to submit Minnesota transcripts at the time of admission. Students who complete courses at another institution after admission must submit a Minnesota State Transcript Retrieval Form to the Normandale Records Office to have those courses transferred to Normandale. The form can be found on the Student Services Official Forms page under Records and Registration Forms.

Admission Procedures for International Students

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

Application Deadlines

Students outside of the US or who are currently in the US but are returning home:

- Fall – June 1
- Spring – October 1

Students already in the US who will be remaining in the US:

- Fall – July 1
- Spring – November 1

A completed application includes:

1. A completed online International Student Application.
2. Students requesting an F-1 student visa must show means of adequate financial support by submitting an original notarized bank statement which reflects, in U.S. currency, the amount necessary to fund one academic year of tuition, fees, textbooks, housing, food, transportation, medical insurance and other expenses. Students should contact the Office of Admissions for the current required dollar amount. If

applicants are using a sponsor for financial support, a notarized sponsor financial responsibility form is required.

3. Submit official transcripts from the secondary school and any colleges or universities attended. All school records must be sent in the student's native language and in English translation. (If records are not original, certified or attested true copies signed by authorized school or government official, U.S. embassy staff or a notary public must be sent.)
4. Students who intend to transfer credits from institutions outside the United States must request a course by course credit assessment through a professional credential evaluation service that is recognized by the National Association of Credential Evaluation Services (NACES). However, Normandale recommends the credential evaluation services available from either [World Education Services \(WES\)](#) or [Educational Credential Evaluators, Inc. \(ECE\)](#).
5. In order to be accepted for admission at Normandale Community College, all international students from non-English speaking countries also must:
 - Submit results of the [Test of English as a Foreign Language \(TOEFL\)](#) with a minimum score of 500 on the paper test or 173 on the computerized test or 61 on the internet test; OR
 - Submit results of the [International English Language Testing System \(IELTS\)](#) with a minimum score of 6 on the academic test only; OR
 - Submit results of the Duolingo online English test with a minimum score of 85.

Students whose home country's official language is English are exempt from these requirements. Official English-speaking countries include:

Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada (except Quebec), Cayman Islands, Dominica, England, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland (Northern and Republic of), Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, New Zealand, Nigeria, Papua New Guinea, Scotland, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent

and the Grenadines, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, Vanuatu, Wales, Zambia, and Zimbabwe.

For information about taking the TOEFL, contact the Educational Testing Service. Normandale's TOEFL code is 6501. Visit ielts.org/usa for information about taking the International English Language Test. Visit Duolingo for information about taking the Duolingo English test.

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

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

International students already attending college in the United States and transferring to Normandale Community College should also submit an International Transfer Release form, which can be downloaded from the Normandale International Admission page.

International students with further questions regarding admissions or enrollment procedures should contact the Normandale Office of Admissions at international@normandale.edu.

Admission Procedures for the PSEO Program

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

The PSEO program allows high school students to earn college credits at no cost to the student or family while simultaneously earning credit toward high school graduation requirements. The PSEO program is only available during fall and spring semesters.

There are two types of Postsecondary Enrollment Option (PSEO) Programs; each has different admission and course eligibility:

- PSEO General Education for juniors and seniors completing general education courses.
- PSEO Career and Technical Education (CTE)

program for sophomores, juniors and seniors completing eligible career and technical education courses identified by the college.

Application Deadlines

- Fall semester - June 1
- Spring semester - December 1

Normandale Community College follows the PSEO admissions guidelines set forth by the Minnesota State system. Individuals applying to the PSEO program will be admitted based on the following eligibility requirements:

- High School sophomores: To be eligible for the PSEO Career and Technical Education program only, applicants must have attained a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading, or they must provide other qualifying documentation that demonstrates college-level reading skills, if the student did not take the MCA reading test.
- High school juniors: Must have a cumulative high school GPA of 3.0 or higher. Individuals who do not meet the minimum GPA requirement must be in the upper one-third of their class or score at or above the 70th percentile on any nationally standardized, norm-referenced test.
- High school seniors: Must have cumulative high school GPA of 2.5 or higher. Applicants with a cumulative high school GPA of 2.50-2.59 must also submit one of the following standardized reading test scores: ACT (19 or higher), SAT (440 or higher), or MCA (1042 or higher). Individuals who do not meet the minimum GPA requirement must be in the upper one-half of their class, or score at or above the 50th percentile on any nationally standardized, norm-referenced test.

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

PSEO Career and Technical Education Program

Individuals who apply under the PSEO Career and Technical Education Program are eligible for only one course their first semester. Students who earn a grade of "C" or better in the one course taken the first semester can enroll in more than one course in subsequent semesters.

Normandale PSEO Students are not eligible for the following:

- Developmental courses (courses numbered below 1000).
- Non-credit courses.
- MUSC 1100, Beginning Music Lessons.
- for MUSC 2251, Applied Music.
- Courses at any institution to which they have not been admitted.
- Courses that require overnight travel.
- Study abroad courses or programs.
- Financial aid.
- Repeat courses for which a passing grade has already been earned (including the grade of D)

The PSEO admissions process involves three steps:

1. Applying online and submitting the supplemental application materials that document meeting the eligibility requirements.
2. Satisfying course placement.
3. Attending new student orientation.

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

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

1. Complete the Normandale PSEO application online. PSEO supplemental application materials are available on Normandale [PSEO Admission](#) page or by contacting the Office of Admissions at 952-358-8208 or pseo@normandale.edu.
2. Submit the PSEO Application Document Submitter and attach a high school transcript; completed Minnesota Department of Education Notice of Student Registration form; and test scores, if necessary. Tenth grade CTE program applicants must submit evidence of a passing score on the MCA 8th grade reading assessment, if not on the high school transcript.
3. Students who have previous college coursework may

submit an official transcript from all colleges and universities that they have previously attended for consideration of transfer credit and to avoid duplication of coursework.

4. If applicable, submit official ACT, SAT, Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) or other scores that may qualify the student for course placement (see the Course Placement10 section for further information).

When the application, Minnesota Department of Education form, required transcripts and documents have been received, the Normandale Office of Admissions will notify the applicant that their application is complete.

Qualified students are accepted to the Postsecondary Enrollment Options (PSEO) program only and are not admitted undergraduate students at Normandale Community College. PSEO students who wish to continue their college education at Normandale after their high school graduation do not need to re-apply for general admission to the college. Students' admission status will be updated to undergraduate upon request. Students should contact the Office of Admissions for more information.

Textbooks

PSEO students receive college-level courses and required textbooks free of charge during the fall and spring semesters (this benefit is not available for summer terms). However, textbooks paid for through PSEO become the property of Normandale Community College upon completion of the course due to policies established in law by the State of Minnesota. Students are subject to charges for unreturned textbooks.

Admission Procedures for the Summer High School Enrollment Program

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

*PSEO students who are enrolled during the spring semester and who will continue as a PSEO student in the

fall semester do not need to re-apply for SHEP.

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

Applicants are accepted to the summer program only and are not considered students in the Postsecondary Enrollment Options (PSEO) program nor admitted undergraduate students at Normandale Community College.

Summer High School Enrollment Program students may also be eligible to earn college credits through the Postsecondary Enrollment Options (PSEO) program during the fall and spring terms. However, students wishing to participate must apply to this program and meet the eligibility requirements. For more information, refer to the Admission Procedures for the PSEO Program⁸ section of this catalog.

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

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

1. Apply online (if not already admitted for PSEO).
2. Submit a SHEP Acknowledgement Form and attach a high school transcript. The SHEP Acknowledgement Form is available on the Normandale SHEP Admission page or by contacting the Office of Admissions at 952-358-8201 or admissions@normandale.edu.
3. If available, submit ACT, SAT, MCA or other scores (if available) that may qualify the student for course placement (see Course Placement 10 for further information).

Transcripts for Admission

Applicants should submit official transcripts of previous college work to Normandale at the time of application for admission. To protect against fraud, colleges and universities distinguish between official and unofficial transcripts. Under Normandale Community College policy, official transcripts must be prepared and sealed by the issuing institution (or a firm acting on its behalf) in an

envelope bearing the issuing institution's letterhead. Unofficial high school transcripts may be submitted by email or through the Admissions Document Submitter, which can be found on the Student Services Official Forms page under Admissions Forms

Selective Health Sciences Programs

The Nursing and Dental Hygiene programs have established selective admission criteria that reflect the probability of academic and employment success. Additional information about the application process and selective program criteria are available on the Nursing and Dental Hygiene application information pages.

Senior Adults

Minnesota residents aged 62 or older before the first day of the term may register for courses at a reduced tuition rate. To claim the senior rate, seniors must self-identify, provide proof of age and register no sooner than the first day of the term. When enrolling for credit, seniors pay reduced tuition and remain responsible for all fees, including special course fees. Seniors do not pay tuition for audited courses; however, they are still responsible for fees, including special course fees.

To be eligible to take courses using the reduced tuition and rate, students must

1. Apply online.
2. Submit the Senior Citizen Registration Form, which can be found on the Student Services Official Forms page under Records and Registration Forms.

More information is available on the Normandale Senior Citizen Enrollment page.

Course Placement and the Minnesota State Assessment Policy

Normandale Community College follows the guidelines of assessment for course placement set forth by the Minnesota State system. Course placement is intended to provide students and the college with information about their current level of academic readiness and to inform their reading, writing and mathematics course placements.

All new degree-seeking students at Normandale must complete course placement in all three academic subject areas.

Course placement measures a student's reading, writing and mathematical skills. Normandale's courses in English and mathematics require evidence of course readiness before students can register for courses in those disciplines. Certain other courses at Normandale may also require course placement before a student can register for the course. Details on course requirements and prerequisites are available in the individual course descriptions.

Course placements can be determined using one or a combination of the following information:

- Scores from ACT, SAT, MCA – valid within the last 5 calendar years.
- High School GPA – valid within the last 10 calendar years.
- Standardized score reports from Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB).
- Completion of college-level coursework from an accredited U.S. college or university.
- Self-Guided placement, if an individual does not have a valid high school GPA or any of the above scores.

The Normandale Course Placement page provides additional information on how course placements are determined using a combination of the instruments listed above.

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

An appeal option is available for students who are dissatisfied with any of their course placement results.

Students Whose First Language is Not English

We take appropriate measures to assess each student's academic readiness. The course placement process assigns students to the appropriate course levels at Normandale or helps determine whether the student must first strengthen their English language skills in order to maximize the potential for academic success. Students will be provided with campus services or are referred to community services that will better prepare them for college participation.

Normandale offers an excellent program through the

Department of English called English for Academic Purposes (EAP) to help students enhance the English writing, reading, listening, and speaking skills for the demands of their future academic career. Course placement information will be used to place students in the correct level of the program - the level that will best support their learning needs and where they will be most successful. More information is available on the Normandale Course Placement page.

Course Placement Exemptions

Students may be exempt from course placement assessment requirements based on:

1. enrollment exclusively in non-credit courses, or
2. documentation of successful completion of a college-level course in the area for which the course placement score is used, or
3. documentation of completion of an associate's degree, a baccalaureate degree, or higher degree.

Students who have earned associate of arts, associate of fine arts, bachelor's or graduate degree in the U.S. will be considered to have satisfied college-level reading and writing requirements. Students who have earned a U.S. associate of science or associate of applied science degree but have not completed a writing requirement will receive a college-level writing placement.

Students who have earned a U.S. associate of arts, bachelor's or graduate degree will be considered to have satisfied the mathematics requirement of the Minnesota Transfer Curriculum (Goal 4). Program-specific math requirements must be met as outlined in the program. Students who have earned a U.S. associate of science or associate of applied science degree but have not met the math requirement shall be evaluated on an individual basis prior to enrolling in additional mathematics coursework. Students who have earned a U.S. degree but completed the math requirement more than two years prior to admission shall be evaluated on an individual basis prior to enrolling in additional mathematics coursework.

Transfer Students

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

- A grade of C- or higher in a college-level English composition course) will provide college-level course placement for English and reading.
- 12 transferable semester credits with a grade point average of 2.00 (C) or higher will provide college-level course placement for reading.
- A grade of C- or higher in a college-level mathematics course completed within the last two years will provide college-level course placement based on the completed coursework and whether the student is planning to register for a mathematics course; is registering for a course with a mathematics prerequisite; or is applying to a program with a mathematics requirement.

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

Student Financial Obligations and Expenses

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

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

Payments and Billing Office

Website: <https://www.normandale.edu/current-students/student-services/paying-for-college/billing/index.html>

Telephone: 952-358-8242

Email: PaymentBilling@normandale.edu

Fax: 952-358-8235

Financial Obligation

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

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

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

Tuition and Fees

Tuition and fees are charged on a per-credit basis. Standard fees include technology; College Access, Parking and Security (CAPS); Student Life/Activity; LeadMN/MSCSA (statewide student association); and Student Union

Facility. For more information, consult the Student Services website.

Additional Fees

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

Course Fees

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

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

Payment

Payment arrangement deadlines are published on the Payment Arrangement Deadlines webpage at <https://www.normandale.edu/current-students/student-services/paying-for-college/billing/payment-arrangements/deadlines.html>. Students should check their Normandale email accounts for tuition due notices. Invoices or billing statements are not sent to students.

Payment Options or Arrangements

Students can find information about their payment arrangement options by navigating to Payments and Billing via the Current Students-Student Services web page. Some students may qualify for a payment deferment based on their funding source. For more information, please visit <https://www.normandale.edu/current-students/student-services/paying-for-college/billing/payment-arrangements/index.html>. If tuition, fees and/or the cost of books are being paid through approved government or private agencies or an educational plan such as a 529 or scholarship, the student must notify the Payments & Billing Office prior to the payment deadline. Documentation of such payments can be sent to PaymentBilling@normandale.edu. If a student's third-party sponsoring agency does not make payment for any reason after being billed by the college, the student will be responsible for paying any unpaid balances.

Viewing or Paying Your Account

Balance Online

Students are required to obtain their account balance from the Minnesota State web portal (eServices) link (the same site that is used for registration). Login requires the student's Star ID and password. Account information is found under "Bills and Payment" on the left side of the screen. Account balances for other colleges and universities within the Minnesota State system will appear if the student's Social Security number is on file at both Normandale and the other Minnesota State institution(s) in which the student has enrolled.

Online payment in full and the Nelnet payment plan can be completed from the Minnesota State web portal (eServices) link (the same site that is used for registration). Select "Bills and Payment". Payment methods include credit cards: MasterCard, Visa or Discover, debit cards and paying directly from a checking or savings account.

Drop for Non-Payment

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

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

Unpaid Accounts

The college may withhold a student's grades, transcripts and registration for failure to fulfill financial obligations. Past due accounts will be assessed a one-time \$35 late fee and are subject to referral to the Minnesota Department of Revenue or other collection agencies. The Payments &

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

Payments to Students

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

The benefits of direct deposit are:

- It is easy to sign up; just log into the Minnesota State web portal (eServices) and go to "Direct Deposit Setup" under the Financial Aid section.
- Funds will be deposited into the student's account within two business days after the refund or the financial aid disbursement is processed.
- It's easier — students don't have to make a trip to the bank to cash the check or wait for the check.
- It's safer — direct deposits never get lost in processing.
- It's free — no fees are charged to participate.

More information is available on the Student Services website at www.normandale.edu/payments-and-billing-office under "Direct Deposit for Refunds." Sign up for direct deposit by logging into the Minnesota State web portal (eServices) and going to "Direct Deposit Setup" under the Financial Aid section.

Tax Credit Information

Toward the end of January, the Minnesota State System's Finance Division will make available on eServices or mail a 1098-T form to students whose Social Security number is on file with Normandale Community College and who have paid eligible tuition and fees during the previous year.

Students are encouraged to opt in to receive their tax statements electronically through eServices. When tax statements are available, students will receive an alert at their college email address and will also see a notification message in the Action Item area on their eServices dashboard that states: "Important Tax Return Document Available: 1098-T Tuition Statement." Students can view and download a PDF of their 1098-T tax form by clicking on the links in these communications or in eServices under the "Bills and Payment" section. Students can reprint their forms at any time.

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

Normandale cannot and will not provide any tax advice.

Refund Policy

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

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

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

Refund Appeals

Exceptions to the refund policy may be considered, at the discretion of the college, when extended illness of the student or their immediate family member keeps the student out of all classes for two or more weeks, upon the death of an immediate family member, or due to college error. Appeals for a drop and/or refund of courses must be submitted by August 15 of the academic year in which the courses were taken. For example, an appeal for a drop of a Fall 2026 course must be submitted no later than August 15, 2027. Documentation supporting the appeal is required. The college may not consider appeals for any reason when the student has attended more than six weeks of the term or when the student resumes attendance following the absence. The college will not consider appeals based on the student's inability to pay; lack of knowledge of the college's drop, refund or withdrawal policies; dissatisfaction with the instructor, class or grade; change in marital status; child care issues; transportation issues; or disregard or lack of understanding of course prerequisites or placement requirements.

Students must complete a drop/refund appeal form and follow the procedures outlined therein. The appeal form is available on the Official Forms page of the Student Services website.

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

Course Exchanges and Appeals

Course Exchanges

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

Course Exchange Appeals

If the student completes a schedule change after the drop period ends, the original course will receive a grade of W. The student may submit an appeal for a course exchange--to change the withdrawn course to a drop and apply the prior payment to the added class. If the appeal is approved, the tuition and fee reversal will be no more than the cost of the number of credits added. Course exchanges are considered only for courses that are taken in the same semester. The length of each course, the amount of time the student spent in the original course, personal circumstances, and other factors may influence the outcome of the appeal.

Course exchanges that occur after financial aid disbursement may result in reduction or cancellation of the student's financial aid award. For this reason, financial aid recipients are strongly encouraged to consult a Student Services coach before changing their schedule.

The course exchange appeal can be found on the Student Services website under Forms.

Fall and Spring Semesters

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

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

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

Summer Semester

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

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

Refund Policy for Students with Denied Financial Aid Suspension Appeals

A student who submits a properly completed suspension appeal form (including appropriate documentation) on or before that semester's published suspension appeal deadline may be granted permission to drop a class or

classes with refund after the drop/refund deadline if the financial aid suspension appeal is denied after the semester begins. The student will be notified via college email or other means of this decision. The student will then be given five business days after the notification date (e-mail timestamp) of such denial to elect to drop all or a portion of their enrolled academic credits without penalty or obligation. The dropped credits will be treated as a cancelled registration, the same as if the drop were recorded prior to the term's registration and financial obligation date, and the tuition/fee charges related to the course or courses will be removed from the student's financial liability to the college.

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

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

Therefore, students who meet the following criteria **are granted this provision**:

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

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

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

recent prior term.

Refunds and the Return of Funds Policy

Financial aid recipients who completely withdraw from or stop attending a term prior to the 60% point of that term are subject to the federal return of Title IV (R2T4) fund rules for any federal aid not earned, and to the Minnesota Office of Higher Education refund calculation for Minnesota State grant, scholarship or loan aid. Examples of both calculations are available in person from the Financial Aid Office. Students may also be eligible for a refund of a portion of the tuition and fees paid to Normandale for the semester, according to the Normandale refund policy. If the student received financial aid, then a portion of the refund will be returned to the grant or loan program from which it was received and the student may owe Normandale for a portion of the tuition and fees.

Students withdrawing completely from a term must do so according to Normandale's withdrawal policies. For an official withdrawal, the transaction must be completed via Normandale's online system, eServices. Financial aid recipients should contact Student Services at 952-358-8100 to determine the impact of the withdrawal on their aid award. The student's withdrawal date is the date the student begins the school's withdrawal process.

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

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

school and the student.

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

If the student has received less Title IV aid than the amount earned, or has withdrawn from all courses before aid has disbursed, the student may be due a post-withdrawal disbursement. If Title IV loan funds are part of a post-withdrawal disbursement, the student (or parent, in the case of a Direct PLUS loan) will be contacted in writing to approve or decline any post-withdrawal disbursement amount within 30 days. The student (or parent) will be given 14 days to respond whether they accept or decline the loan funds.

Title IV grant funds will first be applied to any unpaid tuition and fees balance for the term within 45 days of calculation. If the post-withdrawal disbursement creates excess financial aid on the student's account, the funds will be disbursed to the student in the manner selected within 14 days of the funds being applied to the account.

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

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

Determination of Resident Status

A student's status as a resident or non-resident of Minnesota for tuition purposes is determined in accordance with Minnesota State Board Policy 2.2 State Residency. Normandale Community College charges the same tuition rate for all students, regardless of residency. However, a student's residency status may impact their eligibility for certain types of financial aid. Students are encouraged to consult a Student Services coach with questions.

U.S. citizens and permanent residents who meet one or more of the following conditions at the time of application for admission to a state college or university shall be classified as residents of Minnesota.

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

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

1. **Current and former service members.** Current or former members of the U.S. military, their spouses and dependent children, or any persons meeting the eligibility requirements under VA benefits (Chapter 30, 31, 33, or 35), Marine Gunnery Sergeant John David Fry Scholarship, or similar federal and state laws.
2. **Migrant Farmworkers.** Students who have been in Minnesota as migrant farmworkers, as defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public postsecondary college or university,

or students who are dependents of such migrant farmworkers.

3. **Minnesota High School Graduates.** A student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student physically attends a college or university of Minnesota State.
4. **Employment-Related Relocation.** Persons who were employed and were relocated to the state by the person's current employer.
5. **Refugees and Asylees.** Students who are recognized as refugees or asylees by the Office of Refugee Resettlement of the United States Department of Health and Human Services.
6. **Prosperity Act.** Students, other than nonimmigrant aliens within the meaning of United States Code, title 8, section 1101, subsection (a), paragraph (15), who meet the following requirements established in Minnesota Statutes 135A.043.
 - a. High school attendance within the state for three or more years,
 - b. graduation from a state high school or attainment within the state of the equivalent of high school, and
 - c. in the case of a student without lawful immigration status:
 - i. documentation that the student has complied with selective service registration requirements, and
 - ii. if a federal process exists for the student to obtain lawful immigration status the student must present the higher education institution with documentation from federal immigration authorities that the student has filed an application
 - iii. to obtain lawful immigration status.

Review of Appeals of Residency Classification

Students who are initially classified as non-residents may request reconsideration of their residency status by submitting the Request for Minnesota Residency Status form, available under Records and Registration Forms on the Official Forms section of Normandale Student Services Forms page.

Reciprocity Agreements

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

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

Financial Aid and Scholarships

Website: www.normandale.edu/financialaid

Email: finaid@normandale.edu

Telephone: 952-358-8250

Overview and Philosophy

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

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

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

Financial Aid Application Process

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

- Create an FSA ID at www.fafsa.gov. The student's FSA ID is a username and password that serves as their electronic signature for the FAFSA.
- Complete the application <https://studentaid.gov>. Students must be sure to complete it for the 2026-2027 academic year.
- Students must provide consent to complete the form and have the IRS transfer relevant tax data to the form.

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

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

In order to be assured full consideration for aid from all programs a student may be eligible for, students are encouraged to complete their financial aid application shortly after the October 1 start date. Some funds are awarded on a first-come, first-eligible basis.

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

A student may be required to provide:

- Verification Worksheets (verifying household size, income, child support paid or other requested items).
- A 2024 IRS tax transcript, spouse's tax transcript (if applicable) and parents' (if applicable) 2024 IRS tax transcripts. For non-tax filers, W-2s from all jobs worked and verification of non-tax filing status may be required.
- Verification of veteran's benefits for the current year.
- A copy of an Alien Registration Card or I-94, if requested.
- Proof of U.S. citizenship status, if requested.
- A copy of a Social Security card, if requested.
- Any other forms which may be requested by the Financial Aid and Scholarship Office.

Financial Aid Programs Available

Grant and Scholarship Programs

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Iraq and Afghanistan Service Grant (IASG)
- Minnesota American Indian Scholarship Program
- Minnesota GI Bill
- Minnesota State Grant (early deadlines apply)
- Minnesota State Dream Act Grant (early deadlines apply)
- Minnesota Post-Secondary Child Care Grant
- Minnesota Fostering Independence Grant
- Minnesota North Star Promise
- Workforce Development Scholarship
- Institutional Scholarships
- Private Scholarships
- ALLISS Grant

Student Employment

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

Loans

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

Financial Aid and Transfer Students

If a student completes a 2026-2027 financial aid file at another institution and then decides to attend Normandale, the student must complete a financial aid file at Normandale. Financial aid does not transfer from one institution to another.

The Financial Aid and Scholarship Office must receive financial information from the FAFSA Processing Portal. To get started, a student should go to <https://studentaid.gov>, navigate to the FAFSA, click on “Access Existing Form,” and log in to their 2026-2027 completed FAFSA. They should then add Normandale Community College, code 007954, on the “School Information” tab and submit the updates. Normandale will receive the information in approximately seven days. Once we receive the information, a student will receive a letter from Normandale’s Financial Aid and Scholarship Office indicating the other documentation that is required to complete the financial aid file.

Tuition/Deferment Policy

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

The Student Financial Services Office will defer a student’s tuition and fees if Normandale has received the results of the FAFSA from the FAFSA Processing Portal or the Minnesota Dream Act Application by the published deadline. NOTE: It is not enough to submit the FAFSA or Dream Act application by the tuition payment deadline. Student must allow up to one week for the results to be sent to Normandale.

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

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

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

Other Financial Aid Facts

- Application for financial aid should be made well in advance of the time the funds are needed. It is

recommended that students allow at least 5 weeks for the processing of financial aid.

- Students may be able to charge books in the Bookstore prior to the start of each term. Check the book charging website for more information.
- If special or unusual circumstances need to be considered, contact the Financial Aid and Scholarship Office.
- All financial aid balance checks are disbursed from the Student Financial Services Office and are either direct-deposited into the student's designated bank account or are mailed to student's permanent address.
- Students may receive financial aid from only one school for the same period of enrollment.
- Students must reapply for financial aid every year.
- Summer aid is based on the prior year's financial aid application (i.e., Summer 2027 is based on the 2026-2027 financial aid application). Students must have applied for aid by May preceding the summer term.
- Once a student has attempted and received aid for 30 credits of remedial (not college-level) coursework, excluding EAP (English for Academic Purposes) courses, the student cannot receive aid for further remedial courses, except EAP courses.

Scholarships

Normandale Foundation Scholarships

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

External Scholarships

Information about scholarships that are available from sources other than Normandale can be found at www.fastweb.com.

Student Rights and Responsibilities as a Financial Aid Recipient

- Students have the responsibility to ensure that their

address is correct in the Records Office at all times, as aid notifications will be mailed to this address.

- Email is the primary means of communication between Normandale and students. Students should activate your official Normandale email as soon as possible by visiting the [student email page](#). Students are responsible for opening and reading all email from Normandale. The Financial Aid and Scholarship Office will be communicating critical information to students via their my.normandale.edu email account.
- Students have the responsibility to apply for and maintain their FSA ID.
- Students have the right to know that their financial aid award is based on calculated financial need. Generally, need is determined from the results of students completing the Free Application for Federal Student Aid (FAFSA) or the Minnesota Dream Act Application. Need is defined as the difference between the costs of attending school (at a modest level) and the resources available to the student from their own income and assets, parents' income and assets and outside sources.
- Students have the right to be informed of the terms of any aid program awards they are offered and to continue receiving that aid as long as they are eligible and resources permit.
- Students have the right to accept, reject or seek adjustments to their financial aid awards without prejudice.
- Privacy of information provided by the student and family will be maintained. Information from the student's file will not be released outside the college without a written release except as permitted or required by law.
- Students must provide accurate and factual information. In addition, students must notify the Financial Aid and Scholarship Office of any change in information submitted such as withdrawal from school; reduction in number of credits below full time status; change in address, name, marital status; financial information on application forms and change in educational plans.
- To receive financial assistance from all federally and state funded programs, a student must be enrolled as a regular student for the purpose of obtaining a degree or certificate at Normandale.

- Financial aid recipients funded as full time students are expected to register and enroll for a minimum of 12 credits per term; as three quarter time, for a minimum of 9 credits per term; as half time, for a minimum of 6 credits per term.
- Financial aid recipients must maintain satisfactory academic progress as outlined in the Satisfactory Academic Progress policy.
- Students must repay all loans in accordance with rules and regulations governing the programs and the terms outlined in their truth in lending and promissory note forms. Students who default on any loan may be denied additional aid, and the loan will be turned over to the appropriate institution or agency or the State of Minnesota for collection.
- Students have the responsibility to submit forms on time, keep financial aid appointments, check the Financial Aid and Scholarship website for updates and new information, and use the aid for the purpose of attending college and related expenses.

Financial Aid Satisfactory Academic Progress

See the Academic and Financial Aid Satisfactory Academic Progress (p. 38) Policy in the Academic Policies and Procedures section of this catalog.

Student Resources

Consumer Information Requirements

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

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

This information is available on the college website at <https://www.normandale.edu/why-normandale/about/disclosures/index.html> or can be requested from the Director of Financial Aid and Scholarships.

Advising, Counseling & Career Center

Telephone: 952-358-8261

Email: advising@normandale.edu

Professional academic advisors and counselors are available to assist students with academic concerns and planning. Counselors are also available to meet with students regarding personal and career counseling.

Academic Advising

Academic advising helps students reach their educational goals. Normandale academic advisors help students explore majors, understand degree requirements, register for courses, plan for graduation and transfer, and navigate course concerns.

All degree-seeking students will be assigned to an academic advisor after initial registration, typically by academic interest or program.

Students should visit www.normandale.edu/advising for more information or to schedule an appointment.

Personal Counseling and Mental Health Services

The Advising, Counseling & Career Center provides a confidential setting where a student may discuss concerns and achieve a better understanding of themselves - their feelings, attitudes and capabilities.

- Our counselors provide a holistic approach to student development, focusing on the student's academic, career or personal concerns. Often these problems are interrelated. Counselors can work with students on issues that get in the way of college success.
- Our licensed clinical psychologist is able to help students with a number of concerns, including depression, anxiety, eating disorders, trauma, ADHD and more.

Mental health screenings, counseling, crisis intervention, consultation and referral are available to all enrolled Normandale Community College students.

Additional information and appointment scheduling are available at www.normandale.edu/counseling.

In addition to Normandale counseling and mental health services, enrolled students also have access to Mantra Health, a digital mental health provider. Through Mantra Health, students have free access to self-care courses, emotional wellness coaching, peer-to-peer support, up to 12 sessions of therapy, and on-demand emotional support through ConnectNow.

Services are virtual and no cost to students. More information is available at www.normandale.edu/mantrahealth.

Career Development

Assistance is available to help students explore career options, develop career goals and explore alternatives. Services available include career counseling, major and career exploration, career assessments, and job search tools. Counselors also offer a one-credit course, CCD 1170 Career Exploration.

For more information, students should visit www.normandale.edu/careers.

Student Services

Telephone: 952-358-8100

Email: studentservices@normandale.edu

Website: www.normandale.edu/student-services

The Student Services department is Normandale's one stop for all questions related to financial aid, scholarships, payment, billing, records, and registration. Student Services is available to answer students' questions over the phone, through live chat, by email, and by in-person and virtual drop-in hours, as well as by virtual appointment.

Student Services is located on the first floor of the College Services building's main entrance.

General Assistance

- Obtain general information about Normandale Community College
- Obtain their student ID numbers
- Be referred to other college offices to obtain additional information and support when appropriate
- Access services via the Web such as eforms, registration, and eServices
- Obtain appeal forms, information and referrals on the appeal process
- Get referrals to academic advisors and obtain contact information

Registration Assistance

- Learn different aspects of registration: how to register, deadlines, etc.
- Obtain clarification about registration policies
- Submit PSEO MDE Forms
- Understand registration holds
- Obtain official or unofficial transcripts
- Get assistance navigating or troubleshooting Web registration
- Get copies of class schedules
- Submit name change documents and forms or get guidance to update online

- Receive assistance with viewing information via eServices

Financial Aid Assistance

- Get help with financial aid applications and forms
- Obtain scholarship applications
- Get answers regarding status of financial aid application
- Check the status of financial aid awards
- Get assistance with work study – including eligibility and form submission

Technology Assistance

- Get help with activating StarID and/or resetting passwords
- Get directions to classes or assistance on how to access D2L

Payment Assistance

- Pay a bill or ask billing questions
- Learn about and sign up for the Nelnet payment plan through eServices
- Get assistance with setting up direct deposit
- Get assistance obtaining tax forms, such as 1098T and W2, and submitting the W9 form
- Obtain the senior citizen tuition rate

Basic Needs

Student Resource Center

Website: www.normandale.edu/current-students/tutoring-and-support/student-resource-center

Email: studentresourcecenter@normandale.edu

Telephone: (952) 358-9090

The Student Resource Center connects students to campus and community resources and services related to basic needs to help them overcome any barriers in their life that interfere with their academic success. The Center is located

in A 1560.

Campus Cupboard

Website: www.normandale.edu/current-students/tutoring-and-support/campus-cupboard

Email: campuscupboard@normandale.edu

Telephone: (952) 358-8309

The Campus Cupboard provides free food for any Normandale student. The Cupboard offers fresh and frozen meals, groceries and non-perishable food. Students can obtain items in A 1565.

Office for Students with Disabilities

The Office for Students with Disabilities (OSD) provides access to Normandale courses and activities by offering reasonable postsecondary accommodations to qualified students with disabilities. Students who may qualify for services include those with learning disabilities, a vision or hearing loss, physical and mental health disabilities, traumatic brain injuries, autism spectrum and attention deficit disorders, and others. To receive accommodations, students must make an appointment for an intake/interview and provide documentation that substantiates a disability. To make an appointment, students should call 952-358-8625, email osd@normandale.edu, or use our online scheduling tool at normandale.edu/osd. Early application is essential for timely implementation of accommodations. Students experiencing emergency hospitalizations or temporary injuries who need academic assistance should schedule an OSD appointment and provide sufficient medical documentation. The OSD office is located on the first floor of the Library Building; L1750

Diversity Center

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

We celebrate the contributions of students from a variety of diverse backgrounds by focusing on student engagement, and peer support. The Diversity Center recognizes that diversity goes beyond race and nationality and accepts that everyone has something valid and unique to contribute. The Diversity Center also sponsors cultural

programming that enriches the student experience and encourages cross-cultural dialogue and education throughout the Normandale community.

The Center is located on the first floor of the Kopp Student Center in Room K 1439. Information is available by contacting diversity.center@normandale.edu, 952-358-9303, or visiting the Diversity Center webpage.

Center for Experiential Education

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

The Center for Experiential Education includes:

- **Service-Learning:** Students in certain courses have the opportunity to volunteer at relevant non-profit organizations as part of the class.
- **Internships:** Internships provide the opportunity to explore career options in a supervised work setting. Students can register for an internship course in one of Normandale's departments. In the internship course students spend approximately 5-10 hours per week at an internship and complete assignments guided by an instructor. Students can earn 2-4 credits per semester.
- **Volunteering:** We can provide you with recommendations of where to volunteer that matches your interests and goals.
- **America Reads and Counts:** America Reads and Counts is a program where Normandale students tutor Bloomington Public School children in reading, math, and after school homework help. Applications are accepted at the start of fall and spring semesters.

For More Information

For more information visit our website at www.normandale.edu/cee, call (952) 358-8119, or email ExperientialEducation@normandale.edu.

ID Card Services

Website: <https://www.normandale.edu/current-students/student-services/paying-for-college/id-cards.html>
Phone: 952-358-8120

The Normandale Campus Card is the official student identification card for Normandale Community College. It

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

Library

Library website: www.normandale.edu/library.

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

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

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

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

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

Academy of Math and Science

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

This scholarship and student support program provides

student participants with the following keys to success:

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

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

Eligibility Requirements

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

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

Participation Requirements

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

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

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

Academy of Math and Science

<https://www.normandale.edu/current-students/advising-counseling-and-career-center/academy-of-math-and-science.html>
ams@normandale.edu

Textbooks

The Textbook Depot, located on the lower level of the Kopp Student Center, provides access to required and optional course materials. Textbooks may be ordered for shipment or picked up at the Textbook Depot at a later date. The Textbook Depot offers new and used textbook as well as rental options. Textbook Depot only accepts online orders via their website.

The Campus Store, temporarily located in the lower level of the Kopp Student Center, offers a variety of school supplies such as notebooks, pens, binders, and other essential items.

Textbook Return Policy:

- Textbooks (including optional titles) may be returned through the end of the second week of classes.
- Course materials purchased after the first two weeks of the term are returnable for within seven business days from the order date.
- Shrink-wrapped textbooks may only be returned if the shrink wrap has not been removed.
- Materials purchased for courses that meet for two weeks or fewer may only be returned within two days of purchase.
- Damaged or unreturned materials incur fees and may cause registration holds.
- All rental and PSEO books must be returned to the Textbook Depot by the posted deadline, typically one week after the last day of finals.

Information regarding operational hours, as well as purchasing and returning course materials, is available at bookstore.normandale.edu.

SIRtify®

It's been proven that representation makes a difference in a child's life. According to a study published in the American Economic Journal, Black boys with a Black male elementary school teacher were 29% less likely to

drop out of school years later, and those from very low-income families were 39% less likely to drop out of school if they had a Black male teacher. According to the Department of Education, only 2% of teachers in the country are Black men. In Minnesota, just 0.5% of teachers are Black males.

The SIRtify® program envisions a world where all elementary and secondary students have a level playing field by having teachers who share their backgrounds and experiences. Our program seeks to empower Black men in education to have a positive impact on all students, especially those from similar backgrounds. Normandale does not discriminate on the basis of race, color, or national origin, and all are welcome to apply.

More information about SIRtify can be found at <https://www.normandale.edu/academics/degrees-certificates/elementary-education-foundation/sirtify.html> or by emailing sirtify@normandale.edu.

SpedUP

Research shows that teachers of color improve outcomes for students with disabilities, yet Minnesota faces significant shortages and disparities in special education. More than one-quarter of teachers serving students with disabilities lack proper credentials, about 1,500 licensed special educators are working outside the field, and special education positions make up nearly half of all unfilled K–12 teaching jobs. At the same time, fewer than 7 percent of Minnesota teachers are people of color, and special education roles rely more heavily on temporary or out-of-field licenses. Nationally, students of color comprise over half of those receiving special education services, while more than 80 percent of special education teachers come from non-diverse racial and ethnic backgrounds.

SpedUP confronts these gaps in K-12 classrooms by increasing the number of teachers and addressing disparities in the composition of the special education workforce. Normandale does not discriminate on the basis of race, color, or national origin, and all are welcome to apply.

More information about SpedUP can be found at <https://www.normandale.edu/academics/degrees-certificates/special-education/sped-up.html> or by emailing spedup@normandale.edu.

TRIO Student Support Services

TRIO Student Support Services (SSS) is a U.S. Department of Education grant-funded program that helps students achieve goals of academic persistence, academic performance and degree completion. Five TRIO SSS success coaches advise a total of 264 students each year.

Eligibility Requirements

Admittance to TRIO SSS is based on the following criteria:

- U.S. citizen or permanent resident, as determined by eligibility for federal financial aid
- Intending to graduate from Normandale and/or transfer to earn a four-year degree
- Pursuing a first bachelor's degree
- Be in good academic standing and enrolled in at least 8 credits at Normandale
- Interested in working closely with a TRIO SSS coach to achieve academic goals

Additionally, all participants must identify as one or more of the following:

- First generation to go to college, meaning neither parent has a four-year degree
- Low income, often indicated by being a federal Pell grant recipient
- A student with a disability

More information and the TRIO SSS application can be found at www.normandale.edu/trio-sss or by calling 952-358-8285 or emailing triosss@normandale.edu.

Tutoring/Writing Center

Many resources are available through the Tutoring and Writing Center. Information is available by contacting tutoringcenter@normandale.edu or visiting <https://www.normandale.edu/current-students/tutoring-and-support/tutoring-center/index.html>.

Peer Tutoring

The Tutoring Center offers all Normandale students free tutoring provided by faculty, staff, volunteers and peers in

core academic courses. Students can schedule a 1:1 session at <https://www.normandale.edu/current-students/tutoring-and-support/tutoring-center/tutoring-center.html>.

Writing Center

The Writing Center offers students peer tutoring on writing assignments for Normandale classes as well as on scholarship and application essays. Tutors emphasize clarity and organization of main ideas, effective style and recognition of standard punctuation and grammar practices. Proofreading is not offered. More information and appointment scheduling are available at <https://www.normandale.edu/current-students/tutoring-and-support/tutoring-center/writing-center.html>.

ESL Tutors

Professional tutors assist ESL students with writing and reading assignments in EAP, pre-college and college-level classes. Tutors focus on the elements of an academic essay, recognizing patterns of error, and understanding the rules of English grammar, punctuation, and mechanics; tutors also offer reading comprehension and study strategy assistance. Students can schedule an appointment at <https://www.normandale.edu/current-students/tutoring-and-support/tutoring-center/tutoring-center.html>.

Peer-Assisted Study Sessions (PASS)

For select Normandale courses, trained PASS tutors offer review sessions that are regularly scheduled, out of class, voluntary, and are open to all students enrolled in the course. Students can find more information at <https://www.normandale.edu/current-students/tutoring-and-support/tutoring-center/peer-assisted-study-sessions/index.html>.

Online Tutoring Through Tutor.com

Normandale students receive up to 15 hours of free online tutoring per year through tutor.com. Students can access this resource by logging in to Desire2Learn, clicking on resources and then navigating down to tutor.com. Tutoring in many subjects is available 24/7.

Student Involvement in Decision Making

Students have the right to present their views on all matters involving or affecting student interests. This right is affirmed by the Minnesota State Colleges and Universities (Minnesota State) Board of Trustees, which views students as important partners in the college's decision-making

process. Within its governing policies, Minnesota State mandates the recognition and funding of a student government at all state colleges and universities. Minnesota State further outlines the basic role of a student government and Student Life program. Student government provides student representation and input on college matters and issues that impact them as students. Specific areas of responsibility include the recognition of student clubs, appointment of student representatives to institutional and search committees as appropriate, monitoring the allocation of student activity fees and recommending institutional and statewide policy changes as necessary. For more information about student involvement in campus decision-making or a copy of the Minnesota State policies that govern such involvement, individuals should contact the Director of Student Life.

Academic Policies & Procedures

Effective Catalog Requirements

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

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

Students who take longer than four years to complete program requirements at Normandale may follow any catalog in effect during the four-year period immediately preceding their date of graduation, provided the desired program is still being offered or was declared during the time it was still being offered. Extensions may be granted through an academic petition. Requirements for this catalog take effect Fall 2026.

Declaring a Major or Program

Students are responsible for maintaining an accurate program of study at all times to ensure proper course selection, correct awarding of financial aid, accurate processing of veterans' benefits, and availability of the program at the time of graduation.

Students can declare or change their program of study by submitting the Change of Major eForm, available at www.normandale.edu/forms.

Students may declare and maintain up to four active (pursuing) majors or programs concurrently. Additional programs may be declared at any time during the term, provided the student has fewer than four active programs. Upon completion or award of a program, a student may declare a new program, as long as the total number of active programs does not exceed four. Requests to change or remove a major are effective at the conclusion of the current academic term. All declared programs will remain active through the end of the term in which the request is submitted.

Students are encouraged to consult with an academic advisor when selecting or changing a program of study.

Course Numbering System

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

Enrollment Level

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

Registration and Adding Courses

Prior to registration, new students must complete a two-step orientation program. Students complete part 1 in Desire2Learn, Normandale's online learning platform. Part 2 is an on-campus registration event. Students will receive an invitation to the on campus event upon completion of part 1. More information is available at www.normandale.edu/admissions.

For currently enrolled students and students who have previously attended Normandale, fall registration begins mid-spring semester, and spring and summer registration

begins mid-fall semester. Students are strongly encouraged to meet with their advisor to create a manageable course schedule and to register as early as possible to increase their chances of creating the schedule they want.

Students register for classes using eServices. Registration instructions are available online and from Student Services.

For classes offered during the fall and spring semesters, students can register and add full-semester classes through the fifth day of the term or the first business day following the first class begin date as reflected in the eServices course listing. For classes offered during the summer, students can register and add classes through the third day of the late May/early June session (the first session of the summer semester) or the first business day following the first class period (whichever is later). Courses a student no longer wishes to take must be dropped by the established deadlines as reflected in the eServices course listing. More information is available in the Drop or Withdrawal from a Course (p. 32) (p. 15) section of this catalog.

Registration Credit Limit

The number of credits a student is encouraged to take depends on their individual circumstances. As such, Normandale recommends that students consult their advisor before they register each semester to ensure they are selecting the right number of credits and selection of courses. Any student who wishes to register for more than 18 credits during fall and spring semesters or 14 credits during summer (with a recommendation that a student enrolls in no more than 8 credits in a session) must submit a Credit Limit Override eForm, available from www.normandale.edu/forms.

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

Drop or Withdrawal from a Course

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

- During the first five days of the fall and spring semesters and the first 5 days of the first summer session (which begins late May/early June), a student may drop a class (remove it from their academic record). Students can drop classes that begin on Friday of the first week of the term (or first summer session) or later through the end of the business day following the official course begin date. A student who drops from a course is no longer allowed to

attend or participate in that course.

- Students who are enrolled at Normandale through the Post-Secondary Enrollment Options (PSEO) may drop courses during the first 10 days of the fall or spring semester. Days counted include Monday through Friday, excluding holidays, plus one Saturday.
- After the drop period, a student may withdraw from any course prior to the withdrawal deadline (approximately 80% of the length of the course). Students should consult eServices for course withdrawal deadlines, either under the course listing or in "View/Modify Course Schedule."

When a student withdraws from a class, a grade of W is recorded on the student's academic record. A grade of W does not impact a student's GPA, but withdrawals from courses numbered 1000 or above are considered attempted/not completed credits for the purpose of satisfactory academic progress (p. 38) for enrollment and financial aid. A student who withdraws from a course is no longer allowed to attend or participate in that course.

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

Students are responsible for understanding the impact a drop or withdrawal has on their student account and academic and financial aid status. See the Refund Policy (p. 15) and Satisfactory Academic Progress Policy (p. 38) for complete information. Financial aid recipients are strongly encouraged to consult the Refunds and Return of Title IV Policy and a financial aid officer before withdrawing.

College-Initiated Drop or Withdrawal from a Course

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

Course Prerequisites

A prerequisite is a requirement a student must complete before enrolling in a course. These requirements may include specific courses or other criteria set by faculty to ensure students are adequately prepared for academic success.

Course prerequisites are listed in the college catalog and in eServices. Students are responsible for understanding and meeting all prerequisite requirements before registering.

A student who is currently enrolled in a prerequisite course may register for a future course that requires it. However, if the student later withdraws from or does not successfully complete the prerequisite, they must remove themselves from the future course.

Students who are unable to register but believe they have satisfied a course prerequisite should complete the Prerequisite Verification eForm, available at www.normandale.edu/forms.

Attendance

Students are expected to attend all classes and are responsible for all instruction, coursework, and deadlines. When other unavoidable circumstances prevent the student from attending, they should consult the course syllabus and talk with their instructor, in advance when possible, about possible arrangements to make up work.. Students should understand that many faculty consider course participation when determining final grades. Decisions about whether missed work can be made up, and any associated penalties, are at the instructor's discretion.

Last Date of Attendance

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

Federal regulations require faculty to report attendance information for students who are not attending classes but did not drop or withdraw. A student who is reported to have stopped attending will be assigned a grade of NW or NC for that class, and a student who is reported to have never attended will be assigned a grade of NA or NC. Once attendance has been reported, the student is no longer eligible to attend class, will lose access to the D2L course, and may receive a reduction in or cancellation of financial aid. In addition to the charges that may result from the financial aid adjustment, students remain responsible for

tuition and fee charges. Students may withdraw from courses with grades of NA and NW until the withdrawal deadline.

Cancelled Classes

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

Grading Policies

- A Superior achievement of course requirements; 4 grade points per credit.
- B Above average achievement of course requirements; 3 grade points per credit.
- C Average achievement of course requirements; 2 grade points per credit.
- D Below average achievement of course requirements; 1 grade point per credit.
- F Failure. Student did not meet minimum course requirements; 0 grade points per credit (included in GPA).
- NA Never attended. This grade is assigned to a student who did not officially drop the course but never attended. Assigned as a result of faculty last date of attendance reporting. Excluded from GPA. Counts as credits attempted/not completed for courses numbered 1000 and higher.
- NW Never officially withdrew. This grade is assigned to a student who did not officially withdraw from the course but stopped attending a face to face class or participating in an online class prior to the withdrawal deadline. Assigned as a result of faculty last date of attendance reporting. Counts as credits attempted/not completed for courses numbered 1000 and higher.
- I Incomplete. A temporary grade assigned by an instructor in unusual circumstances in which a student cannot complete a course by the end of the academic term. Grade point value 0. Reverts to an F at the end of the subsequent semester if course requirements have not been completed. Excluded from GPA. Counts as credits attempted/not completed for courses numbered 1000 and higher.
- P Pass. Indicates successful achievement of requirements with a minimum grade of C; 0 grade points per credit. Excluded from GPA and Satisfactory Academic Progress assessment for courses numbered below 1000. With the exceptions of a.) proficiency courses such as MUSC 1152 and b.) the Spring 2020 semester, during which all courses were allowed the P/NC grading option due to the pandemic, courses numbered 1000 and higher cannot be taken for Pass/No Credit.

- NC** No Credit. Indicates inadequate achievement of requirements; 0 grade points per credit. Excluded from GPA and Satisfactory Academic Progress assessment for courses numbered below 1000. With the exceptions of a.) proficiency courses such as MUSC 1152 and b.) the Spring 2020 semester, during which all courses were allowed the P/NC grading option due to the pandemic, courses numbered 1000 and higher cannot be taken for Pass/No Credit.
- AU** Audit. 0 grade points per credit; excluded from GPA and credits attempted/completed. Audited courses are not given college credit, are not eligible for financial aid or VA benefits and cannot be used to satisfy graduation requirements. PSEO students cannot take courses for audit.
- W** Withdrawal after the first five days of the semester up to the 80th percent point of the semester (this time period is adjusted for the summer session and for classes that do not meet the full length of the term); 0 grade points per credit. Excluded from GPA but counts as credits attempted/not completed for courses numbered 1000 and higher.
- Z** Class in progress or no grade reported; 0 grade points per credit. Excluded from GPA but counts as credits attempted/not completed for courses numbered 1000 and higher.

Normandale does not use +/- grading symbols.

D Grades

A course with an earned grade of D may not satisfy the prerequisite for some courses. In such circumstances, the minimum required grade will be reflected in the prerequisite narrative of the requisite course description.

In courses numbered below 1000, students can choose a Pass/No Credit (P/NC) grade instead of a letter grade. A student who earns a D in a course numbered below 1000 and who chooses the Pass/No Credit option will be assigned a grade of NC.

PSEO students are not eligible to repeat a course for which a grade of D was earned. Veterans, servicemembers and dependents who receive education benefits are subject to the repeat policies of the Veterans Administration and/or the US Department of Defense. Students who receive financial aid should consult with a Student Services coach

to determine whether financial aid will cover the repeat of a course in which a grade of D was previously assigned.

Pass/No Credit

Students enrolled in any course numbered below 1000 may elect a Pass/No Credit grading method instead of the traditional A-F option. With the exception of 0-credit proficiency classes (such as in Music) and credit for prior learning, courses numbered 1000 or above must be graded A-F. The course description will indicate when the course's default grading method is Pass/No Credit. Students may select the Pass/No Credit grade method any time from the beginning of registration through the end of the withdrawal period by utilizing eServices.

A grade of Pass (P) indicates the student has completed a class with a minimum grade of C. A grade of No Credit (NC) means the student did not successfully complete the class and therefore earns no credit. Pass and No Credit grades are not included in the grade point average nor in the assessment of satisfactory academic progress.

Incomplete Grades

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

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

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

Repeated Courses

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

With the exception of the following, all instances of a repeated course will count as attempted credits when determining completion rate for satisfactory academic progress, but only one instance of the course can be considered successfully completed: courses numbered below 1000 if attempted Fall 2021 and later; courses with grades of AU (audit); courses such as music and theatre that a student can repeat for additional credit; and Spring 2020 withdrawals completed after the COVID-19 pandemic was declared (such courses are identified on the student's transcript with a "CV" notation).

Students may repeat a course twice; a third repeat attempt requires approval by academic petition.

Students should consult a Student Services coach to determine whether repeated coursework will be eligible for financial aid.

PSEO students cannot repeat courses in which they have already earned a passing grade (A-D), including courses such as music and theatre that are intended to be repeated for credit.

Veterans, servicemembers and dependents who receive education benefits are subject to the repeat policies of the Veterans Administration and/or the US Department of Defense.

Audit

The Audit process allows an individual to enroll in a course without academic obligation. It is intended for students who are seeking personal enrichment or other reasons for which grades and credits are not necessary. The audit is not intended as an alternative to an undesirable grade for degree-seeking students.

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

Audited courses:

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

Grade Point Average

A grade point average (GPA) is a numerical measure of a student's academic performance. It is calculated by assigning a point value to each grade, then dividing the total points earned by the number of credits attempted. Only grades of A, B, C, D and F are included in the GPA calculation.

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

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

How to calculate a GPA

Example: A student earns the following grades:

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

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

GPA Calculator

The Minnesota Office of Higher Education provides a GPA calculator that allows students to predict their GPA or to determine the grades they will need in order to earn a

specific GPA. Note that although this calculator allows for the input of plus (+) and minus (-) grades, students should avoid entering them when utilizing this tool, as Normandale does not offer plus/minus grading.

Dean's List

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

Academic and Financial Aid Satisfactory Academic Progress

Part 1 Introduction

Normandale Community College (Normandale), the Minnesota State Colleges and Universities System, and federal regulations require that a student make satisfactory academic progress toward a degree or certificate to attend the college and remain eligible for financial aid. The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Advising, counseling, tutoring, mentoring, special programs, and outside referrals are all available to students.

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

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

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

Completion Percentage

All students are required to earn a minimum of 2/3 (66.66%) of their cumulative registered/attempted college-level (courses numbered 1000 or higher) credits. Grades of

F, FN, FW, I, NA, NC, NW, W, Z and IP (or blank/missing) earned in college-level courses are treated as registered credits but NOT earned credits and thus negatively impact the completion percentage.

Spring 2020 withdrawals that occurred after the declaration of the pandemic state of emergency are marked on a student's transcript with "CV" and are excluded from the calculation of completion percentage.

Developmental courses (courses numbered below 1000) taken Fall 2021 and later are not counted in the calculation of the completion rate.

Formula:

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

Maximum Time Frame

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

Part 4. Evaluation Period

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

Part 5. Failure to Meet Standards

Warning

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

Suspension of Students on Warning Status

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

Suspension of Students Not on Warning Status

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

Part 6. Appeals and Probation

Appeals

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

- Appeals are due by 8 am the Monday prior to the

begin date of the semester the student wishes to be reinstated for financial aid and/or enrollment. If that Monday is a holiday, appeals are due at 8am the Tuesday before the semester begin date.

- Appeals must be submitted using the Academic and Financial Aid Suspension Appeal eform, available on the college website.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by a member of the appeal review team. If the appeal is denied, the student may submit an Appeal of a Previously Denied Suspension Appeal to the Dean of Recruitment and Outreach.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.
- All academic plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic plans put in place for percent completion deficiency will require a term completion percentage of 100% during any probationary term.

Probationary Status

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

- Has met the college's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the college's cumulative grade point average and completion percentage standards but has met the conditions specified in their academic plan (2.50 term GPA and/or 100% term completion rate, depending upon the deficiency), the student shall

retain their financial aid and registration eligibility under the status of probation with an academic plan for the subsequent evaluation period.

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

Part 7. Notification of Status and Appeal Results

Status Notification

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

Appeal Result Notification

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

Part 8. Reinstatement

A student who has been suspended from the college and from financial aid eligibility may be reinstated upon an appeal approved for a.) enrollment with financial aid; or b.) enrollment without financial aid.

A student suspended from the college may be reinstated to enroll for classes without financial aid eligibility after not attending Normandale for one year.

A student who has been suspended from financial aid eligibility will have their eligibility reinstated only after a.) an appeal has been approved; or b.) after the minimum cumulative GPA and completion percentage standards have been achieved by enrolling without financial aid.

Part 9. Treatment of Grades and Credits

Credits: The unit by which academic work is measured.

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

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

Earned Credits: Earned credits include grades of A, B, C, D and P. They are successfully completed credits that count towards the required percentage of completion (66.66%) as defined by the quantitative measure.

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

Academic Renewal: Credits for which a student has been granted academic renewal will be included in all financial aid satisfactory academic progress measurements but excluded from satisfactory academic progress measurements for enrollment.

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

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

Developmental Credits: Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding ESL/EAP). These credits are included in the GPA calculation but are excluded from the completion percentage measurement of satisfactory academic progress. Up to 30 developmental credits are excluded from the maximum timeframe calculation.

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

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

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

Incompletes: The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student. A grade of "I" does not count in the GPA nor as credits earned, but it does count as attempted credits and, therefore, negatively impacts the student's completion percentage.

Student Complaint and Grievance Process

Normandale Community College is part of the Minnesota State Colleges and Universities System (Minnesota State) of public two and four year institutions of higher education designated by Minnesota Statutes Chapter 136F and governed by the Board of Trustees of the Minnesota State College and Universities. Normandale Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). If you wish to file a complaint about Normandale Community College with the HLC, you may do so by contacting: Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411.

Normandale Community College takes student complaints and grievances seriously. If you have a complaint about Normandale, we encourage you to utilize the Institution's Student Complaint and Grievance Process provided in Minnesota State Board Policy 3.8 and System Procedure 3.8.1 by completing and submitting a "Student Complaint/Grievance Form." If your grievance involves a

Board Policy, the actions of the Normandale Community College President, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practices, you may appeal to the Minnesota State System Office pursuant to the above policy and procedure. The contact information for the Minnesota State System Office is: Academic and Student Affairs, Minnesota State System Office, Wells Fargo Place, 30 7th Street E, Suite 350, St. Paul, MN 55101-7804.

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

1. Academic grade disputes. Grade appeals must be handled by completing the Academic Student Complaint/Grievance form and specifying a "Grade Review" option as the complaint topic.
2. Students may report complaints regarding improper, unfair, or arbitrary treatment by an employee of the college using the Non-academic Complaint/Grievance form.
3. Members of the public may report an unpleasant experience at one of our facilities, events, or with one of our staff members using the Public Complaint form.
4. Student complaints regarding discrimination or harassment are subject to Board Policy 1B.1 and System Procedure 1B.1.1, and filed with Normandale's Human Resources. Students may also complete the Sexual Misconduct form.

Academic Renewal

The academic renewal policy allows students to exclude prior coursework from the calculation of Normandale attempted/earned credits and GPA to increase the likelihood of meeting the college's minimum requirements for satisfactory academic progress for enrollment, graduation, and/or selective program admission. When academic renewal is applied, courses with grades of D, NC, F, NW and W are excluded from Normandale GPA and credit calculations.

Conditions for Eligibility

- The coursework must have been completed at least two years prior to the semester the student submits

the petition for academic renewal.

- Following the term(s) for which academic renewal is sought and before applying for academic renewal, the student must complete at least 12 credits at Normandale with a minimum GPA of 2.00. This GPA will be determined by the student's cumulative Normandale record (all courses with grades of A, B, C, D, F, FN, and FW), following the renewal term(s).
- Following the terms for which academic renewal is sought, the student must have completed (earned a grade of A, B, C, D or P) at least 67% of the cumulative courses in which they have enrolled at Normandale.
- The semesters for which academic renewal is sought must be consecutive on the student's academic record.
- Students who have already earned a degree from Normandale Community College are not eligible for academic renewal.
- Coursework that has been used to satisfy a requirement of an awarded Minnesota Transfer Curriculum or certificate cannot be considered for academic renewal.
- Prior to submitting a petition for academic renewal, students are encouraged to meet with an advisor or counselor to determine the potential impact of academic renewal and the best time to submit the petition.

Benefits

- Improved likelihood of meeting the standards of Satisfactory Academic Progress for enrollment.
- Students can meet the 2.00 GPA requirement for a degree, certificate or MnTC certification.
- Students may qualify for admission to competitive health programs at Normandale.

Disclaimers

- Students lose the credits of a course with a grade of D that was taken in a term for which academic renewal has been granted. These courses cannot be used to satisfy program, degree, certificate, or prerequisite requirements.
- The transcript will continue to reflect the actual

courses and grades, but they will no longer be calculated in the GPA or attempted/earned credits. A transcript notation will indicate that academic renewal has been granted.

- Courses subject to academic renewal will still be considered when determining Satisfactory Academic Progress for financial aid and for determining eligibility for commencement honors.
- A student may only be granted academic renewal one time.
- Normandale's renewal policy does not mean that receiving institutions will honor this adjustment. It is the student's responsibility to consult their receiving institution.

Student Planner Degree Audit Report

The Minnesota State Student Planner produces a report designed to help students identify and understand current academic requirements for degree or program completion. This report will monitor students' progress by:

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

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

Students are responsible for completing all requirements of the selected program, whether or not these requirements are identified on the Student Planner degree audit report. Therefore, students are encouraged to review the audit report with an advisor or counselor as early in their college career as possible, especially when the student has transferred credits to Normandale.

Holds

The college may prevent a student from registering for classes or receiving financial aid, transcripts or their diploma as a result of outstanding financial or other obligations, or for failure to return equipment or material

to the college. Failure to fulfill these obligations may result in the assessment of late fees, collection efforts by the Minnesota Department of Revenue or other agency, and holds that prevent future enrollment at Normandale and other Minnesota State institutions. Active holds appear on the student's Dashboard in eServices and will direct students to the appropriate contact for additional information.

Transfer Credit Policy

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

- All college courses in which a student has received a grade of A, B, C, D or P (Pass) at regionally accredited, liberal arts, post-secondary institutions shall be considered for transfer.
- If the student's cumulative GPA at the originating institution is less than 2.00, only grades of P, C and higher will be considered, unless the course can be used to satisfy a Minnesota Transfer Curriculum (MnTC) goal requirement. Students retain the right to appeal the acceptance of credits.
- Duplicate credits cannot be awarded for equivalent courses.
- Up to 16 credits of public or private regionally accredited technical college coursework shall be considered for credit if the coursework was completed with a grade of P, C or higher and the student's cumulative GPA at the technical college was 2.0 or higher, unless the course can be used to satisfy a Minnesota Transfer Curriculum (MnTC) goal requirement. Students retain the right to appeal the acceptance of credits.
- Grades earned for transfer coursework shall not be computed in the student's GPA on the Normandale transcript, but they will be included in the calculation of the GPA required for the MnTC and graduation.
- Credits earned by examination at a regionally accredited post-secondary institution will be considered for transfer.
- Credit achieved through experiential learning processes shall be evaluated, following a student's petition, according to published national standard guidelines established by the American Council on Education (ACE), the Council for Adult and

Experiential Learning (CAEL) and other similar national organizations.

- In accordance with Minnesota Statutes §197.775, Subdivision 2, Recognition of Courses, credit may be granted for military training or service if courses meet the standards of the American Council on Education or the equivalent. Information about military credit transfer options can be viewed at www.minnstate.edu/military. Up to 16 technical and/or vocational credits and an unlimited number of associate and baccalaureate credits will be accepted for unduplicated course content.
- Credits earned in competency-based education programs will transfer as general electives unless approved for other requirements.
- Transfer decisions are not made solely on the source of accreditation. Non-collegiate work and coursework from non-regionally accredited institutions recognized by Council of Higher Education Accreditation (CHEA) and the U.S. Department of Education will be considered on a course-by-course basis through the academic petition process.
- Coursework completed at an international college or university will be considered for transfer if recommended by a professional credential evaluation service that is recognized by the Association of International Educators (AIE) or the National Association of Credential Evaluation Services (NACES).

Transfer Credit Appeals

System Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum grants students the right to appeal transfer credit evaluation decisions. Initial appeals of the transfer evaluation are done through completing a Transfer Review submission, located in the Academic Records submenu of eServices. Transfer Specialists will review and respond to initial requests within three weeks of the date of submission in eServices.

Students may appeal for an exception to an academic policy or rule regarding the transfer of credits (following the receipt of a transfer review decision), degree requirements, etc. Appeals of the transcript evaluation are done by completing the Academic Petition eform, available on the Official Forms page of the Normandale website. The academic petition will be reviewed by an academic dean and, if appropriate, the academic

department. Notification of the outcome will be emailed to the student's my.normandale.edu account within three weeks of the date the petition was received.

Students who are not satisfied with the college's transfer appeal decision may submit a request to the Senior Vice Chancellor of Academic and Student Affairs for a System-level appeal of the college's transfer appeal decision.

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

The Senior Vice Chancellor of Academic and Student Affairs shall make a final determination regarding disposition of the appeal. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties. Additional information can be found at <https://www.minnstate.edu/admissions/transfer/> under "System Level Transfer Appeals."

Credit for Prior Learning

In accordance with Minnesota State Board Policy 3.35 Credit for Prior Learning and Minnesota State System Procedures 3.35.1-3, students at Normandale may earn academic credit for college-level learning gained through learning experiences outside of college or university credit-bearing courses as assessed by academically sound and rigorous methods and processes. Credit for Prior Learning (CPL) includes both external and internal assessments.

External assessments that could result in credit for prior learning (CPL) include those achieved and assessed through a nationally recognized third-party assessment agency or organization, regionally or nationally accredited postsecondary institution, military training or noncredit instruction. CPL external assessment types may include but are not limited to AP, IB, CLEP, world language seals and certificates, and other national standardized assessments as described in the following sections of this catalog; industry recognized credentials, licenses and certifications; and noncredit instruction in programs such as registered apprenticeships, continuing education, and customized training. Credits earned through external assessment methods are not resident credits and may not be used to satisfy resident credit requirements for graduation. Credits earned through alternative methods are noted on the student's transcript as transfer credit, with no letter grade.

Internal assessments are those assessments through which college faculty assess evidence of students' demonstrated learning. Internal assessments that could result in CPL include prior learning portfolio assessments and course test outs. Credits earned through internal assessment methods receive a grade of Pass (P) and count toward the residency requirement.

External Assessments

Advanced Placement Program

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

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

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

Score reports are available for a fee with multiple payment options outlined on the AP website at apstudents.collegeboard.org/sending-scores.

International Baccalaureate

The International Baccalaureate (IB) is an internationally recognized program through which secondary students

complete a comprehensive curriculum of rigorous study and demonstrate performance on culminating examinations.

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

Students shall be granted transfer credit for each higher level examination with a score of 4 or higher. Higher level examination credit may apply toward a Minnesota Transfer Curriculum (MnTC) Goal area. A minimum of 2 credits shall be granted for each standard level examination with a score of 4 or higher.

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

Information about IB assessment and examinations is available at ibo.org.

College Level Examination Program

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

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

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

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

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

For information about CLEP, visit

clep.collegeboard.com or, for information specific to Normandale, visit transferology.com.

Military Training

Faculty have reviewed military training and assigned college credit for courses and experiences related to a number of military occupations. Information about academic credit based on military occupation can be found in the Veterans Education Transfer System (VETS) at eservices.minnstate.edu/college-search/public/military.

Other Evaluations

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

- Thomas Edison College Examination Program (TECEP)
- The New York University Foreign Language Proficiency examination (NYUFLP)
- National Occupational Competency Testing Institute (NOCTI)
- DANTES Subject Standardized Tests (DSST)
- Project Lead the Way™ (PLTW) Science, Technology, Engineering and Mathematics (STEM) Examinations and other articulated credit. Within 3 years of high school graduation, students must submit a Minnesota Articulated Credit certificate that names Normandale as the institution granting credit. Students must be enrolled at Normandale in order for credit to be granted.

Internal Assessments

Internal assessments are those through which college faculty assess evidence of students' demonstrated learning. Internal assessments that could result in CPL include, but are not limited to, prior learning portfolio assessments and course test outs. Credits earned through internal assessment methods receive a grade of Pass (P) and count toward the residency requirement. Students interested in an internal assessment can visit normandale.edu/cpl and click on "Credit for Prior Learning (CPL)."

Veterans' Policies

Information for Veterans, Servicemembers and Eligible Dependents

VA Education Benefits

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

- Post-9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill® Active Duty (Chapter 30) or Selected Reserve (Chapter 1606)
- Dependents' Educational Assistance (Chapter 35)
- Fry Scholarship
- Veteran Readiness and Employment (Chapter 31)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Enrollment Certification to VA

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

The college will certify enrollment according to the guidelines set forth by VA. Whenever possible, certifications will be sent to VA prior to the start of the semester to help ensure timely processing of benefit payments. In general, benefits are not applicable to unnecessary elective courses, online and hybrid courses numbered below 1000, and audited courses. Students should meet with the School Certifying Official when they have questions about if and how benefits can be used for

their registered courses.

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

Normandale Community College complies with Minnesota Statute 197.775, which exceeds all criteria of Title 38 United States Code Section 3679(e).

For additional information about VA education benefits, contact the School Certifying Official at veteransbenefits@normandale.edu.

Federal Tuition Assistance

Normandale Community College has signed the Department of Defense (DOD) Voluntary Education Partnership Memorandum of Understanding (MOU) and is approved to process Federal Tuition Assistance (FTA) for all of its degree programs. FTA is available to qualifying individuals currently serving in the Armed Forces. Each service branch has specific FTA policies and annual funding limits. Questions about FTA eligibility should be directed to an Education Officer prior to course enrollment.

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

Adapted from Minnesota State Procedure 5.12.1

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

1. Completion of the course. Class sessions missed by the student due to performance of active military service must be counted as excused absences and cannot be used to adversely impact the student's grade or standing in the class. However, the student is not automatically excused from completing assignments due during the time period when the student is performing active military service. Instructors may arrange for adjustments to or accommodations for course content, assignments, due

dates, etc. as they see fit, given the student's situation. Students must note that course completion may not be feasible in all situations.

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

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

Students and faculty with questions about this policy should contact the Veterans Advisor at VeteransResourceCenter@normandale.edu.

Graduation

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

Graduation requirements include:

- Completing all course and credit requirements for the student's intended degree or certificate, as outlined in the Programs of Study section of this catalog.
- Meeting the Normandale residency requirement:
- At least 15 college-level credits at Normandale for an associate degree;
- At least one-third of the required credits at Normandale for a certificate.
- Earning a minimum cumulative grade point average of 2.00 in all college-level coursework.
- Completing any required certifications and passing background checks, if applicable.
- Submitting final transcripts from other institutions, when transfer coursework will be used to meet certificate or degree requirements.
- Resolving incompletes and/or obtaining grade changes for any courses that satisfy certificate or degree requirements.
- Obtaining final approval of academic petitions that impact the student's degree or certificate program. Submitting an Application for Graduation. The graduation application form is available at www.normandale.edu/forms under "Records and Registration Forms."

Students are encouraged to work closely with their academic advisor on graduation planning.

Automatic Awards

If the college determines that a student has completed all requirements for a degree or certificate but has not applied for graduation, the student will be notified of the college's intent to award the credential. Students may request to defer the award to a future term.

Commencement Honors

Honors are awarded to associate degree graduates with a cumulative Normandale GPA of 3.00–3.49 in college-level courses (numbered 1000 and above), and high honors to those with a college-level GPA of 3.50 or higher.

For the commencement ceremony, honors for spring and summer degree candidates are based on the cumulative GPA through the prior fall semester. Final honors designations, as recorded on the transcript and diploma, are based on all completed coursework.

Commencement honors are not awarded for certificates.

Commencement Ceremony

Normandale hosts one annual commencement ceremony following the spring semester.

Participants include:

- Graduates from the prior fall term
- Candidates completing associate degrees (AA, AS,

AAS, AFA) in the spring term

- Summer term associate degree candidates who are registered for their final requirements

Students earning certificates are not eligible to participate in the commencement ceremony.

Detailed commencement information is sent to eligible students during the spring semester.

Student Rights and Data/Notification of Rights

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

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

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

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

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

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel); a person or company with

whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Minnesota State Colleges and Universities Board of Trustees; or a student serving on an official committee (such as the Normandale Community College Student Rights and Responsibilities Board) or assisting another school official in performing their tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Normandale Community College forwards educational records without the student's consent to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

Students may contact:

Family Policy Compliance Office
U.S. Department of Education
Washington, D.C. 20202-4605
Phone: 202-260-3887
Fax: 202-260-9001
Family Policy Compliance Office Website
Email: fpco@ed.gov

Student Directory Information

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

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

To prevent release of the above information outside of the college, the student must submit a Request to Withhold

Directory Information to the Records Office. The form is available from Student Services or the Student Services Forms page.

Limited Directory Data

Student mailing addresses, email addresses, telephone numbers and Star ID numbers are defined as Limited Directory Data for:

- Enterprise technology-related purposes internal to the Minnesota State system that are approved by the System Office IT, including but not limited to inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.
- Disclosure to the Normandale Foundation for the purposes of determining eligibility for, awarding, and maintaining Normandale scholarships; Normandale alumni communication and outreach.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory data for purposes of sharing with LeadMN so the association can communicate with their members:

- Student email addresses and mailing addresses
- Student telephone numbers
- Student Change Codes (NEW/RTN/DROP).

The Normandale Community College directory information public notice is also available on the college website.

Student Data Practices

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

- Student records are official records of Normandale Community College and will be used for educational purposes according to Minnesota and federal student data laws.
- Upon request, the college will explain the purpose and intended use of the data as well as the possible consequences of refusing to supply private or confidential information

Degrees and Certificates Awarded

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

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

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

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

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

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

Duplicate Awards

Academic certificates. A student may earn any number of academic certificates. Each certificate will appear separately on the student's transcript, and each program completed will have its own printed certificate.

Associate degrees.

- A student may earn any combination of different associate degree types (AA, AFA, AS, AAS).
- A student may earn only one associate degree of its type (i.e. one AA, one AFA, one AS, one AAS).

Additional awards. A student may earn additional programs under the same degree if the student completes at least 9 unique credits under each program. Such programs may be completed concurrently or subsequently. The

student's transcript will reflect an additional program completion date if the student completes the additional program in a term subsequent to the term in which the degree was awarded.

Diplomas. One diploma will be issued for each degree type, reflecting the program(s) of completion earned at the time of issuance. Students who complete an additional program during a subsequent term in a degree type that has already been awarded at Normandale will not be issued another diploma.

Associate of Arts (AA)

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

Associate of Arts with Emphasis

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

areas to meet the requirements of the student's chosen four-year college or university.

Associate of Science (AS)

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

Associate of Applied Science (AAS)

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

Associate of Fine Arts (AFA)

The Associate of Fine Arts degree (AFA) is a two-year degree for students who will eventually transfer and pursue a Bachelor of Fine Arts degree and also for students who are interested in entering the job market. Students take 60 credits in a combination of general education and fine art courses. Courses in music, art or theatre may transfer in part or in entirety to baccalaureate institutions. In order to plan a program, students should consult with a counselor

or academic advisor.

Minnesota State Transfer Pathway Degrees

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

Certificates

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

Articulation Agreements

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

Minnesota Transfer Curriculum

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

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

Visit <https://www.minnstate.edu/admissions/transfer/mntc.html> for details about the goal competencies of the Minnesota Transfer Curriculum.

Goal Area 1: Communication (p. 52) - 2 Courses

Goal Area 2: Critical Thinking (p. 52) - Met by completing all 40 credits of the Minnesota Transfer Curriculum

Goal Area 3: Natural Sciences (p. 52) - 2 Courses

Goal Area 4: Mathematical / Logical Reasoning (p. 55) - 1 Course

Goal Area 5: History and Social/Behavioral Sciences (p. 58) - 2 Courses

Goal Area 6: Humanities and Fine Arts (p. 62) - 2 Courses

Goal Area 7: Human Diversity, Race, Power, and Justice in the United States (p. 68) - 1 Course

Goal Area 8: Global Perspective (p. 71) - 1 Course

Goal Area 9: Ethical and Civic Responsibility (p. 76) - 1 Course

Goal Area 10: People and the Environment (p. 79) - 1 Course

Goal Area 1: Communication 2

Courses

Course #	Course Title	Credits	Goal Area
ENGC 1101	College Writing	4	1
Communication			
COMM 1100	Introduction to Communication	3	1
COMM 1101	Fundamentals of Public Speaking	3	1
COMM 1111	Interpersonal Communication	3	1
COMM 1121	Small Group Communication	3	1
COMM 1421	Strategic Media Communication	3	1

Goal Area 2: Critical Thinking

Met by completing all 40 credits of the Minnesota Transfer Curriculum.

Goal Area 3: Natural Sciences 2 Courses

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

Course #	Course Title	Credits	Goal Area
BIOL 1100 *	Survey of Biology	4	3
BIOL 1101 *	Introduction to Human Genetics	4	3
BIOL 1102 *	Human Biology	4	3
BIOL 1103 *	Introduction to Emerging Diseases	4	3, 8
BIOL 1104 *	MN Natural History and Field Biology	4	3,10
BIOL 1110	Environmental Biology	3	3,10
BIOL 1120	Introduction to Evolutionary Biology	3	3
BIOL 1125	Sex and Human Diversity	3	3, 7A
BIOL 1501 *	Principles of Biology 1	5	3
BIOL 1502 *	Principles of Biology 2	4	3
BIOL 2041 *	Human Anatomy	4	3
BIOL 2042 *	Human Physiology	4	3
BIOL 2043 *	Microbiology	4	3
BIOL 2044 *	Introductory Microbiology	3	3
BIOL 2202 *	Animal Diversity	4	3
BIOL 2203 *	Botany	4	3
BIOL 2205 *	Genetics	4	3
BIOL 2206 *	Ecology	4	3,10
BIOL 2207 *	Cell Biology	4	3
BIOL 2208 *	Biology of Microorganisms	4	3

CHEM 1000	Real World Chemistry	3	3
CHEM 1001 *	Real World Chemistry and Lab	4	3
CHEM 1010 *	Environmental Chemistry	4	3,10
CHEM 1020 *	Introductory Chemistry	4	3
CHEM 1050 *	Foundations of Organic and Biochemistry	3	3
CHEM 1061 *	Principles of Chemistry 1	5	3
CHEM 1062 *	Principles of Chemistry 2	5	3
CHEM 2061 *	Organic Chemistry 1	5	3
CHEM 2062 *	Organic Chemistry 2	5	3
GEOG 1101 *	Earth's Natural Environments	4	3,10
GEOG 1130	Climate Change: Science, Human Impacts and Adaptations	3	3, 8
GEOG 1172 *	Introductory Meteorology	4	3,10
GEOL 1050 *	Earth History	4	3,9
GEOL 1101 *	The Dynamic Earth	4	3,10
GEOL 1110	Environmental Geology	3	3,10
GEOL 1110 + GEOL 1111 *	Environmental Geology + Environmental Geology Lab	4	3,10
GEOL 1120	Oceanography	3	3,10
GEOL 1130	Climate Change: Science, Human Impacts and Adaptations	3	3, 8
PHYS 1001	Energy, Climate, and Physics in Society	3	3, 9

PHYS 1001 + PHYS 1002 *	Energy, Climate, and Physics in Society + Energy, Climate, and Physics in Society Lab	4	3, 9
PHYS 1104	Survey of Astronomy	3	3
PHYS 1110 *	College Physics 1	4	3
PHYS 1111 *	College Physics 2	4	3
PHYS 1114 *	Introductory Astronomy	4	3
PHYS 1121 *	Physics 1 for Scientists and Engineers	5	3
PHYS 1122 *	Physics 2 for Scientists and Engineers	5	3
PHYS 1201 *	Physics 1 with Biomedical Applications	4	3
PHYS 1202 *	Physics 2 with Biomedical Applications	4	3

Goal Area 4: Mathematical / Logical

Reasoning 1 Course

Course #	Course Title	Credits	Goal Area
CSCI 2011	Discrete Structures of Computer Science	4	4
MATH 1020	Math Trek: Math for Liberal Arts	3	4
MATH 1055	Elements of Mathematics 1	4	4
MATH 1065	Elements of Mathematics 2	4	4
MATH 1080	Introduction to Statistics	4	4
MATH 1090	STATWAY Statistics 2	4	4
MATH 1095	STATWAY Statistics: Accelerated	4	4
MATH 1100	College Algebra	4	4
MATH 1150	Trigonometry	4	4
MATH 1400	Survey of Calculus	4	4
MATH 1500	Pre-Calculus	5	4
MATH 1510	Calculus 1	5	4
MATH 1520	Calculus 2	5	4
MATH 2011	Discrete Structures of Computer Science	4	4
MATH 2080	Statistical Modeling	3	4
MATH 2400	Probability and Statistics with Calculus	4	4
MATH 2510	Calculus 3: Multivariable Calculus	5	4
MATH 2520	Calculus 4: Differential Equations with Linear Algebra	5	4
MATH 2700	Foundations of Mathematics and Logic: Writing Intensive	4	4

PHIL	Logic	3	4
1102			

Goal Area 5: History and the Social and Behavioral Sciences 2 courses

Select 2 courses from a minimum of 2 departments

Course #	Course Title	Credits	Goal Area
ANTH 1100	Introduction to Anthropology - What it Means to be Human	3	5, 8
ANTH 1101	Cultural Diversity	3	5, 8
ANTH 1102	Tracing the Roots of Racism Through Anthropology	3	5, 7AB
ANTH 1120	Introduction to Women's and Gender Studies	3	5, 9
ANTH 1121	Women Across Cultures	3	5, 8
ANTH 1127	Cultural Anthropology - The Global Human Experience	3	5, 8
ANTH 1145	Introduction to Forensic Anthropology	3	5
ANTH 1148	Examining Culture - Seeing and Doing Anthropology	3	5, 8
ANTH 1150	Native Americans: Culture, History, and Resilience	3	5, 7A
ANTH 1188	Magic, Witchcraft and Religion: The Anthropology of Belief Systems	3	5, 8
ANTH 1210	Human Evolution - An Introduction to Bio-Anthropology	4	5, 10
ANTH 1230	Archaeology - Prehistory and Humanity's Cultural Origins	4	5, 10
ANTH 1235	Field Archaeology - Methods of Exploring the Past	3	5, 9
ANTH 1236	Archaeology of Minnesota - Prehistoric Native Cultures	3	5, 10
ANTH 1899	Medical Anthropology: Health, Illness and Healing Across Cultures	3	5, 8

COMM 1106	Mass Media	3	5
COMM 1450	Social Media and Digital Communication	3	5
COMM 2111	Family Communication	3	5
ECON 1400	Essentials of Economics	3	5, 9
ECON 2201	Principles of Microeconomics	3	5, 9
ECON 2202	Principles of Macroeconomics	3	5, 8
GEOG 1050	Maps and Mapping	3	5
GEOG 1102	Human Geography	3	5, 8
GEOG 1104	Resources, Society and Environment	3	5, 10
GEOG 1121	World Regional Geography	3	5, 8
GEOG 1123	Geography of Minnesota	3	5, 10
HIST 1101	World History: Prehistory to Mongols	4	5, 8
HIST 1102	World History: Black Death to Today	4	5, 8
HIST 1111	US History: Colonization to Civil War	4	5, 7A
HIST 1112	US History: Civil War to Today	4	5, 7A
HIST 1131	Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective	3	5, 8
HIST 1133	Minnesota History	3	5, 10
HIST 1135	Food, Floods, and Rivers in Modern World History	3	5, 10
HIST 2100	Black History and Civil Rights in the United States	3	5, 7AB

HIST 2111	Lesbian, Gay, Bisexual, and Transgender U.S. History	3	5, 7A
POLS 1130	Introduction to U.S. Politics	3	5, 9
POLS 1132	Introduction to Comparative Politics	3	5, 8
POLS 1150	Introduction to World Politics and Globalization	3	5, 8
POLS 1152	Model United Nations	3	5, 9
POLS 2250	Constitutional Law	3	5, 9
PSYC 1050	Introduction to Human Development	3	5
PSYC 1100	Psychology in Modern Life	3	5
PSYC 1108	Psychology of Death and Dying	3	5, 9
PSYC 1109	Child and Adolescent Development	3	5
PSYC 1110	Introduction to Psychology	4	5
PSYC 1140	Psychology of Gender	3	5, 7A
PSYC 2100	Statistics for the Behavioral Sciences	4	5
PSYC 2200	Psychological Disorders	3	5, 7A
PSYC 2210	Developmental Psychology: Lifespan	4	5
PSYC 2300	Psychology of Personality	3	5
PSYC 2400	Psychology of Religion and Spirituality	3	5, 7A
PSYC 2500	Biopsychology	3	5
PSYC 2600	Introduction to Social Psychology	3	5, 7A
SOC 1100	Modern US Society: Everyday Life in the United States of America	3	5, 7A

SOC 1101	Cultural Diversity	3	5, 8
SOC 1102	Love, Sex, and Family	3	5, 7
SOC 1104	Introduction to Sociology	3	5, 9
SOC 1106	Social Problems	3	5, 8
SOC 1109	Wealth and Poverty	3	5, 7A
SOC 1115	Sociology of Sex and Gender Roles	3	5, 7A
SOC 1116	Popular Culture and Media Sociology	3	5, 9
SOC 1120	Introduction to Women's and Gender Studies	3	5, 9
SOC 1121	Women Across Cultures	3	5, 8
SOC 2108	Social Psychology	3	5, 7A
SOC 2110	American Minority Relations	3	5, 7A
SOC 2112	Criminology	3	5
SOC 2114	Families in Crisis	3	5, 7A
SOC 2125	Social Deviance	3	5, 9
WMST 1120	Introduction to Women's and Gender Studies	3	5, 9
WMST 1121	Women Across Cultures	3	5, 8

Goal Area 6: Humanities and the Fine Arts 2 Courses

Select 2 courses from a minimum of 2 departments

Course #	Course Title	Credits	Goal Area
ART 1101	The Visual Arts	3	6, 8
ART 1102	Foundation Art History 1	3	6, 8
ART 1103	Foundation Art History 2	3	6, 8
ART 1104	Contemporary Art Survey	3	6, 8
ART 1105	Non-Western Art Survey	3	6, 8
ART 1110	Introduction to Film Photography	3	6
ART 1113	Video Art	3	6
ART 1114	Introduction to Digital Photography	3	6
ART 1115	2D Animation and Interactivity	3	6
ART 1116	Introduction to Graphic Design	3	6
ART 1118	Foundation Two-Dimensional Design	3	6
ART 1119	Introduction to Digital Drawing	3	6
ART 1120	Foundation Three-Dimensional Design	3	6
ART 1121	Foundation Drawing 1	3	6
ART 1122	Foundation Digital Imaging	3	6
ART 1123	Introduction to Sculpture	3	6
ART 1124	Introduction to Ceramics: Handbuilding	3	6
ART 1125	Glass Fusing 1	3	6
ART 1127	Introduction to Painting	3	6
ART 1128	Watercolor Painting	3	6

ART 1130	Introduction to Ceramics: Wheel Throwing	3	6
ART 1131	Introduction to Printmaking	3	6
ART 2201	Figure Drawing	3	6
ART 2204	Foundation Drawing 2	3	6
ART 2206	Glass Fusing 2	3	6
ART 2207	Advanced Photography	3	6
ART 2208	Advanced Painting	3	6
CHIN 1111	Chinese Culture and Civilization	3	6, 8
CHIN 2100	Intermediate Chinese 1	5	6, 8
CHIN 2200	Intermediate Chinese 2	5	6, 8
COMM 1151	Storytelling	3	6
ENGL 1000	Introduction to Literature	3	6
ENGL 1120	Graphic Novels	3	6
ENGL 1130	Literature of Diversity	3	6, 7A
ENGL 1140	Gender and Literature	3	6
ENGL 1170	Modern World Literature	3	6, 8
ENGL 1175	Myths and Legends	3	6, 8
ENGL 1186	Introduction to Poetry	3	6
ENGL 1188	Introduction to Short Stories	3	6
ENGL 1189	Introduction to the Novel	3	6
ENGL 2000	Introduction to Literary Studies: Writing About Literature	3	6

ENGL 2060	Children's and Young Adult Literature	3	6
ENGL 2120	Shakespeare	3	6
ENGL 2125	The Novels of Jane Austen	3	6
ENGL 2127	Sherlock Holmes and the Victorian Age	3	6
ENGL 2130	African American Literature	3	6, 7A
ENGL 2133	Native American Literature	3	6, 7A
ENGL 2150	American Literature: Beginnings to 1865	4	6
ENGL 2151	American Literature: 1865 to Present	4	6
ENGL 2160	British Writers 1	4	6
ENGL 2161	British Writers 2	4	6
ENGL 2174	African Literature	3	6, 8
ENGW 1111	Introduction to Creative Writing	3	6
ENGW 2112	Poetry Writing	3	6
ENGW 2113	Fiction Writing	3	6
ENGW 2114	Play and Screen Writing	3	6
ENGW 2115	Memoir/Non-Fiction Writing	3	6
FREN 1111	French Culture and Civilization	3	6, 8
FREN 2100	Intermediate French 1	5	6, 8
FREN 2200	Intermediate French 2	5	6, 8
GERM 1111	German Culture and Civilization	3	6, 8
GERM 2100	Intermediate German 1	5	6, 8

GERM 2200	Intermediate German 2	5	6, 8
JAPN 1111	Japanese Culture and Civilization	3	6, 8
JAPN 2100	Intermediate Japanese 1	5	6, 8
JAPN 2200	Intermediate Japanese 2	5	6, 8
MUSC 1120	Fundamentals of Music	3	6
MUSC 1121	Introduction to World Music	3	6, 8
MUSC 1122	Introduction to Music	3	6
MUSC 1123	Jazz History	3	6, 7A
MUSC 1124	Rock and Roll History	3	6, 7A
MUSC 1131	Music Theory 1	3	6
MUSC 1132	Music Theory 2	3	6
MUSC 2231	Music Theory 3	3	6
MUSC 2232	Music Theory 4	3	6
MUSC 2245	Music History 1	3	6, 8
MUSC 2246	Music History 2	3	6, 8
PHIL 1101	Introduction to Philosophy	3	6
PHIL 1103	Ethics	3	6, 9
PHIL 1105	Philosophy of Religion	3	6, 8
PHIL 1150	Introduction to World Religions	3	6, 8
PHIL 1160	Philosophy of Art	3	6
PHIL 1170	Business Ethics	3	6, 9

PHIL 1180	Biomedical Ethics	3	6, 9
PHIL 1190	Ethics for the Digital Age	3	6, 9
SMLI 1111	Somali Culture and Civilization	3	6,8
SMLI 2100	Intermediate Somali 1	5	6,8
SMLI 2200	Intermediate Somali 2	5	6,8
SPAN 1111	Hispanic Culture and Civilization	3	6, 8
SPAN 2100	Intermediate Spanish 1	5	6, 8
SPAN 2200	Intermediate Spanish 2	5	6, 8
THTR 1111	Introduction to Cinema	3	6, 7A
THTR 1116	Introduction to Theatre	3	6
THTR 1117	Introduction to Television and Digital Media	3	6, 7A
THTR 1118	Twin Cities Theatre	3	6, 7
THTR 1125	Drawing and Rendering	3	6
THTR 1130	Costume Construction	3	6
THTR 1140	Stagecraft	3	6
THTR 1145	Lighting and Sound	3	6
THTR 1151	Acting 1	3	6
THTR 2020	Basic Design	3	6
THTR 2111	World Cinema	3	6, 8
THTR 2150	Script Analysis	3	6
THTR 2151	Acting 2	3	6

THTR 2160	Audition Techniques	3	6
THTR 2170	Musical Theatre Performance	3	6
THTR 2520	Stage Management	3	6
THTR 2550	Directing 1	3	6

Goal Area 7: Human Diversity, Race, Power, and Justice in the

United States 1 Course

Course #	Course Title	Credits	Goal Area
ANTH 1102	Tracing the Roots of Racism Through Anthropology	3	5, 7AB
ANTH 1150	Native Americans: Culture, History, and Resilience	3	5, 7A
BIOL 1125	Sex and Human Diversity	3	3, 7A
COMM 1131	Intercultural Communication	3	7A, 8
ENGL 1130	Literature of Diversity	3	6, 7A
ENGL 2130	African American Literature	3	6, 7A
ENGL 2133	Native American Literature	3	6, 7A
GEOG 1125	Geography of the United States and Canada	3	7A, 10
GEOG 1170	Cities	3	7A, 9
HIST 1111	US History: Colonization to Civil War	4	5, 7A
HIST 1112	US History: Civil War to Today	4	5, 7A
HIST 2100	Black History and Civil Rights in the United States	3	5, 7AB
HIST 2111	Lesbian, Gay, Bisexual, and Transgender U.S. History	3	5, 7A
MUSC 1123	Jazz History	3	6, 7A
MUSC 1124	Rock and Roll History	3	6, 7A
PSYC 1140	Psychology of Gender	3	5, 7A
PSYC 2200	Psychological Disorders	3	5, 7A
PSYC 2400	Psychology of Religion and Spirituality	3	5, 7A

SOC 1100	Modern US Society: Everyday Life in the United States of America	3	5, 7A
SOC 1102	Love, Sex and Family	3	5, 7A
SOC 1103	Understanding Social Movements and Social Change through Service Learning	3	7A, 9
SOC 1109	Wealth and Poverty	3	5, 7A
SOC 1115	Sociology of Sex and Gender Roles	3	5, 7A
SOC 2108	Social Psychology	3	5, 7A
SOC 2110	American Minority Relations	3	5, 7AB
SOC 2114	Families in Crisis	3	5, 7A
THTR 1111	Introduction to Cinema	3	6, 7A
THTR 1117	Introduction to Television and Digital Media	3	6, 7A

Goal Area 8: Global Perspective 1

Course

Course #	Course Title	Credits	Goal Area
ANTH 1100	Introduction to Anthropology - What it Means to be Human	3	5, 8
ANTH 1101	Cultural Diversity	3	5, 8
ANTH 1121	Women Across Cultures	3	5, 8
ANTH 1127	Cultural Anthropology - The Global Human Experience	3	5, 8
ANTH 1148	Examining Culture - Seeing and Doing Anthropology	3	5, 8
ANTH 1188	Magic, Witchcraft, and Religion: The Anthropology of Belief Systems	3	5, 8
ANTH 1899	Medical Anthropology: Health, Illness, and Healing Across Cultures	3	5, 8
ART 1101	The Visual Arts	3	6, 8
ART 1102	Foundation Art History 1	3	6, 8
ART 1103	Foundation Art History 2	3	6, 8
ART 1104	Contemporary Art Survey	3	6, 8
ART 1105	Non-Western Art Survey	3	6, 8
BIOL 1103*	Introduction to Emerging Diseases	4	3, 8
CHIN 1100	Beginning Chinese 1	5	8
CHIN 1111	Chinese Culture and Civilization	3	6, 8
CHIN 1200	Beginning Chinese 2	5	8
CHIN 2100	Intermediate Chinese 1	5	6, 8
CHIN 2200	Intermediate Chinese 2	5	6, 8

COMM 1131	Intercultural Communication	3	7A, 8
ECON 2202	Principles of Macroeconomics	3	5, 8
ENGL 1170	Modern World Literature	3	6, 8
ENGL 1175	Myths and Legends	3	6, 8
ENGL 2174	African Literature	3	6, 8
FREN 1100	Beginning French 1	5	8
FREN 1111	French Culture and Civilization	3	6, 8
FREN 1200	Beginning French 2	5	8
FREN 2100	Intermediate French 1	5	6, 8
FREN 2200	Intermediate French 2	5	6, 8
GEOG 1102	Human Geography	3	5, 8
GEOG 1121	World Regional Geography	3	5, 8
GEOG 1130	Climate Change: Science, Human Impacts and Adaptations	3	3, 8
GEOL 1130	Climate Change: Science, Human Impacts and Adaptations	3	3, 8
GERM 1100	Beginning German 1	5	8
GERM 1111	German Culture and Civilization	3	6, 8
GERM 1200	Beginning German 2	5	8
GERM 2100	Intermediate German 1	5	6, 8
GERM 2200	Intermediate German 2	5	6, 8
HIST 1101	World History: Prehistory to Mongols	4	5, 8

HIST 1102	World History: Black Death to Today	4	5, 8
HIST 1131	Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective	3	5, 8
JAPN 1100	Beginning Japanese 1	5	8
JAPN 1111	Japanese Culture and Civilization	3	6, 8
JAPN 1200	Beginning Japanese 2	5	8
JAPN 2100	Intermediate Japanese 1	5	6, 8
JAPN 2200	Intermediate Japanese 2	5	6, 8
MUSC 1121	Introduction to World Music	3	6, 8
MUSC 2245	Music History 1	3	6, 8
MUSC 2246	Music History 2	3	6, 8
PHIL 1105	Philosophy of Religion	3	6, 8
PHIL 1150	Introduction to World Religions	3	6, 8
POLS 1132	Introduction to Comparative Politics	3	5, 8
POLS 1150	Introduction to World Politics and Globalization	3	5, 8
SMLI 1100	Beginning Somali 1	5	8
SMLI 1111	Somali Culture and Civilization	3	6, 8
SMLI 1200	Beginning Somali 2	5	8
SMLI 2100	Intermediate Somali 1	5	6, 8
SMLI 2200	Intermediate Somali 2	5	6, 8
SOC 1101	Cultural Diversity	3	5, 8

SOC 1106	Social Problems	3	5, 8
SOC 1121	Women Across Cultures	3	5, 8
SPAN 1100	Beginning Spanish 1	5	8
SPAN 1111	Hispanic Culture and Civilization	3	6, 8
SPAN 1200	Beginning Spanish 2	5	8
SPAN 2100	Intermediate Spanish 1	5	6, 8
SPAN 2200	Intermediate Spanish 2	5	6, 8
THTR 2111	World Cinema	3	6, 8
WMST 1121	Women Across Cultures	3	5, 8

Goal Area 9: Ethical and Civic

Responsibility 1 Course

Course #	Course Title	Credits	Goal Area
ANTH 1120	Introduction to Women's and Gender Studies	3	5, 9
ANTH 1235	Field Archaeology - Methods of Exploring the Past	3	5, 9
ART 1135	Art Activism and Creative Citizenship: Empty Bowls	3	9
COMM 1113	Public Relations	3	9
ECON 1100	Personal Finance	3	9
ECON 1400	Essentials of Economics	3	5, 9
ECON 2201	Principles of Microeconomics	3	5, 9
ENGC 2102	Business and Technical Writing	3	9
GEOG 1170	Cities	3	7A, 9
GEOL 1050*	Earth History	4	3, 9
INDS 1600	Leadership Development Studies	3	9
PHIL 1103	Ethics	3	6, 9
PHIL 1140	Environmental Ethics	3	9, 10
PHIL 1170	Business Ethics	3	6, 9
PHIL 1180	Biomedical Ethics	3	6, 9
PHIL 1190	Ethics for the Digital Age	3	6, 9
PHYS 1001	Energy, Climate & Physics in Society	3	3, 9
PHYS 1001 + PHYS 1002*	Energy, Climate & Physics in Society + Energy, Climate & Physics in Society Lab	4	3, 9

POLS 1130	Introduction to U.S. Politics	3	5, 9
POLS 1152	Model United Nations	3	5, 9
POLS 2250	Constitutional Law	3	5, 9
PSYC 1108	Psychology of Death and Dying	3	5, 9
SOC 1103	Understanding Social Movements and Social Change through Service Learning	3	7A, 9
SOC 1104	Introduction to Sociology	3	5, 9
SOC 1116	Popular Culture and Media Sociology	3	5, 9
SOC 1120	Introduction to Women's and Gender Studies	3	5, 9
SOC 2125	Social Deviance	3	5, 9
SOC 2130	Introduction to Criminal Justice	3	9
WMST 1120	Introduction to Women's and Gender Studies	3	5, 9

Goal Area 10: People and the

Environment 1 Course

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

HIST 1135	Food, Floods, and Rivers in Modern World History	3	5, 10
PHIL 1140	Environmental Ethics	3	9, 10

Programs of Study

Associate of Arts (AA) in Liberal Education

60 Credits

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

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC course listing.

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2

Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Accounting Transfer Pathway (AS)

60 Credits

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

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

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

Core Courses – 30 Credits

ACCT 1052	Computerized Accounting	(2 cr)
ACCT 2251	Financial Accounting	(4 cr)
ACCT 2252	Managerial Accounting	(4 cr)
ACCT 2254	Introduction to Management Information Systems	(4 cr)
ACCT 2853	Federal Individual Income Tax	(4 cr)
BUSN 1201	Information Technology Concepts and Business Software 1	(3 cr)
BUSN 2155	Legal Environment of Business	(3 cr)
BUSN 2300	Principles of Management	(3 cr)
BUSN 2400	Principles of Marketing	(3 cr)

Additional Required Courses – 30 Credits

ENG 1101	College Writing	4 cr
MATH 1100	College Algebra or any higher numbered	4 cr

	MATH course for which MATH 1100 is a prerequisite	
ECON 2201	Principles of Microeconomics	3 cr
ECON 2202	Principles of Macroeconomics	3 cr

Complete one of the following three courses:

COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete one of the following three courses:

MATH 1080	Introduction to Statistics	4 cr
MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

One course from MnTC Goal 3 (with traditional lab) (4 Credits)

Complete additional MnTC courses to reach 30 credits (5 Credits)

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

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

Accounting Certificate

17 Credits

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

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

Required Courses – 17 Credits

ACCT 1052	Computerized Accounting	2 cr
ACCT 2251	Financial Accounting	4 cr
ACCT 2252	Managerial Accounting	4 cr
ACCT 2853	Federal Individual Income Tax	4 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr

Other Certificate Requirements

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

Anthropology Associate of Arts Emphasis (AA)

60 Credits

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

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

Required Courses

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

ANTH 1127	Cultural Anthropology - The Global Human Experience	3 cr
-----------	---	------

ANTH 1210	Human Evolution - An Introduction to Bio-Anthropology	4 cr
ANTH 1230	Archaeology - Prehistory and Humanity's Cultural Origins	4 cr

Complete at least one of the following nine courses:

ANTH 1101/SOC 1101	Cultural Diversity	3 cr
ANTH 1121/SOC 1121/WMST 1121	Women Across Cultures	3 cr
ANTH 1145	Introduction to Forensic Anthropology	3 cr
ANTH 1148	Examining Culture - Seeing and Doing Anthropology	3 cr
ANTH 1150	Native Americans: Culture, History, and Resilience	3 cr
ANTH 1188	Magic, Witchcraft, and Religion: The Anthropology of Belief Systems	3 cr
ANTH 1235	Field Archeology - Methods of Exploring the Past	3 cr
ANTH 1236	Archaeology of Minnesota - Prehistoric Native Cultures	3 cr
ANTH 1899	Medical Anthropology: Health, Illness, and Healing Across Cultures	3 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENGC 1101	College Writing	4 cr
-----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 – met by taking required ANTH courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

(can be met by taking ANTH 1145 or ANTH 1150)

Goal 8: Global Perspective – 1 Course

Course - met by taking required ANTH courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

(can be met by taking ANTH 1235) (p. 155)

Goal 10: People and The Environment – 1 Course

Course - met by taking required ANTH courses

Additional Course Requirements – 20 Credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.

- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Field Archaeology Certificate**18 Credits**

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

Required Courses – 18 Credits

ANTH 1100	Introduction to Anthropology -What it Means to be Human	4 cr
ANTH 1230	Archaeology - Prehistory and Humanity's Cultural Origins	4 cr
ANTH 1235	Field Archeology - Methods of Exploring the Past	3 cr
ANTH 1236	Archaeology of Minnesota - Prehistoric Native Cultures	3 cr

Complete one of the following three courses:

GEOL 1110	Environmental Geology And	3 cr
GEOL 1111	Environmental Geology Laboratory	1 cr
GEOL 1101	The Dynamic Earth	4 cr
GEOG 1101	Earth's Natural Environments	4 cr

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

Other Certificate Requirements

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

Archaeology Associate of Arts Emphasis (AA)

60 Credits

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

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

Required Courses

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

ANTH 1100	Introduction to Anthropology -What it Means to be Human	4 cr
ANTH 1230	Archaeology - Prehistory and Humanity's Cultural Origins	4 cr
ANTH 1235	Field Archeology - Methods of Exploring the Past	3 cr
ANTH 1236	Archaeology of Minnesota - Prehistoric Native Cultures	3 cr

Complete at least one of the following three courses:

GEOL 1110	Environmental Geology	3 cr
GEOL 1111	Environmental Geology Laboratory	1 cr
GEOL 1101	The Dynamic Earth	4 cr
GEOG 1101	Earth's Natural Environments	4 cr

Note: GEOL 1110 must be taken with its lab, GEOL 1111

for a total of 4 credits.

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 - met by taking required GEOL or GEOG course

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences 2 Courses

(Select from two different departments)

Course #1 – met by taking required ANTH courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in

the United States – 1 Course

Course – met by taking required ANTH courses

Goal 8: Global Perspective – 1 Course

Course _____

(can be met by taking ANTH 1127)

Goal 9: Ethical and Civic Responsibility – 1 Course

Course - met by taking required ANTH courses

Goal 10: People and The Environment – 1 Course

Course - met by taking required ANTH courses

Additional Course Requirements – 20 Credits

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Art Transfer Pathway (AFA)**60 Credits**

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

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

State universities.

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

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

Core Courses – 40 Credits

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

ART 2200: Complete ART 2200 Portfolio and Professional Practices (grade C or higher) after completing ART 1121, ART 1118, ART 1122.

ART 2210: Complete ART 2210 AFA in Art Capstone: Exhibition (grade C or higher) after completing ART 2200 and 10 or fewer ART credits remaining to complete degree.

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

Two dimensional courses:

ART 1110	Introduction to Film Photography	3 cr
ART 1114	Introduction to Digital Photography	3 cr
ART 1116	Introduction to Graphic Design	3 cr
ART 1127	Introduction to Painting	3 cr
ART 1131	Introduction to Printmaking	3 cr
ART 2204	Foundation Drawing 2	3 cr

Three dimensional courses:

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

Complete remaining required electives (6 credits) from above (two dimensional or three dimensional) or from the following:

ART 1113	Video Art	3 cr
ART 1115	2D Animation and Interactivity	3 cr
ART 1119	Introduction to Digital Drawing	3 cr
ART 1125	Glass Fusing 1	3 cr
ART 1128	Watercolor Painting	3 cr
ART 2201	Figure Drawing	3 cr
ART 2206	Glass Fusing 2	3 cr
ART 2207	Advanced Photography	3 cr
ART 2208	Advanced Painting	3 cr

Additional Course Requirements – 20 Credits

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete a minimum of 13 credits from three of the following MnTC Goal Areas: 3, 4, 5, 7, 9, or 10.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 3.0 in ART courses.
- Earn a minimum of 15 college-level credits at Normandale.

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

Art Associate of Arts Emphasis (AA)**60 Credits**

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

Required Courses

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

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

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

Course #1 _____

Course #2 _____

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC course listings.

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 met by taking required ART courses

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course - met by taking required ART courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

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

requirement.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Biology Transfer Pathway (AS)**60 Credits**

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

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

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

Core Courses – 17 Credits

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

BIOL 1501	Principles of Biology 1	5 cr
BIOL 1502	Principles of Biology 2	4 cr
BIOL 2205	Genetics	4 cr

Complete one of the following three courses:

BIOL 2206	Ecology	4 cr
BIOL 2207	Cell Biology	4 cr
BIOL 2208	Biology of Microorganisms	4 cr

Additional Required Courses – 43 Credits

ENG 1101	College Writing	4 cr
CHEM 1061	Principles of Chemistry 1	5 cr

CHEM 1062	Principles of Chemistry 2	5 cr
-----------	---------------------------	------

Complete one of the following two courses:

COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr

Complete two of the following four (or higher level) courses depending on specific major track and transfer university:

MATH 1100	College Algebra	4 cr
MATH 1150	Trigonometry	4 cr
MATH 1500	Pre-Calculus	5 cr
MATH 1510	Calculus 1	5 cr

Complete one course from MnTC Goal 5 (3 4 Credits)

Complete one course from MnTC Goal 6 (3 5 Credits)

Complete one course from MnTC Goal 7, 8, 9 or 10 (3 5 Credits)

With careful planning, courses used to satisfy Goals 5 and 6 may also be counted for Goals 7, 8, 9 or 10.

Complete additional courses to reach 60 credits total.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Business Management (AAS)

60 Credits

The Business Management AAS degree provides a broad foundation in business principles for those seeking immediate employment after graduation or who wish to gain additional skills for advancement opportunities within their chosen area of specialization. The program provides a combination of core business concepts with supporting general education classes that provide students with critical thinking and fundamental business skills. These skills are appropriate for positions in supervision, management, marketing, sales, service industries, or small business

management.

Core Courses – 37-41 Credits

Complete the following (24 credits):

BUSN 1105	Introduction to Business	3 cr
BUSN 1107	Leadership in the Workplace	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2300	Principles of Management	3 cr
BUSN 2400	Principles of Marketing	3 cr

Complete one of the following two courses:

BUSN 2096	Internship in Business	2-4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr

Complete one of the following two courses:

ACCT 1053	Accounting Fundamentals for Business	3 cr
ACCT 2251	Financial Accounting	4 cr

Complete BUSN electives totaling 8-9 credits

BUSN _____

BUSN _____

BUSN _____

Note: The department recommends students complete a specialization that when combined with the required core BUSN courses, leads to the award of a marketable business certificate. Accomplishment of the core BUSN courses fulfill the requirements of the Management Certificate and students may apply for certificate graduation award upon completion of the BUSN core. Students may choose an additional specialization certificate listed below or complete any additional Business Electives to meet the minimum elective requirement.

Business Software and Administrative Management

BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 1230	Access: Information Management	3 cr
BUSN 1240	Word: Document Processing	3 cr

Food and Beverage Management		
BUSN 1154	Food and Beverage Management and Cost Control	4 cr
BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
Hotel Operations Management		
BUSN 1152	Hotel Operations Management	4 cr
BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
Human Resources Management		
BUSN 1145	Supervision	3 cr
BUSN 2200	Human Resource Management	3 cr
BUSN XXXX	Business Elective (any BUSN course not taken)	
Marketing		
Choose two of the following three courses:		
BUSN 1102	Social Media Marketing	3 cr
BUSN 2252	Professional Selling	3 cr
BUSN 2420	Digital Marketing	3 cr
Small Business Management:		
BUSN 1125	Entrepreneurship	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 2310	Small Business Management	3 cr
Sustainable Tourism Management		
BUSN 1133	Current Trends in Tourism	1 cr
BUSN 1134	Sustainable and Responsible Tourism	3 cr
BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr
Additional Required Courses – 19-23 Credits		
ENG 1101	College Writing	4 cr
Complete one of the following three courses:		
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
Complete one of the following two courses:		
ECON 2201	Principles of Microeconomics	3 cr
ECON 2202	Principles of	3 cr

Macroeconomics

Complete additional MnTC courses to reach 60 credits.

Students are required to complete one MnTC course from Goal Area 3, 4, 6, 7, or 10 and any additional MnTC courses to total at least 16 credits.

Other Degree Requirements

- If needed, complete additional courses to reach 60 credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Business Software and Administrative Management (AAS)**60 Credits**

The Business Software and Administrative Management degree is designed for students interested in employment after graduation or enhancing current skills. The program offers a combination of business software applications and management coursework to prepare students for a rapidly changing business environment. Graduates from this program can enter careers in administration, management, sales, marketing, or technology departments within a business or organization.

Core Courses – 33-34 Credits

BUSN 1105	Introduction to Business	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 1230	Access: Information Management	3 cr
BUSN 1240	Word: Document Processing	3 cr
BUSN 1260	PowerPoint: Graphic Presentations	3 cr
BUSN 2000	Computer Applications	3 cr

BUSN 2155	Training Practicum Legal Environment of Business	3 cr
BUSN 2300	Principles of Management	3 cr

Note: BUSN 1000 Keyboard and Essential Computer Skills is required if keyboarding speed is less than 35 wpm with accuracy; skill will be measured in BUSN 2000. Three certificates are still available which include room for a student to take BUSN 1000.

Complete one of the following two courses:

ACCT 1053	Accounting Fundamentals for Business	3 cr
ACCT 2251	Financial Accounting	4 cr

Complete BUSN electives totaling 9 credits

The department recommends students complete a specialization that when combined with the required core courses above, leads to the award of a marketable business certificate. Accomplishment of the core courses fulfill the requirements of the Business Software and Administrative Management Certificate and students may apply for this certificate upon completion of the core coursework. Students may choose an additional specialization certificate listed below or complete any additional Business Electives to meet the minimum elective requirement.

Human Resources Management

BUSN 1145	Supervision	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN 2200	Human Resource Management	3 cr

Management

BUSN 1107	Leadership in the Workplace	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr

BUSN XXXX	Business Elective (any BUSN course not taken)
--------------	--

Marketing

Choose two of the following three courses:

BUSN 1102	Social Media Marketing	3 cr
BUSN 2252	Professional Selling	3 cr
BUSN 2420	Digital Marketing	3 cr

Small Business Management:

BUSN 1125	Entrepreneurship	3 cr
BUSN 2310	Small Business Management	3 cr
BUSN 2400	Principles of Marketing	3 cr

Additional Required Courses – 17-18 Credits

ENG 1101	College Writing	4 cr
ENG 2102	Business and Technical Writing	3 cr

Complete one of the following four courses:

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

Complete one of the following two courses:

ECON 2201	Principles of Microeconomics	3 cr
ECON 2202	Principles of Macroeconomics	3 cr

Complete at least one additional course from MnTC
Goal areas 3, 4, 6, 7, 8, or 10

Complete additional courses to reach 60 credits total.

Other Degree Requirements

If needed, complete additional courses to reach 60-level credits total.

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Business Software and Administrative Management Certificate

18 Credits

The Business Software and Administrative Management Certificate is for the student who wants to extend their skills to position themselves for a job upgrade or promotion. Completion of several software courses in this program prepare students to successfully complete testing for industry-recognized specialized certificates. Students will also be introduced to management coursework focused on a rapidly changing business environment.

Required Courses – 18 Credits

BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 1230	Access: Information Management	3 cr
BUSN 1240	Word: Document Processing	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2300	Principles of Management	3 cr

Other Certificate Requirements

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

Business Transfer Pathway (AS)

60 Credits

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

associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

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

Core Courses – 28-30 Credits

ACCT 2251	Financial Accounting	4 cr
ACCT 2252	Managerial Accounting	4 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2300	Principles of Management	3 cr
BUSN 2400	Principles of Marketing	3 cr

Complete any three additional BUSN courses for 8-10 credits.

BUSN _____

BUSN _____

BUSN _____

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

Business Software and Administrative Management

BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 1230	Access: Information Management	3 cr
BUSN 1240	Word: Document Processing	3 cr

Food and Beverage Management

BUSN 1154	Food and Beverage Management and Cost Control	4 cr
BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr

Hotel Operations Management		
BUSN 1152	Hotel Operations Management	4 cr
BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr
Human Resources Management		
BUSN 1145	Supervision	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN 2200	Human Resource Management	3 cr
Management		
BUSN 1107	Leadership in the Workplace	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
Marketing		
Choose 3 of the following 4 courses:		
BUSN 1102	Social Media Marketing	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 2252	Professional Selling	3 cr
BUSN 2420	Digital Marketing	3 cr
Small Business Management:		
BUSN 1125	Entrepreneurship	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 2310	Small Business Management	3 cr
Sustainable Tourism Management		
BUSN 1133	Current Trends in Tourism	1 cr
BUSN 1134	Sustainable and Responsible Tourism	3 cr
BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr
Additional Required Courses – 30-32 Credits		
ENG 1101	College Writing	4 cr
ECON 2201	Principles of Microeconomics	3 cr
ECON 2202	Principles of Macroeconomics	3 cr
MATH 1100	College Algebra	4 cr

*Or any higher numbered MATH course for which MATH 1100 is a prerequisite.

Complete one of the following three courses:

COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete one of the following three courses:

MATH 1080	Introduction to Statistics	4 cr
MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

Complete one course from MnTC Goal 3

Complete one course from MnTC Goal 6

Note: Complete one course from MnTC Goal 6: PHIL 1170 recommended.

Complete any additional MnTC courses if needed to reach 60 credits.

Other Degree Requirements

- If needed, complete additional courses to reach 60 credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Chemistry Transfer Pathway (AS)

60 Credits

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

associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

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

Core Courses – 40 Credits

CHEM 1061	Principles of Chemistry 1	5 cr
CHEM 1062	Principles of Chemistry 2	5 cr
CHEM 2061	Organic Chemistry 1	5 cr
CHEM 2062	Organic Chemistry 2	5 cr
MATH 1510	Calculus 1	5 cr
MATH 1520	Calculus 2	5 cr
PHYS 1121	Physics 1 for Scientists and Engineers	5 cr
PHYS 1122	Physics 2 for Scientists and Engineers	5 cr

Additional Required Courses – 20 Credits

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following two courses:

COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr

Complete one course from MnTC Goal 5 (3 Credits)

Complete one course from MnTC Goal 6 (3 Credits)

Complete two courses totaling 7 credits from MnTC Goal 7, 8, 9 or 10.

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Commercial Music (AS)

60 Credits

The Associate of Science in Commercial Music provides a high-quality two-year curriculum that completes the first two years of a baccalaureate degree in commercial music. Upon completion, students will be able to demonstrate comprehension of harmonic analysis, transposition, songwriting, fundamentals of software-based music production, aural intervallic and chord identification, melodic and rhythmic dictation, history of popular music in America, fundamental piano proficiency, ensemble performance, and instrumental or vocal facility through applied study with artist-level faculty.

The Associate of Science in Commercial Music prepares a student for transfer into the third year of a baccalaureate commercial music program, in particular, those students pursuing a four-year degree in commercial music, music production, music industry, or music business.

Core Courses – 34 Credits

BUSN 1125	Entrepreneurship	3 cr
MUSC 1124	Rock and Roll History	3 cr
MUSC 1131	Music Theory 1	3 cr
MUSC 1132	Music Theory 2	3 cr
MUSC 1135	Songwriting	3 cr
MUSC 1147	Popular Music Ensemble	1 cr
MUSC 1151	Applied Music 1	1 cr
MUSC 1152	Performance Class	0 cr
MUSC 1159	Piano Proficiency Exam	0 cr
MUSC 1177	Making Digital Music	3 cr
MUSC 1181	Ear Training 1	2 cr
MUSC 1182	Ear Training 2	2 cr
MUSC 2251	Applied Music 2	1 cr

MUSC 1147, MUSC 1151, and MUSC 2251 - 2 semesters each required

MUSC 1152 - 4 semesters required

Choose 2 ensemble credits from the following:

MUSC 1145	Jazz Ensemble	1 cr
MUSC 1146	Jazz Combo	1 cr
MUSC 1147	Popular Music Ensemble	1 cr

Each course may be taken up to 4 semesters total.

Choose additional 4 credits from the following courses:

MUSC 1113	Concert Choir	1 cr
-----------	---------------	------

MUSC 1116	Concert Band	1 cr
MUSC 1123	Jazz History	3 cr
MUSC 1141	Vocal Ensemble	1 cr
MUSC 1142	Guitar Ensemble	1 cr
MUSC 1144	Instrumental Ensemble	1 cr
MUSC 1145	Jazz Ensemble	1 cr
MUSC 1146	Jazz Combo	1 cr
MUSC 1170	Jazz Improvisation 1	2 cr
MUSC 1176	Intro to Music Tech 1	2 cr
MUSC 1190	Diction for Singers 1	2 cr
MUSC 1191	Diction for Singers 2	2 cr
MUSC 2270	Jazz Improvisation 2	2 cr
MUSC 2276	Intro to Music Tech 2	2 cr

MUSC 1116, MUSC 1141, MUSC 1142, MUSC 1144, MUSC 1145, MUSC 1146 may each be taken up to 4 semesters total.

Additional Required Courses – 26 Credits

ENG 1101	College Writing	4 cr
ENGL 1186	Introduction to Poetry	3 cr

Complete one of the following four courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete 16 additional credits from at least three of the following MnTC Goal areas: 3, 4, 5, 8, 9, or 10.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Communication Studies Transfer Pathway (AA)

60 Credits

The Communication Studies Transfer Pathway AA offers students a powerful option: the opportunity to complete an

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

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

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

Required Courses

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

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

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Course - met by taking required COMM courses

Goal 2: Critical Thinking

(met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

COMM 2111 and PSYC 1110 recommended

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course – met by taking required COMM courses

Goal 8: Global Perspective – 1 Course

Course – met by taking required COMM courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses

numbered 1000 and above) completed at Normandale.

- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Community Health Worker Navigator Certificate

16 Credits

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

Required Courses – 16 Credits

CHWN 1000	The Community Health Worker: Role, Advocacy, Outreach, and Resources	3 cr
CHWN 1100	Cultural Health Communication, Teaching, and Capacity Building	3 cr
CHWN 1200	Documentation, Legal, and Ethical Responsibilities in Community Health Work	3 cr
CHWN 1500	The Community Health Worker: Health Promotion Competencies	5 cr
CHWN 2096	Community Health Worker Internship	2 cr

Other Certificate Requirements

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

Comprehensive Applied Skills Certificate

30 Credits

The GainED program guides students to a comprehensive applied certificate designed for students with intellectual and developmental disabilities (IDD). Through a combination of college coursework, campus experiences, and individualized supports, students participate in inclusive, credentialed learning alongside their peers.

Students complete 30 credits of coursework and engage in internships or other work-based learning. They build skills in academics, career readiness, and independent living, supported by peer mentors and an Academic Success Coach. Graduates earn a certificate and are prepared for competitive employment, continued education, and greater independence.

Required Courses – 17 Credits

NCC 1000	Paths to College Success	1 cr
BUSN 1000	Keyboarding and Essential Computer Skills	3 cr
HLTH 1118	Stress Management	3 cr
CCD 1170	Career Exploration	1 cr
ECON 1100	Personal Finance	3 cr

Choose one of the following two courses

COMM 1100	Introduction to Communication	3 cr
COMM 1111	Interpersonal Communication	3 cr

Choose one of the following two courses:

BUSN 1210	Exceptional Customer Service	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr

Complete 13 elective credits for a total of 30 certificate credits.

Other Certificate Requirements

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

Computer Science Transfer Pathway (AS)

60 Credits

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

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

Core Courses – 28 Credits

CSCI 1101	Introduction to Computing and Problem Solving	4 cr
CSCI 1111	Introduction to Programming in C	4 cr
CSCI 2001	Computer Programming Concepts	4 cr
CSCI 2002	Algorithms and Data Structures	4 cr
CSCI 2021	Machine Architecture and Organization	4 cr

Complete one of the following two courses:

CSCI 2011/MATH 2011	Discrete Structures of Computer Science	4 cr
---------------------	---	------

Complete one of the following three courses:

CSCI 1202	Introduction to Object-Oriented Programming in C++	4 cr
CSCI 1203	Introduction to Computer Programming in Java	4 cr
CSCI 2033/MATH 2033	Elementary Computational Linear Algebra	4 cr

Additional Required Courses – 32 Credits

ENG 1101	College Writing	4 cr
MATH 1510	Calculus 1	5 cr

Complete one of the following three courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr

Complete a minimum of 20 additional credits from at least 4 of the MnTC Goal Areas:

3, 5, 6, 7, 8, 9, or 10 in order to have completed courses from at least 6 of the 10 goal areas. (*Check with your transfer institution for specific requirements*)

Other Degree Requirements

If needed, complete additional courses to reach 60 college-level credits total.

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Computer Technology (AAS)

60 Credits

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

Core Courses – 32 Credits

ACCT 2251	Financial Accounting	4 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
COMT 1107	Introduction to Computer Technology	4 cr
COMT 1173	PC Architecture Operation and	3 cr

	Interface	
COMT 1181	Database Management Systems	3 cr
COMT 1184	Telecommunications	3 cr
COMT 2188	Systems Analysis and Design	3 cr

Note: COMT 1173, COMT 1181, COMT 1184, and COMT 2188 must be completed within seven years prior to completing the Computer Technology Associate of Applied Science degree with or without Industry Certification.

Complete at least 6 credits from the following eight courses:

COMT 1205	Introduction to Visual Basic	3 cr
COMT 1182	Advanced Database Management Systems	3 cr
COMT 2096	Internship in Computer Technology	2-4 cr
COMT 2250	Object Oriented Programming with Java for HCST	4 cr
CSCI 1101	Introduction to Computing and Problem Solving	4 cr
CSCI 1111	Introduction to Programming in C	4 cr
CSCI 1202	Introduction to Object-Oriented Programming in C++	4 cr
CSCI 1203	Introduction to Computer Programming in Java	4 cr

Note: COMT 1205, CSCI 1111, CSCI 1202, and CSCI 1203 must be completed within seven years prior to completing the Computer Technology Associate of Applied Science degree with or without Industry Certification.

Additional Required Courses – 28 Credits

ENG 1101	College Writing	4 cr
ENG 2102	Business and Technical Writing	3 cr
MATH 1100	College Algebra	4 cr

Complete one of the following two courses:

COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete one of the following four courses:

BUSN 2220	Statistics for Business and Economics	4 cr
MATH 1080	Introduction to Statistics	4 cr

MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

Complete one additional MnTC course from Goals 3-10 (3-5 Credits)

Complete additional courses to reach 28 credits (8-10 Credits)

Recommended:

BUSN 1102	Social Media Marketing	3 cr
BUSN 1105	Introduction to Business	3 cr
BUSN 1125	Entrepreneurship	3 cr
BUSN 1230	Access: Information Management	3 cr
BUSN 1250	Project Management	3 cr
ENGT 2188	Electronics and Automation	4 cr
ART 1116	Introduction to Graphic Design	3 cr
ART 1122	Foundation Digital Imaging	3 cr

Other Degree Requirements

If needed, complete additional courses to reach 60 college-level credits total.

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Computer Technology Certificate

16 Credits

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

Required Courses – 16 Credits

COMT 1107	Introduction to Computer Technology	4 cr
COMT 1173	PC Architecture Operation and	3 cr

	Interface	
COMT 1181	Database Management Systems	3 cr
COMT 1184	Telecommunications	3 cr

COMT 1173, COMT 1181, and COMT 1184: These courses must be completed within the last seven years prior to completing the Computer Technology Certificate with or without Industry Certification.

Complete one of the following two courses:

COMT 1205	Introduction to Visual Basic	3 cr
COMT 1182	Advanced Database Management Systems	3 cr

COMT 1205: These courses must be completed within the last seven years prior to completing the Computer Technology Certificate with or without Industry Certification.

Other Certificate Requirements

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

Creative Writing (AFA)

60 Credits

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

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

Admission to the Program

1. A student may indicate interest in admission to the AFA in Creative Writing major by declaring a “Pre-AFA in Creative Writing” major.
2. To be admitted into the program, students must:
 - a. Complete ENGC 1101 with a grade of C or higher - Transferring into their Normandale transcript CLEP exams, or other proof of having met the

Goal 1 English requirement.

- b. Submit an application to the Director of the AFA in Creative Writing program, either hard copy or online at submittable.com, with the following materials included:

- Current contact information
- A 10-page writing sample (either one document or a combination of documents) that shows evidence of college level writing skills in organization, revision, editing, and proofreading.

Required Courses

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

ENGL 2151	American Literature: 1865 to Present	4 cr
-----------	--------------------------------------	------

Complete 12 credits from the following six courses:

ENGW 1111	Introduction to Creative Writing	3 cr
ENGW 2112	Poetry Writing	3 cr
ENGW 2113	Fiction Writing	3 cr
ENGW 2114	Play and Screen Writing	3 cr
ENGW 2115	Memoir/Non-Fiction Writing	3 cr
ENGW 2900	Topics in Creative Writing	3 cr

Complete one of the following two courses:

ENGL 2130	African American Literature	3 cr
ENGL 2133	Native American Literature	3 cr

Complete additional ENGL course numbered over 2100 (3 Credits)

ENGW 2800	AFA Capstone	3 cr
-----------	--------------	------

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENGW 1101	College Writing	4 cr
-----------	-----------------	------

COMM 1100	Introduction to Communication	3 cr
	Or	

COMM 1101	Fundamentals of Public	3 cr
-----------	------------------------	------

Speaking

Or

COMM 1111	Interpersonal Communication	3 cr
-----------	-----------------------------	------

Or

COMM 1121	Small Group Communication	3 cr
-----------	---------------------------	------

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 – met by taking required ENGW course

Course #2 – met by taking required ENGL course

Goal 7: Human Diversity – 1 Course

Course – met by taking required ENGL course

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course - met by taking ENGL 2151

Goal 10: People and The Environment – 1 Course

Course _____

Other Degree Requirements – 20 Credits

Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

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

Creative Writing Certificate

26 Credits

This certificate program is designed for the student pursuing creative writing in addition to another program or as a supplement to current credentials. It combines creative writing coursework in several genres with the study of diverse American literature.

Required Courses – 26 Credits

ENG 1101	College Writing	4 cr
ENGL 2151	American Literature: 1865 to Present	4 cr

Complete one of the following three courses:

ENGL 1130	Literature of Diversity	3 cr
ENGL 2130	African American Literature	3 cr
ENGL 2133	Native American Literature	3 cr

Complete five of the following six courses:

ENGW 1111	Introduction to Creative Writing	3 cr
ENGW 2112	Poetry Writing	3 cr
ENGW 2113	Fiction Writing	3 cr
ENGW 2114	Play and Screen Writing	3 cr
ENGW 2115	Memoir/Non-Fiction Writing	3 cr
ENGW 2900	Topics in Creative Writing	3 cr

Other Certificate Requirements

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

- Earn at least one third of the required certificate credits from Normandale.

Criminal Justice Transfer Pathway (AS)

60 Credits

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

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

Core Courses – 27 Credits

POLS 2250	Constitutional Law	3 cr
SOC 1104	Introduction to Sociology	3 cr
SOC 2112	Criminology	3 cr
SOC 2130	Introduction to Criminal Justice	3 cr
SOC 2131	Juvenile Justice	3 cr
SOC 2132	Police and Community	3 cr
SOC 2134	Corrections	3 cr

Complete one of the following two courses:

SOC 1106	Social Problems	3 cr
SOC 1121/ANTH 1121/WGST 1121	Women Across Cultures	3 cr

Complete one of the following three courses:

SOC 1109	Wealth and Poverty	3 cr
SOC 1115	Sociology of Sex and Gender Roles	3 cr
SOC 2110	American Minority Relations	3 cr

Additional Required Courses – 33 Credits

ENG 1101	College Writing	4 cr
PHIL 1103	Ethics	3 cr

Complete one of the following two courses:

COMM 1111	Interpersonal Communication	3 cr
COMM 1131	Intercultural Communication	3 cr

Complete two courses from MnTC Goal 3 from two different departments; at least one course must include a lab

Course #1 _____

Course #2 _____

Complete one course from MnTC Goal 4

MATH 1080 or 1090 or 1095 recommended

Course _____

Complete one course from MnTC Goal 5 in a department other than SOC

(PSYC 1110 strongly recommended)

Course _____

Complete one course from MnTC Goal 6 in department other than PHIL

Course _____

Complete one course from MnTC Goal 10; with careful planning, a course used to satisfy Goal 3 may also be counted to satisfy Goal 10

Course _____

If needed, complete additional courses to reach 60 credits total

The department recommends the following elective courses:

HLTH 1106	Drug Use and Abuse	3 cr
HLTH 2209	Emergency Medical Responder	3 cr

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Data Analytics (AS)

60 Credits

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

Core Courses – 33-35 Credits

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

CSCI 1111	Introduction to Programming in C	4 cr
CSCI 2001	Computer Programming Concepts	4 cr
CSCI 2002	Algorithms and Data Structures	4 cr
COMT 1181	Database Management Systems	3 cr
DSCI 2000	Foundations of Data Science	3 cr
MATH 2080	Statistical Modeling	3 cr

Complete one of the following three courses:

MATH 1080	Introduction to Statistics	4 cr
MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

Complete two of the following MATH courses grouped as follows:

MATH 1100	College Algebra	4 cr
MATH 1400	Survey of Calculus	4 cr
Or		
MATH 1500	Pre-Calculus	5 cr
MATH 1510	Calculus 1	5 cr

Additional Required Courses – 25-27 Credits

ENG 1101	College Writing	4 cr
ECON 2201	Principles of Microeconomics	3 cr

Complete one of the following three courses:

COMM 1100	Introduction to Communication	3 cr
-----------	-------------------------------	------

COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr

Complete a minimum of six additional credits from at least two of the following MnTC Goals: (6 Credits)

3, 6, 7, 8 or 10.

Complete additional courses to reach 60 college level credits total (9-11 Credits)

Suggested Domain Specialization Areas listed below.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Sample Domain Specialization Areas for the AS in Data Analytics

The domain specialties below represent a few possible areas of interest. Students should consult with faculty and advisors, including those at possible transfer institutions, for further information.

Bioinformatics:

BIOL 1501	Principles of Biology 1	5 cr
CHEM 1020	Introductory Chemistry	4 cr
PHIL 1180	Biomedical Ethics	3 cr
ENG 2102	Business and Technical Writing	3 cr

Finance:

ACCT 2251	Financial Accounting	4 cr
ACCT 2254	Introduction to Management Information Systems	4 cr
ECON 2202	Principles of Macroeconomics	3 cr
PHIL 1170	Business Ethics	3 cr
ENG 2102	Business and Technical Writing	3 cr

Law Enforcement/Government:

PSYC 1110	Introduction to Psychology	4 cr
-----------	----------------------------	------

SOC 1106	Social Problems	3 cr
SOC 2130	Introduction to Criminal Justice	3 cr
ENG 2102	Business and Technical Writing	3 cr

Marketing:

ACCT 2254	Introduction to Management Information Systems	4 cr
BUSN 2400	Principles of Marketing	3 cr
ECON 2202	Principles of Macroeconomics	3 cr
PHIL 1170	Business Ethics	3 cr
ENG 2102	Business and Technical Writing	3 cr

Mathematics:

GEOG 1050	Maps and Mapping	3 cr
PHIL 1140	Environmental Ethics	3 cr
GEOG 1104	Or Resources, Society and Environment	3 cr
MATH 1520	Calculus 2	5 cr
MATH 2400	Probability and Statistics with Calculus	4 cr

Others:

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

Dental Hygiene (AS)

88 Credits

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

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

learning. Program goals include the intent to:

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

Normandale Community College offers the Associate of Science (AS) degree in Dental Hygiene as a two-year program located within the health sciences division.

NOTE: Most students complete their required science and liberal arts courses prior to acceptance into the program. The dental hygiene coursework requires four semesters to complete and begins each fall semester. Graduates will be eligible to take the National Board Dental Hygiene Examination, Central Regional Dental Testing Examination, and the Minnesota State Board of Dentistry Jurisprudence Examination for licensure in the State of Minnesota.

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

Dual Admission and Enrollment Option - BS in Dental Hygiene

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

The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United

States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 E. Chicago Ave., Chicago, Illinois 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

Core Courses – 51 Credits

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

DENH 1112	Oral and Facial Anatomy	3 cr
DENH 1140	Pre-Clinic Theory	3 cr
DENH 1141	Pre-Clinic Skill Development	4 cr
DENH 1142	Clinic 1 Theory	2 cr
DENH 1143	Clinic 1	4 cr

Complete one of the following two courses:

DENH 1150	Dental Radiology	4 cr
DENH 1151	Accelerated Dental Radiology	2 cr

Complete one of the following two courses:

DENH 1160	Dental Materials	2 cr
DENH 1161	Accelerated Dental Materials	1 cr

DENH 1162	Pharmacology for the Dental Hygienist	2 cr
DENH 2240	Clinic 2 Theory	2 cr
DENH 2241	Clinic 2	6 cr
DENH 2242	Clinic 3 Theory	2 cr
DENH 2243	Clinic 3	6 cr
DENH 2252	Clinical Radiology 1	1 cr
DENH 2254	Clinical Radiology 2	1 cr
DENH 2263	Pain Management	2 cr
DENH 2264	Periodontics for the Dental Hygienist	2 cr
DENH 2266	General and Oral Pathology	2 cr
DENH 2281	Preventive Concepts in Community Dental Health	3 cr

Additional Required Courses – 37 Credits

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

ENG 1101	College Writing	4 cr
COMM 1111	Interpersonal Communication	3 cr
CHEM 1050	Foundations of Organic and Biochemistry	3 cr
BIOL 2041	Human Anatomy	4 cr
BIOL 2042	Human Physiology	4 cr
BIOL 2044	Introductory Microbiology	3 cr

HLTH 1107	Principles of Nutrition	3 cr
PSYC 1110	Introduction to Psychology	4 cr
SOC 1104	Introduction to Sociology	3 cr

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

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Admission Requirements and Application Process

- Applicants who are new to Normandale must complete the online college application, found at www.normandale.edu/apply. Acceptance to the college does not imply acceptance into the dental hygiene program. A separate Normandale Health Sciences Dental Hygiene Program application must be submitted to be considered for acceptance into the dental hygiene program. The completed application is to be submitted to the Health Sciences Enrollment Manager (located in A2507) by December 31 of each year. The Dental Hygiene application can be found on the Dental Hygiene Apply page.
- An overall college GPA of 2.75 or higher is required.
- If the student earned credits in the fall semester, official transcripts with these fall grades must be submitted to the Health Science Enrollment Manager by January 15 to complete the application.
- All applicants will be notified of their dental hygiene program application status via email on or before March 15 of each year.

- Applicants who are not accepted into the dental hygiene program and have met the application requirements will be placed on an alternate list.
- Applicants who were placed on the alternate list and were not accepted into the program will need to meet all requirements and reapply for admission into the program the following year.

Professional Licensure / Certification Disclosure

The AS in Dental Hygiene prepares students to take the written National Dental Hygiene board exam and the Central Regional Dental Services practice exam, which are the licensing exams to become a licensed Dental Hygienist in Minnesota. Students are eligible for licensure in Minnesota as well as other states. Here are the states accepting Central Regional Testing Services examination results, where Normandale Dental Hygiene graduates are eligible for initial licensure via taking these two examinations.

Effective July 1, 2020 the U.S. Department of Education implemented regulation 34 CFR 668.43 (a) (5) (v)) which requires our Associate Degree Program in Dental Hygiene to provide:

1. A list of all states/jurisdictions where the institution's curriculum meets state educational requirements for professional licensure or certification;
2. A list of all states/jurisdictions where the institution's curriculum does not meet state educational requirements for professional licensure or certification; and
3. A list of all states/jurisdictions where the institution has not made a determination of whether the curriculum meets educational requirements.

At this time, Normandale has not made a determination that our dental hygiene curriculum meets or does not meet state educational requirements for licensure or certification. Please contact the dental board for the state in which you would like to be licensed. Here is a link to the American Association of Dental Boards' list of all state boards.

If you have questions, please contact

Health Sciences Enrollment Manager
HealthSciences@normandale.edu
 952-358-8417

Dental Hygiene Application Requirements

The requirements below must be completed before the application deadline of December 31. A grade of C or higher is required for each course and all science courses must have labs. Any transfer courses must be evaluated as equivalent to the required course.

Must show registration for the course in spring after the deadline if not already completed:

BIOL 2042 Human Physiology 4 cr

ENGC 1101 College Writing 4 cr

CHEM 1050 Foundations of Organic and Biochemistry 3 cr

BIOL 2041 Human Anatomy 4 cr
Eligible for college-level mathematics*

*College-level math eligibility requirement can be met by:

- Completion of college-level mathematics course with a grade of C or higher.
- Eligibility to take a college-level mathematics course (MATH 1080 Introduction to Statistics MATH 1090 STATWAY Statistics 2, MATH 1095 STATWAY Statistics: Accelerated, MATH 1100 College Algebra or higher) at the time of the December 31 deadline through:
 - a. An active placement through the Normandale course placement process; expired placements will not be accepted.
 - b. Completion of an appropriate developmental math course (MATH 0630 or MATH 0990) within 5 years of the December 31 admission deadline with a C, P or higher.

Information on course placement can be found at:

www.normandale.edu/placement

Recommended to complete before the deadline:

BIOL 2044 Introductory Microbiology 3 cr

**To be a more competitive applicant, students are strongly encouraged to complete BIOL 2042 Human Physiology, BIOL 2044 Introductory Microbiology, and Minnesota Transfer Curriculum Goal 4 Elective MATH 1080 Introduction to Statistics prior to application deadline.*

Additional Program Information

Visit www.normandale.edu/academics/degrees-certificates/dental-hygiene. For further questions, please contact the Health Science Enrollment Manager, at HealthSciences@normandale.edu or call 952-358-8417.

General Information

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

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

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

Students entering the Dental Hygiene program are expected to meet the *Technical Standards for Entry-Level Dental Hygiene Programs*. These technical standards are

required abilities for effective performance in the Minnesota State dental hygiene education program. The standards are compatible with the scope of practice as defined by the Minnesota Board of Dentistry.

Sequence of Courses:

First Year Fall Semester 13 Credits

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

First Year Spring Semester 17 Credits

BIOL 2044	Introductory Microbiology	3 cr
DENH 1142	Clinic 1 Theory	2 cr
DENH 1143	Clinic 1	4 cr
DENH 1150	Dental Radiology	4 cr
DENH 1160	Dental Materials	2 cr
DENH 1162	Pharmacology for the Dental Hygienist	2 cr

Summer Sessions 1 and 2 8 Credits

PSYC 1110	Introduction to Psychology	4 cr
Electives	MnTC Goal 4, 6, 7, 8, 9, or 10	4 cr

Second Year Fall Semester 18 Credits

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

Second Year Spring Semester 14 Credits

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

Additional Information

For more information on Advanced Degrees, visit www.normandale.edu/dental-hygiene-advanced-degrees.

Economics Transfer Pathway (AA)

60 Credits

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

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

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

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

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

Required Courses

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

ECON 2201	Principles of Microeconomics	3 cr
ECON 2202	Principles of Macroeconomics	3 cr
MATH 1100	College Algebra	4 cr

Note: Or any higher numbered MATH course for which 1100 is a prerequisite.

Complete one of the following four courses:

BUSN 2220	Statistics for Business and Economics	4 cr
MATH 1080	Introduction to Statistics	4 cr
MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course – met by taking required MATH courses

Goal 5: History and Social/Behavioral Sciences 2 Courses

(Select from two different departments)

Course #1 - met by taking required ECON courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course – met by taking required ECON courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course – met by taking required ECON courses

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements –20 Credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement. *The department recommends taking at least one additional ECON course.*

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Elementary Education Foundations Transfer Pathway (AS)

60 Credits

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

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

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

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

Required Courses – 60 Credits

ART 1101	The Visual Arts	3 cr
BIOL 1100	Survey of Biology	4 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
	Grade of B or higher is required	
EDUC 1101	Introduction to Education	4 cr
	Grade of C or higher is required	
EDUC 2101	Education Technology	3 cr
EDUC 2222	Multicultural Education and Human Relations in Schools	3 cr
EDUC 2223	Foundations of Instruction	2 cr
ENGC 1101	College Writing	4 cr
	Grade of B or higher is required	
GEOG 1121	World Regional Geography	3 cr
HIST 1111	US History: Colonization to Civil War	4 cr
HLTH 1106	Drug Use and Abuse	3 cr
MATH 1055	Elements of Mathematics 1	4 cr
MATH 1065	Elements of Mathematics 2	4 cr
PHYS 1001	Energy, Climate & Physics in Society	3 cr
PHYS 1002	Energy, Climate & Physics in Society Laboratory	1 cr
PSYC 1109	Child and Adolescent Development	3 cr
	Grade of C or higher is required	

THTR 1151 Acting 1 3 cr

Complete one course from MnTC Goal 10 (3 Credits)

Complete additional course(s) to reach 60 credits total.

The department recommends the following courses:

EDUC 2408	Introduction to Special Education	4 cr
ENGL 2060	Children's and Young Adult Literature	3 cr
ENGT 1050	Bridging Engineering and Education	3 cr

Other Degree Requirements

- Complete required 30 field work hours
- Demonstrate expected standards in Professional Disposition
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Engineering Broad Field (AS)

60 Credits

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

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

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

Core Courses – 47 Credits

MATH 1510	Calculus 1	5 cr
MATH 1520	Calculus 2	5 cr
MATH 2510	Calculus 3: Multivariable Calculus	5 cr
MATH 2520	Calculus 4: Differential Equations with Linear Algebra	5 cr
PHYS 1121	Physics 1 for Scientists and Engineers	5 cr
PHYS 1122	Physics 2 for Scientists and Engineers	5 cr
CHEM 1061	Principles of Chemistry 1	5 cr

Select a minimum of 4 courses and 12 credits from a single Engineering Specialty (12 Credits)

(e.g. civil, computer, electrical, general, mechanical, etc.) from the table below:

Course #1 _____

Course #2 _____

Course #3 _____

Course #4 _____

Key for Engineering Degrees:

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

Key for Engineering Specialty Table:

A	See advisor/counselor to confirm course transfer to a university program
R	Required university program course

C I V A	C O M A	E L E C A	E N V * R	G E N R	M E C H R	M A N U A	C O M P R	COUR SE	C R
								ENGR 1020 Intro to Engineering Design	4
	R	R	R	R	R	A	R	Computer Programming *	3
R		A	R	R	R	R	R	ENGR 2235 Statics	3
R		A	R	R	R	R	R	ENGR 2236 Dynamics	3
R				R	R	R	R	ENGR 2331 Deformable Body Mechanics	3
R		A	A	A	R	A	A	ENGR 2231 Thermodynamics	3
	R	R		R	R	R	R	ENGR 2015 Linear Circuit Analysis	4
	R	R		R	R	R	R	ENGR 2016 Steady-state Circuit Analysis	1

R	R							ENGR 2115	5	Complete two courses that satisfy MnTC Goals 5 and 6. (6 Credits)
								Introduction to Analog & Digital Electronics		One of these courses must also satisfy at least one of the following MnTC Goal areas: 7, 8, 9 or 10.
R	R		A					ENGR 2301	2	Complete elective course to reach a minimum of 60 credits selected from courses that fulfill requirements at the desired transfer institution.
								Intro to Digital Systems Design A		Some transfer programs have specific course requirements. Electives can be additional required engineering courses (recommended) or additional general education courses. Consult with an advisor or counselor for guidance on course selection.
R	R		A					ENGR 2302	2	
								Intro to Digital Systems Design B		
A		A		A	A	A		MATH 2400	4	
								Probability & Statistics w/Calculus		
A	A	A	R	A	A	A	R	CHEM 1062	5	
								Principles of Chemistry 2		

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

Additional Required Courses – 13 Credits

Required			
ENG 1101	College Writing		4 cr

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

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

University Admissions and Graduation Requirements

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

- All MnTC courses listed above and required (R) Engineering Specialty courses below will transfer and count toward university baccalaureate degree program requirements.
- Completion of the Associate of Science in Engineering Broad Field degree does not guarantee admission to a baccalaureate degree program.
- Students must meet university admission

requirements and degree program admission requirements.

- Baccalaureate engineering degree programs may have limited enrollment capacity with seats available on a competitive basis.
- Students accepted into a university must fulfill the baccalaureate program graduation requirements.

English Transfer Pathway (AA)

60 Credits

The English Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree that directly transfers to a designated English bachelor's degree program at Minnesota State universities. The curriculum has been designed so that students completing this pathway and transferring to one of the seven Minnesota State universities enter the university with junior-year status. Students must take one course from each of four designated content areas: introduction to literary studies, a literature survey course, a diverse literature course, and a writing for a specific purpose course. Within the last three content areas, students at Normandale can choose from several possible courses. Four credits will transfer into at least one track (though, at each receiving school's discretion, possibly more than one) of the receiving institution's English major. Those four credits may be applied directly to a required major course when applicable at a particular receiving school or as an elective course in the major.

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

Complete one of the following four courses

ENGL 2150	American Literature: Beginnings to 1865	4 cr
ENGL 2151	American Literature: 1865 to Present	4 cr
ENGL 2160	British Writers 1	4 cr
ENGL 2161	British Writers 2	4 cr

Complete one of the following six courses

ENGL 1130	Literature of Diversity	3 cr
-----------	-------------------------	------

ENGL 1140	Gender and Literature	3 cr
ENGL 1170	Modern World Literature	3 cr
ENGL 2130	African American Literature	3 cr
ENGL 2133	Native American Literature	3 cr
ENGL 2174	African Literature	3 cr

Complete one of the following six courses

ENGW 1111	Introduction to Creative Writing	3 cr
ENGW 2112	Poetry Writing	3 cr
ENGW 2113	Fiction Writing	3 cr
ENGW 2114	Play and Screen Writing	3 cr
ENGW 2115	Memoir/Non-Fiction Writing	3 cr
ENGC 2102	Business and Technical Writing	3 cr

Required Courses

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

ENGL 2000	Introduction to Literary Studies: Writing About Literature	3 cr
-----------	--	------

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENGC 1101	College Writing	4 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
	Or	
COMM 1111	Interpersonal Communication	3 cr

Goal 2: Critical Thinking

(met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

Met by taking required ENGW and ENGL courses.

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 7 Credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60-credit requirement (*The department highly recommends that students fulfill these remaining credits with courses emphasizing an area of literature not addressed via the above requirements and/or courses that emphasize writing that requires research and MLA citation. For example, these may include writing intensive literature courses and/or advanced composition courses. Also, students planning to transfer into a specific English track, such as creative writing, at the receiving institution may fulfill these 7 credits with classes specifically aimed at that specific track.*)

Other Degree Requirements

- Earn a minimum cumulative grade point average

(GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.

- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Exercise Science Transfer Pathway (AS)**60 Credits**

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

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

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

Core Courses – 17 Credits

EXSC 1129	Fitness for Life 1	2 cr
EXSC 1200	Beginning Weight Training	1 cr
EXSC 2300	Introduction to Exercise Science	3 cr
EXSC 2305	Exercise Physiology	3 cr
EXSC 2310	Foundations of Personal Training	3 cr
EXSC 2315	Fitness Assessment and Exercise Prescription	3 cr
EXSC 2330	Applications of Personal Training	2 cr

Additional Required Courses – 43 Credits

ENGC 1101	College Writing	4 cr
BIOL 1501	Principles of Biology 1	5 cr
BIOL 2041	Human Anatomy	4 cr
BIOL 2042	Human Physiology	4 cr
CHEM 1050	Foundations of Organic and Biochemistry	3 cr
HLTH 1107	Principles of Nutrition	3 cr
PSYC 1110	Introduction to Psychology	4 cr

Complete one of the following four courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete one of the following three courses:

MATH 1080	Introduction to Statistics	4 cr
MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

Complete one course from MnTC Goal 5 (non PSYC course) 3 4 cr

Complete two courses from two different MnTC Goal Areas: 7, 8, 9 or 10 6 cr

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

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

Exercise Specialist Certificate**12 Credits**

The Exercise Specialist Certificate includes Exercise Science courses that provide comprehensive curriculum designed to prepare students to successfully participate in the American College of Sports Medicine (ACSM) Certified Personal Training Examination and enter the workforce as a personal trainer working with generally healthy populations. The Exercise Specialist Certificate is recognized as a "career laddering" opportunity for our students to encourage further retention of degree completion while students gain additional credentials to professionally compete for careers within the fitness industry.

Required Courses 12 Credits

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

EXSC 2300	Introduction to Exercise Science	3 cr
EXSC 2305	Exercise Physiology	3 cr
EXSC 2310	Foundations of Personal Training	3 cr
EXSC 2315	Fitness Assessment and Exercise Prescription	3 cr

Other Certificate Requirements

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

Family Studies Certificate**18 Credits**

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

The Family Studies Certificate offers students foundational coursework in preparation to transfer to a four-year college in the area of Family Studies. Or it offers students a

credential to find employment in areas associated with Family Studies. While not a required credential for students who work in areas associated with Family Studies, it quickly communicates a relevant background to prospective employers. Students will gain knowledge from various fields of study by completing this certificate.

Required Courses 18 Credits

COMM 2111	Family Communication	3 cr
HIST 1131	Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective	3 cr
SOC 1102	Love, Sex, and Family	3 cr
SOC 2114	Families in Crisis	3 cr

Complete two of the following six courses:

ANTH 1120/SOC 1120/W MST 1120	Introduction to Women's and Gender Studies	3 cr
ANTH 1121/SOC 1121/W MST 1121	Women Across Cultures	3 cr
SOC 1115	Sociology of Sex and Gender Roles	3 cr
PSYC 1109	Child and Adolescent Development	3 cr
HIST 2111	Lesbian, Gay, Bisexual, and Transgender U.S. History	3 cr

Other Certificate Requirements

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

Food and Beverage Management Certificate

17 Credits

The certificate in Food and Beverage Management is designed for food and beverage professionals and career changers who want to take advantage of the increasing opportunities in the food and beverage sector of tourism.

The curriculum will introduce students to the ever-expanding tourism industry, emphasize the operations of a

food and beverage business, and provide practical industry experience. The program will assist students in developing communications skills needed to lead and manage a successful food and beverage business towards profitability.

Graduates of the certificate in Food and Beverage Management possess the competencies to enter the food and beverage sector as an entry-level manager.

The certificate in Food and Beverage Management may be completed by students working towards an AAS in Hospitality and Tourism Management, AAS in Business Management, and/or an AS in Business Transfer Pathway.

Required Courses – 17 Credits

BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 1154	Food and Beverage Management and Cost Control	4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr
ENGC 1101	College Writing	4 cr

Complete one of the following four courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Other Certificate Requirements

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

French Associate of Arts Emphasis (AA)

60 Credits

Through the Normandale French program students work towards linguistic proficiency and cultural competence in a language spoken in over 50 countries. The study of French provides global insight as France's foundational

contributions to political, scientific, and artistic thought continue to shape our world. The Normandale program focuses on both France and Francophone regions. Knowledge of French is useful in many professional fields, including international business, global health, and science.

Required Courses

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

FREN 1111	French Culture and Civilization	3 cr
FREN 1200	Beginning French 2	5 cr
FREN 2100	Intermediate French 1	5 cr
FREN 2200	Intermediate French 2	5 cr

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

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met By Completion of All 40 Credits of The Mntc)

Goal 3: Natural Sciences – 2 Courses

(Select from **Two Different Departments**; At Least One Must Include A Lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from **Two Different Departments**)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from **Two Different Departments**)

Course #1 met by taking required FREN courses

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course - met by taking required FREN courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 credits

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Geography Associate of Arts Emphasis (AA)

60 Credits

Completing an AA in Geography gives you the

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

Required Courses

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

GEOG 1101	Earth's Natural Environments	4 cr
GEOG 1102	Human Geography	3 cr

Complete at least two of the following seven courses for a total of at least 6 credits:

GEOG 1104	Resources, Society and Environment	3 cr
GEOG 1121	World Regional Geography	3 cr
GEOG 1125	Geography of the United States and Canada	3 cr
GEOG 1170	Cities	3 cr
GEOG 1172	Introductory Meteorology	4 cr
GEOG 1900	Topics in Geography	1-4 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must

include a lab)

Course #1 - met by taking required GEOG course

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 – met by taking required GEOG courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

(can be met by taking GEOG 1125 or GEOG 1170)

Goal 8: Global Perspective – 1 Course

Course – met by taking required GEOG courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

(can be met by taking GEOG 1170)

Goal 10: People and The Environment – 1 Course

Course - met by taking required GEOG courses

Additional Course Requirements – 20 Credits

One Health (HLTH) course.

One Exercise Science (EXSC) course.

Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60-credit requirement.

Other Degree Requirements

- Earn a minimum cumulative grade point average

(GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.

- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

German Associate of Arts Emphasis (AA)

60 Credits

Through the German program at Normandale, students work toward linguistic proficiency and cultural competence in a language spoken by over 100,000,000 people in the world's fourth largest economy. Germany is the world's foremost country in developing and using cutting-edge green technology, the economic engine of the European Union and the US's second largest trading partner.

The study of German provides not just global insight, but a deep awareness and appreciation for the foundational contributions of the German-speaking areas in scientific, philosophical, political, humanitarian and artistic thought that have shaped, and continue to influence, our world. This program focuses not just on the German-speaking areas in Europe, but worldwide.

Knowledge of German is useful in many professional fields, including international business, the sciences, green technology, the hospitality industry, music, and more.

Emphasis requirements may also be used to satisfy the Minnesota Transfer Curriculum (MnTC) Goal requirements.

Required Courses

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

GERM 1111	German Culture and Civilization	3 cr
GERM 1200	Beginning German 2	5 cr
GERM 2100	Intermediate German 1	5 cr
GERM 2200	Intermediate German 2	5 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met By Completion of All 40 Credits of The MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 met by taking required GERM courses

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course - met by taking required GERM courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 credits

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Health Science Broad Field (AS)**60 Credits**

This degree provides students a broad base of courses that fulfill the Minnesota Transfer Curriculum goals and prerequisite science courses that may be required to transfer to a baccalaureate degree in Health Sciences. The AS in Health Science Broad Field also provides the opportunity for students to be awarded two degrees, for example Nursing or Dental Hygiene and AS Health Science Broad Field.

Required Courses – 60 Credits

BIOL 1501	Principles of Biology 1	5 cr
BIOL 2041	Human Anatomy	4 cr
BIOL 2042	Human Physiology	4 cr
BIOL 2043	Microbiology	4 cr
CHEM 1050	Foundations of Organic and Biochemistry	3 cr
COMM 1111	Interpersonal Communication	3 cr
ENG 1101	College Writing	4 cr
HLTH 1107	Principles of Nutrition	3 cr

Complete one of the following three courses:

MATH 1080	Introduction to Statistics	4 cr
MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

Complete the following courses:

MATH 1100	College Algebra	4 cr
PHIL 1103	Ethics	3 cr
PSYC 1110	Introduction to Psychology	4 cr
PSYC 2210	Developmental Psychology: Lifespan	4 cr
SOC 1104	Introduction to Sociology	3 cr

Complete one course from MnTC Goal 6, 8 or 10 (3-5 Credits)**Complete an additional 4 credit CHEM course (4-5 Credits)****Other Degree Requirements**

If needed, complete additional courses to reach 60 college-level credits total.

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

History Transfer Pathway (AA)**60 Credits**

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

History prepares students to research, analyze, and present evidence with a range of oral and written styles.

Students will gain both a broad understanding of the past in U.S. and world history and an appreciation for diverse historical perspectives. The AA in history prepares students for careers that share the skills of historians, such as evaluating the credibility of information, analyzing a variety of data to tell a story, and presenting a coherent story from varied sources.

The skills and knowledge gained from an AA in history prepare students for a variety of careers, among them business, digital research, entertainment, government, law, healthcare, non-profit work, and teaching.

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

Required Courses

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

Complete three of the following four courses:

HIST 1111	US History: Colonization to Civil War	4 cr
HIST 1112	US History: Civil War to Today	4 cr
HIST 1101	World History: Prehistory to Mongols	4 cr
HIST 1102	World History: Black Death to Today	4 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met By completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

MATH 1080 or MATH 1090 or MATH 1095 recommended unless student will pursue a Social Studies Education Licensure, in which case MATH 1100 is recommended. Students should check with their transfer institution for their recommendations or requirements.

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 - met by taking required HIST courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course – met by taking required HIST courses

Goal 8: Global Perspective – 1 Course

Course – met by taking required HIST courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

HIST 1133 recommended

Course _____

Additional Course Requirements – 20 credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement.
- An additional history course is recommended, but this is not a requirement. Students should check with the receiving institution to understand how it will transfer; a fourth history course may transfer into the major program in history or it may transfer only as an elective toward the bachelor's degree.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Hospitality and Tourism Management (AAS)**60 Credits**

Normandale's Hospitality & Tourism Management program prepares students to lead businesses in the hospitality and tourism industry. The program concentrates on developing the interpersonal communication, conceptual-creative, leadership, technical and administrative skills needed to lead hospitality and tourism businesses towards current profitability and sustainability in the future.

Graduates in Hospitality & Tourism Management go on to positions such as hotel general manager, conventions manager, event manager, rooms division director, housekeeping/maintenance director, hotel sales and marketing director, banquet/catering manager, restaurant/bar manager, tourism manager, etc. Upon completion of a degree, students may go on to obtain a bachelor's degree in hospitality and tourism management or related programs.

By completing the traditional degree program, students

satisfy all requirements to apply for and obtain the Food and Beverage Management, Hotel Operations Management, and Sustainable Tourism Management certificates.

Core Courses – 32 Credits

BUSN 1133	Current Trends in Tourism	1 cr
BUSN 1134	Sustainable and Responsible Tourism	3 cr
BUSN 1152	Hotel Operations Management	4 cr
BUSN 1154	Food and Beverage Management and Cost Control	4 cr
BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 1158	Convention and Meeting Planning Management	4 cr
BUSN 1159	Hospitality Sales and Marketing Management	4 cr
BUSN 2150	Revenue Management for Hospitality and Tourism	4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr

Additional Required Courses – 28 Credits

ENG 1101	College Writing	4 cr
BUSN 1107	Leadership in the Workplace	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1210	Exceptional Customer Service	3 cr

Complete one of the following four courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete one of the following two courses:

ACCT 1053	Accounting Fundamentals for Business	3 cr
ACCT 2251	Financial Accounting	4 cr

Note: Students considering a bachelor's degree should take ACCT 2251.

Complete one of the following two courses:

ECON 2201	Principles of Microeconomics	3 cr
ECON 2202	Principles of Macroeconomics	3 cr

Complete 5-6 credits from Goal areas 3, 4, 5, 6, 7, 8, 9, or 10.

Other Degree Requirements

If needed, complete additional courses to reach 60 college-level credits total.

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Hotel Operations Management Certificate

17 Credits

The certificate in Hotel Operations Management is designed for lodging professionals and career changers who want to take advantage of the increasing opportunities in the accommodations sector of tourism.

The curriculum will introduce students to the ever-expanding tourism industry, emphasize the operations of a full-service hotel, and provide practical industry experience. The program will assist students in developing communications skills needed to lead and manage a successful accommodations business towards profitability.

Graduates of the certificate in Hotel Operations Management possess the competencies to enter the accommodations sector as an entry-level manager.

The certificate in Hotel Operations Management may be completed by students working towards an AAS in Hospitality and Tourism Management, AAS in Business Management, and/or an AS in Business Transfer Pathway.

Required Courses – 17 Credits

BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 1152	Hotel Operations Management	4 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr
ENG 1101	College Writing	4 cr

Complete one of the following four courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Other Certificate Requirements

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

Human Resource Management Certificate

18 Credits

Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand alone certificates. These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion or wishes to gain management skills in their current career or to change careers. The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Human Resources Management Certificate.

Required Courses – 18 credits

BUSN 1145	Supervision	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2200	Human Resource Management	3 cr
BUSN 2300	Principles of Management	3 cr

Other Certificate Requirements

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

Individualized Studies (AS)

60 Credits

The Individualized Studies degree is ideal for working adults and/or students who have well-defined career goals and who wish to build their own program of study. In earning an Associate of Science degree, students have the opportunity to develop competencies in both distinct and emerging fields unavailable through existing degree programs. Students create an academic plan by combining complementary coursework from existing disciplines along with core Minnesota Transfer Curriculum requirements.

The program requires submission of a written degree plan initiated by the student with assistance from the dean of an appropriate division, or an academic counselor/faculty member. Students use a plan template to guide the degree planning process that they submit to the relevant academic dean's office. The approval of an industry representative must also be obtained when the degree plan applies to a specific career field. The plan must also demonstrate transferability to at least one four-year accredited institution, even when it may not be the intention of the student to transfer immediately upon degree completion.

Core Courses – 30 Credits

Select coursework from at least two discipline areas	
Coursework from selected discipline area 1	9
Coursework from selected discipline area 2	9
Additional courses to reach a minimum of 30 Specialized Program credits	12

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

Additional Required Courses 30 Credits

ENG 1101	College Writing	4 cr
Complete one of the following three courses:		
COMM 1101	Fundamentals of Public	3 cr

COMM 1111	Speaking Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Complete one course from MnTC Goal 3 or 4 (3 Credits)

Complete one course from MnTC Goal 5 (3 Credits)

Complete one course from MnTC Goal 6 (3 Credits)

Complete 6 credits from two different of the following MnTC Goals 7, 8, 9 or 10

Complete additional MnTC courses to reach a minimum of 30 MnTC Credits

Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

International Experience Certificate

14 Credits

The International Experience Certificate focuses on the development of knowledge in world languages, area studies, and intercultural competence, providing students with the skills they need to thrive in our international community and workforce both in Minnesota and around the globe.

Required Courses – 14 Credits

COMM 1131	Intercultural Communication	3 cr
-----------	-----------------------------	------

Complete one 5 credit language course; choose from the following:

Chinese		
CHIN 1100	Beginning Chinese 1	5 cr
CHIN 1200	Beginning Chinese 2	5 cr
CHIN 2100	Intermediate Chinese 1	5 cr

CHIN 2200	Intermediate Chinese 2	5 cr
French		
FREN 1100	Beginning French 1	5 cr
FREN 1200	Beginning French 2	5 cr
FREN 2100	Intermediate French 1	5 cr
FREN 2200	Intermediate French 2	5 cr
German		
GERM 1100	Beginning German 1	5 cr
GERM 1200	Beginning German 2	5 cr
GERM 2100	Intermediate German 1	5 cr
GERM 2200	Intermediate German 2	5 cr
Japanese		
JAPN 1100	Beginning Japanese 1	5 cr
JAPN 1200	Beginning Japanese 2	5 cr
JAPN 2100	Intermediate Japanese 1	5 cr
JAPN 2200	Intermediate Japanese 2	5 cr
Somali		
SMLI 1100	Beginning Somali 1	5 cr
SMLI 1200	Beginning Somali 2	5 cr
SMLI 2100	Intermediate Somali 1	5 cr
SMLI 2200	Intermediate Somali 2	5 cr
Spanish		
SPAN 1100	Beginning Spanish 1	5 cr
SPAN 1200	Beginning Spanish 2	5 cr
SPAN 2100	Intermediate Spanish 1	5 cr
SPAN 2200	Intermediate Spanish 2	5 cr
Complete one 3 credit culture course; choose from the following:		
CHIN 1111	Chinese Culture and Civilization	3 cr
FREN 1111	French Culture and Civilization	3 cr
GERM 1111	German Culture and Civilization	3 cr
JAPN 1111	Japanese Culture and Civilization	3 cr
SMLI 1111	Somali Culture and Civilization	3 cr
SPAN 1111	Hispanic Culture and Civilization	3 cr
Complete one 3 credit world languages and cultures study abroad course; choose from the following:		
CHIN 1900	Topics / Study Abroad	3 cr
FREN 1900	Topics / Study Abroad	3 cr
SPAN 1900	Topics / Study Abroad	3 cr

Other Certificate Requirements

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

Management Certificate

18 Credits

Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand-alone certificates. This certificate provides individuals who seek immediate employment or career advancement foundational knowledge and skills in general management principles, core functions of management, leadership, legal limitations of their authority over personnel and budgets, and communication practices to effectively develop high performing teams.

Required Courses – 18 Credits

BUSN 1107	Leadership in the Workplace	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2300	Principles of Management	3 cr

Other Certificate Requirements

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

Marketing Certificate

18 Credits

Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand-alone certificates. This certificate provides individuals seeking immediate employment or career

advancement in the field of Marketing with options to enhance their marketing communications skills in either customer facing or digital marketing communication. It provides foundational knowledge of the skills required to provide successful interactions in customer service and sales, or engagement and marketing in the growing digital environment.

Required Courses – 9 Credits

BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2400	Principles of Marketing	3 cr

Electives - 9 credits

Choose 3 of the following 4 courses:

BUSN 1102	Social Media Marketing	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 2252	Professional Selling	3 cr
BUSN 2420	Digital Marketing	3 cr

Other Certificate Requirements

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

Mass Communication Transfer Pathway (AA)

60 Credits

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

*Universities within the Minnesota State system include

Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Required Courses

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

COMM 1106	Mass Media	3 cr
COMM 1113	Public Relations	3 cr
COMM 1421	Strategic Media Communication	3 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG1101	College Writing	4 cr
COMM 1101	Fundamentals of Public Speaking	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course - met by taking required COMM courses

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement. *(The department highly recommends that students take COMM 1450 and COMM 1121.)*

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Mathematics Transfer Pathway (AA)

60 Credits

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

designated bachelor's degree programs in a related field.

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

Required Courses

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

MATH 1510	Calculus 1	5 cr
MATH 1520	Calculus 2	5 cr
MATH 2510	Calculus 3: Multivariable Calculus	5 cr
MATH 2520	Calculus 4: Differential Equations with Linear Algebra	5 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course – met by taking required MATH courses

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at

Normandale.

Music (AFA)**68 Credits**

The Associate of Fine Arts degree in Music provides a high-quality two-year curriculum that completes the first two years of a baccalaureate degree in music. Upon completion, students will be able to demonstrate comprehension of harmonic analysis, four-part voice-leading, transposition, aural intervallic and chord identification, melodic and rhythmic dictation, solmization, history of western art music, fundamental piano proficiency, solo and ensemble performance, and instrumental or vocal facility through applied study with artist-level faculty.

The AFA in Music prepares a student for transfer into the third year of a baccalaureate music program, in particular, those students pursuing a four-year degree in music performance, music education, or music therapy.

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

Core Courses – 38 Credits

MUSC 1131	Music Theory 1	3 cr
MUSC 1132	Music Theory 2	3 cr
MUSC 2231	Music Theory 3	3 cr
MUSC 2232	Music Theory 4	3 cr
MUSC 1181	Ear Training 1	2 cr
MUSC 1182	Ear Training 2	2 cr
MUSC 2281	Ear Training 3	2 cr
MUSC 2282	Ear Training 4	2 cr
MUSC 1151	Applied Music 1	1 cr
	(Complete MUSC 1151 in two different semesters for a total of 2 credits)	
MUSC 2251	Applied Music 2	1 cr
	(Complete MUSC 2251 in two different semesters for a total of 4 credits)	
MUSC 1152	Performance Class	0 cr
	(Complete MUSC 1152 four times in four different semesters)	
MUSC 1159	Piano Proficiency Exam	0 cr
MUSC 2245	Music History 1	3 cr
MUSC 2246	Music History 2	3 cr

Complete one of the following Music Ensemble Courses in four different semesters for a total of 4 credits:

MUSC 1113	Concert Choir	1 cr
MUSC 1116	Concert Band	1 cr
MUSC 1118	Orchestra	1 cr

Additional Required Courses – 30 Credits

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following four courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Required Electives - 4 Credits

Select courses up to a minimum of 4 credits from the following list:

MUSC 1141	Vocal Ensemble	1 cr
MUSC 1142	Guitar Ensemble	1 cr
MUSC 1143	Piano Ensemble	1 cr
MUSC 1144	Instrumental Ensemble	1 cr
MUSC 1145	Jazz Ensemble	1 cr
MUSC 1146	Jazz Combo	1 cr
MUSC 1170	Jazz Improvisation 1	2 cr
MUSC 1176	Intro to Music Tech 1	2 cr
MUSC 1190	Diction for Singers 1	2 cr
MUSC 1191	Diction for Singers 2	2 cr
MUSC 2270	Jazz Improvisation 2	2 cr
MUSC 2276	Intro to Music Tech 2	2 cr
BUSN 1125	Entrepreneurship	3 cr
EDUC 1101	Introduction to Education	4 cr

Complete a minimum of 23 credits from at least three of the following MnTC Goals 3, 5, 7, 9 or 10.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Professional Nursing (AS)

64 Credits

The Normandale Nursing Department educates students to become entry-level professional nurses. The nursing curriculum is a concept-based, spiraled curriculum that is designed to present and reinforce the knowledge necessary for successful and safe nursing practice.

Graduates are prepared to write the National Council Licensing Examination (NCLEX-RN), and upon success may begin practice as registered nurses. As part of the program's commitment to equity, holistic admission practices are utilized in granting program admission. Supervised clinical experiences are provided in various settings including but not limited to rehabilitation, long-term care, and acute care. Acute care experiences vary but may include units such as mental health, orthopedics, medical-surgical, pediatrics, and obstetrics.

Graduates are eligible to articulate to baccalaureate nursing programs in the Minnesota State system as part of the Minnesota State Nursing Articulation Agreement. Students may opt to complete the Minnesota Transfer Curriculum while completing the nursing program which prepares them to seamlessly transfer to Minnesota State Mankato to complete their BSN with only the upper division nursing courses remaining.

Reasonable accommodations may be available for individuals with disabilities. Information is available in the Office for Students with Disabilities at 952-358-8625.

Normandale's nursing program is approved by the Minnesota Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, Georgia 30326. Contact at 404-975-5000 or online at ACENursing.org

Required General Education Courses - 30 Credits

All courses must be completed with a grade of C or higher

Program Prerequisites

The four (4) following courses (or their transfer equivalents) must be complete or in-progress at the time of application. Applicants must earn an average 2.75 or

higher GPA in the four prerequisite courses below.

ENGC 1101	College Writing	4 cr
CHEM 1050	Foundations of Organic and Biochemistry	3 cr
BIOL 2041	Human Anatomy	4 cr
PSYC 1050	Introduction to Human Development	3 cr

Notes:

- *CHEM 1050 Foundations of Organic and Biochemistry requires students complete CHEM 1020 Introductory Chemistry or complete the Chemistry Self-Assessment to demonstrate prerequisite chemistry knowledge for CHEM 1050. For more information and to access the assessment, visit www.normandale.edu/chemistry.*
- *CHEM 1061 Principles of Chemistry I may be substituted for CHEM 1050 Foundations of Organic and Biochemistry.*
- *PSYC 2210 Developmental Psychology: Lifespan may be substituted for PSYC 1050 Introduction to Human Development.*

Additional General Education Requirements

These general education requirements may be taken before admission, or as scheduled in the four-semester Nursing sequence shown below.

BIOL 2042	Human Physiology	4 cr
BIOL 2044	Introductory Microbiology	3 cr
COMM 1131	Intercultural Communication	3 cr
PHIL 1180	Biomedical Ethics	3 cr

Note: BIOL 2043 Microbiology may be substituted for BIOL 2044.

Complete one of the following two courses:

ANTH 1899	Medical Anthropology: Health, Illness, and Healing Across Cultures	3 cr
SOC 1104	Introduction to Sociology	3 cr

Nursing Courses - 34 Credits

- All courses must be completed with a grade of C or higher.
- Students already holding LPN licensure are required to take 30 nursing credits.

Semester 1 Nursing Courses - Students who are not

Licensed Practical Nurses (LPN):

NURS 1000	Role of the Professional Nurse	2 cr
NURS 1051	Foundations of Health Assessment	3 cr
BIOL 2042	Human Physiology	4 cr
BIOL 2044	Introductory Microbiology	3 cr

Semester 1 Nursing Courses - Nursing students with unencumbered Licensed Practical Nurse (LPN) license:

NURS 1020	Transition to the Role of the Professional Nurse	1 cr
BIOL 2042	Human Physiology	4 cr
BIOL 2044	Introductory Microbiology	3 cr

LPN students receive 4 advanced standing credits and take NURS 1020 Transition to the Role of Professional Nurse (1 cr.) in place of NURS 1000 and NURS 1051.

Semester 2 Nursing Courses - All Students:

NURS 1101	Health Promotion	5 cr
NURS 1151	Parent Child Nursing	3 cr
PHIL 1180	Biomedical Ethics	3 cr
COMM 1131	Intercultural Communication	3 cr

Semester 3 Nursing Courses - All Students:

NURS 2000	Chronic and Palliative Care	4 cr
NURS 2010	Chronic and Palliative Care Experiential	4 cr
NURS 2050	Pharmacology and the Role of the Professional Nurse	2 cr
ANTH 1899	Medical Anthropology: Health, Illness, and Healing Across Cultures	3 cr
	Or	
SOC 1104	Introduction to Sociology	3 cr

Semester 4 Nursing Courses - All Students:

NURS 2100	Acute and Complex Care	4 cr
NURS 2110	Acute and Complex Care Experiential	4 cr
NURS 2200	Synthesis Theory and Experiential	3 cr

Note: Upon successful completion of Semester 4, students will be eligible for the Associate of Science (AS) Nursing degree and to write the National Council Licensing Exam (NCLEX-RN).

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses

numbered 1000 and above) completed at Normandale.

- Earn a minimum of 15 college-level credits at Normandale.
- Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.

Admission Requirements

- For information about application requirements and the admissions process, including deadlines, visit www.normandale.edu/nursing

Professional Licensure / Certification Disclosure

The AS in Nursing prepares students to take the National Council Licensure Examination (NCLEX) for registered nurse licensure.

Effective July 1, 2020 the U.S. Department of Education regulation 34 CFR 668.43 (a) (5) (v)) which requires our Associate Degree Program in Nursing to provide a **list of states categorized by whether our curriculum:**

- meets state educational requirements for professional licensure or certification;
- does not meet state educational requirements for professional licensure or certification;
- or where we have not made a determination of whether the curriculum meets educational requirements.

For additional information about states' requirements, please visit **NursingLicensure.org**

If you have questions, please contact
Health Sciences Enrollment Manager
HealthSciences@normandale.edu
952-358-8417

Nursing Assistant Certificate

4 Credits

The Nursing Assistant Certificate course prepares individuals to assist others with personal care needs. This

certificate course is approved by the Minnesota Department of Health (MDH) and prepares students to take the National Nursing Assistant Training and Competency Evaluation Test. Upon successful completion of the test, students are placed on the Minnesota Nursing Assistant Registry (NA/R).

The Nursing Assistant (NA/R) provides care under the direct supervision of licensed nurses. Employment is primarily in facilities caring for older adults. The demand for NA/Rs continues to grow due to our aging population.

Skills and knowledge obtained while earning the Nursing Assistant Certificate provide a strong foundation for individuals planning to pursue a career in healthcare.

Required Course - 4 Credits

NURS 1057	Nursing Assistant	4 cr
-----------	-------------------	------

Other Certificate Requirements

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

The following websites provide more information about nursing assistants, information about skills testing and links to the practice test and competency test brochure:

- The "Contacting the Nursing Assistant Registry" page on the Minnesota Department of Health website provides links to Registry forms, training and testing sites.
- The D&S Headmaster website offers a test/skills brochure and a practice written test for Minnesota nursing assistants.

Peace Officer / Public Safety Transfer Pathway (AS)

68 Credits

The Peace Officer / Public Safety Transfer Pathway (AS) offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Peace Officer / Public Safety bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State

universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field

This program is designed to prepare students to be eligible to take the Minnesota Peace officer Licensing Exam and eventually enter police work.

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

Note: If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your future chances of employment in your intended field or on your ability to obtain federal, state, and higher education funding.

Core Courses – 42 credits

COMM 1111	Interpersonal Communication	3 cr
ENGC 1101	College Writing	4 cr
HLTH 2209	Emergency Medical Responder	3 cr
PHIL 1103	Ethics	3 cr
SOC 1104	Introduction to Sociology	3 cr
SOC 2110	American Minority Relations	3 cr
SOC 2114	Families in Crisis	3 cr
SOC 2130	Introduction to Criminal Justice	3 cr
SOC 2131	Juvenile Justice	3 cr
SOC 2132	Police and Community	3 cr

Complete one of the following two courses:

PSYC 1100	Psychology in Modern Life	3 cr
PSYC 1110	Introduction to Psychology	4 cr

ENGC 1101, PSYC 1100 or PSYC 1110, SOC 1104, SOC 2110, SOC 2114, SOC 2130, SOC 2131, and SOC 2132 are prerequisites for admission to the Peace Officer & Police Science Center, must be completed with a minimum grade of C in each course, and require a minimum combined GPA of 2.5.

Complete one of the following three courses:

ENGC 2102	Business and Technical	3 cr
-----------	------------------------	------

	Writing	
POLS 2250	Constitutional Law	3 cr
PSYC 2200	Psychological Disorders	3 cr

Additional Core Courses

- Complete one course in EXSC
- Complete one course from MnTC Goal 4

Professional Licensing Required Courses – 26 Credits

Professional licensing courses are offered through the Peace Officer & Police Science Center at Hennepin Technical College. Additional information, including admission requirements for the program, can be found at Hennepin Technical College Peace Officer Advanced Technical Certificate

Semester 1

POLC 2225	Criminal Investigation	3 cr
POLC 2230	Legal Issues	3 cr
POLC 2231	Minnesota Criminal and Traffic Codes	3 cr
POLC 2235	Police Report Writing / Interview	2 cr
POLC 2241	Crisis Intervention and Human Behavior	3 cr

Semester 2

POLC 2262	In Progress Response	3 cr
POLC 2276	Traffic	2 cr
POLC 2281	Defensive Tactics	3 cr
POLC 2285	Crime Scene and Evidence	1 cr
POLC 2291	Firearms	3 cr
POLC 2300	Tactical Driving	0 cr

Additional Requirements to Take the POST Examination

- Completion of an Emergency Medical Response or EMT course is required prior to taking the licensing exam. HLTH 2209 fulfills this requirement. *Students with current certification may petition completion of the requirement and substitute another 3 credit course for HLTH 2209.* NOTE: A successful petition will not affect the 68 credit requirement for the Associate of Science degree.

Other Degree Requirements

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

Normandale.

- Earn a minimum of 15 college-level credits at Normandale.

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

Peace Officer Certificate

26 Credits

The Peace Officer Certificate is designed for students who already have completed either an associate or bachelor's degree at an accredited college or university. Completion of this certificate prepares students to take the 26-credit Peace Officer Advanced Technical Certificate offered at the Peace Officer & Police Science Center at Hennepin Technical College.

After earning this certificate, completing the Peace Officer Advanced Technical Core, and completing a First Responder, Emergency Medical Response or EMT course, students are qualified to take the Minnesota Peace Officer Standards and Training (POST) Board licensing examination.

Note: If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your future chances of employment in your intended field or on your ability to obtain federal, state, and higher education funding.

Other certificate requirement

Complete one course in EXSC

Complete one of the following two courses

PSYC 1100	Psychology in Modern Life	3 cr
PSYC 1110	Introduction to Psychology	4 cr

Students who desire to take PSYC 1110 may submit an academic petition to waive the one-credit EXSC course.

Required Courses – 26 Credits

ENG 1101	College Writing	4 cr
SOC 1104	Introduction to Sociology	3 cr
SOC 2110	American Minority Relations	3 cr

SOC 2114	Families in Crisis	3 cr
SOC 2130	Introduction to Criminal Justice	3 cr
SOC 2131	Juvenile Justice	3 cr
SOC 2132	Police and Community	3 cr

ENG 1101, SOC 1104, SOC 2110, SOC 2114, SOC 2130, SOC 2131, SOC 2132, and PSYC 1100 or PSYC 1110 are prerequisites for admission to the Peace Officer & Police Science Center, must be completed with a minimum grade of C in each course, and require a minimum combined GPA of 2.5.

Additional Requirements to Take the POST Examination

- Completion of the Professional Licensing Core which may be taken at the Peace Officer & Police Science at Hennepin Technical College.
- Completion of a First Responder, Emergency Medical Response or EMT course; HLTH 2209 fulfills this requirement.

Other Certificate Requirements

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

Philosophy Associate of Arts Emphasis (AA)

60 Credits

The Associate of Arts Degree with Emphasis in Philosophy provides students with the opportunity to reflect on the most fundamental questions that concern human beings. Through careful study of major figures and traditions within philosophy, courses in this program will help students develop skills for reasoning and critical analysis, and encourage imagination, intellectual curiosity and rigor, personal reflection, and civic engagement.

Since the study of philosophy cultivates intellectual curiosity and imagination, and draws upon all areas of human endeavor, students who complete the emphasis will be prepared to transfer to a four-year institution in pursuit of many different majors. Philosophy majors are prepared for a wide variety of careers, including law, journalism, business, technology, and government and politics.

Philosophy courses satisfy 6 of the 10 goals in the Minnesota Transfer Curriculum.

Required Courses

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

Complete two of the following three courses:

PHIL 1101	Introduction to Philosophy	3 cr
PHIL 1102	Logic	3 cr
PHIL 1103	Ethics	3 cr

Complete one of the following five courses:

PHIL 1140	Environmental Ethics	3 cr
PHIL 1150	Introduction to World Religions	3 cr
PHIL 1160	Philosophy of Art	3 cr
PHIL 1170	Business Ethics	3 cr
PHIL 1180	Biomedical Ethics	3 cr

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

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

(can be met by taking PHIL 1102)

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from **Two Different Departments**)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 - met by taking required PHIL courses

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justices in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

(can be met by taking PHIL 1150)

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

(can be met by taking PHIL 1103 or PHIL 1140 or PHIL 1170 or PHIL 1180)

Goal 10: People and The Environment – 1 Course

Course _____

(can be met by taking PHIL 1140)

Additional Course Requirements – 20 Credits

One Health (HLTH) course.

One Exercise Science (EXSC) course.

Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60-credit requirement.

Other Degree Requirements

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

- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Physics Associate of Arts Emphasis (AA)

60 Credits

Physics encompasses the study of the universe from the largest galaxies to the smallest subatomic particles and is the basis of many other sciences. Students who study physics develop a range of skills that can be applied in many areas, including: problem solving, with a pragmatic and analytical approach; constructing logical arguments; applying analytical skills; and grasping complex problems.

An Associate of Arts with Emphasis in Physics from Normandale provides students with fundamental knowledge of physics and mathematics that will ensure that they have the foundation and prerequisites to complete a bachelor's degree in physics at a transfer institution. In addition to the AA with Emphasis in Physics, the Physics Department at Normandale offers classes that fulfill requirements for students studying mathematics, the physical and biological sciences, engineering, and some health fields. All physics classes at Normandale fulfill Goal 3 (Natural Sciences) of the MnTC.

Required Courses

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

MATH 2510	Calculus 3: Multivariable Calculus	5 cr
MATH 2520	Calculus 4: Differential Equations with Linear Algebra	5 cr
PHYS 1121	Physics 1 for Scientists and Engineers	5 cr
PHYS 1122	Physics 2 for Scientists and Engineers	5 cr
PHYS 2250	Modern Physics	4 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 - met by taking required PHYS courses

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course - met by taking required MATH courses

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course (EXSC 1129 is recommended).
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60-credit requirement.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Political Science Transfer Pathway (AA)

60 Credits

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

Employers regard Political Science as one of the two most highly-prized social science degrees among employees. Why do employers desire students who study power and government and can hold national and international perspectives on topics? Because businesses, non-profit organizations, government, public service, law, media, education, and more need and admire the rare combination of knowledge, talent, and skills that Political Science students develop.

Political Science students uniquely combine wide-ranging knowledge with skills at research, analysis, and

communication. These traits make students supremely qualified to work in the Information Age. Professional life increasingly requires collecting, organizing, applying, evaluating, and presenting information and ideas, as well as thinking critically, solving problems creatively, demonstrating cross-cultural understanding, and working individually and collaboratively.

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

Required Courses

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

POLS 1130	Introduction to U.S. Politics	3 cr
-----------	-------------------------------	------

Complete one of the following two courses:

POLS 1132	Introduction to Comparative Politics	3 cr
POLS 1150	Introduction to World Politics and Globalization	3 cr

Complete one of the following six courses:

Students May Take POLS 1132 or POLS 1150 (whichever was not used to satisfy the required course above)

POLS 1132	Introduction to Comparative Politics	3 cr
POLS 1150	Introduction to World Politics and Globalization	3 cr
POLS 1152	Model United Nations	3 cr
POLS 2250	Constitutional Law	3 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr

	Or		
COMM 1121	Small Group Communication	3 cr	
Complete one of the following five courses:			
COMM 1100	Introduction to Communication	3 cr	
COMM 1101	Fundamentals of Public Speaking	3 cr	
COMM 1111	Interpersonal Communication	3 cr	
COMM 1121	Small Group Communication	3 cr	
COMM 1421	Strategic Media Communication	3 cr	

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

MATH 1080 or MATH 1090 or MATH 1095 recommended

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 - met by taking required POLS courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

(can be met by taking POLS 1195)

Goal 8: Global Perspective – 1 Course

Course – met by taking required POLS courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course – met by taking required POLS courses

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Psychology Transfer Pathway (AA)**60 Credits**

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

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

The Pathway may not apply to schools outside of Minnesota State, including the University of Minnesota. Students intending to transfer to those schools should investigate the requirements at the receiving institutions.

Part of the Pathway is to complete at least one elective course chosen from the extensive offerings of the Psychology Department.

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

Required Courses

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

PSYC 1110	Introduction to Psychology	4 cr
PSYC 2100	Statistics for the Behavioral Sciences	4 cr

Complete one of the following three courses:

PSYC 2200	Psychological Disorders	3 cr
PSYC 2210	Developmental Psychology: Lifespan	4 cr
PSYC 2600	Introduction to Social Psychology	3 cr

Complete one additional PSYC course (3 4 Credits)

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
COMM 1100	Introduction to Communication	3 cr
	Or	
COMM 1111	Interpersonal Communication	3 cr

Complete one of the following two courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must

include a lab)

Course #1 BIOL _____

(must complete one Goal 3 BIOL course)

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

MATH 1080	Introduction to Statistics	4 cr
	Or	
MATH 1090	STATWAY Statistics 2	4 cr
	Or	
MATH 1095	STATWAY Statistics: Accelerated	4 cr
	Or	
MATH 1100	College Algebra Or higher	4 cr

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 - met by taking required PSYC courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 PHIL _____

(must complete one Goal 6 PHIL course)

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

- One Health (HLTH) course.

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

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Public Health (AS)

60 Credits

The Associate of Science in Public Health is designed specifically for students to transfer to the appropriate upper-level college or university of their choice, where they can complete a BAS or BS degree. As such, the program provides core courses in Public Health and general education requirements that would be included in the first two years of study at four-year institutions. The degree program provides students with foundational knowledge in public health. Public health professionals work within a variety of settings including state and local health departments, hospitals, workplace wellness programs, government agencies, educational institutions, research organizations, and international development agencies.

Core Courses 25 Credits

HLTH 2010	Healthcare in the US	3 cr
HLTH 2011	Introduction to Public Health	3 cr

Complete one of the following two courses:

HLTH 1104	Personal and Community Health	3 cr
CHWN 1500	The Community Health Worker: Health Promotion Competencies	5 cr

Complete one of the following two:

HLTH 2012	Public Health Advocacy and Leadership	3 cr
CHWN 1000	The Community Health	3 cr

CHWN 1200	Worker: Role, Advocacy, Outreach, and Resources Documentation, Legal, and Ethical Responsibilities in Community Health Work	3 cr
-----------	---	------

Complete 8-13 credits from the following ten courses:

CHWN 1100	Cultural Health Communication, Teaching, and Capacity Building	3 cr
CHWN 2096	Community Health Worker Internship	2 cr
HLTH 2105	Women's Health	3 cr
HLTH 1010	Medical Terminology	3 cr
HLTH 1103	College First Aid and Adult CPR	2 cr
HLTH 1106	Drug Use and Abuse	3 cr
HLTH 1107	Principles of Nutrition	3 cr
HLTH 1112	CPR for the Professional Rescuer	1 cr
HLTH 1118	Stress Management	3 cr
EXSC xxxx	Exercise Science elective	1 cr

Additional Required Courses – 35 Credits

ENG 1101	College Writing	4 cr
BIOL 2041	Human Anatomy	4 cr
BIOL 2042	Human Physiology	4 cr
CHEM 1020	Introductory Chemistry	4 cr
CHEM 1050	Foundations of Organic and Biochemistry	3 cr
COMM 1131	Intercultural Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
POLS 1130	Introduction to U.S. Politics	3 cr
SOC 1104	Introduction to Sociology	3 cr
Complete one of the following three courses		
MATH 1080	Introduction to Statistics	4 cr
MATH 1090	STATWAY Statistics 2	4 cr
MATH 1095	STATWAY Statistics: Accelerated	4 cr

Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Religious Studies Certificate

15 17 Credits

The Religious Studies Certificate is designed for students who desire a concentrated course of academic study in the field of religious studies. Students will gain knowledge of the beliefs, practices, history, struggles, and influences of various religious and spiritual traditions from the perspectives of a variety of academic disciplines. Courses are rigorous and personally enriching. Religious studies address some of the most fundamental and enduring sources of meaning and community, as well as conflict and misunderstanding in human history. Students will gain knowledge of many types of belief and practice communities. Through completing this certificate, students will demonstrate a sustained exploration and appreciation of people's strongly diverse religious beliefs and behaviors.

Required Courses – 15 17 Credits

Complete three of the following four courses:

ANTH 1188	Magic, Witchcraft, and Religion: The Anthropology of Belief Systems	3 cr
PHIL 1150	Introduction to World Religions	3 cr
PSYC 2400	Psychology of Religion and Spirituality	3 cr
PHIL 1105	Philosophy of Religion	3 cr

Complete two of the following ten courses:

ANTH 1150	Native Americans: Culture, History, and Resilience	3 cr
ANTH 1899	Medical Anthropology: Health, Illness, and Healing Across Cultures	3 cr
ART 1102	Foundation Art History 1	3 cr
ART 1105	Non-Western Art Survey	3 cr
ENGL 1175	Myths and Legends	3 cr
GEOL 1050	Earth History	4 cr
HIST 1101	World History: Prehistory to Mongols	4 cr
HIST 1102	World History: Black Death to Today	4 cr

MUSC 1121	Introduction to World Music	3 cr
PSYC 1108	Psychology of Death and Dying	3 cr

Other Certificate Requirements

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

Small Business Management Certificate

18 Credits

Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand-alone certificates. These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion or wishes to gain management skills in their current career or to change careers. The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Small Business Management Certificate.

Required Courses – 18 Credits

BUSN 1125	Entrepreneurship	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2310	Small Business Management	3 cr
BUSN 2400	Principles of Marketing	3 cr

Other Certificate Requirements

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

Sociology Transfer Pathway (AA)

60 Credits

The Sociology Transfer Pathway AA offers students a

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

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

Required Courses

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

SOC 1104	Introduction to Sociology	3 cr
----------	---------------------------	------

Complete one of the following two courses:

SOC 1102	Love, Sex, and Family	3 cr
SOC 1116	Popular Culture & Media Sociology	3 cr

Complete one of the following three courses:

SOC 1109	Wealth and Poverty	3 cr
SOC 1115	Sociology of Sex and Gender Roles	3 cr
SOC 2110	American Minority Relations	3 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

MATH 1080 or MATH 1090 or MATH 1095 recommended

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 - met by taking required SOC courses

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course – met by completing required SOC courses

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Course - met by completing required SOC courses

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

One Health (HLTH) course.

One Exercise Science (EXSC) course.

Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Spanish Transfer Pathway (AA)

60 Credits

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

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

Required Courses

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

SPAN 1100	Beginning Spanish 1	5 cr
SPAN 1200	Beginning Spanish 2	5 cr
SPAN 2100	Intermediate Spanish 1	5 cr
SPAN 2200	Intermediate Spanish 2	5 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
----------	-----------------	------

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 met by taking required SPAN courses

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course - met by taking required SPAN courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

- One Health (HLTH) course.
- One Exercise Science (EXSC) course.
- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement (*SPAN 1111 is recommended*).

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

Spanish Certificate**13 Credits**

The goal of the Spanish Certificate is to provide students with the opportunity to acquire linguistic skills, cultural knowledge and intercultural competence necessary to work in an increasingly global community. This certificate complements many academic fields and careers in which students would benefit from an international perspective.

Required Courses – 13 Credits

SPAN 2100	Intermediate Spanish 1	5 cr
SPAN 2200	Intermediate Spanish 2	5 cr

Complete one of the following two courses:

SPAN 1111	Hispanic Culture and Civilization	3 cr
SPAN 2210	Advanced Communication Skills	3 cr

Other Certificate Requirements

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

Normandale.

- Earn at least one third of the required certificate credits from Normandale.

Special Education Foundations Transfer Pathway (AS)**60 Credits**

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

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

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

Required Courses

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

COMM 1101	Fundamentals of Public Speaking	3 cr
	Grade of B or higher is required	
EDUC 1101	Introduction to Education	4 cr
	Grade of C or higher is required	
EDUC 2101	Education Technology	3 cr
EDUC 2222	Multicultural Education and Human Relations in Schools	3 cr
EDUC 2331	Professional Practice and Design of Individual	2 cr

	Education Programs	
EDUC 2408	Introduction to Special Education	4 cr
EDUC 2409	Educational Psychology	4 cr
ENGC 1101	College Writing	4 cr
	Grade of B or higher is required	
MATH 1055	Elements of Mathematics 1	4 cr
PSYC 1109	Child and Adolescent Development	3 cr
	Grade of C or higher is required	

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

*See MnTC Curriculum for specific course options

The department recommends the following courses for completion of MnTC:

Goal 1: Communication – 2 Courses

ENGC 1101	College Writing	4 cr
COMM 1101	Fundamentals of Public Speaking	3 cr

Goal 2: Critical Thinking

(met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

BIOL 1100 and PHYS 1001 & PHYS 1002 recommended

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course – met by completing required MATH course

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

GEOG 1121 or HIST 1111 recommended

Course #1 – met by completing required PSYC course

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

ART 1101 and ENGL 2060 recommended

Course #1 _____

Course #2 _____

Goal 7: Human Diversity – 1 Course

HIST 1111 recommended

Course _____

Goal 8: Global Perspective – 1 Course

ART 1101 or GEOG 1121 recommended

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

PHYS 1001 & PHYS 1002 recommended

Course _____

Goal 10: People and The Environment – 1 Course

BIOL 1104 recommended

Course _____

Additional recommended courses to meet 60 credits

EDUC 2223	Foundations of Instruction	2 cr
ENGT 1050	Bridging Engineering and Education	3 cr
MATH 1065	Elements of Mathematics 2	4 cr

Additional Degree Requirements – 20 credits

- Complete required 30 field work hours.
- Demonstrate expected standards in Professional Disposition.
- Complete additional courses to reach 60 total credits, of which 40 credits must satisfy all 10 MnTC Goals.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

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

Sustainable Tourism Management Certificate

17 Credits

The certificate in Sustainable Tourism Management is designed for tourism professionals and career changers who want to advance their careers and take advantage of the increasing opportunities in the tourism industry.

The curriculum will introduce students to the ever-expanding tourism industry, emphasize the importance of sustainable tourism practices, and provide practical industry experience. The program will assist students in developing communications skills needed to lead and manage a successful tourism business towards profitability, while preserving the local environment and society for future generations.

Graduates of the certificate in Sustainable Tourism Management possess the competencies to enter the tourism industry as an entry-level manager.

The certificate in Sustainable Tourism Management may be completed by students working towards an AAS in Hospitality & Tourism Management, AAS in Business Management, and/or an AS in Business Transfer Pathway.

Required Courses – 17 Credits

BUSN 1157	Introduction to Hospitality and Tourism Management	4 cr
BUSN 1133	Current Trends in Tourism	1 cr
BUSN 1134	Sustainable and Responsible Tourism	3 cr
BUSN 2097	Internship in Hospitality & Tourism	2-4 cr
ENG 1101	College Writing	4 cr

Complete one of the following four courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr

Other Certificate Requirements

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

Theatre Performance Transfer Pathway (AFA)

60 Credits

As a Theatre Performance AFA candidate, students will prepare for a career as a stage artist. Students will build skills in auditioning, acting, voice, movement, directing and analysis as well as having multiple roles in fully produced productions. Upon completion of the degree, students will be prepared to either begin auditioning professionally or transfer into a BA or BFA theatre performance program for further training.

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

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

Acceptance into this degree program is by audition and interview only. Students should consult their intended transfer institution for any additional admissions or general education requirements.

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

Required Courses

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

THTR 1101	Voice and Movement	3 cr
THTR 1116	Introduction to Theatre	3 cr
THTR 1120	Theatre Performance Practicum (THTR 1120 must be repeated for a total of 3 credits)	1 cr
THTR 1135	Stage Makeup	2 cr
THTR 1151	Acting 1	3 cr
THTR 2150	Script Analysis	3 cr
THTR 2151	Acting 2	3 cr
THTR 2160	Audition Techniques	3 cr

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

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENG 1101	College Writing	4 cr
COMM 1100	Introduction to Communication	3 cr
Or		
COMM 1101	Fundamentals of Public Speaking	3 cr
Or		
COMM 1111	Interpersonal Communication	3 cr
Or		
COMM 1121	Small Group Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 – met by taking required THTR course

Course #2 _____

Goal 7: Human Diversity – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Other Degree Requirements – 20 credits

- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.
- Earn a minimum cumulative GPA of 3.0 for THTR coursework.

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

Theatre Production and Design Transfer Pathway (AFA)

60 Credits

As a Technical Theatre AFA candidate, students will prepare for a career as a theatre technician. Students will build skills in scenic, costume and lighting technology as well as design and rendering. Students will have opportunities to work both backstage and as technicians creating multiple fully produced productions. Upon completion of the degree, students will be prepared to either begin working professionally or transfer into a BA or BFA theatre program for further training.

The Theatre Production and Design Transfer Pathway AFA offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Theatre Production and Design (BA or BFA) bachelor's degree programs at Minnesota State universities. * The curriculum has been specifically designed so that students completing and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

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

Acceptance into this degree program is by audition and interview only. Students should consult their intended transfer institution for any additional admissions or general education requirements.

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

Required Courses

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

THTR 1116	Introduction to Theatre	3 cr
THTR 1122	Technical Theatre Practicum	1 cr
	(THTR 1122 must be repeated for a total of 2 credits)	

THTR 1125	Drawing and Rendering	3 cr
THTR 1140	Stagecraft	3 cr
THTR 2150	Script Analysis	3 cr
THTR 2520	Stage Management	3 cr

Complete two of the following three courses:

THTR 1130	Costume Construction	3 cr
THTR 1145	Lighting and Sound	3 cr
THTR 2020	Basic Design	3 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENGC 1101	College Writing	4 cr
COMM 1100	Introduction to Communication	3 cr
	Or	
COMM 1101	Fundamentals of Public Speaking	3 cr
	Or	
COMM 1111	Interpersonal Communication	3 cr
	Or	
COMM 1121	Small Group Communication	3 cr

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 – met by taking required THTR course

Course #2 _____

Goal 7: Human Diversity – 1 Course

Course _____

Goal 8: Global Perspective – 1 Course

Course _____

Goal 9: Ethical and Civic Responsibility – 1 Course

Course _____

Goal 10: People and The Environment – 1 Course

Course _____

Other Degree Requirements – 20 credits

- Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60 credit requirement
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.
- Earn a minimum cumulative GPA of 3.0 for THTR coursework.

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

Women's Studies Associate of Arts Emphasis (AA)

60 Credits

Coursework in this area is supportive of bachelor's degree programs in women's studies as well as the related fields of human services, education, American studies and other

social sciences and humanities.

Required Courses

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

Complete one of the following three courses:

WMST 1120/ANTH 1120/SOC 1120	Introduction to Women's and Gender Studies	3 cr
------------------------------	--	------

Complete one of the following three courses:

WMST 1121/ANTH 1121/SOC 1121	Women Across Cultures	3 cr
------------------------------	-----------------------	------

Complete three of the following four courses:

BIOL 1125	Sex and Human Diversity	3 cr
ENGL 1140	Gender and Literature	3 cr
HIST 1131	Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective	3 cr
SOC 1115	Sociology of Sex and Gender Roles	3 cr

General Education/Minnesota Transfer Curriculum (MnTC) – 40 Credits

*See MnTC Curriculum for specific course options

Goal 1: Communication – 2 Courses

ENGC 1101	College Writing	4 cr
COMM 1100	Introduction to Communication	3 cr
Or		
COMM 1101	Fundamentals of Public Speaking	3 cr
Or		
COMM 1111	Interpersonal Communication	3 cr
Or		
COMM 1121	Small Group Communication	3 cr

Complete one of the following five courses:

COMM 1100	Introduction to Communication	3 cr
COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1421	Strategic Media	3 cr

Communication

Goal 2: Critical Thinking

(Met by completion of all 40 credits of the MnTC)

Goal 3: Natural Sciences – 2 Courses

(Select from two different departments; at least one must include a lab)

Course #1 _____

(can be met by taking BIOL 1125)

Course #2 _____

Goal 4: Mathematical/Logical Reasoning – 1 Course

Course _____

Goal 5: History and Social/Behavioral Sciences – 2 Courses

(Select from two different departments)

This goal can be met by completing the 1120 and 1121 required courses from two different departments

Course #1 _____

Course #2 _____

Goal 6: Humanities and Fine Arts 2 Courses

(Select from two different departments)

Course #1 _____

(can be met by taking ENGL 1140)

Course #2 _____

Goal 7: Human Diversity, Race, Power, and Justice in the United States – 1 Course

Course – met by taking required courses

Goal 8: Global Perspective – 1 Course

Course – met by taking required courses

Goal 9: Ethical and Civic Responsibility – 1 Course

Course - met by taking required courses

Goal 10: People and The Environment – 1 Course

Course _____

Additional Course Requirements – 20 Credits

One Health (HLTH) course.

One Exercise Science (EXSC) course.

Elective credits – additional course(s) numbered 1000 and above, if needed to complete the 60-credit requirement.

Other Degree Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum cumulative grade point average (GPA) of 2.0 in the MnTC.
- Earn a minimum of 15 college-level credits at Normandale.

How to Read a Course Description

Concurrent Registration

Sometimes a course requires that another course be completed either prior to or concurrently with it. For example, a student can complete GEOL 1110 (p. 194) prior to enrollment in GEOL 1111 (p. 194), or the student can take both GEOL 1110 and GEOL 1111 during the same semester (concurrently). The catalog description reflects when a course allows for concurrent registration.

Corequisite

Corequisites are courses in which a student must be enrolled at the same time to ensure knowledge and skills are learned concurrently. Courses are set up at the curricular level, such as MATH 0995 (p. 203) and MATH 1095 (p. 204), and must always be taken together. Only a faculty member instructing the course can waive the corequisite requirement; however, the student must still meet course prerequisites.

The registration system enforces corequisite registration when the student is both adding and dropping or withdrawing from courses.

Course Number and Class Title

Each course is designated by a department (such as ENGW, English Creative Writing (p. 188)), a number, and a title. Courses numbered from 0 to 0999 are developmental and do not count toward degree requirements. Courses numbered 1000 to 2999 are college-level and apply toward certificate and associate degree program requirements.

Credits

One credit equals one hour of class time per week for the duration of the semester. Courses are offered for fixed credits and for variable credits. A fixed-credit course is one whose hours are determined by the nature of the course as approved by faculty governance. A variable-credit course means that a student will determine how many credits a class will be worth in consultation with the instructor. Variable credits are seen in internships, cooperative education experience, and other such courses.

Course Description

The course description reflects the course's main content. It also gives information such as laboratory or clinical hours, repeat policies and other class-related requirements.

Crosslisted as:

A cross listed course is one that is offered by more than one department but has the same title, course description and content. The courses are offered together as one class, with students enrolling under the department that meets their academic goals.

Example: GEOG 1130 (p. 193) and GEOL 1130 (p. 194)

Fall, Spring

The terms in which the course will be offered. Due to the variability of courses offered during the summer term, summer offerings are not indicated in the catalog.

MnTC Goal

If the class satisfies one or more goal areas of the Minnesota Transfer Curriculum (MnTC) (p. 52), the course description will reflect it. While the credits awarded for a class will be counted only one time, the class can be applied toward all of the Goal areas as reflected in the course description. Topics courses (those numbered 1900 and 2900) cannot be used to satisfy MnTC Goal requirements.

Prerequisite

A prerequisite is a requirement that a student must complete in order to enroll in a course. Prerequisites include courses and other criteria established by faculty to ensure a student has adequate preparation to be academically successful in a course. The college catalog and eServices indicate course prerequisites. Students are responsible for understanding and adhering to prerequisite requirements for all classes. For mathematics courses, prerequisites must have been completed within the 5 years prior to the date the course begins.

Courses

ACCT Accounting

ACCT 1051 - Accounting Basics (1 cr)

This class provides preparation for future accounting work. It will help develop basic accounting knowledge in the following areas: the role of accounting in business, the accounting equation, rules of debits and credits, analyzing and recording transactions, adjusting accounts, preparing financial statements, and completing the accounting cycle.

Offered: Fall, Spring.

ACCT 1052 - Computerized Accounting (2 cr)

This course is designed for non-accounting majors. The course provides an environment in which students use computerized accounting software to create financial statements and other financial reports, reinforce learned accounting concepts, and see how computer software can be used to make business decisions.

Prerequisite: ACCT 1051 or ACCT 2251. Offered: Fall, Spring.

ACCT 1053 - Accounting Fundamentals for Business (3 cr)

Understanding fundamental accounting principles and practices is essential for effective decision making in the business environment. Through the recall of foundational accounting terminology and techniques, discussion of the accounting cycle, evaluation of financial statements, and application of financial data to operational decisions, students develop basic financial and analytical skills to understand and evaluate accounting data.

Offered: Fall, Spring.

ACCT 1900 - Topics in Accounting (1-4 cr)

Examination of a special topic in accounting (e.g. accounting information systems). Intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ACCT 2096 - Internship in Accounting (2-4 cr)

This internship course explores careers and training in a supervised work setting and combines theory with field experience in an approved accounting environment.

Students must complete 45 hours per credit, additional academic work, and meet regularly with a faculty member. Students may earn 2 to 4 credits.

Prerequisite: ACCT 2251 and consent of instructor.

Offered: Fall, Spring.

ACCT 2251 - Financial Accounting (4 cr)

This course, the first of the two consecutive courses in financial and managerial accounting, is designed to develop basic accounting knowledge of students in the following areas: generally accepted accounting principles and concepts, accounting cycle, preparation of financial statements, cash management, accounting for merchandising operations, receivables, inventory, current and long-term liabilities, long-term assets, stock transactions and financial statement analysis.

Offered: Fall, Spring.

ACCT 2252 - Managerial Accounting (4 cr)

This course is the second of the two consecutive courses in financial and managerial accounting. The course focuses on managerial accounting concepts and accounting tools and techniques used for decision-making. The course content includes job and process costing, activity-based costing, cost volume-profit analysis, target pricing, budgets, variances and cost-revenue analysis for decision-making.

Prerequisite: ACCT 2251. Offered: Fall, Spring.

ACCT 2254 - Introduction to Management Information Systems (4 cr)

Introduction to Management Information Systems focuses on the role of computer-based information systems in organizations and the use of information to satisfy business information needs. This course explores the use of information technology in redesigning products and procedures to make businesses more efficient and competitive. Coverage includes concepts and approaches in developing information systems, the growing role of Internet in electronic commerce, and the social and ethical impact of information systems. Emphasis is also placed on the design and use of databases.

Offered: Fall.

ACCT 2853 - Federal Individual Income Tax (4 cr)

This course is intended to cover Internal Revenue Code as applied to individual income tax returns. The material covered would include filing requirements, personal tax credits and exemptions, gross income inclusions and exclusions, itemized deductions, employee business expenses, self-employment, rental activities, property basis, and capital gains and losses. Students will have the opportunity to prepare federal and state income tax returns using tax preparation software.

Offered: Fall, Spring.

ACCT 2900 - Topics in Accounting (1-4 cr)

Examination of a special topic in accounting (e.g. accounting information systems); intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ANTH Anthropology**ANTH 1100 - Introduction to Anthropology -What it Means to be Human (4 cr)**

This course is designed to introduce students to a full four-field approach to the anthropological study of human beings. Students will survey the ways that humans shape and live within the cultural realms through historical, environmental, biological and cultural (social) factors. The importance of context in research will be emphasized in this course, with key concepts, sub-discipline content, approaches and questions relating to cultural, biological and linguistic anthropology, plus archaeology introduced. In addition, specific categories of key vocabulary, theoretical orientations, methods, and practices will be provided as a general introduction to what it means to be human.

Offered: Fall, Spring.

ANTH 1101 - Cultural Diversity (3 cr)

This course aims to promote understanding and appreciation of cultural diversity. Sociological and anthropological perspectives will be used to examine socio-cultural

diversity, the challenges and opportunities it presents, and its importance in our dynamic contemporary world. The course also emphasizes processes such as workplace diversity and long-term trends in cultural pluralism, which are transforming our everyday experiences and identities.

Crosslisted as: SOC 1101. Offered: Fall, Spring.

ANTH 1102 - Tracing the Roots of Racism Through Anthropology (3 cr)

Is "race" real? Using anthropological tools, this course explores race as a social construct shaped by history, politics, and culture – and to some extent biology. Through case studies and discussions, we trace the evolution of race and racism, explore identity, and examine systemic discrimination to understand the cultural processes that shape perceived inequalities. We also analyze the dynamics of racial diversity, power, and justice in the United States and globally, addressing structural racism and environmental inequities in human relationships.

ANTH 1120 - Introduction to Women's and Gender Studies (3 cr)

This course investigates the evolving position of women in society and the role of gender in shaping opportunities and experiences. Through various cultural and theoretical perspectives, students analyze how women's rights and roles change and how gender influences power, status and meaning.

Crosslisted as: SOC 1120 and WMST 1120. Offered: Fall, Spring.

ANTH 1121 - Women Across Cultures (3 cr)

Global course focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. Women's issues addressed throughout many cultures of the world.

Crosslisted as: SOC 1121 and WMST 1121. Offered: Fall, Spring.

ANTH 1127 - Cultural Anthropology - The Global Human Experience (3 cr)

This course examines the human way of life by recognizing and evaluating cultural adaptations to natural and social environments. The cultural organization of non-western and western cultures including indigenous and modern societies is analyzed with emphasis upon subsistence patterns, social structure, languages, belief systems, family and kinship, personality, culture change and applied anthropology.

Offered: Fall, Spring.

ANTH 1145 - Introduction to Forensic Anthropology (3 cr)

This course examines the physical diversity of human populations - the young and old, male and female, large and small, and people of broadly varying ancestry. Scientific study of differences among human populations in skeletal anatomy, dentition, hair, certain soft tissue and DNA can be useful in understanding and debunking historical prejudices, understanding how natural selection operates, and to identify victims from their remains. Students will examine actual human bones and gain understanding of how physical evidence can be applied to subjects ranging from archaeology to judicial proceedings.

ANTH 1148 - Examining Culture - Seeing and Doing Anthropology (3 cr)

Participation observation has been, and continues to be, the primary method used by anthropologists in evaluating culture. Students who take this course, either as a supplement to having taken introductory cultural anthropology or as an alternative to typical cultural anthropology courses, will actively participate in either ethnographic fieldwork and/or presentations based upon individual visual essays presented, and thus, a very broad exploration of experiential learning in anthropology will be presented.

Offered: Spring.

ANTH 1150 - Native Americans: Culture, History, and Resilience (3 cr)

A meaningful understanding of Indigenous experiences in North America begins with examining the histories, cultural developments, and lasting contributions of Native American peoples who have lived and evolved on this land since pre-historic times. Students explore origin narratives, cultural continuity, and the enduring impacts of European colonization, including systemic oppression and land dispossession. Topics include resistance movements, treaty rights, legislation, and the political sovereign status of Native peoples. We also explore Native contributions to American culture—such as music, literature, agriculture, dance, and spirituality—and address contemporary challenges faced by Native communities today. Through case study analysis, writing, and group discussions, students develop a deeper understanding of Native histories, identities, and the diverse experiences of Indigenous peoples across time.

ANTH 1188 - Magic, Witchcraft, and Religion: The Anthropology of Belief Systems (3 cr)

Belief systems exist in all societies around the world and shape our experiences as humans. Students will examine methods used by anthropologists to interpret and illuminate belief systems in diverse cultural environments.

Prerequisite: ENGC 0860 (C or higher) or ENGC 0800 (C or higher) and READ 0860 (C or higher), or placement level of ENGC 0960. Offered: Fall, Spring.

ANTH 1210 - Human Evolution - An Introduction to Bio-Anthropology (4 cr)

This course introduces humans as biological organisms, descended from animal ancestors and closely related to other living primates. The processes involved in evolution such as natural selection, population genetics, genetic inheritance, and bio-cultural adaptation will be discussed. Human ancestry, inferred from the fossil record, will be a primary focus, especially those attributes and selection pressures that led to behaviorally modern humans. Students will be involved with hands-on activities with various fossils and artifacts for this course.

Offered: Fall, Spring.

ANTH 1230 - Archaeology - Prehistory and Humanity's Cultural Origins (4 cr)

This course examines how the physical remains of past cultures are used to reconstruct vanished societies, explain their origins, and understand the factors that contributed to their ultimate collapse. It focuses on the universal cultural, economic and ecological factors that affected ancient peoples and how these staged the modern world.

Offered: Fall, Spring.

ANTH 1235 - Field Archeology - Methods of Exploring the Past (3 cr)

This course will provide an introduction to field and laboratory archeology. The course covers the full scope of the scientific methods used to locate, excavate, analyze, and interpret the material evidence of vanished prehistoric cultures. Field archeology requires familiarity with the legal and ethical responsibilities that govern such work, and the course will discuss these in detail. Particular focus will be given to field work, including an intensive two-day excavation of a Native American site in southwestern Minnesota. The laboratory component will also include hands-on interaction with artifacts, interpreting, and cataloging materials that have been recently recovered by teams at Normandale.

Offered: Fall, Spring.

ANTH 1236 - Archaeology of Minnesota - Prehistoric Native Cultures (3 cr)

This course will evaluate the prehistory and cultures in Minnesota from the earliest prehistoric human presence to the time of contact with European settlements. Students will examine how the physical remains of past cultures in Minnesota are used to reconstruct the past. The focus will be on the environmental and resource factors that affected these early cultural groups in Minnesota.

Prerequisite: Eligible for ENGC 1101 and READ 1106.

Offered: Fall, Spring.

ANTH 1899 - Medical Anthropology: Health, Illness, and Healing Across Cultures (3 cr)

This course introduces students to the ways that medical anthropologists understand disease, illness, suffering, and healing as it occurs in a complex weave of biological, psychological, cultural, environmental, and political-economic processes. Particular emphasis, through case studies, will be placed upon the cultural context in which illnesses and suffering are experienced, narrated, and addressed. The importance of cultural competence in health-related practices (the ability to understand and communicate effectively with people from different cultures) will be emphasized throughout this course.

Offered: Fall, Spring.

ANTH 1900 - Topics in Anthropology (3 cr)

Examination of a special topic in anthropology. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ART Art

ART 1101 - The Visual Arts (3 cr)

Introduction to the concepts underlying the creation and appreciation of the visual arts. Examination of works of Western and non-Western art: the visual elements and principles of design, art mediums, expression, and style. In addition to lecture, weekly studio sessions allow for the exploration of the creative process in works of art using a variety of materials. Lecture 2 hours per week; studio 2 hours per week.

Offered: Fall, Spring.

ART 1102 - Foundation Art History 1 (3 cr)

Examines major Western art movements from Paleolithic cave painting through the Renaissance and Reformation in Northern Europe. Explores architecture, sculpture, painting, and craft through lecture, discussion, and written assignments.

Offered: Fall.

ART 1103 - Foundation Art History 2 (3 cr)

Examines major Western art movements from the Baroque through Expressionism and other movements of the 1940s. Explores architecture, photography, sculpture, painting, and craft through lecture, discussion, and written assignments.

Offered: Spring.

ART 1104 - Contemporary Art Survey (3 cr)

Examines art movements from Abstract Expressionism through Postmodern and Contemporary styles, encompassing 1945 to the present day. Explores architecture, painting, photography, video art, sculpture, and craft through lecture, discussion, and written assignments.

Offered: Fall, Spring.

ART 1105 - Non-Western Art Survey (3 cr)

Examines art from the cultures of Asia, Africa, and the Americas. Explores architecture, painting, sculpture, craft, textile, and body adornment through lecture, discussion, and written assignments.

Offered: Fall, Spring.

ART 1110 - Introduction to Film Photography (3 cr)

Introduction to the technical and conceptual practices of photography as a creative medium. Camera operation and technique, photographic composition and design, processing and printing in a traditional darkroom. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall.

ART 1113 - Video Art (3 cr)

Introduction to the technical and conceptual practices of video as a creative medium. Concentration on conceptualization, interpretation, and evaluation of video-based art through screenings, discussions, critiques, demonstrations, and assigned projects. Development of

critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1114 - Introduction to Digital Photography (3 cr)

Introduction to the technical and conceptual practices of photography and digital technology as a creative medium. Camera operation and techniques, composition and design, digital image capture, related software, and digital output using the computer as a digital darkroom for creating photographic images. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1115 - 2D Animation and Interactivity (3 cr)

Introduction to the technical and conceptual practice of two-dimensional animation and interactivity as a creative medium. Computer software applications are used to create animations and interactive content. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1116 - Introduction to Graphic Design (3 cr)

This course presents an introduction to graphic design as a form of visual expression. Emphasis will be placed on layout, design elements, typography and output. Relevant software, critique, and related vocabulary are also incorporated. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1118 - Foundation Two-Dimensional Design (3 cr)

Introduction to making art in two-dimensions. Composition and the arrangement of color, line, shape, texture, value, and space using the principles of design. Assignments use a variety of tools, techniques, and materials. Development of critique and related vocabulary. Lecture 1 hour per week; lab 4 hours per week.

Offered: Fall, Spring.

ART 1119 - Introduction to Digital Drawing (3 cr)

This course introduces students to the technical and conceptual practice of digital drawing as a creative medium. Raster and vector-based software programs and drawing tablets are used in the course for digital output of

projects. Students will critique artwork using vocabulary acquired in the course.

Offered: Fall, Spring.

ART 1120 - Foundation Three-Dimensional Design (3 cr)

Introduction to making art in three-dimensions. Theory and application using the elements and principles of design. Assignments use a variety of tools, techniques, and materials. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1121 - Foundation Drawing 1 (3 cr)

Introduction to concepts, materials, and methods of drawing. Emphasis on visual elements and principles of design using various drawing media. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1122 - Foundation Digital Imaging (3 cr)

Introduction to the technical and conceptual practices of computer-generated art. Raster and vector computer software programs are used for digital output of projects. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1123 - Introduction to Sculpture (3 cr)

Introduction to the basic language and spatial concepts of sculpture to develop an understanding of additive, subtractive, and assemblage techniques. Create three-dimensional sculptures using a variety of materials to solve technical and creative problems. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1124 - Introduction to Ceramics: Handbuilding (3 cr)

Introduction to concepts, materials, and methods of ceramics. Handbuilding techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1125 - Glass Fusing 1 (3 cr)

Introduction to concepts, materials, and methods of fused glass. Glass fusing techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1127 - Introduction to Painting (3 cr)

Introduction to concepts, materials, and methods of painting. Explore paint to create various artworks that solve technical and creative problems. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1128 - Watercolor Painting (3 cr)

Introduction to the concepts, materials and methods of watercolor painting. Explore watercolor to create various artworks that solve technical and creative problems. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1130 - Introduction to Ceramics: Wheel Throwing (3 cr)

Introduction to concepts, materials, and methods of ceramics. Wheel throwing techniques used to create various artworks that solve technical and creative problems. Development of critique and related vocabulary. Lecture 1 hour per week; studio 4 hours per week.

Offered: Fall, Spring.

ART 1131 - Introduction to Printmaking (3 cr)

This course introduces students to the concepts, materials, and methods of printmaking. Traditional and contemporary printing techniques are used to create various artworks that solve technical and creative problems, with an emphasis on relief (woodcut and linocut) and screenprinting processes. Students will critique artwork using vocabulary acquired in the course.

Offered: Fall, Spring.

ART 1135 - Art Activism and Creative Citizenship: Empty Bowls (3 cr)

A significant percentage of community college students experience food insecurity and other basic needs issues. Food insecurity can influence grades, health, attendance, course completion and degree attainment. To address this, the Empty Bowls Project investigates how policy, social inequities, and racial injustice perpetuate this problem, uses ceramic art to raise awareness, and applies creative citizenship to help alleviate food insecurity within the campus community. Through service-learning, students collaboratively create, donate, and organize the sale of wheel-thrown ceramics to raise awareness about food insecurity and local resources while providing tangible support for their peers in need, fostering civic engagement and positive social change.

Prerequisite: ART 1130.

ART 1900 - Topics in Art (1-4 cr)

An examination of a special topic in art; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ART 2200 - AFA in Art Capstone: Portfolio and Professional Practices (3 cr)

Introduction to presentation, documentation, business skills, and career planning specific to studio art. Practical applications to assist in transfer and career building. AFA in Art Capstone: Portfolio and Professional Practices, along with the AFA in Art Capstone: Exhibition course, are culminating activities for the AFA in Art degree. Lecture 1 hour per week; studio 4 hours per week.

Prerequisite: ART 1118 and ART 1121 and ART 1122.
Offered: Fall.

ART 2201 - Figure Drawing (3 cr)

Explore, refine, and expand on concepts and skills learned in Drawing I. Introduction to drawing both nude and clothed models with an emphasis on human proportion, human anatomy, and composition. Work with various drawing techniques and materials. Lecture 1 hour per week; studio 4 hours per week.

Prerequisite: ART 1121. Offered: Fall, Spring.

ART 2204 - Foundation Drawing 2 (3 cr)

Explore, refine, and expand on concepts and skills learned in Drawing I. Emphasis on experimentation, the expressive

potential of the medium use of color, and developing a personal vision that utilizes both formal and conceptual concerns. Lecture 1 hour per week; studio 4 hours per week.

Prerequisite: ART 1121. Offered: Fall, Spring.

ART 2206 - Glass Fusing 2 (3 cr)

Explore, refine, and expand on concepts and skills learned in Glass Fusing 1. Emphasis on experimentation, the expressive potential of the medium, and developing a personal vision that utilizes both formal and conceptual concerns. Lecture 1 hour per week; studio 4 hours per week.

Prerequisite: ART 1125. Offered: Fall, Spring.

ART 2207 - Advanced Photography (3 cr)

Explore, refine, and expand on concepts and skills learned in Black and White Photography or Digital Photography. Emphasis on experimentation, the expressive potential of the medium, and developing a personal vision that utilizes both formal and conceptual concerns. Lecture 1 hour per week; studio 4 hours per week.

Prerequisite: ART 1110 or ART 1114. Offered: Fall, Spring.

ART 2208 - Advanced Painting (3 cr)

Explore, refine, and expand on concepts and skills learned in Painting or Watercolor Painting. Emphasis on experimentation, the expressive potential of the medium, and developing a personal vision that utilizes both formal and conceptual concerns. Lecture 1 hour per week; studio 4 hours per week.

Prerequisite: ART 1127 or ART 1128. Offered: Fall, Spring.

ART 2210 - AFA in Art Capstone: Exhibition (1 cr)

In this culminating capstone experience, AFA in Art students prepare for a professional career as an exhibiting artist. Students design and install a group art exhibition highlighting their creative accomplishments in the AFA in Art Program. Through this process, students learn to apply professional exhibition methods and standards

Prerequisite: ART 2200.

ART 2900 - Topics in Art (1-4 cr)

An examination of a special topic in art; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

BIOL Biology

BIOL 1100 - Survey of Biology (4 cr)

A non-majors general education lab course that explores the organization of life. Topics include the scientific method, cells, metabolism, molecular biology, genetics, species diversity, ecology, and evolution. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: ENGC 0960 (C/P or higher) or READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1101 - Introduction to Human Genetics (4 cr)

A non-majors general education lab course that explores the basic principles of human genetics. Topics include the scientific method, Mendelian genetics, sex determination, karyotypes, molecular genetics, ethical, legal, and social issues, genetics of cancer, and population genetics. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: ENGC 0960 (C/P or higher) or READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1102 - Human Biology (4 cr)

A non-majors general education lab course that introduces the topics of human structure and function and causes of disease. Topics include the scientific method, cells and organ systems with an emphasis on contemporary issues. Lab requires dissection of a small mammal, collaborative data collection, and collecting data from students. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: ENGC 0960 (C/P or higher) or READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1103 - Introduction to Emerging Diseases (4 cr)

A non-majors general education lab course that introduces the global, national, and local factors that cause and influence the emergence and re-emergence of infectious disease. Topics include the scientific method, epidemiology, disease transmission, survey of microorganisms, bioterrorism, food and water safety, and sexually transmitted diseases. Lab exercises mandate following biosafety practices for handling microbial pathogens. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: ENGC 0960 (C/P or higher) or READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1104 - Minnesota Natural History and Field Biology (4 cr)

A non-majors education biology lab course that emphasizes the diversity of life in Minnesota from a natural history perspective. Topics include the scientific method, adaptation and evolution of plants and animals, ecology of terrestrial and aquatic biomes, endangered species, and the decline of biodiversity. Lab requires field trips on- and off-campus, which might include required field trips on prescribed dates. Lecture 3 credits, 3-hour lab 1 credit, which may include field trips on specific dates and times listed in eServices.

Prerequisite: ENGC 0960 (C/P or higher) or ENGC 0900 (C/P or higher) and READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1110 - Environmental Biology (3 cr)

A non-majors general education course without lab. Introduction to and analysis of ecological principles, resources, population, energy and pollutants and their relationships to Minnesota and global environmental concerns.

Prerequisite: ENGC 0960 (C/P or higher) or ENGC 0900 (C/P or higher) and READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1120 - Introduction to Evolutionary Biology (3 cr)

A non-majors general education course without lab. Exploration of the process of biological evolution and the fundamental mechanisms and concepts by which evolution works. Topics typically covered include the nature of science, the science history of evolution, evidence and processes of evolution, natural selection and adaptation, role of DNA variation and gene regulation in evolution, macroevolution, and the tree of life.

Prerequisite: ENGC 0960 (C/P or higher) or ENGC 0900 (C/P or higher) and READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1125 - Sex and Human Diversity (3 cr)

Unlock a deeper understanding of human health, reproduction, and social issues through an exploration of sex and diversity. Throughout the semester, you will learn how to apply the scientific method to analyze concepts of

heredity and reproduction, and examine how biology interacts with societal dynamics, such as health disparities and group identities (e.g., sex, race, and gender). This course emphasizes critical thinking and communication skills, equipping you to engage in both personal and societal challenges.

Prerequisite: ENGC 0960 (C/P or higher) or EAP 1100 (C or higher) or placement into College Level Reading and College Level Writing (ENG 1101). Offered: Fall, Spring.

BIOL 1501 - Principles of Biology 1 (5 cr)

This course is designed for students majoring in biology and other science related fields, including the health professions. Students will explore major biological processes occurring at the cellular level, with emphasis on cell structure and function, metabolism, reproduction, development, genetics and gene expression, and evolution. Students will engage in techniques appropriate to the study of biological processes and gain experience in experimental design, data analysis and interpretation, and the communication of results. Lecture 4 credits, 3-hour lab 1 credit.

Prerequisite: MATH 1080 or MATH 1090 or MATH 0700 (C/P or higher, valid for 5 years) or placement into MATH 1500 or MATH 1150 or higher; and ENGC 0960 (C/P or higher) or ENGC 0900 (C/P or higher) and READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 1502 - Principles of Biology 2 (4 cr)

This course is the second in a sequence designed for students majoring in biology and other science related fields, including the health professions. Students will explore the evolution and diversity of organisms and their interactions with each other and the environment. Students will engage in techniques appropriate to the study of diverse organisms and their interactions and gain experience in experimental design, data analysis and interpretation, and the communication of results. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 1501 (C or higher). Offered: Fall, Spring.

BIOL 1900 - Topics in Biology (1-4 cr)

An examination of a special topic in biology; intended for

all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

BIOL 2041 - Human Anatomy (4 cr)

A scientifically rigorous and systematic study of the human body, intended for students pursuing careers in the health professions. Emphasis is on both gross and microscopic anatomy. Laboratory includes small mammal dissection, basic histology, and the gross and microscopic study of the human organ systems. Small mammal dissection is required for course completion. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: CHEM 1050 or 1061 (C or higher) or concurrent registration; and ENGC 0960 (C/P or higher) or ENGC 0900 (C/P or higher) and READ 0960 (C/P or higher) or placement into ENGC 1101. Offered: Fall, Spring.

BIOL 2042 - Human Physiology (4 cr)

This course provides an integrative understanding of how the human body functions with emphasis on homeostatic mechanisms. Body systems studied include nervous, endocrine, muscular, cardiovascular, respiratory, digestive, urinary, immune, and reproductive. Laboratory studies include collecting data from students. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 2041 (C or higher), CHEM 1050 or CHEM 1061 (C or higher). Offered: Fall, Spring.

BIOL 2043 - Microbiology (4 cr)

A rigorous lab course intended for students pursuing careers in the medical professions. This course examines the biology of bacteria, protozoa, fungi, helminths, viruses, and prions. Topics include prokaryotic and eukaryotic cell structure and function, microbial metabolism, microbial genetics, physical and chemical methods of control, host defenses, and clinical applications. Lab exercises mandate following biosafety level 2 practices for handling microbial pathogens. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 1100 or BIOL 1501 or BIOL 2041 (C or higher); CHEM 1050 or CHEM 1061 (C or higher). Offered: Fall, Spring.

BIOL 2044 - Introductory Microbiology (3 cr)

A rigorous lab course intended for students pursuing

careers in the health sciences, such as nursing and dental hygiene. This course examines the biology of bacteria, protozoa, fungi, helminths, viruses, and prions. Topics include prokaryotic and eukaryotic cell structure and function, microbial metabolism, microbial genetics, physical and chemical methods of control, host defenses, and health care applications. Lab exercises mandate following biosafety level 2 practices for handling microbial pathogens. Lecture 2 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 2041 (C or higher) and CHEM 1050 (C or higher). Offered: Fall, Spring.

BIOL 2096 - Internship in Biology (2-4 cr)

This internship course provides career exploration and training in a supervised work setting and combines biological theory with practical experience. A student works 45 hours per credit at the internship site under the direction of the site supervisor and completes academic work in regular consultation with the faculty mentor. A student may choose to earn 2 to 4 credits.

Prerequisite: Previous coursework in Biology and consent of instructor and acceptance by the internship program. Offered: Fall, Spring.

BIOL 2202 - Animal Diversity (4 cr)

A laboratory science course intended for biology and related majors. Students will explore evolutionary relationships among animal taxa from morphological, physiological, developmental, and ecological perspectives. Dissection of preserved animals is a required part of the laboratory. Lecture 3 hours per week; lab 3 hours per week.

Prerequisite: BIOL 1106 or BIOL 1502 (C or higher). Offered: Spring.

BIOL 2203 - Botany (4 cr)

A majors lab course that introduces the biology of plants and plant-like organisms. Course takes an evolutionary perspective emphasizing morphology, anatomy, adaptations, physiology, reproduction, ecology and economic importance of plants. Lecture 3 hours. Lab requires a minimum of 3 hours per week of scheduled or self-directed lab work.

Prerequisite: BIOL 1501 (C or higher). Offered: Fall.

BIOL 2205 - Genetics (4 cr)

This course is designed for students majoring in biology. Students will explore major concepts in

Mendelian, molecular, and population genetics, with emphasis on prokaryotic and eukaryotic gene expression, recombination, gene mapping, and chromosome analysis. Students will engage in techniques appropriate to genetic analysis and gain experience in experimental design, data analysis and interpretation, and the communication of results. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 1502 (C or higher). Offered: Spring.

BIOL 2206 - Ecology (4 cr)

This course is designed for students majoring in biology. Students will explore ecological concepts and the scientific research that has built our understanding of interactions in nature at the organismal, population, community, ecosystem, and global levels. Students will acquire an understanding of how the different levels of ecology are studied, how these levels relate to each other, and what properties are important at increasing levels of complexity. Additional topics include evolutionary ecology and contemporary environmental change and its consequences. Students will engage in techniques appropriate to ecological study and gain experience in experimental design, data analysis and interpretation, and the communication of results. Lab requires field trips on and off campus which might include required field trips on prescribed dates. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 1502 (C or higher). Offered: Fall.

BIOL 2207 - Cell Biology (4 cr)

This course is designed for students majoring in biology. Students will explore major concepts in cell biology including eukaryotic cell structure and function, the cellular use of biomolecules, membranes, signal transduction, motility, and the extracellular matrix. Students will engage in techniques appropriate to the study of cells and cellular processes and gain experience in experimental design, data analysis and interpretation, and the communication of results. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 1502 (C or higher). Offered: Spring.

BIOL 2208 - Biology of Microorganisms (4 cr)

This course is designed for students majoring in biology. Students will explore major concepts in microbiology including taxonomy, structure and function, biochemistry, metabolism, pathogenesis, immunology, and ecology of microbes, emphasizing the diverse role of

microbes in the biological world. Students will engage in techniques appropriate to the study of microorganisms and gain experience in experimental design, data analysis and interpretation, and the communication of results. Lecture 3 credits, 3-hour lab 1 credit.

Prerequisite: BIOL 1502 (C or higher). Offered: Fall.

BIOL 2900 - Topics in Biology (1-4 cr)

An examination of a special topic in biology; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

BUSN Business

BUSN 1000 - Keyboarding and Essential Computer Skills (3 cr)

Mastery of computer keyboarding and other fundamental computer skills, as well as introductory word processing, are essential in most occupations. Computer keyboarding includes keying by touch no less than 30 words a minute with emphasis on proofreading and accuracy. Essential computer skills include file management, creating and editing documents, and effectively utilizing Normandale's learning management system (D2L). Students apply their skills to create and format multiple documents in a Windows environment. BUSN 1000 is recommended as a first-year course so that skills and knowledge can be applied to other Normandale courses.

Offered: Fall, Spring.

BUSN 1102 - Social Media Marketing (3 cr)

Gain a competitive edge in today's digital landscape by exploring how businesses effectively utilize social media platforms to connect with their target audience, enhance brand value, and drive customer engagement. Learn strategies for using blogs, social networks, video, and image-sharing platforms to create effective marketing campaigns. Gain practical skills for analyzing consumer behavior and uncovering career opportunities in social media marketing. Hands-on practical projects prepare you for success in this growing field.

BUSN 1105 - Introduction to Business (3 cr)

Everything we do, whether as a consumer, a worker, a business owner, or even an activist for a cause, involves multiple elements of the economic environment we call business. At its core, business is simply the process of

taking creative ideas and using them to fulfill the needs of individuals and organizations. Students will gain an understanding of the basic principles and language used in the process of conducting and managing business operations through evaluation of case studies, discussion, and assessments. As a result, students will gain an appreciation of the many facets of business that touch every discipline they choose to pursue.

Offered: Fall, Spring.

BUSN 1107 - Leadership in the Workplace (3 cr)

Every organization requires leadership to attain its mission and goals, but leadership is more than just giving instructions. It provides a vision about where to go and what to do that motivates others to follow. Leadership includes elements like styles, traits, philosophies and cultural intelligence that create a constructive climate. The development of a leadership style, professionalism and ethics promotes communication and motivation to handle crises and conflict. Through readings, discussions, assignments, quizzes/exams, and projects or papers, students expand their understanding of these leadership topics and how they are connected.

BUSN 1125 - Entrepreneurship (3 cr)

Entrepreneurship is much more than starting your own business; it is a way of thinking and navigating the world differently than others. Whether you want to start your own business or work for others, having an entrepreneurial mindset and using entrepreneurial tools will benefit you. Students will evaluate the basics of being an entrepreneur and the entrepreneurial mindset. Students will evaluate their own entrepreneurial mindset through self-analysis and learn how to apply entrepreneurial tools to start a business to further develop that mindset.

Offered: Fall, Spring.

BUSN 1130 - Introduction to International Business (3 cr)

The world is an interconnected business environment requiring the international manager to have a broad understanding of what is changing in that environment and then develops strategies to react to those changes. The process of globalization and its implication for business firms and managers is significant. Students study the dynamics of the institutions, environments, forces, and problems that are involved when businesses operate in foreign economies. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international

organizations, multinational corporations, personnel management, and international marketing.

BUSN 1133 - Current Trends in Tourism (1 cr)

Tourism is an ever-evolving industry. Destinations, products, and services that are popular today, can quickly become trends of the past. Through the utilization of a life-cycle framework, assigned readings, research, and discussion, students examine current trends impacting tourism regionally, domestically, and internationally.

Offered: Spring.

BUSN 1134 - Sustainable and Responsible Tourism (3 cr)

Sustainable tourism considers its economic, environmental and socio-cultural effects on the host community. Case studies will be used to highlight successful examples of sustainable tourism initiatives that have helped preserve the tourism industry for current and future generations.

Offered: Spring.

BUSN 1145 - Supervision (3 cr)

Supervising people for the first time can be extremely challenging. Moving from an employee who executes the decisions of others, to being the one who must make decisions and manage those who implement them, is a significant leap in responsibility. Students will explore the core theories that guide the interactions between supervisor and subordinate in terms of performance, discipline, and motivation. Through case studies and discussion using real-world examples, students will examine the impact of various skills and techniques on successful interactions and motivation of their teams. These skills form the foundation to be effective managers as first-time supervisors.

Offered: Fall, Spring.

BUSN 1152 - Hotel Operations Management (4 cr)

The lodging sector of tourism provides travelers with a safe, clean, and welcoming place to stay while traveling away from home. Through assigned readings, discussions, guest lectures and assignments, students will develop an understanding of the organizational structure, and revenue and cost centers of a full-service hotel.

Offered: Fall, Spring.

BUSN 1153 - Principles of Food Production and Sanitation (4 cr)

Proper storing, handling, preparation, and production of food assists operators with providing customers with safe and appetizing food. Through assigned readings and hands-on laboratory experiences, students will bridge the gap of food safety and production with operating profitable food service businesses.

Offered: Fall, Spring.

BUSN 1154 - Food and Beverage Management and Cost Control (4 cr)

The food and beverage sector is the largest sector in the tourism industry, providing services to both tourists and locals alike. Through assigned readings, research, discussions, and assignments, students will demonstrate an understanding of the principles of food, beverage, labor, cost control, and management functions for restaurants and food service operations.

Offered: Fall, Spring.

BUSN 1157 - Introduction to Hospitality and Tourism Management (4 cr)

The tourism industry is one of the world's largest, and fastest growing industries. Through assigned readings, research, discussions, and assignments, students will learn the different sectors of the hospitality and tourism industry and discuss the leadership skills needed to manage the operations, human resources, and guest experiences of hospitality and tourism businesses.

Offered: Fall, Spring.

BUSN 1158 - Convention and Meeting Planning Management (4 cr)

Meetings, Expositions, Events, and Conventions (MEEC) provide opportunities for groups of people with similar interests to come together for business and social events. Through assigned readings, research, and discussion, students investigate the planning, execution, and evaluation of successful MEEC events.

Offered: Fall, Spring.

BUSN 1159 - Hospitality Sales and Marketing Management (4 cr)

With the increase in worldwide travel, tourists have a variety of options when considering how to spend their tourism dollars. This increase in choices means that hospitality and tourism businesses need to invest in sales

and marketing efforts that help to attract and retain travelers. Through assigned readings, research, discussions, and assignments, students investigate the total marketing process from a strategic view, emphasizing managerial implications for product, promotion, price and distribution strategies in the hospitality and tourism industry.

Offered: Fall, Spring.

BUSN 1201 - Information Technology Concepts and Business Software 1 (3 cr)

Students need to be prepared for future academic, personal, and career pursuits using computers. With a focus on technology literacy and solving business problems, students learn essential computer concepts as well as develop skills to efficiently use word processing, spreadsheets, databases, and presentation software. The latest version of Microsoft Office is required for this course.

Prerequisite: ENGC 0860 (C/P or higher) or ENGC 0800 (C/P or higher) or placement level of ENGC 0960. Offered: Fall, Spring.

BUSN 1210 - Exceptional Customer Service (3 cr)

Examines exceptional customer service issues that are key to building a successful customer driven organization.

Offered: Spring.

BUSN 1220 - Business Problem Solving Analyzing - Excel (3 cr)

A comprehensive course emphasizing the creation of Excel spreadsheets. Students gain an in-depth understanding of how Excel is used to guide business decisions, as well as build skills in analyzing and summarizing data. At the completion of this course students will take the Microsoft Office Specialist (MOS): Excel Exam.

Prerequisite: BUSN 1201 (C or higher) . Offered: Fall, Spring.

BUSN 1230 - Access: Information Management (3 cr)

A comprehensive course advancing students' skills in designing and creating databases. Students plan, organize, produce, and manage databases to meet organizational and business needs. Skill development includes learning how

to create queries, forms, reports, and how to automate tasks. Students integrate databases with Excel and Word. Students take the Microsoft Office Specialist (MOS): Access Exam at the completion of the course.

Offered: Fall, Spring.

BUSN 1240 - Word: Document Processing (3 cr)

A comprehensive course emphasizing the creation of documents. Students plan, organize, prepare, and produce professional-quality personal and business documents as well as online forms. SmartArt, WordArt, templates, and various styles are used to enhance page layout. Students integrate Word with other applications and use macros to automate tasks. Students take the Microsoft Office Specialist (MOS): Word Exam at the completion of the course.

Offered: Fall, Spring.

BUSN 1250 - Project Management (3 cr)

The ability to plan, organize, and execute projects is an essential skill with real market value. Using MS Project, Project Management introduces key principles and methods used in project management and builds skills in creating and editing project schedules, working with charts, resources and filters, tracking progress and costs, and closing a project.

Offered: Fall, Spring.

BUSN 1260 - PowerPoint: Graphic Presentations (3 cr)

A comprehensive course emphasizing the creation of interactive PowerPoint presentations. Students plan, organize, prepare, and produce professional-quality presentations to meet organizational and business needs. They are introduced to template design, slide layouts, custom animation and transitions, and tools for producing multiple outputs, including publishing to the web. At the completion of this course students take Microsoft Office Specialist (MOS): PowerPoint Exam.

Offered: Fall, Spring.

BUSN 1900 - Topics in Business (1-4 cr)

An examination of a special topic in business; intended for all interested students. Topics may include public administration, supervision, and others. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent. Offered: Fall, Spring.

BUSN 2000 - Computer Applications Training Practicum (3 cr)

A capstone course designed to be taken by students in their final semester of the Business Software and Administrative Management AAS degree. Tying together key learning objectives students are expected to master during the program, the practicum serves as a training and development experience to reinforce computer applications skills and knowledge. Students will practice problem-solving skills by tutoring computer users and responding to typical "Help Desk" requests in a pre-assigned computer application course.

Prerequisite: BUSN 1201 (C or higher) and BUSN 1220 (C or higher) and keyboarding skills of at least 35 words per minute and consent of instructor. Offered: Fall, Spring.

BUSN 2096 - Internship in Business (2-4 cr)

Employers seek out candidates who can meet their needs through a combination of learned skills and practical work experience. An internship provides an opportunity to apply your academic knowledge in a real-world, supervised setting. It bridges theory and practice, offering valuable field experience within a controlled business environment. Students may earn 2 to 4 credits per semester, and must complete 45 hours of on-the-job internship work, academic work, and faculty meetings per requested credit. A maximum of 8 credits in any one discipline is allowed. Instructor permission and Dean approval is required to enroll.

Prerequisite: Any BUSN course and consent of Dean of Business, Social Sciences, and Education.

BUSN 2097 - Internship in Hospitality & Tourism (2-4 cr)

This internship course explores careers and training in a supervised work setting and combines theory with field experience in an approved hospitality and tourism environment. Students must complete 90 (2 credits) – 180 hours (4 credits) on the job, additional academic work, and meet with a faculty member.

Prerequisite: Consent of instructor. Offered: Fall, Spring.

BUSN 2100 - Human Relations and Effective Teams (3 cr)

The most successful companies in the world leverage teams to consistently produce products, services, or processes that are often superior to anything an individual performer can produce. No matter what you want to do with your career, you will almost certainly be working with others in a team setting. Students will evaluate fundamental tools and concepts that impact the successful performance of teams, such as the stages of team development, conflict, and decision-making. Through analysis and reflection of previous and/or current team experiences, students will apply concepts to help them become better team leaders, team members, and individual contributors.

Offered: Fall, Spring.

BUSN 2150 - Revenue Management for Hospitality and Tourism (4 cr)

Revenue Management provides a foundation for managing revenues and costs in the hospitality and tourism industry. Students will learn the historical development of yield management (YM) and its formation into modern day revenue management (RM). The course will rely upon cases and articles to analyze trends and develop effective revenue management strategies in the accommodations, food and beverage, attractions, and transportation sectors of the hospitality and tourism industry.

Offered: Fall, Spring.

BUSN 2155 - Legal Environment of Business (3 cr)

A survey course about the legal aspects of managing a business. It includes a review of the basic U.S. legal system, ethics, contracts, legal structure of business, employment, consumer issues and international business law.

Offered: Fall, Spring.

BUSN 2200 - Human Resource Management (3 cr)

Management of human resources is one of the most critical aspects of an efficient and successful organization. Human Resources is responsible for all components of talent management (e.g., recruitment, selection, retention, training, performance evaluation, discipline, compensation, and benefits), which must be aligned to achieve an

organization's objectives. Students will use analysis, discussion, and research to explore the principles, laws, and regulations guiding the management of an increasingly diverse workforce.

Offered: Fall, Spring.

BUSN 2220 - Statistics for Business and Economics (4 cr)

Basic statistics of business, economics, and public administration. Descriptive statistics, probability, and statistical inference. Understanding statistical methods as tools of decision-making.

Prerequisite: Eligible for MATH 1100. Offered: Fall, Spring.

BUSN 2252 - Professional Selling (3 cr)

Analyze successful sales practices. Develop need satisfaction selling skills through skill practice that may apply to both selling and non-selling.

Offered: Fall, Spring.

BUSN 2300 - Principles of Management (3 cr)

Develop insights into successful planning, organizing, directing, staffing, and controlling an organization and its employees.

Offered: Fall, Spring.

BUSN 2310 - Small Business Management (3 cr)

All phases of setting up a small business: management, marketing, and financial operations. The final project is the development of a business plan.

Offered: Fall, Spring.

BUSN 2400 - Principles of Marketing (3 cr)

The total marketing process from a strategic view, emphasizing managerial implications for product, promotion, price, and distribution strategies.

Offered: Fall, Spring.

BUSN 2420 - Digital Marketing (3 cr)

The use of digital information space is expanding exponentially. From simple banner ads to sophisticated processes of customer engagement, businesses use digital marketing to enhance their ability to attract, engage, and convert potential customers. Through the exploration and evaluation of different marketing tools and strategies,

students develop the essential skills and knowledge to choose and implement marketing strategies that will allow businesses to thrive in the rapidly evolving digital marketplace.

Offered: Fall, Spring.

BUSN 2500 - Principles of Property and Liability Insurance (3 cr)

This course presents the basic principles of insurance, introducing insurance regulation, financial performance, marketing techniques, underwriting, claims, risk management, loss exposures and insurance policies.

Prerequisite: BUSN 1105. Offered: Fall, Spring.

BUSN 2501 - Introduction to Property and Liability Insurance (3 cr)

This course presents an overview of insurance, the major insurer functional areas, insurance regulation, insurance policies, and personal and commercial insurance with the goal of providing the learner with foundational knowledge and a familiarity with property-casualty insurance terminology.

Prerequisite: BUSN 1105. Offered: Fall, Spring.

BUSN 2502 - Personal Insurance (3 cr)

This course presents an overview of personal loss exposures and a in-depth description of property-casualty personal insurance policies, including personal auto, homeowners, and others. Additionally, this course describes the loss exposures and planning needed to deal with premature death, retirement, disability, and illness.

Prerequisite: BUSN 1105. Offered: Fall, Spring.

BUSN 2503 - Commercial Insurance (3 cr)

This course provides an in-depth examination of property-liability commercial insurance policies, including commercial property, business income, commercial crime, equipment breakdown, inland and ocean marine, general liability, commercial auto, workers compensation and employers' liability, business owners, farm and specialty coverages.

Prerequisite: BUSN 1105. Offered: Fall, Spring.

BUSN 2900 - Topics in Business (1-4 cr)

An examination of a special topic in business; intended for all interested students. Topics may include public administration, supervision, and others. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

CCD Counseling Career Development

CCD 1170 - Career Exploration (1 cr)

Relate self-understanding of interests, values, personality and skills to career options through exercises and inventories as you explore career fields.

Prerequisite: Eligible for ENGC 0900 or higher and READ 0960 or higher or consent of instructor. Offered: Fall, Spring.

CHEM Chemistry

CHEM 1000 - Real World Chemistry (3 cr)

Chemistry is important for understanding everyday phenomena and the material world. Students examine basic chemical concepts through real-world applications such as foods and cooking, forensic science, and consumer products. Through applied analysis, students investigate selected topics to develop scientific literacy and an appreciation of chemistry's relevance to daily life.

Offered: Fall, Spring.

CHEM 1001 - Real World Chemistry and Lab (4 cr)

Chemistry is important for understanding everyday phenomena and the material world. Students examine basic chemical concepts through real-world applications such as foods and cooking, forensic science, and consumer products. Through hands-on laboratory experiments and applied analysis, students investigate selected topics to develop scientific literacy and an appreciation of chemistry's relevance to daily life.

Offered: Fall, Spring.

CHEM 1010 - Environmental Chemistry (4 cr)

Chemistry is essential for understanding and addressing contemporary environmental challenges that affect both local and global communities. Students study key chemical principles and processes related to pollution, climate change, and energy production. Through analysis of real-world examples and applied problem-solving activities, students develop the ability to use chemical knowledge to evaluate environmental issues and consider sustainable solutions.

Offered: Fall.

CHEM 1020 - Introductory Chemistry (4 cr)

This laboratory science course is intended for students as preparation for CHEM 1050 or CHEM 1061. Basic principles of chemistry are discussed and applied to everyday situations. Tools and methods of investigation used by chemists are introduced through laboratory exercises.

Offered: Fall, Spring.

CHEM 1050 - Foundations of Organic and Biochemistry (3 cr)

This one-term laboratory course, designed for students pursuing a nursing or allied health degree, builds on general chemistry concepts to provide an overview of organic and biochemistry with an emphasis on applications to the chemistry of the human body. Topics include solutions and body fluids, acid-base chemistry, relation between structure and reactivity for biochemical molecules, and metabolic pathways.

Prerequisite: CHEM 1020 or CHEM self-assessment eligibility. Offered: Fall, Spring.

CHEM 1061 - Principles of Chemistry 1 (5 cr)

Concepts in Chemistry that will be explored include: atomic theory, stoichiometry, thermochemistry, chemical bonding, molecular structure, properties and behavior of the physical states, reaction types.

Prerequisite: CHEM 1020 (C or higher) or CHEM self assessment eligibility and MATH 0700 (C or higher) or placement level in MATH 1020 / MATH 1055 / MATH 1080 / MATH 1100. Offered: Fall, Spring.

CHEM 1062 - Principles of Chemistry 2 (5 cr)

Continuation of Chemistry 1061: Physical properties of solutions, chemical equilibrium, kinetics, reaction mechanisms, acid-base chemistry, thermodynamics, electrochemistry, qualitative analysis, nuclear chemistry, and chemistry in the atmosphere. Lecture 4 hours; lab 3 hours.

Prerequisite: CHEM 1061 (C or higher). Offered: Fall, Spring.

CHEM 1900 - Topics in Chemistry (1-4 cr)

An examination of a special topic in chemistry; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

CHEM 2041 - Quantitative Analysis (4 cr)

Lecture and laboratory course emphasizing the theory and practice of gravimetric, volumetric, and instrumental analysis. Lecture 3 hours; lab 3 hours.

Prerequisite: CHEM 1062. Offered: Fall.

CHEM 2061 - Organic Chemistry 1 (5 cr)

In the first of a two-part sequence, students build the foundation necessary for understanding organic chemistry and for continued study in chemistry and related fields. Students examine how atomic structure and bonding give rise to the three-dimensional shapes and functions of organic compounds and the principles that explain how and why organic reactions occur. Through analysis of reaction energetics, acid-base behavior, and the mechanisms of substitution, elimination, and addition reactions, students build a conceptual framework for the chemistry of alkanes, alkenes, alkynes, and alcohols.

Prerequisite: CHEM 1062 Principles of Chemistry 2. Offered: Fall, Spring.

CHEM 2062 - Organic Chemistry 2 (5 cr)

Students prepare for advanced study in chemistry, biochemistry, and related fields by deepening their understanding of structure-reactivity relationships in organic chemistry. Students study aromatic compounds, carbonyl chemistry, enols and enolate reactivity, with emphasis on reaction mechanisms and how molecular structure influences chemical behavior. Through problem solving, laboratory experimentation, and analysis of spectroscopic data, students develop skills to predict reaction outcomes, design multistep syntheses, and apply organic chemistry concepts to biochemical systems and real-world chemical processes.

Prerequisite: CHEM 2061 Organic Chemistry 1 (C or higher). Offered: Fall, Spring.

CHEM 2900 - Topics in Chemistry (1-4 cr)

An examination of a special topic in chemistry; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

CHEM 2921 - Biochemistry (3 cr)

This is a one semester non-biochemistry major course designed for students who intend to complete a four-year biological sciences major or enter a pre-professional program in dentistry, medicine, veterinary medicine, or

pharmacology. Introduction to the fundamentals of biochemistry: structure and function of biological macromolecules; including the study of enzyme catalysis, metabolism and the regulation of metabolism (carbohydrates, lipids, amino acids and nucleotides), comprehensive, quantitative analysis of chemical equilibria, bioenergetics, and the chemical foundation of genetic information. Lecture 3 hours.

Prerequisite: CHEM 2061 and BIOL 1501. Offered: Spring.

CHIN Chinese

CHIN 1100 - Beginning Chinese 1 (5 cr)

Introduction to basic language skills. Development of listening, reading, speaking, and writing skills. Cultural understanding and sensitivity are important aspects of the course.

Offered: Fall.

CHIN 1101 - Introduction to Interpreting and Translation (2 cr)

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English.

Crosslisted as: Same as INDS 1101, FREN 1101, GERM 1101, JAPN 1101, SPAN 1101. Offered: Fall, Spring.

CHIN 1111 - Chinese Culture and Civilization (3 cr)

Students explore the culture and civilization of the Chinese-speaking world. Through an investigation of the social, political, and artistic aspects of the target culture, students develop greater insight into the global implications of cultural practices. By comparing and contrasting their own culture with that of Chinese-speaking peoples, students develop the intercultural competency that allows them to recognize various perspectives on global issues and analyze alternative solutions. This course is taught in English.

Offered: Fall, Spring.

CHIN 1200 - Beginning Chinese 2 (5 cr)

This course is a continuation of the listening, speaking, reading, and writing competencies developed in CHIN 1100. Students further explore cultural differences, helping them to develop a deeper understanding of the world and a greater cultural perspective.

Offered: Spring.

CHIN 2100 - Intermediate Chinese 1 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Chinese-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of Chinese-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes the resultative and potential complements, progressive change, and the aspect particle. This course is intended for students who have successfully completed CHIN 1200 or the equivalent.

Offered: Fall.

CHIN 2200 - Intermediate Chinese 2 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Chinese-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of Chinese-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes the passive structure, compound sentences, causative constructions, and tone/mood. This course is intended for students who have successfully completed CHIN 2100 or the equivalent.

Offered: Spring.

CHWN Community Health Worker

CHWN 1000 - The Community Health Worker: Role, Advocacy, Outreach, and Resources (3 cr)

Community Health Workers (CHW's) are vital public health professionals who connect individuals and families

to community-based health and social resources, making this work essential to improving health outcomes. Students learn core content related to the CHW scope of practice through applied learning activities that engage with skills and case studies that support professional readiness.

Offered: Fall.

CHWN 1100 - Cultural Health Communication, Teaching, and Capacity Building (3 cr)

Establishing rapport and developing individualized care plans are central to the role of the Community Health Worker (CHW), as this work empowers clients to achieve personal health goals, build community connections, and navigate health care and social service systems. The introduction of key concepts is essential for effective interactions with clients, families, and healthcare providers of diverse backgrounds. Skills and knowledge develop through applied learning experiences that support professional confidence and client centered practice.

Offered: Fall.

CHWN 1200 - Documentation, Legal, and Ethical Responsibilities in Community Health Work (3 cr)

Working effectively with clients requires accurate completion of client records and adherence to documentation and privacy guidelines. Understanding the Community Health Worker (CHW) scope of practice, developing a professional network, and establishing appropriate personal and professional boundaries are central to this work. Legal terminology and requirements are examined and applied to situations commonly encountered in the CHW role, with emphasis on practical decision making in real world settings.

Offered: Fall.

CHWN 1500 - The Community Health Worker: Health Promotion Competencies (5 cr)

Supporting wellness and reducing preventable health risks are central responsibilities of the community health worker. CHWs do this through education, resource coordination, cultural guidance, addressing social factors that affect health, and linking clients to services and support. Through interactive activities, students develop practical skills they can apply directly in community and workplace settings.

Prerequisite: CHWN 1000 The Community Health Worker: Role, Advocacy, Outreach, and Resources, CHWN 1100 Cultural Health Communication, Teaching, and Capacity Building, CHWN 1200 Documentation,

Legal, and Ethical Issues in Community Health Work, OR if you are a Public Health or Instructor Permission.
Offered: Fall.

CHWN 2096 - Community Health Worker Internship (2 cr)

Community Health Workers apply advocacy and outreach skills, along with tools developed through the certificate program to meet the needs of a variety of organizations. A minimum of 80 hours of supervised CHW job training is completed in combination with related CHW coursework. Weekly training hours are determined through a collaborative agreement among the CHW student, the host organization, and the faculty advisor.

Prerequisite: CHWN 1000 The Community Health Worker: Role, Advocacy, Outreach, and Resources, CHWN 1100 Cultural Health Communication, Teaching, and Capacity Building, CHWN 1200 Documentation, Legal, and Ethical Issues in Community Health Work.
Offered: Fall.

COMM Communication

COMM 1100 - Introduction to Communication (3 cr)

The primary purpose of this course is to provide students an introduction to the field of communication. Students will practice and develop skills in the areas of interpersonal communication, public speaking, and small group communication.

Offered: Fall, Spring.

COMM 1101 - Fundamentals of Public Speaking (3 cr)

The primary purpose of this course is to provide instruction and practical experience in the basic fundamentals of effective public speaking. Students will prepare, perform and evaluate a variety of speeches throughout the semester.

Offered: Fall, Spring.

COMM 1106 - Mass Media (3 cr)

From the posts people scroll to the shows they stream, media shapes patterns of thought, communication, and connection. Students critically examine these influences by exploring media's history, functions, and its evolving impact on culture, identity, and ethics. Students gain foundational knowledge in media theory, develop media literacy skills, and analyze how industry forces and technologies shape content and audiences. Through close analysis of media texts, guided reflections, and critical

discussions, students engage with media as active participants, preparing them to navigate and contribute thoughtfully to an increasingly media-driven world.

Offered: Fall, Spring.

COMM 1111 - Interpersonal Communication (3 cr)

The primary purpose of this course is to assist the student in examining and developing competence as an interpersonal communicator. Students will practice skills and learn strategies to develop and manage relationships more effectively in a variety of contexts.

Offered: Fall, Spring.

COMM 1113 - Public Relations (3 cr)

Behind every press conference, news headline, and social media campaign is public relations at work. It shapes how organizations build relationships, communicate values, and respond to public concerns. Grounded in foundational principles and key theories, students explore its history, ethical dimensions, and evolving role across sectors. Through case studies, media strategy evaluations, and communication planning, students strengthen their critical thinking and gain practical experience essential for navigating today's complex media and public relations landscapes.

Offered: Spring.

COMM 1121 - Small Group Communication (3 cr)

The primary purpose of this course is to assist the student in understanding and applying small group communication principles. Students will develop skills while participating in groups, completing group projects, and analyzing group processes.

Offered: Fall, Spring.

COMM 1131 - Intercultural Communication (3 cr)

Intercultural communication skills are increasingly valuable in today's global society. Develop your own intercultural competence by examining how cultural identity, shaped by historical and societal power dynamics, influences communication across diverse groups. By analyzing core cultural aspects—values, beliefs, language, and nonverbal behaviors—you'll understand their impact on marginalized groups and cross-cultural relations. The course emphasizes the importance of intercultural communication as a vital skill for global citizenship and prepares you to engage effectively in an interconnected and

rapidly changing world.

Offered: Fall, Spring.

COMM 1151 - Storytelling (3 cr)

The primary purpose of this course is to discover the cultural and personal connections in oral storytelling. Through critical analysis and performance, students will explore the art of storytelling. Emphasis will be given to vocal and physical delivery elements as a means to communicate the message of cultural and personal narrative. Students will perform a variety of stories.

Offered: Fall, Spring.

COMM 1421 - Strategic Media Communication (3 cr)

A headline that grabs attention or a post that sparks conversation often comes down to the strategy behind the message. Strategic media communication focuses on how ideas are shaped, delivered, and received across mass media environments. Students learn to gather information and develop media messages for a variety of platforms, including news, strategic communication, digital publishing, and emerging online spaces, while building proficiency in media conventions and audience adaptation. Through practice, feedback, and revision, students gain hands-on experience producing professional media content for a range of communication contexts.

Prerequisite: ENGC 1101 College Writing. Offered: Fall, Spring.

COMM 1450 - Social Media and Digital Communication (3 cr)

The primary purpose of this course is to provide students with a fundamental understanding of the communicative impact of social media. Students will be introduced to the general concept of what social media is, its impact on society, and the influence that mediated communication has on the development of identity and relationships with others.

Offered: Fall, Spring.

COMM 1900 - Topics in Communication (1-4 cr)

An examination of a special topic in the field of communication; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

COMM 2096 - Internship in Communication (2-4 cr)

Students will explore careers in the communication field in a local organization, putting into practice skills learned in communication courses. Students must finish 45 hours per credit at the internship, complete additional course work, and meet with a communication faculty member. Students may register for 2 to 4 credits.

Prerequisite: Previous coursework in Communication and consent of instructor. Offered: Fall, Spring.

COMM 2111 - Family Communication (3 cr)

This course explores how communication functions within families to develop, maintain, enrich, or limit family relationships. Descriptive rather than prescriptive, the course emphasizes understanding families as unique communication systems embedded within sub-cultural and cultural ecosystems. Awareness of the functions of communication in families can help students understand more about how and why their families behave as they do. The course also provides several theoretical approaches to help students better understand the interactional dynamics occurring in their family or families.

Prerequisite: COMM 1100 or COMM 1111 (C or higher). Offered: Fall, Spring.

COMT Computer Technology**COMT 1107 - Introduction to Computer Technology (4 cr)**

Topics associated with computers and computing: input/output, central processing unit, storage devices, programming languages, operating systems, PC software programs, security and privacy issues, and trends in computing.

Offered: Fall, Spring.

COMT 1173 - PC Architecture Operation and Interface (3 cr)

Introductory course on the architecture of computers. Using the PC as a representative architecture, the primary components of the PC and their interfaces are examined. Function of the operating system and its interaction with the computer hardware. Must be completed within the last seven years prior to receiving the AAS degree or certificate in Computer Technology.

Prerequisite: COMT 1107. Offered: Spring.

COMT 1181 - Database Management Systems (3 cr)

Various database models with emphasis on the relational model. Data relationships and attributes, the use of entity relationship diagrams, and data mapping operations. Must be completed within the last seven years prior to receiving the AAS degree or certificate in Computer Technology.

Prerequisite: COMT 1107. Offered: Fall.

COMT 1182 - Advanced Database Management Systems (3 cr)

This course will present advanced features of relational database including concurrency control, query optimization, distributed databases, and database administration. It will present many of the constructs of SQL (Structure Query Language), including queries, updates, and deletes. It will provide students with the tools and techniques for report generation.

Prerequisite: COMT 1181. Offered: Spring.

COMT 1184 - Telecommunications (3 cr)

Aspects of telecommunications such as network topology, standards, OSI model, media, modems, data compression, data security, and the Internet. Must be completed within the last seven years prior to receiving the AAS degree in Computer Technology.

Prerequisite: COMT 1107. Offered: Spring.

COMT 1205 - Introduction to Visual Basic (3 cr)

This course introduces the Visual Basic programming language through hands-on development of projects of increasing complexity as the student gains increased understanding of the language. The course will include forms, controls, menus, programming fundamentals, syntax, and file formats. Must be completed within the last seven years prior to receiving the AAS degree or certificate in Computer Technology.

Offered: Fall.

COMT 1900 - Topics in Computer Technology (3 cr)

An examination of a special topic in computer technology; intended for all interested students. Topics may include hardware structures of PCs, hardware/software interactions, structure of programming language, input/output. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

COMT 2096 - Internship in Computer Technology (2-4 cr)

Computer skills gained throughout the program are enhanced and comprehensively exercised through an on-the-job experience. This internship course provides career exploration and training in a supervised work setting and combines computing technology theory with practical experience. A student works 45 hours per credit at the internship site under the direction of the site supervisor and completes academic work in regular consultation with the faculty mentor. A student may choose to earn 2 to 4 credits.

Prerequisite: Previous coursework in Computer Technology and consent of instructor. Offered: Fall, Spring.

COMT 2186 - Microprocessors and Digital Logic (Lecture only) (3 cr)

Basic building blocks of digital logic-gates, flip-flops, shift registers. These building blocks are used to create more and more complex forms with the microprocessors being a programmable logic element. Comparison between hard-wired and software-based elements are developed as well. There is no laboratory and the prerequisite for ENGT 1153 is waived. Must be completed within the last 7 years prior to receiving the AAS degree or certificate in Computer Technology.

Prerequisite: COMT 1107 or COMT 1173 (C or higher). Offered: Fall.

COMT 2188 - Systems Analysis and Design (3 cr)

The total environment of a computer-based system - analysis, design, implementation, and maintenance. Concepts and tools used in the system development life cycle and analysis of large systems are introduced. Must be completed within the last 7 years prior to receiving the AAS degree in Computer Technology.

Prerequisite: COMT 1173 (C or higher). Offered: Spring.

COMT 2250 - Object Oriented Programming with Java for HCST (4 cr)

This course enables students to learn object oriented programming principles using the Java programming language. Students will become familiar with Java techniques that are widely used in the industry, including best practices for the implementation of component based software architecture.

Prerequisite: Eligible for CSCI 1101 and COMT 2188. Offered: Fall.

COMT 2900 - Topics in Computer Technology (3 cr)

An examination of a special topic in computer technology. Intended for second-year students. Topics may include hardware structures of PCs, hardware/software interactions, structure of programming language, and input/output. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

CSCI Computer Science**CSCI 1100 - Fundamentals of Computers (4 cr)**

Overview of the computer system: the CPU and chip technology, input and output, storage devices, communications and networks, the Internet and World Wide Web, programming and languages, operating systems, applications software, security, privacy and ethics, artificial intelligence, expert systems and robotics, virtual reality, ergonomics, Windows, word processing, spreadsheets, database management systems, presentation graphics.

Offered: Fall, Spring.

CSCI 1101 - Introduction to Computing and Problem Solving (4 cr)

Problem solving techniques in computer programming. A structured approach to algorithm development to solve a large number of problems. Students will write pseudo code to develop problem solving skills. They will write simple programs in one or more programming languages.

Prerequisite: MATH 0700 or MATH 0670 (C or higher) or eligible for MATH 1100. Offered: Fall, Spring.

CSCI 1111 - Introduction to Programming in C (4 cr)

Problem solving using the C programming language. Topics will include the syntax of the language, operators and expressions, control structures, scoping rules, functions, parameter passing, arrays, strings, pointers, structures, type definitions, file handling, libraries.

Prerequisite: CSCI 1101. Offered: Fall, Spring.

CSCI 1113 - Intro to C/C++ for Engineers (4 cr)

Programming for scientists/engineers. C/C++ programming constructs, object-oriented programming, software development, fundamental numerical techniques;

exercises/examples from various scientific fields.

Prerequisite: MATH 1510. Offered: Spring.

CSCI 1202 - Introduction to Object-Oriented Programming in C++ (4 cr)

Programming in C++ and concepts of C++, with an emphasis on programming techniques and object-oriented programming. Must be completed within the last 7 years prior to receiving the AAS degree in Computer Technology.

Prerequisite: CSCI 1111. Offered: Fall, Spring.

CSCI 1203 - Introduction to Computer Programming in Java (4 cr)

Introduction to object-oriented programming using the Java programming language. Use of Java for developing conventional applications and Internet-based applications will be examined. Must be completed within the last seven years prior to receiving the AAS degree in Computer Technology.

Prerequisite: CSCI 1111. Offered: Spring.

CSCI 1900 - Topics in Computer Science (1-4 cr)

Topics of current interest in the computer sciences, including specialized language courses and operating system courses. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

CSCI 2001 - Computer Programming Concepts (4 cr)

Introduces students to the fundamental principles of programming. Procedures, recursion, and iteration will be presented as algorithmic development techniques. Abstract data types, modularity and the use of abstraction to hide program details will be emphasized throughout the course. The computer language Python is used as a formal way of expressing algorithms and data.

Prerequisite: CSCI 1101 and MATH 1510 or concurrent registration. Offered: Fall, Spring.

CSCI 2002 - Algorithms and Data Structures (4 cr)

Reinforces the concepts presented in CSCI 2001, such as data abstractions, from an object-oriented programming perspective. Introduces data structures such as stacks, queues, and trees, and introduces sorting algorithms. Students will implement data structures and their operations as abstract data types using an object-oriented approach. The programming language Java is used to

express the concepts of the course.

Prerequisite: CSCI 1111 and CSCI 2001. Offered: Fall, Spring.

CSCI 2011 - Discrete Structures of Computer Science (4 cr)

Concepts fundamental to the analysis of algorithms. Topics include logic, sets, methods of proof including mathematical induction, combinatorics, relations, solution of recurrence relations, graphs, trees.

Prerequisite: MATH 1510. Crosslisted as: MATH 2011. Offered: Fall, Spring.

CSCI 2021 - Machine Architecture and Organization (4 cr)

Introduction to computer organization, machine language, and use of assembly language programming using the Motorola 680x0.

Prerequisite: CSCI 1101 and experience with C, C++, or Java. Offered: Fall, Spring.

CSCI 2033 - Elementary Computational Linear Algebra (4 cr)

Matrices and linear transformations, basic theory, linear vector spaces, inner product spaces. Systems of linear equations, Eigenvalues, and singular values. Algorithms and computational matrix methods using MATLAB. Use of matrix methods to solve a variety of computer science problems.

Prerequisite: MATH 1510. Crosslisted as: MATH 2033. Offered: Fall, Spring.

CSCI 2900 - Topics in Computer Science (1-4 cr)

Special topic of current interest in the computer sciences, including specialized language courses and operating system courses. Intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

DSCI Data Science

DSCI 2000 - Foundations of Data Science (3 cr)

An introduction to Data Science and Data Analytics. Various mathematical and statistical techniques and software tools will be used to analyze a variety of data sets in order to develop basic skills and gain a general

understanding of the field.

Prerequisite: MATH 1080 or MATH 1090 or MATH 2400 or BUSN 2220, and CSCI 1111 or CSCI 1113 or COMT 2250. Offered: Fall, Spring.

DENH Dental Hygiene

DENH 1112 - Oral and Facial Anatomy (3 cr)

Understanding the structures of the head, neck, and oral cavity is foundational for the dental hygienist. Detailed anatomy of the dentition, gingiva, and supporting periodontal structures, as well as the muscles, nerves, and blood vessels that influence oral health are all critical landmarks for proper patient care. Students learn to identify and describe the anatomical landmarks critical for dental hygiene practice. Emphasis is placed on understanding the relationship between oral and facial anatomy and common dental conditions. Through case studies, hands-on lab sessions, and lectures, the dental hygienists will be equipped with the knowledge to perform thorough assessments and provide high-quality patient care.

Prerequisite: Acceptance into Dental Hygiene Program.

DENH 1140 - Pre-Clinic Theory (3 cr)

Foundational knowledge and concepts set students up for success to work with patients in a clinical setting. This theory-based instruction is designed to give students the scientific understanding and practical principles needed to provide effective patient care. Areas of focus include oral health and disease, infection control, medical emergencies, preventative care, patient communication and special needs patients. Students receive practical application experience in pre-clinical skill development.

Prerequisite: Acceptance into Dental Hygiene Program.
Corequisite: DENH 1141.

DENH 1141 - Pre-Clinic Skill Development (4 cr)

Build confidence and critical thinking skills to ensure you are ready for the clinical challenges that lie ahead in dental hygiene education. Focus is on mastering the basic procedures and techniques essential for dental hygiene practice, including instrumentation, patient management, infection control, and communication. Students practice foundational skills in a controlled and supportive learning environment to prepare for safe, effective, and ethical patient care in a clinical setting. Students prepare for patient care by allowing them to practice in a controlled and supportive environment before engaging with patients.

Small groups along with simulation materials build practical application skill development.

Prerequisite: Acceptance into Dental Hygiene Program.
Corequisite: DENH 1140.

DENH 1142 - Clinic 1 Theory (2 cr)

Students acquire the foundational theoretical knowledge required to succeed in clinical practice. Core principles of dental hygiene (e.g., patient care, disease prevention, and oral health promotion), scientific and technical concepts behind dental hygiene procedures, are all areas of focus. Students develop the critical thinking and decision-making skills necessary for effective patient care.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 1112, DENH 1140, and DENH 1141. Corequisite: DENH 1143.

DENH 1143 - Clinic 1 (4 cr)

The first clinical course in the dental hygiene program provides students with hands-on experience in delivering patient care. Bridging the gap between theoretical knowledge and practical application, students begin working directly with patients in a clinical setting. Students build essential clinical skills, including patient assessment, preventive treatments, and basic periodontal therapy. Maintaining a strong emphasis on infection control, patient communication, and professionalism while treating patients in the dental clinic on campus under the supervision of licensed dental professionals is a priority.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 1112, DENH 1140, and DENH 1141. Corequisite: DENH 1142.

DENH 1150 - Dental Radiology (4 cr)

Radiographs are an essential component of the identification, diagnosis, education and management of oral and systemic diseases. Students study radiation theory, physics, biology, measurement and safety related to the use of radiation in health care. Using manikins and clinic patients, students learn clinical techniques in dental radiography and patient management. Students are introduced to radiographic interpretation, which allows the radiographs to be used for the care and benefit of the patient.

Prerequisite: Acceptance into Dental Hygiene Program and DENH 1112. Corequisite: DENH 1142 and DENH 1143.

DENH 1151 - Accelerated Dental Radiology (2 cr)

Radiographs are an essential component of the

identification, diagnosis, education and management of oral and systemic diseases. Students with previous education and experience in dental radiography apply and develop their dental radiographic technique in the radiology clinic on patients. Students are introduced to radiographic interpretation which allows the radiographs to be used for the care and benefit of the patient.

Prerequisite: Acceptance into Dental Hygiene Program, graduated from an accredited Dental Assisting program, Minnesota licensed dental assistant; petition out of DEN 1150 and DENH 1112. Corequisite: DENH 1142 and DENH 1143.

DENH 1160 - Dental Materials (2 cr)

Dental professionals encounter and utilize a variety of dental materials in the practice of dentistry. Dental hygiene students learn about the properties, uses, and selection of a diverse array of materials. Through online learning and hands-on laboratory experiences, students gain the necessary skills to apply these dental materials to the practice of dental hygiene.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 1140, DENH 1141, and CHEM 1050.

DENH 1161 - Accelerated Dental Materials (1 cr)

Dental professionals encounter and utilize a variety of dental materials in the practice of dentistry. Dental hygiene students learn about the properties, uses, and selection of a diverse array of materials. Through condensed online learning and hands-on laboratory experiences, students with previous dental assisting education gain the necessary skills to apply these dental materials to the practice of dental hygiene.

Prerequisite: Acceptance into Dental Hygiene Program, graduated from an Accredited dental assisting program, Minnesota licensed dental assistant, petition out of CHEM 1050, DENH 1140, DENH 1141, and DENH 1160.

DENH 1162 - Pharmacology for the Dental Hygienist (2 cr)

Pharmacology basics, drug classifications, mechanisms of action, and the pharmacokinetics of medications commonly used in dental practice is crucial for practicing dental hygienists. Students build skill in recognizing and managing potential drug interactions while providing safe and effective patient care. Furthermore, students learn to complete medical and medication health histories comprehensively, provide counseling about the safe administration of drugs and their use, and manage patients on multiple medications.

Prerequisite: Acceptance into Dental Hygiene Program.

DENH 1900 - Topics in Dental Hygiene (1-4 cr)

Skill development in various special areas of dental hygiene; intended for any interested dental hygiene student. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

DENH 2240 - Clinic 2 Theory (2 cr)

Students prepare for dental hygiene practice by focusing on professionalism, ethics, and quality assurance. Students learn evidence-based decision-making, treatment planning, and effective communication skills to improve patient care. Additionally, they study nutritional counseling and nicotine cessation strategies. Students also explore advanced and specialty instruments, enhancing their clinical knowledge. The knowledge students gain from the National Board Exam overview helps them prepare for licensure. By creating an e-portfolio, students document their progress and achievements, supporting their transition to professional practice.

Prerequisite: Acceptance into Dental Hygiene Program and DENH 1142. Corequisite: DENH 2241.

DENH 2241 - Clinic 2 (6 cr)

Students learn the diagnosis, planning, and implementation of comprehensive dental hygiene care for diverse patient populations. Students apply knowledge, professionalism, critical thinking, and clinical skills while integrating evidence-based practices. Students distinguish sub- and supragingival calculus, plan treatment, perform periodontal therapy, and counsel patients on oral health education, nicotine, and nutrition. Clinical performance is evaluated during each session, ensuring continuous progress throughout the course.

Prerequisite: Acceptance into Dental Hygiene Program and DENH 1143. Corequisite: DENH 2240.

DENH 2242 - Clinic 3 Theory (2 cr)

Students gain a thorough understanding of essential topics in dental hygiene, including dental specialties and sleep disorders. In addition, identifying signs of violence, maltreatment, and human trafficking in patients is an area of focus. The integration of artificial intelligence and advanced technology in dentistry is covered. Students explore career options in dental hygiene and dental law, along with the significance of interprofessional collaboration. Guidance on crafting resumes, developing

interviewing skills, and enhancing employability is provided to support students in preparing for their future job search. Students complete a portfolio, documenting their progress and achievements, to support their transition to professional practice. Also, preparation for the regional clinical licensure examination is provided.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 1142, DENH 2240, DENH 2241, and DENH 2264. Corequisite: DENH 2243.

DENH 2243 - Clinic 3 (6 cr)

Providing comprehensive care for diverse patient populations is critical for independent practice as entry-level dental hygienists. Through clinical practice, students become competent in dental hygiene process of care, advanced instrumentation skills, time management, and pain control strategies. Students apply critical thinking, professionalism, and clinical decision-making while integrating evidence-based practices. Clinical performance is evaluated during each session, ensuring continuous progress in skill development and confidence building related to providing safe, ethical, and high-quality oral healthcare in various clinical settings.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 2240, DENH 2241, and DENH 2264. Corequisite: DENH 2242.

DENH 2252 - Clinical Radiology 1 (1 cr)

Radiographs are an essential component of the assessment, diagnosis, education and treatment of disease in the dental hygiene process of care. The students practice and develop their dental radiographic technique in the radiology clinic. Students develop radiographic interpretation skills through communication with the patient, dentist and clinical assignments.

Prerequisite: Acceptance into Dental Hygiene Program and DENH 1150. Corequisite: DENH 2241.

DENH 2254 - Clinical Radiology 2 (1 cr)

Radiographs are an essential component of the assessment, diagnosis, education and treatment of disease in the dental hygiene process of care. The students practice and develop their dental radiographic technique in the radiology clinic. Students develop radiographic interpretation skills through communication with the patient, dentist and clinical assignments.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 1150, and DENH 2252. Corequisite: DENH 2243.

DENH 2263 - Pain Management (2 cr)

Understanding the pharmacology of nitrous oxide-oxygen and local anesthetic agents is fundamental to administering them. Students learn to recognize and manage potential complications and emergencies. Proper injection techniques and locating anatomical landmarks are key skills the dental hygienist learns to minimize patient discomfort and anxiety to ensure a comfortable patient experience. This course satisfies the Minnesota Board of Dentistry certification requirements for local anesthesia and nitrous oxide-oxygen administration.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 1142, DENH 1162, and BIOL 2042.

DENH 2264 - Periodontics for the Dental Hygienist (2 cr)

Periodontal diseases are multi-factorial bacterial infections within the oral cavity that affects over half of the U.S. population. Periodontal diseases not only affect the oral cavity but can impact other parts of the body. Periodontics is the branch of dentistry which encompasses the prevention, diagnosis, and treatment of diseases of the supporting and surrounding tissues of the teeth. Dental Hygienists play a critical role in the assessment, classification, and treatment of these diseases. Students learn concepts that are directly applicable to the dental hygiene process of care, including assessment, dental hygiene diagnosis, planning, implementation, evaluation, and documentation.

Prerequisite: Acceptance into Dental Hygiene Program, DENH 1112, DENH 1142, DENH 1143, and BIOL 2043. Corequisite: DENH 2240 and DENH 2241.

DENH 2266 - General and Oral Pathology (2 cr)

Recognizing the signs of system disease, oral disease, and oral cancer are important aspects of disease prevention and management of health. The observation and description of oral lesions is paramount in the recognition and referral for oral cancer. Students learn the etiology, histology, clinical signs and symptoms associated with oral disease and systemic disease intersections. An understanding of the diagnostic process guides the dental professional and the patient in making informed health decisions.

Prerequisite: Acceptance into Dental Hygiene Program and DENH 1112. Corequisite: DENH 2240, DENH 2241, and DENH 2264.

DENH 2281 - Preventive Concepts in Community Dental Health (3 cr)

Education in the core functions of public health, evidence-based prevention strategies, research methodology, epidemiology, and health promotion strategies, equip the dental hygienist with the knowledge and skills for community dental care. Students learn about the important role they play in public health policy, advocacy and improving access to care. Through designing, implementing, and evaluating an interprofessional, community-based oral program, students gain competence to serve community and alternative practice settings.

Prerequisite: Acceptance into Dental Hygiene Program.

DENH 2900 - Topics (1-4 cr)

Skill development in various special areas of dental hygiene; intended for second-year dental hygiene students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

EAP English for Academic Purposes

EAP 0750 - EAP Grammar and Writing (5 cr)

This course for English Language Learners provides instruction in Intermediate-level grammar and writing. Topics include verb tenses, sentence skills, mechanics, and paragraph writing.

Prerequisite: Writing sample. Offered: Fall, Spring.

EAP 0850 - Reading and Vocabulary (3 cr)

This course for English Language Learners improves reading skills by building vocabulary, an effective reading process, and connections between grammar, morphology, and meaning.

Prerequisite: Writing sample. Offered: Fall, Spring.

EAP 0960 - College Communication for English Language Learners (6 cr)

This course for English Language Learners provides instruction in the reading, writing, listening, and speaking skills necessary for success and self-advocacy in college, workplace, and community settings. Topics include grammar and vocabulary, paragraph and short essay writing, responding to diverse texts, note-taking, and giving classroom presentations.

Prerequisite: EAP 0750 (C/P or higher) and EAP 0850

(C/P or higher); or writing sample. Offered: Fall, Spring.

EAP 1100 - College Writing for English Language Learners (2 cr)

This course for English Language Learners is a corequisite with ENG 1101: College Writing. It provides instruction in the reading and writing skills necessary for English Language Learners to complete College Writing successfully. Topics include grammar and vocabulary, responding to diverse texts, essay writing, and research skills.

Prerequisite: EAP 0960 (C/P or higher) or writing sample. Offered: Fall, Spring.

ECON Economics

ECON 1100 - Personal Finance (3 cr)

A survey of cash management, credit management, housing, taxes, insurance, investing, and retirement planning. Tools and strategies for making responsible financial decisions and improving one's financial well-being. How to craft financial plans consistent with one's goals and values.

Offered: Fall, Spring.

ECON 1400 - Essentials of Economics (3 cr)

Trying to understand economic developments and how they might affect you? Essentials of Economics will give you the tools to make sense of economic news, make better decisions, and be a more informed voter. It is designed to give students the highlights of microeconomic and macroeconomic principles, and illustrate them through discussions of current economic policies, issues and problems. Note: This class does not satisfy major or minor economics requirements and is not intended to satisfy the entrance prerequisites for most 4-year programs in economics, business, and accounting.

ECON 1900 - Topics in Economics (1-3 cr)

Examination of a special topic in economics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ECON 2201 - Principles of Microeconomics (3 cr)

Theories of how various types of product, service, and resource markets operate and resulting implications for public policy. Decision-making by consumers, business firms, and government. Price determination, resource

allocation, and income determination via markets.

Offered: Fall, Spring.

ECON 2202 - Principles of Macroeconomics (3 cr)

Theories that explain the overall performance of the economy. Measurement of national income, unemployment, and inflation; role of money and the banking system. Policies that stabilize the economy and promote economic growth. International trade and finance within the framework of the global economy.

Offered: Fall, Spring.

ECON 2900 - Topics in Economics (1-3 cr)

Examination of a special topic in economics; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

EDUC Education

EDUC 1101 - Introduction to Education (4 cr)

Teaching is essential for shaping minds, fostering critical thinking, and preparing individuals to navigate and contribute to an ever-changing world. Students explore the essential roles of teachers and students within the educational landscape and delve into the structure of schools. Students gain insights into effective curriculum design and classroom management strategies that make a difference and learn about key learning theories and the historical evolution of education, providing vital context for today's practices. Additionally, students study the laws and policies that shape educational systems and examine the importance of professionalism in teaching. A field experience in a K12 classroom allows students to observe a licensed teacher and reflect on their learning.

Offered: Fall, Spring.

EDUC 1102 - Education Field Experience (1 cr)

Mastering instruction takes time and begins with observing seasoned educators. Engaging in guided classroom observations allows students insight into the realities of teaching and learning in diverse educational settings. Through direct exposure to instructional practices, classroom management, and student interactions, participants begin to connect educational theory with real-world application. Students are assessed through reflective writing, discussion, and analysis of observed experiences.

Prerequisite: EDUC 1101 Introduction to Education (that

did not include field work). Offered: Fall, Spring.

EDUC 2101 - Education Technology (3 cr)

Explore the multifaceted role of information and technology in education, emphasizing the critical social, ethical, and legal considerations involved. Learn to advocate for the safe and responsible use of digital resources, mastering effective documentation practices and respectful engagement on social media. Students engage in hands-on experiences with interactive software and instructional design principles and create dynamic lesson plans that elevate learning and assessment strategies. Students gain proficiency with current and emerging technologies and feel empowered to communicate with stakeholders in the K-12 environment while continually enhancing their tech skills. This course prepares aspiring educators to meet modern challenges while also enriching the learning experience for their students through technology integration.

Prerequisite: EDUC 1101 (C or higher). Offered: Fall, Spring.

EDUC 2222 - Multicultural Education and Human Relations in Schools (3 cr)

Explore the intricate dynamics of multiculturalism within K-12 education, focusing on the diverse experiences and identities of students. By addressing the roots of bias and discrimination, aspiring educators are equipped to recognize and disrupt oppressive systems while nurturing positive social identities among their students. Through an examination of racial and ethnic histories, teacher candidates gain valuable insights into the social struggles of marginalized groups, including Indigenous peoples and communities of color. By evaluating cultural influences on learning and the impact of intersectionality, teacher candidates are empowered to create equitable educational environments that celebrate diversity and promote social justice. Aspiring educators learn to appreciate the unique assets that each individual brings to the classroom, emphasizing the importance of aligning educational practices with cultural backgrounds to foster meaningful learning connections.

Prerequisite: EDUC 1101 (C or higher). Offered: Fall, Spring.

EDUC 2223 - Foundations of Instruction (2 cr)

Foundations of Instruction will allow students to apply their knowledge of cognitive, moral, social, emotional and physical development, and individual variations, to instructional strategies and learning activities. Students

will be able to create appropriate lessons and learning activities given the levels of development of children. A grade of C or higher is required in EDUC 1101 in order to register for this course.

Prerequisite: EDUC 1101 (C or higher). Offered: Fall, Spring.

EDUC 2331 - Professional Practice and Design of Individual Education Programs (2 cr)

This course will introduce teacher candidates to different aspects of being a Special Educator, including writing Individualized Education Program plans, communicating and working collaboratively, addressing strategies for working with paraprofessionals, and developing an understanding of collaboration, including co-teaching in the classroom to assist student learning and communicating effectively with parents and co-teachers. A grade of C or higher is required in EDUC 1101 and EDUC 2408 in order to register for this course.

Prerequisite: EDUC 1101 (C or higher) and EDUC 2408 (C or higher). Offered: Fall, Spring.

EDUC 2408 - Introduction to Special Education (4 cr)

Explore the essential role of special education in creating inclusive learning environments that address diverse learning needs. Students will examine the laws and policies that protect the rights of individuals with disabilities, investigate the various types of disabilities, and learn effective methods for identifying students with disabilities. By examining how disabilities intersect with other demographic factors, students will develop a more comprehensive view of the challenges these individuals face. Additionally, the course emphasizes the importance of collaboration among all stakeholders, equipping aspiring educators with the skills to communicate effectively. Through the study of laws and legislation, case studies, first-hand accounts, and discussions, students will prepare to work with individuals with disabilities in K12 educational settings.

Prerequisite: EDUC 1101 (C or higher) . Offered: Fall, Spring.

EDUC 2409 - Educational Psychology (4 cr)

Educational Psychology examines the complex processes that underlie learning, motivation, and development in educational settings. Focusing on cognitive, social, and moral development, the course explores how students grow and change over time, both individually and in social contexts. Students analyze major theories of learning, including behavioral and cognitive approaches, to

understand diverse ways students process information and acquire new skills. Special attention is given to motivational strategies, helping future educators inspire students' curiosity and commitment to learning. Effective classroom management techniques are also highlighted, preparing students to create positive, inclusive environments conducive to learning. Practical applications, such as planning and differentiating instruction, enable students to align teaching practices with developmental and cognitive needs. By critically engaging with educational research methods, students learn to make evidence-based decisions that support successful learning outcomes for all students.

Prerequisite: EDUC 1101 (C or higher) and PSYC 1109 (C or higher). Offered: Fall, Spring.

ENGC English Composition

ENGC 0800 - Fundamentals of Writing (4 cr)

This course focuses on the skills needed to produce paragraphs and short essays. During the semester, students 1) read and critically evaluate a variety of texts; 2) understand the planning and writing process for paragraphs and short essay writing; 3) communicate clear ideas, developing paragraphs with main points, supporting details, and logically sequenced sentences; 4) develop conventional grammatical sentence structure, punctuation, and spelling; 5) practice strategies to develop vocabulary and word usage skills; 6) create documents using word processing software. Grading options are A-F or Pass/No Credit. A grade of Pass/C or better is required to register for ENGC 0900.

Prerequisite: Placement into ENGC 0800 and eligible for READ 0860 or a Pass/C or higher in EAP 0760 and eligible for READ 0860. Offered: Fall, Spring.

ENGC 0860 - Integrated Reading and Writing 1 (6 cr)

Normandale's Integrated Reading and Writing program values students' diverse needs and experiences to empower them to develop agency and literacy in college and in life. In this specific course, which focuses on developing literacies, students will practice reading and writing in a variety of situations. Students will explore a variety of texts and their contexts by asking questions and pursuing answers through their own lived experience as well as others' ideas. Students will begin to develop reading and writing processes that build on and overlap with each other, which will help facilitate academic success. Through this process of integrated reading and writing, students will experience the transformative nature of literacy and its

power to promote equity and justice. Grading method is A/F, with the option of Pass/No Credit.

Prerequisite: Completed EAP 0760 with a C/P or higher and EAP 0855 with a C/P or higher; OR placement into non-EAP coursework via HS GPA <2.0, ACCUPLACER Next Gen Read score <235, ACCUPLACER Classic Read score <60; OR ACCUPLACER Classic ESL Reading Skills score 97-109. Offered: Fall, Spring.

ENG 0900 - Preparation for College Writing (4 cr)

This course focuses on writing skills needed to write essays. During the semester, students 1) understand the planning and writing process for thesis-focused, multi-paragraph essays; 2) develop ideas in paragraphs containing a topic sentence, clear order, adequate detail, transitions, and a conclusion; 3) become familiar with the basic process of research and citation; 4) demonstrate conventional grammatical sentence structure, punctuation, and spelling; 5) move towards college-level vocabulary and usage. Sources for writing model analysis and study include published articles and essays and assigned student work. Grading options are A-F or Pass/No Credit. A grade of Pass/C (or higher) is required to register for ENG 1101.

Prerequisite: ENG 0800 (Pass/C or higher) and eligible for READ 0960 or eligible for ENG 0900 and READ 0960. Offered: Fall, Spring.

ENG 0960 - Integrated Reading and Writing 2 (6 cr)

Normandale's Integrated Reading and Writing program values students' diverse needs and experiences to empower them to develop agency and literacy in college and in life. In this specific course, which focuses on literacy proficiency, students will practice reading and writing in a variety of situations with specific attention to various academic disciplines. Students will explore a variety of texts and their contexts by asking questions and pursuing answers through their own lived experience as well as introductory research practices. Students will develop proficiency in reading and writing processes that build on and overlap with each other, which will help facilitate academic success. Through this process of integrated reading and writing, students will experience the transformative nature of literacy and its power to promote equity and justice. Grading method is A/F, with the option of Pass/No Credit.

Prerequisite: Completed ENG 0860 with a C or higher; OR placement into non-EAP coursework via HS GPA 2.0 or higher, ACCUPLACER Next Gen: Read 235-249, ACCUPLACER Classic: Read 60-77; OR ACCUPLACER

Classic: ESL Reading Skills 110-120. Offered: Fall, Spring.

ENG 1100 - College Writing Plus (1 cr)

The course pairs with ENG 1101: College Writing as a way to offer students more support and new ways of approaching writing. This course will provide students enrolled in College Writing with more one-on-one time with faculty to get deeper feedback and more in-class time to develop writing skills. Each class will have a specific focus, which will be described in the notes for the class. This focus for the course will be used to explore non-traditional ways of approaching college writing to help students gain confidence in their writing and develop a writing process grounded in the knowledge they bring to the class. This course will also examine the context for the language and forms of writing used in academic discourse to help students understand the broader picture of the English language.

Prerequisite: ENG 0960 (C/P or higher) or ENG 0900 (C/P or higher) and READ 0960 (C/P or higher) or placement into ENG 1101. Corequisite: ENG 1101. Offered: Fall, Spring.

ENG 1101 - College Writing (4 cr)

Writing is the foundation for success in any college course: it sharpens our argument skills, increases our precision with language, and helps us see the world differently. This course focuses on critical thinking and writing skills necessary in college and professional writing through text analyses and argument strategies. Students 1) study the writer's purpose, audience, and rhetorical structure in a variety of genres and college-level texts, 2) organize and develop clear, thesis-driven logical arguments in various personal and academic essays, 3) find sources, synthesize, and document information in research-based academic essays, and 4) demonstrate proficient command of English writing conventions.

Prerequisite: ENG 0960 (C- or better) or placement into College Writing Level (ENG 1101). Offered: Fall, Spring.

ENG 1900 - Topics in Composition (1-4 cr)

Examination of a special topic or field in composition. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ENG 2020 - Advanced Grammar (3 cr)

This course presents an overview of basic to advanced grammar concepts, their functions, and their varied and appropriate usage in written English at different levels. It also incorporates various explanations of how grammar is learned. Additional topics may include language acquisition and its cultural contexts.

Prerequisite: ENG 1101 and eligible for READ 1106.
Offered: Spring.

ENG 2102 - Business and Technical Writing (3 cr)

Students will explore the forms of business and technical writing common in the professions through documents such as memos, emails, reports, proposals, instructions, sales messages, and technical descriptions. Students will produce documents while focusing on document design, ethical principles in communication, and developing of a keen sense of audience, purpose, and author through informed research.

Prerequisite: ENG 1101. Offered: Fall, Spring.

ENG 2900 - Topics in Composition (1-4 cr)

Examination of a special topic or field in composition. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ENGL English Literature

ENGL 1000 - Introduction to Literature (3 cr)

Literature is the lifeblood of culture, history, and language. Studying it deepens our connections with ourselves and each other. Students respond to, critically analyze, and form connections with texts from various literary genres including fiction, poetry, and drama. Through class discussions and evidence-based literary arguments, students interpret a variety of literary works, their structures, and their cultural contexts.

Prerequisite: ENG 0860 (C/P or higher); or placement into ENG 0960.

ENGL 1021 - Literary Magazine (3 cr)

By reading, discussing and evaluating contemporary works written in a variety of genres, enrolled students will develop a critical appreciation for literature as a living art form and become "literary citizens," taking part in the reading, writing, publication and discussion of creative work through their work on the student literary journal,

The Paper Lantern.

Prerequisite: Eligible for ENG 0900 and READ 0960.
Offered: Fall, Spring.

ENGL 1120 - Graphic Novels (3 cr)

Students will read, discuss, and analyze graphic novels from a variety of genres in terms of the interplay of word and image central to this narrative medium. Analysis will include looking at the ways graphic novels represent popular culture, politics, philosophy, history, social issues, and personal identity across multiple cultures.

Prerequisite: Eligible for ENG 1101 and READ 1106.

ENGL 1130 - Literature of Diversity (3 cr)

Studying the literature of American cultural groups expands our understanding of them and our place within them. Students explore literature written by Americans who have traditionally been under-represented, including African Americans, Asian Americans, Latinx Americans, Native Americans, and others. Various literary periods and genres are discussed and analyzed in their socio-cultural and historical contexts, with the ultimate goal of evaluating the United States' response to group differences.

Prerequisite: ENG 0960 (C/P or higher) or EAP 1100 (C or higher), or placement into College Level Reading and College Level Writing (ENG 1101). Offered: Fall, Spring.

ENGL 1140 - Gender and Literature (3 cr)

Read, discuss, and write about works of literature from a gender-focused perspective. Topics students may explore include literary images of men and women, representations of gender in literature, portrayals of gender-based attitudes and values, and the ways in which writing can change conventional views of gender.

Prerequisite: Eligible for ENG 1101 and READ 1106.
Offered: Fall, Spring.

ENGL 1170 - Modern World Literature (3 cr)

Literature is a global phenomenon, with authors across the world influencing culture, language, and ideologies transnationally. Texts include fiction, poetry, and drama by selected authors from Latin America, Continental Europe, Africa and the Middle East, and Asia and the South Pacific. Students study these texts within their diverse cultural and historical contexts, including selected literary movements, focusing primarily on literature written from the early 18th century to the present.

Prerequisite: ENGC 0960 (C/P or higher); or EAP 1100 (C or higher); or placement into College Level Reading and placement into ENGC 1101.

ENGL 1175 - Myths and Legends (3 cr)

Students will study the myths and legends of ancient, classical, and medieval cultures from various parts of the world. Topics of study may include written works, transcriptions of oral works, and sacred texts, as well as contemporary re-imaginings of such works.

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Fall, Spring.

ENGL 1186 - Introduction to Poetry (3 cr)

Poetry is a verbal art form universally understood to be one of a culture's highest forms of expression, truth, and questioning. Students explore the way poets use words in concentrated form to convey sensory, emotional, imaginative, and intellectual experience. Students practice close and full reading of a variety of poems, noting imagery, figurative language, sound, and tone.

Prerequisite: ENGC 0960 (C/P or higher); or EAP 1100 (C or higher); or placement into College Level Reading and placement into ENGC 1101.

ENGL 1188 - Introduction to Short Stories (3 cr)

Students will explore the short story form and its various effects. Students will improve critical reading and thinking skills by reading a variety of short stories, examining the essential techniques of short fiction, and considering multiple perspectives on a work of fiction.

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Fall, Spring.

ENGL 1189 - Introduction to the Novel (3 cr)

Novels unlock vast worlds to the reader by transporting them to times and places they would never otherwise experience. We explore the novel as a literary form by reading, examining, and discussing a variety of examples. We analyze the genre's features using literary vocabulary, such as plot, narration, characters, setting, and dialogue. Our analysis also considers important themes, social and historical contexts inherent in novels, and multiple perspectives on a work. Such study develops empathy and awareness of diverse human experiences.

Prerequisite: ENGC 0960 (C/P or higher); or EAP 1100 (C or higher); or placement into College Level Reading and placement into ENGC 1101.

ENGL 1900 - Topics in Literature (1-4 cr)

Examination of a special topic or field in literature. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ENGL 2000 - Introduction to Literary Studies: Writing About Literature (3 cr)

This course introduces students to the discipline of literary studies, focusing on writing about literature using multiple critical lenses. The students write increasingly sophisticated essays analyzing literature and synthesizing critical sources while developing their understanding of audience and tone in writing.

Prerequisite: ENGC 1101 (C or higher) and eligible for READ 1106. Offered: Fall.

ENGL 2060 - Children's and Young Adult Literature (3 cr)

Throughout history, children's stories have been an evolving means of passing on important values and ideas. Students study literature written for children and young adults to effectively select, evaluate, and appreciate. Course material includes various formats and genres. Through discussion and literary analysis, students will study the following: supporting young readers' selection of and responses to literature, learning the history of children's and young adult literature, responding to censorship and controversies, and introducing children and young adults to books about diversity and works by under-represented populations and from a variety of cultures.

Prerequisite: ENGC 1101.

ENGL 2120 - Shakespeare (3 cr)

Studying William Shakespeare's writing is a journey of discovery. This course is designed to start students on that journey as they discover the power of Shakespeare's language as well as his uncanny and modern insight into human nature. Students will read, discuss, and write about Shakespeare's plays and poems.

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Fall, Spring.

ENGL 2125 - Novels of Jane Austen (3 cr)

Students examine the six major novels of Jane Austen in sequence (*Northanger Abbey*, *Sense and Sensibility*, *Pride and Prejudice*, *Mansfield Park*, *Emma*, and *Persuasion*).

This course offers an excellent opportunity to chart how an author develops the skills of characterization and plot development.

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Fall, Spring.

ENGL 2127 - Sherlock Holmes and the Victorian Age (3 cr)

This course examines classic literary works of the Victorian era through the lens of the Sherlock Holmes series of detective stories, investigating key themes and concerns of the age such as social class, the status of women and children, the role of science, and ethics as they are represented in literature of the period.

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Fall.

ENGL 2130 - African American Literature (3 cr)

Beginning with Phyllis Wheatley's poetry and progressing through slave narratives, the Harlem Renaissance, and into contemporary literature, we explore African American experience through writing as a critical part of the socio-cultural and historical fabric of the United States and its literary traditions. We analyze various genres such as fiction, poetry, and drama in their historical, literary, and political contexts. Through discussion and writing, our examination of African American writers and their literature honors diverse cultural identities and communities, celebrates resilience, and illuminates the meaning and significance of literary works both on a personal and societal level.

Prerequisite: ENGC 0960 (C/P or higher); or placement into Writing College Level; or placement into READ 1106 and ENGC 1101.

ENGL 2133 - Native American Literature (3 cr)

Native American literatures, both oral and written, reflect the diversity of the more than 500 indigenous tribes and nations of what is now the United States. Beginning with traditional oral works that predate contact with Europeans, we then move through texts from the 17th century through the present day written by Native American authors. Through discussion and writing, we analyze works from a variety of genres in their historical, literary, and political contexts, noting how these works challenge Native American stereotypes, explore evolving identities, and celebrate the creativity and resilience of America's original peoples.

Prerequisite: ENGC 0960 (C/P or higher); or placement into Writing College Level; or placement into READ 1106 and ENGC 1101.

ENGL 2150 - American Literature: Beginnings to 1865 (4 cr)

American literature is a window into our past that teaches us about the foundations for beliefs, problems, and triumphs that persist to the present day. Focusing on four main literary genres—fiction, poetry, drama, and literary nonfiction—students explore authors from America's beginnings to the Civil War. We study what these authors' works meant to readers at the time and also analyze how they reflect core aspects of the American experience.

Prerequisite: ENGC 0960 (C/P or higher); or EAP 1100 (C or higher); or placement into College Level Reading and placement into ENGC 1101.

ENGL 2151 - American Literature: 1865 to Present (4 cr)

American literature is a window into our past that teaches us about the foundations for beliefs, problems, and triumphs that persist to the present day. Focusing on four main literary genres—fiction, poetry, drama, and literary nonfiction—students explore authors from the Civil War through present day. We study what these authors' works meant to readers at the time and also analyze how they reflect core aspects of the American experience.

Prerequisite: ENGC 0960 (C/P or higher); or EAP 1100 (C or higher); or placement into College Level Reading and placement into ENGC 1101.

ENGL 2160 - British Writers 1 (4 cr)

Students will read works written by a variety of authors from the Middle Ages through the 18th century.

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Fall.

ENGL 2161 - British Writers 2 (4 cr)

Students will read works by a variety of authors of the 19th and 20th centuries.

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Spring.

ENGL 2174 - African Literature (3 cr)

Students will study a range of African Literature in English, exploring distinctive features of several African regions. Focusing mainly on fiction genres (novels, short

stories, drama) and poetry, the instructor may also use some non-fiction, including memoir, critical essays, and contextual documents. As part of their study, students will analyze these texts within their cultural and historical contexts. The course will primarily focus on literature written during the modern period (1700 - present).

Prerequisite: Eligible for ENGC 1101 and READ 1106.
Offered: Spring.

ENGL 2900 - Topics in Literature (1-4 cr)

Examination of a special topic or field in literature. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ENGR Engineering

ENGR 1020 - Introduction to Engineering Design (4 cr)

There are many engineering disciplines, but common to all is the design process. Tailored to first-year students in engineering disciplines, students are exposed to key skills used by practicing engineers in the design process, including visual, written, and oral communication, as well as computer-based design tools. Students will engage in substantial design projects, including prototyping, construction, and robotics.

Prerequisite: MATH 1100 (C or higher) or placement into MATH 1500. Offered: Fall, Spring.

ENGR 1900 - Topics in Engineering (1-4 cr)

An examination of a special topic in engineering; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

ENGR 2015 - Linear Circuit Analysis (4 cr)

This course introduces linear circuit analysis with emphasis on audio applications and signals. Topics include: physical principles underlying circuit element models; resistive circuits; Kirchhoff's laws; independent and dependent sources; node- voltage and mesh-current methods; operational amplifiers; inductors and capacitors; and first- and second-order circuits. Laboratory includes experiments with simple circuits and audio electronics, and familiarization with measurement tools and equipment. Lecture 3 hours; lab 2 hours.

Prerequisite: PHYS 1121 (C or higher) and PHYS 1122 (C or higher) or concurrent registration, and MATH 1520 (C or higher), MATH 2520 (C or higher) or concurrent

registration, or consent of instructor . Offered: Fall, Spring.

ENGR 2016 - Steady-state Circuit Analysis (1 cr)

This course introduces phasor- and frequency-domain techniques for steady-state circuit analysis. Topics include: complex numbers and phasors; complex power; an introduction to Fourier series; RLC circuits; and basic filters. Laboratory includes experiments with active audio filters.

Offered: Fall, Spring.

ENGR 2017 - Linear and Steady-State Circuit Analysis (5 cr)

An introduction to linear circuit analysis and steady-state circuit analysis. Students will learn how to build and analyze circuits in order to make predictions about their behavior. Laboratory includes experiments with circuits and familiarization with measurement tools and equipment.

Prerequisite: PHYS 1122 (C or higher), MATH 1520 (C or higher). Offered: Fall, Spring.

ENGR 2096 - Internship in Engineering (2-4 cr)

This internship course explores careers and training in a supervised work setting and combines theory with field experience in Engineering. A student works 45 hours per credit at the internship site under the direction of the site supervisor and completes academic work in consultation with the faculty mentor. A student may choose to earn 2 to 4 credits.

Prerequisite: Previous coursework in Engineering and consent of instructor and the Center for Experiential Education. Offered: Fall, Spring.

ENGR 2115 - Introduction to Analog & Digital Electronics (5 cr)

This course introduces techniques for transient and switching circuit analysis. Topics include: MOSFETs as amplifiers and switches; a continuation of Fourier series; Laplace transform and applications; transfer functions and frequency response; relationship between Fourier and Laplace techniques; complete response of active, first- and second-order filters. Laboratory includes experiments with active electronic filters. Lecture 4 hours; lab 2 hours.

Prerequisite: ENGR 2016 (C or higher), PHYS 1122 (C or higher), MATH 2520 (C or higher), and ENGC 1101 (C or higher), or instructor consent. Offered: Spring.

ENGR 2231 - Thermodynamics (3 cr)

An introductory course in engineering thermodynamics focusing on the principles of mass and energy conservation, entropy balance, and thermodynamic cycles, including power, refrigeration, and heat pump systems. These principles are applied to the analysis of modern engineering systems.

Prerequisite: CHEM 1061 (C or higher), MATH 1510 (C or higher). Offered: Fall.

ENGR 2235 - Statics (3 cr)

An introduction to the principles of engineering statics focusing on the application of equilibrium principles to simple trusses, frames, and machines, as well as analysis of distributed loads and internal forces in beams. Static friction in square-threaded screws, bearings, and belts are also introduced. Students will gain practical insights into real-world engineering scenarios.

Prerequisite: PHYS 1121 (C or higher), MATH 1510 (C or higher). Offered: Fall.

ENGR 2236 - Dynamics (3 cr)

An introductory course in engineering dynamics focusing on the kinematics and kinetics of particles and rigid bodies in the plane, Newton's laws, energy and momentum methods, planar linkages and mechanical vibrations. Students will gain a strong foundation for understanding the motion and forces within mechanical systems.

Prerequisite: PHYS 1121 (C or higher), MATH 1520 (C or higher). Offered: Spring.

ENGR 2301 - Introduction to Digital Logic Design A (2 cr)

This is the first half of an introduction to digital logic design. It is recommended for mechanical, aerospace, computer, and electrical engineering students. Topics include Boolean algebra, logic gates, Karnaugh mapping, and analysis and design of combinational-logic circuits. This course meets the first half of the semester.

Prerequisite: MATH 1510 (C or higher) or concurrent registration. Offered: Fall.

ENGR 2302 - Introduction to Digital Logic Design B (2 cr)

This is the second half of an introduction to digital logic design. It is recommended for computer and electrical engineering students. Topics include: logic simplification, sequential logic, HDL modeling, and analysis and design of synchronous sequential logic circuits, VHDL modeling, and design of digital logic circuits. This course meets for the second half of the semester. Lecture 3 hours; lab 2 hours.

Prerequisite: ENGR 2301 (C or higher). Offered: Fall.

ENGR 2331 - Deformable Body Mechanics (3 cr)

An introduction to the linear stress-strain behavior of engineering materials, building upon principles from engineering statics. Topics include the analysis of stresses due to uniaxial loading, bending, and torsion, as well as stress transformations, beam deflections, indeterminate structures and column buckling. Students will gain practical insight into real world engineering scenarios.

Prerequisite: ENGR 2235 (C or higher). Offered: Spring.

ENGR 2900 - Topics in Engineering (1-4 cr)

An examination of a special topic in engineering; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

ENGT Engineering Technology

ENGT 1014 - Safety (2 cr)

This course is designed to align with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Safety. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others.

Offered: Fall, Spring.

ENGT 1018 - Manufacturing Processes and Production (2 cr)

This course is designed to prepare students for the Manufacturing Skill Standards Council's (MSSC) Manufacturing Processes and Production Certification Assessment. The course curriculum is based upon federally endorsed national standards for production workers. This

course emphasizes Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service.

Offered: Fall, Spring.

ENGT 1022 - Quality Practices & Measurement (2 cr)

This course is designed to prepare students for the Manufacturing Skill Standards Council's (MSSC) Quality Certification Assessment. The course curriculum is based upon federally endorsed national standards for production workers. Emphasis is on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product.

Offered: Fall, Spring.

ENGT 1026 - Maintenance Awareness (2 cr)

This course is designed to prepare students for the Manufacturing Skill Standards Council's (MSSC) Maintenance Awareness Certification Assessment. The course curriculum is based upon federally endorsed national standards for production workers. This course introduces the concepts of Total Productive Maintenance (TPM) and preventative maintenance. Students are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems.

Offered: Fall, Spring.

ENGT 1050 - Bridging Engineering and Education (3 cr)

This course is a hands-on engineering experience, intended for elementary education majors, which covers topics in science, engineering, and technology with an emphasis on understanding what engineers do and how they make a world of difference. Students will learn that with some creativity and knowledge of the engineering design process, everyone can engineer. Topics that may be covered include: weather, water, simple machines, sound, plants, energy, and electricity; with corresponding engineering fields of mechanical, environmental, industrial, acoustical, package, green, and electrical. The structure and philosophy of engineering curricular materials, engineering activities, and appropriate instructional strategies will be emphasized in this course. Students will be prepared to deliver the Minnesota engineering standards in elementary math and science classes.

Prerequisite: Minimum of 6 credits in both college-level math and science or instructor approval. Offered: Spring.

ENGT 1153 - AC/DC Circuits (4 cr)

A survey course designed to give understanding to the relationships of work, power, energy, and electrical charge as well as to the relationships of voltage, resistance, current, and capacitance. A laboratory experience includes analyzing basic series, parallel AC and DC circuits; identification and application of electronic components; gaining competence using electronic measuring instruments.

Prerequisite: MATH 1100 (C or higher) or eligible for MATH 1500. Offered: Fall.

ENGT 1180 - Manufacturing Processes (2 cr)

Manufacturing processes are technology-based operations which realize the transformation of various raw input materials into a physical product. This course provides an overview of the types of materials used to create products and the basic manufacturing processes involved in manipulating those materials. Other critical functions performed in a manufacturing environment will be discussed such as statistical process control, transportation, and packaging.

Prerequisite: MATH 0700 or concurrent registration or eligible for MATH 1100 and eligible for ENGC 1101 and eligible for READ 1106. Offered: Spring.

ENGT 1184 - Fluid Mechanics (3 cr)

This course addresses fundamental concepts in fluid mechanics and introduces algebraic-based methods for modeling the behavior of fluids under static and dynamic conditions. Applications of hydraulic and pneumatic systems illustrate the significance of fluid power technology integration in support of various engineering systems. Laboratory activities examine physical characteristics and properties of fluid systems, fluid flow, fluid power, energy storage in fluid systems and behavior of pneumatic and hydraulic systems.

Prerequisite: MATH 1100 (C or higher) or eligible for MATH 1500. Offered: Spring.

ENGT 1290 - Measurement and Process Control (2 cr)

Industrial manufacturers apply a variety of statistical-based techniques to more effectively address the quality of product design and production outcomes. This course examines how manufacturers make decisions about what product and process data to collect and how they assess the

adequacy of the measurement system. Students will set up and interpret histograms and process control charts to identify chance or assignable variation in a collected data set. Students will run a design of experiments study to determine the impact key design and process parameters have on system performance.

Prerequisite: Eligible for MATH 1100 and ENGC 1101 and READ 1106. Offered: Fall, Spring.

ENGT 1513 - Digital Electronics Technology (PLTW™) (3 cr)

Digital Electronics which is based on curriculum developed by Project Lead the Way (PLTW) is an introduction to several foundation concepts in digital electronics design. Students complete a variety of activities and projects to discover how engineers and technicians use mathematics, science, and technology in an engineering problem-solving process to create and evaluate solutions for specified tasks.

Prerequisite: ENGT 1511, ENGT 1153 and eligible for ENGC 1101. Offered: Spring.

ENGT 1516 - Biotechnical Engineering (3 cr)

Introduction to the diverse fields of bio-chemistry, bio-engineering, and bio-medical device engineering through the integrated application of biology, physics, technology, and mathematics. Students complete projects related to the following topics: DNA modeling, pathogen identification, forensic science, bioreactions and bio-processing, orthopedics and cardiovascular devices. Lecture 2 hours; lab 2 hours.

Prerequisite: Eligible for MATH 1100 or high school Algebra 2 (B or higher), and eligible for ENGC 1101 or READ 1106. Offered: Spring.

ENGT 2188 - Electronics and Automation (4 cr)

This course provides an introduction to automation with a focus on the operation, maintenance, and troubleshooting of automated systems in industrial settings. An understanding of the essential mechanical, electrical, and software sub-system technologies integrated as a fully functional automated system is developed. A short unit on electronics provides foundation for learning the digital-based communication interfaces. The function of sensors, actuators, and controllers is addressed. Project work will provide hands-on opportunities to experience the characteristics and behaviors of automated systems.

Prerequisite: ENGC 1101, ENGT 1153. Offered: Spring.

ENGW Creative Writing

ENGW 1111 - Introduction to Creative Writing (3 cr)

Unleash your imagination! Creative writing allows us to explore our own creativity through writing—which often involves processing our own experiences, values, and aesthetic sensibilities—while also creating a meaningful experience for readers. Students study and write imaginatively in a variety of genres—play and screen writing, short fiction, poetry, and creative nonfiction as selected by the professor. Students also read and respond to imaginative writing and to student work in progress.

Prerequisite: ENGC 1101 .

ENGW 1900 - Topics in Creative Writing (3 cr)

Examination of a special topic or field in creative writing. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

ENGW 2112 - Poetry Writing (3 cr)

This course focuses on the writing and study of contemporary poetry. Students will compose original poetry, respond to classmates, and be introduced to form and technique in poetry.

Prerequisite: ENGC 1101. Offered: Fall, Spring.

ENGW 2113 - Fiction Writing (3 cr)

This course focuses on the writing and study of contemporary fiction. Students will compose original fiction, respond to classmates, and be introduced to form and technique in fiction.

Prerequisite: ENGC 1101 . Offered: Fall, Spring.

ENGW 2114 - Play and Screen Writing (3 cr)

This course focuses on the writing and study of contemporary drama. Students will compose original plays and/or screenplays, respond to classmates, and be introduced to form and technique in drama.

Prerequisite: ENGC 1101. Offered: Fall, Spring.

ENGW 2115 - Memoir/Non-Fiction Writing (3 cr)

This course focuses on the writing and study of contemporary creative nonfiction, including the sub-genres of memoir and the critical essay. Students will compose original essays, respond to classmates, and be introduced to form and technique in creative nonfiction.

Prerequisite: ENGC 1101. Offered: Fall, Spring.

ENGW 2800 - AFA Capstone (3 cr)

The Capstone course fulfills the Capstone requirement for the AFA in Creative Writing. In the course, students complete individualized creative writing projects, which may include fiction, drama, poetry, or creative nonfiction pieces, internships, or service learning projects.

Prerequisite: Acceptance into the AFA in Creative Writing program and successful completion of four required courses for the AFA in Creative Writing. Offered: Fall, Spring.

ENGW 2900 - Topics in Creative Writing (3 cr)

Examination of a special topic or field in creative writing. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

EXSC Exercise Science

EXSC 1000 - Aspects of Fitness (1 cr)

Provides students the fundamental components and concepts of physical fitness and health. Students will also learn strategies to help them begin, design, and maintain an exercise program to keep them fit for life. This is not an activity course. This course will be designed strictly for students who are enrolled in the Online AA degree program.

Offered: Fall, Spring.

EXSC 1102 - Badminton (1 cr)

Badminton is a lifelong sport that emphasizes hand-eye coordination and agility. Through practice and play, students develop technical skills as well as an understanding of the rules and strategies for both singles and doubles play. Students participate in drills as well as games to progress their abilities and knowledge of the sport.

EXSC 1103 - Bowling (1 cr)

Bowling is a lifetime sport that encourages balance, strength, flexibility and precision. Through practice, students develop their skills as well as their understanding of the rules and strategies of the game. Students participate in games to progress their bowling abilities and knowledge of the sport. There is an additional fee for this course.

EXSC 1104 - Boot Camp (1 cr)

Boot camp-style training principles and programming enhances strength, endurance, and mobility. These workouts are designed using training techniques to improve aerobic capacity, strength and flexibility related to fitness. Students learn graduated speed, agility and plyometric training.

EXSC 1105 - Fitness Yoga (1 cr)

Yoga is a lifelong practice to build strength, balance and mobility. Through a variety of yoga postures, students work the muscles and joints of their upper and lower body to systematically improve body awareness, flexibility, and strength.

EXSC 1112 - Tennis (1 cr)

Tennis is a lifelong sport that encourages hand-eye coordination and cardiovascular fitness. Through practice and play, students develop technical skills and an understanding of the rules and strategies for both singles and doubles play. Students participate in drills and games to progress their abilities and understand the game of tennis.

EXSC 1116 - Volleyball (1 cr)

Volleyball is a lifelong sport that emphasizes hand-eye coordination, agility and cardiovascular conditioning. Through practice and play, students develop technical skills as well as an understanding of the rules and strategies of the game. Students participate in drills and games to progress their abilities and knowledge of the sport.

EXSC 1118 - Soccer (1 cr)

Soccer is a worldwide sport emphasizing coordination and cardiovascular conditioning. Through practice and play, students develop technical skills and an understanding of the rules and strategies of the game. Students participate in drills and games to progress their abilities and knowledge of soccer.

EXSC 1128 - Team Sports and Exercise (3 cr)

Through group activities, participants learn about various fitness components and wellness concepts. Students explore lifestyle choices that address the multi-dimensional factors of wellness. Participation is required in a wide-variety of team sports to enhance students' leadership capabilities and physical activity levels.

EXSC 1129 - Fitness for Life 1 (2 cr)

A balanced exercise program that involves cardiovascular, strength, and flexibility components is necessary for a lifetime of health and fitness. Personalized fitness progress in this class is based on pre- and post-fitness testing. The topics of healthy lifestyle choices, nutrition, and weight management are introduced to complement a lifetime of individualized physical activity. This course is appropriate for all ages and fitness levels.

Offered: Fall, Spring.

EXSC 1130 - Fitness Walking/Jogging (1 cr)

Walking and jogging are lifestyle activities that people can do throughout their lives. Students learn how to implement healthy lifestyle choices using proven fitness concepts. They develop an individualized fitness walking/jogging program to strengthen the cardiovascular system, improve muscular strength, and enhance flexibility.

EXSC 1140 - Pickleball (1 cr)

Pickleball is a lifelong sport that emphasizes hand-eye coordination, balance, and agility. Through practice and play, students develop technical skills as well as an understanding of the rules and strategies for both singles and doubles play. Students participate in drills and games to progress their abilities and knowledge of the sport of pickleball.

EXSC 1151 - Rock Climbing (2 cr)

High-risk sports, such as rock climbing, require specialized indoor instruction to ensure safe and independent skill development in an outdoor setting. Through hands-on instruction with a skilled instructor, students learn various climbing techniques, terminology, knots, anchors, belaying, free climbing, and rappelling within a secure indoor setting. With a strong emphasis on safety, individuals assess their abilities and limitations related to climbing activities.

Offered: Fall, Spring.

EXSC 1153 - Backpacking and Wilderness Preservation (3 cr)

Backpacking is an outdoor sport that requires a diverse skill set to ensure safety and enhance enjoyment. Appropriate equipment and behaviors for various outdoor settings are introduced in the classroom before the camping experience. A strong emphasis on Leave No Trace principles, ecology, and environmental

concerns is applied to class discussions and backpacking practices. A 3-day, 2-night class camping trip is required for this course.

Offered: Fall, Spring.

EXSC 1200 - Beginning Weight Training (1 cr)

Weight training is foundational for lifelong wellness. Through the use of machines, free weights, and body weight exercises, students learn to create a safe and effective workout program. Students design and participate in a personalized strength training plan.

EXSC 1400 - Studio Cycling (1 cr)

Cycling is a lifelong cardiovascular activity which utilizes the core and all lower extremity muscles. Taught in a group-fitness format, classes involve continuous aerobic activity on indoor, studio cycling bikes. Proper body positions, heart rate training methods, basic and rhythmic drills, power pacing, and cool-down techniques will be emphasized.

Offered: Fall, Spring.

EXSC 1500 - Hiking (1 cr)

Hiking is a lifelong cardiorespiratory activity performed in a variety of outdoor settings. Equipment selection, map reading, and environmental landscape awareness are emphasized to ensure safety and enjoyment. This course includes off-campus instruction and participation.

Offered: Fall, Spring.

EXSC 1900 - Topics in Exercise Science (1-4 cr)

Skill development in various special areas of exercise science; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

EXSC 2253 - Advanced Backpacking and Outdoor Leadership (2 cr)

Good judgement and strong leadership skills are necessary for safe and effective group trip planning and facilitation. Basic backpacking skills and communication styles are reviewed and measured during practical experiences. Decision-making and problem-solving situations are practiced both in the classroom and during field experiences. This course requires an extended backpacking trip off-campus.

Prerequisite: EXSC 1153.

EXSC 2300 - Introduction to Exercise Science (3 cr)

Exercise science is a comprehensive discipline that involves exercise physiology, exercise and sports psychology, biomechanics, motor behavior, sociocultural aspects of sport and exercise, and sport nutrition. These topics will be emphasized in a lecture-based format as they relate to their social impact in society and related careers. Professional organizations and advanced degree programs will also be explored.

Offered: Fall, Spring.

EXSC 2305 - Exercise Physiology (3 cr)

Exercise physiology involves the scientific basis of exercise and its relationship to athletic performance. There is an emphasis in this class on the human body's physiological adaptation to external stressors, such as work, exercise, and environmental conditions. Information presented directly relates to fitness conditioning for athletes, non-athletes, and special populations, for a greater understanding of athletic performance limitations. Hands-on activities are incorporated to develop kinesiology-based skills applicable in personal training and physical education settings.

Offered: Fall, Spring.

EXSC 2310 - Foundations of Personal Training (3 cr)

This is a lecture-based, preparatory course for becoming a NSCA or ACSM Certified Personal Trainer, which demands a strong academic foundation in kinesiology for applying course concepts. Through a rigorous and comprehensive approach, students learn all aspects of client exercise and personal training by following the curriculum designed by the National Strength and Conditioning Association (NSCA) or American College of Sports Medicine (ACSM).

EXSC 2315 - Fitness Assessment and Exercise Prescription (3 cr)

Prescribing exercise for healthy and special populations involves an understanding of policies, procedures, and the physiological basis of fitness performance. Skills learned during practical experiences and data used from exercise testing help students produce safe and effective exercise prescriptions. Class activities will build a bridge to future employment in cardiac rehabilitation facilities, fitness centers, healthcare settings, coaching, and other exercise-focused settings.

Prerequisite: EXSC 2310. Offered: Spring.

EXSC 2330 - Applications of Personal Training (2 cr)

Personal training requires hands-on instruction and demonstration of strength, cardiovascular, and flexibility techniques to ensure a result-oriented experience for the client. Students perform assessments on individuals to design and implement fitness workouts. As the individuals' needs change, the students adapt and adjust the individualized training program. Throughout this course students demonstrate assessment techniques, verbal and manual cueing, and safe execution of exercise is required.

Prerequisite: EXSC 2300, EXSC 2305, and EXSC 2310* (*EXSC 2310 can be taken concurrently).

EXSC 2900 - Topics in Exercise Science (1-4 cr)

Skill development in various special areas of exercise science; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

FREN French**FREN 1100 - Beginning French 1 (5 cr)**

This course is an introduction to the French language. Students develop basic competency in speaking, listening, reading, and writing. Through the study of the products and practices of Francophone culture, students develop cultural sensitivity and insight. The entire present tense and passé composé are covered.

Offered: Fall, Spring.

FREN 1101 - Introduction to Interpreting and Translation (2 cr)

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English.

Crosslisted as: CHIN 1101, INDS 1101, GERM 1101, JAPN 1101, SPAN 1101. Offered: Fall, Spring.

FREN 1111 - French Culture and Civilization (3 cr)

Students explore the culture and civilization of France and the Francophone world. Through an investigation of the social, political, and artistic aspects of the target culture, students develop greater insight into the global implications of cultural practices. By comparing and

contrasting their own culture with that of French-speaking peoples, students develop the intercultural competency that allows them to recognize various perspectives on global issues and analyze alternative solutions. This course is taught in English.

Offered: Fall, Spring.

FREN 1200 - Beginning French 2 (5 cr)

Students continue to examine critical differences between French and English while furthering competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the French-speaking world and identify the values that underlie them. This fosters the development of cultural sensitivity and contributes to broader global awareness. The imperfect, future, and conditional tenses are covered. This course is intended for students who have successfully completed FREN 1100 or the equivalent.

Offered: Fall, Spring.

FREN 2100 - Intermediate French 1 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the French-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of French-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes the entire present tense, *passé composé*, and the imperfect. This course is intended for students who have successfully completed FREN 1200 or the equivalent..

Offered: Fall, Spring.

FREN 2200 - Intermediate French 2 (5 cr)

Students strengthen their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the French-speaking world and explore the values that underlie them. Students interpret the art, music, history, literature, and lived experience of French-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes the subjunctive, future, and conditional verb forms. This course is intended for students who have successfully completed FREN 2100 or the equivalent.

Offered: Fall, Spring.

GEOG Geography

GEOG 1050 - Maps and Mapping (3 cr)

This course is an introduction to maps emphasizing how maps reflect and shape our understanding of the world. Course topics include basic principles of map communication, spatial data, mapping technology and cartographic techniques.

Offered: Fall, Spring.

GEOG 1101 - Earth's Natural Environments (4 cr)

This course in Physical Geography studies Earth's physical environment, its systems, and the energy that drives them. Students explore interactions between the atmosphere, water, rocks, ice, human activity and other life. Laboratory assignments provide application of scientific method to these concepts.

Offered: Fall, Spring.

GEOG 1102 - Human Geography (3 cr)

This course explores human populations, their cultural landscapes, economic and political interactions and relationships with the physical environment.

Offered: Fall, Spring.

GEOG 1104 - Resources, Society and Environment (3 cr)

This is a study of human-environmental interactions. Students investigate perspectives on economic, social and political processes and their relations to natural resources, sustainability and global change.

Offered: Fall, Spring.

GEOG 1121 - World Regional Geography (3 cr)

This course is a regional survey of the human and physical landscapes of major world regions. For each region, culture, population dynamics, development, global interdependence, and human-environmental relationships are studied.

Offered: Fall, Spring.

GEOG 1123 - Geography of Minnesota (3 cr)

Students examine Minnesota's natural environments and the way of life of the state's people, with a focus on the

relationship between human activities and the environment.

Offered: Fall, Spring.

GEOG 1125 - Geography of the United States and Canada (3 cr)

The United States and Canada is a fascinating and dynamic region featuring diverse peoples, resources and landscapes. Students explore the ever-changing relations among cultures, economic activities, resources, and the environment within the United States and Canada as well as the region's transforming role in the global system.

GEOG 1130 - Climate Change: Science, Human Impacts and Adaptations (3 cr)

This course investigates the evidence for past and present climate change, and what this implies for the future of the planet and society. At the end of this course, students will understand key principles of climate science, as well as identify and address human impacts and misconceptions. Students should also be able to contribute meaningfully to conversations about climate change and peoples' responsibility for ensuring a global future.

Crosslisted as: GEOL 1130. Offered: Fall, Spring.

GEOG 1170 - Cities (3 cr)

Urbanization, humanity's most significant transformation since the Agricultural Revolution, has rapidly reshaped the world, with cities now central to global life. Cities, still relatively novel, hold unprecedented promise but also present new challenges. Students examine these complexities through the lens of race, gender, class, and ethnicity in urban US communities, exploring topics like migration, transportation, segregation and the cultural landscape. Students engage critically with the urban environment in which they live, work, and play.

GEOG 1172 - Introductory Meteorology (4 cr)

An examination of atmospheric structure and processes, including temperature patterns, heating and cooling of the earth, moisture and humidity, winds, weather map interpretation, and the role of humans in atmospheric modification. Laboratory assignments provide applications of these concepts.

Offered: Fall, Spring.

GEOG 1900 - Topics in Geography (1-4 cr)

An examination of a special topic in geography; intended

for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

GEOG 2096 - Internship in Geography (2-4 cr)

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Prerequisite: Previous coursework in Geography and consent of instructor and the Center for Experiential Education. Offered: Fall, Spring.

GEOG 2900 - Topics in Geography (1-4 cr)

An examination of a special topic in geography; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

GEOL Geology

GEOL 1050 - Earth History (4 cr)

This course provides interpretations of the evolution of our planet and its natural systems, including the scientific basis of these interpretations as well as the controversies faced as these developing interpretations have challenged existing social and religious standards. The interplay of scientific advancement and societal norms are probed in order to appreciate the broader context of our understanding of Earth's evolution. Lab activities demonstrate current application of the scientific method to questions of Earth's history.

Offered: Fall, Spring.

GEOL 1101 - The Dynamic Earth (4 cr)

This course is an introduction to materials and structure of the earth and processes acting internally and externally to change it. It includes identification of This course is an introduction to materials and structure of the earth and processes acting internally and externally to change it. It includes identification of common rocks and minerals, as well as other laboratory activities

Offered: Fall, Spring.

GEOL 1110 - Environmental Geology (3 cr)

This course investigates the relationship between the physical, chemical, and biological characteristics of oceans, focusing on evolution of the oceans, biotic environments, dynamics of water movement, and the effect ocean processes have on humankind.

Offered: Fall, Spring.

GEOL 1111 - Environmental Geology Laboratory (1 cr)

This is an optional “add-on” lab for students who also take GEOL1110-Environmental Geology. Taking this course, along with GEOL 1110 (in any sequence or concurrently), fulfills a Goal 3 lab science requirement. This course guides students through laboratory activities which complement themes treated in GEOL 1110. Students apply scientific methods of inquiry to approach geologic problems.

Offered: Fall, Spring.

GEOL 1120 - Oceanography (3 cr)

Relationship between the physical, chemical, and biological characteristics of oceans focusing on evolution of the oceans, biotic environments, dynamics of water movement, and the effect ocean processes have on humankind. This course includes a lab-like experience.

Offered: Fall, Spring.

GEOL 1130 - Climate Change: Science, Human Impacts and Adaptations (3 cr)

This course investigates the evidence for past and present climate change, and what this implies for the future of the planet and society. At the end of this course, students will understand key principles of climate science, as well as identify and address human impacts and misconceptions. Students should also be able to contribute meaningfully to conversations about climate change and peoples’ responsibility for ensuring a global future.

Crosslisted as: GEOG 1130. Offered: Fall, Spring.

GEOL 1900 - Topics in Geology (1-4 cr)

Examination of a special topic in geology; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

GEOL 2096 - Internship in Geology (2-4 cr)

This internship course explores careers and training in a supervised work setting and combines theory with field experience. Students spend approximately 2.5 hours per week, per credit on the job, complete academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits per semester, with a maximum of 8 credits in any one discipline.

Prerequisite: Previous coursework in Geology and consent of instructor and the Center for Experiential Education.
Offered: Fall, Spring.

GEOL 2900 - Topics in Geology (1-4 cr)

Examination of a special topic in geology; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

GERM German

GERM 1100 - Beginning German 1 (5 cr)

This course introduces critical differences and similarities between German and English while students develop competency in speaking, listening, reading, and writing. Aspects of German culture are also frequently introduced in class, which help students acquire cultural sensitivity toward the German-speaking world as part of increased global understanding.

Offered: Fall.

GERM 1101 - Introduction to Interpreting and Translation (2 cr)

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English.

Crosslisted as: CHIN 1101, FREN 1101, INDS 1101, JAPN 1101, SPAN 1101. Offered: Fall, Spring.

GERM 1111 - German Culture and Civilization (3 cr)

Students explore the culture and civilization of the German-speaking world. Through an investigation of the social, political, and artistic aspects of the target culture, students develop greater insight into the global implications of cultural practices. By comparing and

contrasting their own culture with that of German-speaking peoples, students develop the intercultural competency that allows them to recognize various perspectives on global issues and analyze alternative solutions. This course is taught in English.

Offered: Fall, Spring.

GERM 1200 - Beginning German 2 (5 cr)

This course is a continuation of the listening, reading, speaking, and writing competencies developed in GERM 1100. Students further explore cultural differences helping them develop a deeper understanding of the world and a greater cultural perspective.

Offered: Spring.

GERM 2100 - Intermediate German 1 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the German-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of German-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes a review of all past tenses and the introduction of the future perfect, and subjunctive II. This course is intended for students who have successfully completed GERM 1200 or the equivalent.

Offered: Fall.

GERM 2200 - Intermediate German 2 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the German-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of German-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes subjunctive I and the passive voice. This course is intended for students who have successfully completed GERM 2100 or the equivalent.

Offered: Spring.

HCCC Health Care Core Curriculum

HCCC 1000 - Health Career Exploration (0 cr)

This module provides information about the different types of healthcare workers in various healthcare settings. Included are education and licensure/certification requirements, scope of work, types of interaction with clients, peer groups and team members, and the impact healthcare workers have meeting the healthcare needs of clients. Also included is information about selecting, entering, and advancing in a healthcare career.

HCCC 1010 - Behaviors for Success in Healthcare Settings (.5 cr)

This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes: types of healthcare facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of healthcare and balance their work and personal life to maintain personal wellness.

HCCC 1020 - Communications in Healthcare Settings (1 cr)

This module emphasizes the importance of effective communication between and among healthcare workers and their clients. Included are verbal and non-verbal communication, listening skills, interpersonal communication, team communication, documentation and reporting, and the use of electronic communication devices in healthcare facilities. Focus is on the development of effective communication skills to support quality client care.

HCCC 1030 - Awareness and Sensitivity to Client Needs (.5 cr)

This module presents challenges and issues related to the awareness and sensitivity needed to understand the healthcare needs of clients. Included is the impact disease has on individuals; the emotional, spiritual, and social needs of clients; as well as the type of care needed by different age groups. Also included is the process of death and dying and how that affects clients and their families.

HCCC 1040 - Respecting Client and Staff Diversity (.5 cr)

This module provides a framework for dealing with diverse clients and staff. Included are belief systems, cultural practices and respect, and sensitivity to cultural and gender issues. Awareness and use of effective strategies to appropriately deal with client and staff diversity are emphasized.

HCCC 1050 - Healthcare Safety and Standard Precautions (.5 cr)

This module focuses on the rules and standards related to regulatory policies required of healthcare facilities, as well as personal safety standards and requirements to work in healthcare settings. Included are the principles and standards of infection control, standard precautions, healthcare facility safety policies, strategies to ensure personal and client safety, and procedures to respond to emergencies.

HCCC 1060 - Legal Issues in Healthcare (.5 cr)

This module focuses on the legal issues related to clients and healthcare workers. Areas such as healthcare laws, client rights and responsibilities, confidentiality, liability, documentation, and regulation are explored. The relationship between ethics and legal issues is discussed as well as the impact law and regulation have on healthcare systems.

HCCC 1070 - Healthcare Ethics (.5 cr)

This module emphasizes the use of sound ethical practices in healthcare. Included are ethical practices and standards as they relate to the care of clients, and interactions with peers, colleagues, and team members. Ethical frameworks are provided for discussion on understanding the types of ethical challenges in healthcare and the difficult decisions that need to be made.

HCCC 1074 - Healthcare Core Total Curriculum (4 cr)

The Healthcare Core Curriculum was originally designed as a flexible, modular based curriculum that could be adapted to a variety of applications in work force development centers, high schools, colleges, and to meet specific workplace training needs. This course combines all of the modules of the Healthcare Core Curriculum theory content under one unified course identification to be used when all modules will be taught.

HCCC 1080 - Nursing Assistant Skill Set (2 cr)

This course is an introduction to basic nursing care skills and concepts necessary to prepare the student to be

employed in a healthcare facility under direct supervision of a licensed nurse. Completion of this course will prepare the student to certify as a nursing assistant with the State of Minnesota.

Prerequisite: HCCC 1000, HCCC 1010, HCCC 1020, HCCC 1030, HCCC 1040, HCCC 1050, HCCC 1060 and HCCC 1070.

HIST History

HIST 1101 - World History: Prehistory to Mongols (4 cr)

Through our shared exploration of the past, we will come to a better understanding of world history, its people, and what we could make for our futures. As students of the past, we investigate whose stories get told and whose stories have been left buried, ignored, or forgotten. Examining primary sources (things people created during their lives, for their own purposes) and secondary source claims (what “histories” say about that past) allows us to analyze how groups interacted in the past and how power affected individual lives and interactions from prehistory to the 14th Century. Individual and group analysis, and critically thinking together, gets us closer to understanding the choices, limits, and options that controlled past visions of the possible. Students will develop vital skills in source evaluation and analysis as well as how to communicate historical knowledge about current issues with clarity and nuance.

Offered: Fall, Spring.

HIST 1102 - World History: Black Death to Today (4 cr)

Through our shared exploration of the past, we will come to a better understanding of world history, its people, and what we could make for our futures. As students of the past, we investigate whose stories get told and whose stories have been left buried, ignored, or forgotten. Examining primary sources (things people created during their lives, for their own purposes) and secondary source claims (what “histories” say about that past) allows us to analyze how groups interacted in the past and how power affected individual lives and interactions from the 14th century to today. Individual and group analysis, and critically thinking together, gets us closer to understanding the choices, limits, and options that controlled past visions of the possible. Students will develop vital skills in source evaluation and analysis as well as how to communicate historical knowledge about current issues with clarity and nuance.

Offered: Fall, Spring.

HIST 1111 - US History: Colonization to Civil War (4 cr)

By exploring our shared past, we can shape a better future for the United States and its people. As students of the past, we investigate whose stories get told and whose stories have been left buried, ignored, or forgotten. Examining primary sources (things people created during their lives, for their own purposes) and secondary source claims (what “histories” say about that past) allows us to analyze how groups interacted in the past and how power affected individual lives and interactions through to the Civil War and Reconstruction. Individual and group analysis and critical thinking together get us closer to understanding the choices, limits, and options that controlled their visions of the possible. Students will develop vital skills in source evaluation and analysis as well as how to communicate historical knowledge about current issues with clarity and nuance.

HIST 1112 - US History: Civil War to Today (4 cr)

By exploring our shared past, we can shape a better future for the United States and its people. As students of the past, we investigate whose stories get told and whose stories have been left buried, ignored, or forgotten. Examining primary sources (things people created during their lives, for their own purposes) and secondary source claims (what “histories” say about that past) allows us to analyze how groups interacted in the past and how power affected individual lives and interactions from the Civil War toward the present. Individual and group analysis and critical thinking together get us closer to understanding the choices, limits, and options that controlled their visions of the possible. Students will develop vital skills in source evaluation and analysis as well as how to communicate historical knowledge about current issues with clarity and nuance.

HIST 1131 - Family: Sex/Gender/Power: A Cross-Cultural, Historical Perspective (3 cr)

A social history of the family. The course examines how social, political, economic, religious, and cultural changes have influenced the structure, function, and values of family. A comparative study of the American family will be made with other cultures.

Offered: Fall, Spring.

HIST 1133 - Minnesota History (3 cr)

Through a study of the interrelationship between Minnesota’s geophysical environment and socio-cultural

development, we come to a better understanding of Minnesota, its people, and what we could make for our futures. Examining primary sources (things people created during their lives, for their own purposes) and secondary source claims (what “histories” say about that past) allow us to analyze how groups interacted in the past and how power affected individual lives and interactions from prehistory to today. Individual and group analysis, and critically thinking together, gets us closer to understanding the choices, limits, and options that controlled past visions of the possible. Students will develop vital skills in source evaluation and analysis as well as how to communicate historical knowledge about current issues with clarity and nuance.

Offered: Fall, Spring.

HIST 1135 - Food, Floods, and Rivers in Modern World History (3 cr)

Fresh water plays a central role in modern (1800-January 2020 CE) world history. Focus will be on food and floods, using the Red Rivers of North America and Southeast Asia as case studies. Through a series of projects, examination of analog and digital sources, and place-based learning, students will have a unique opportunity to consider the environmental, cultural, and political implications of how fresh water is accessed, used, and imbued with meaning in different historical contexts.

Offered: Fall.

HIST 1900 - Topics in History (1-3 cr)

A one-semester special topics course in which students may engage in a study of a subject not regularly offered in the history program, or for international educational experience. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

HIST 2096 - Internship in History (2-4 cr)

This internship course explores history careers and training in a supervised work setting and combines theory with field experience with an approved sponsoring organization. Students must complete 45 hours per credit on the job, additional academic work, and meet with faculty throughout the semester. Students may earn 2 to 4 credits.

Prerequisite: Previous coursework in History and consent of instructor. Offered: Fall, Spring.

HIST 2100 - Black History and Civil Rights in the United States (3 cr)

Understanding Black history and civil rights is crucial for fostering social justice and cultural competence. This class covers significant moments and movements in Black history, including the middle passage, African enslavement, abolition, Reconstruction, and the long, ongoing Civil Rights Movement. Learners analyze historical evidence, trace the development of slavery and racism, and explore the ongoing fight for equality and justice. Through primary and secondary source engagement, students develop critical thinking and comparative analysis skills. They will also learn to communicate their findings effectively; this prepares students to address discrimination and support equity in their future careers.

Prerequisite: ENG C 0960 (C/P or higher); or EAP 1100 (C or higher); or placement into College Level Reading and placement into ENG C 1101.

HIST 2111 - Lesbian, Gay, Bisexual, and Transgender U.S. History (3 cr)

People now understood as lesbian, gay, bisexual, and transgender have been integral to the American experience, from the roots of colonialism to the present day. Currently, ideas about sexuality and gender are quite varied and generate a lot of controversy. Students deepen their understanding of the experiences of those now understood as lesbian, gay, bisexual, and transgender (those who experience same-sex attraction, and those who identify outside expectations for their perceived gender). Students analyze the historical roots of LGBT people from the colonial era, when behavior (rather than identity) formed the common understanding of sexuality; through the nineteenth-century when the concepts of hetero- and homosexuality were developed; into the twentieth and twenty-first centuries, when a focus on particular social identities became a salient feature of U.S. society. Students will develop vital skills in source evaluation and analysis as well as how to communicate, with clarity and nuance, historical knowledge about current issues and peoples. This prepares students to support equity in the futures.

Prerequisite: ENG C 0960 (C/P or higher); or EAP 1100 (C or higher); or placement into College Level Reading and placement into ENG C 1101.

HIST 2900 - Topics in History (1-3 cr)

A one-semester special topics course in which students may engage in a study of a subject not regularly offered in the history program, or for international educational

experience; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

HLTH Health**HLTH 1010 - Medical Terminology (3 cr)**

Comprehensive course designed for mastering the medical language used in all professions and industries related to health care. Course includes an introduction of body systems in relation to medical terminology. Utilization, understanding and pronunciation of medical terms are incorporated into this course.

Offered: Fall, Spring.

HLTH 1103 - College First Aid and Adult CPR (2 cr)

This course provides a basic understanding of first aid, AED, and adult CPR principles, and covers fundamental skills necessary to sustain a life until Emergency Medical Services arrive at the scene. Students have the opportunity to earn CPR certification from the American Heart Association.

Offered: Fall, Spring.

HLTH 1104 - Personal and Community Health (3 cr)

This course examines current health issues affecting the individual and community such as disease prevention, stress, nutrition, fitness, mental health, sexuality, and aging. Emphasis is placed on developing critical thinking skills to assist the student in creating a holistic plan for optimal personal and community health.

Offered: Fall, Spring.

HLTH 1106 - Drug Use and Abuse (3 cr)

This course will examine the impact of mood-altering substances on the individual, family, and society. This includes an exploration of the interrelatedness of personal decisions regarding the use/non-use of mood-altering substances on politics, economics, and the various socio-cultural institutions.

Offered: Fall, Spring.

HLTH 1107 - Principles of Nutrition (3 cr)

Explore how nutrients work inside the body through the physiological functions of digestion, absorption, and metabolism. Scientific principles of nutrition reveal how

these processes affect health by evaluating nutritional strategies that can lower the risk of disease. Analyze personal eating habits with a reliable nutritional database to make informed choices about nutrition and wellness.

Prerequisite: Placement into College Level Reading and Writing. Offered: Fall, Spring.

HLTH 1112 - CPR for the Professional Rescuer (1 cr)

This course is designed to teach the skills of CPR for victims of all ages, including ventilation with a barrier device, a bag-mask device, and oxygen, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide healthcare to patients in a wide variety of settings, including in-hospital and out-of-hospital. Meets admission requirements for the Dental Hygiene and Nursing programs at Normandale. This course provides an opportunity to earn the American Heart Association Basic Life Support (BLS) Certification.

Offered: Fall, Spring.

HLTH 1118 - Stress Management (3 cr)

An exploration and celebration of the adaptive ability of human beings to create and overcome stress in our urban and technological society. This course uses a holistic approach in assisting the student to recognize personal stress levels, to develop strategies for managing stress, and to understand the relationships between complex cultural forces and personal responsibility in the 21st century.

Offered: Fall, Spring.

HLTH 1160 - Theory and Practice of T'ai Chi Ch'uan 1 (2 cr)

Introduces the theory, applications, and postures of T'ai Chi. Emphasis is on incorporating the balance, flexibility, relaxation, and muscular strengthening concepts of T'ai Chi into a lifestyle which benefits body, mind, and spirit.

Offered: Fall, Spring.

HLTH 1170 - Introduction and Exploration into Integrative/Holistic Health Modalities (3 cr)

This course is an overview of the theories and practice of integrative/Holistic health modalities including Qigong. Students will study theories, examine various integrative/holistic health and qigong practices, learn experientially how to influence their own energy, as well as how to facilitate self-discovery within others. This course is an exploratory class for students who want to continue their education in holistic health or have already

taken Stress Management.

Offered: Fall.

HLTH 1900 - Topics in Health (1-4 cr)

Skill development in various special areas of health; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

HLTH 2010 - Healthcare in the US (3 cr)

Students will understand the history, organization, influences, and delivery of healthcare in the US and abroad. A focus will be on analyzing the factors that have shaped our healthcare system compared to the other parts of the globe. The course will cover types of healthcare institutions, functions of hospitals, and other facilities; accountability in healthcare, hierarchy of the healthcare system, organizational structure, and the role of government in healthcare.

Offered: Fall, Spring.

HLTH 2011 - Introduction to Public Health (3 cr)

A foundation course that introduces students to the concept, history and practice of public health. The course examines the environmental, social, political, and behavioral determinants of health and disease from a population perspective. It also looks at options for intervening to maintain the public's health with the help of healthcare, public health, environmental health, and safety systems as well as laws and taxation. Emphasis is on developing critical thinking skills to assist the student in creating a holistic plan for optimal personal and community health.

Offered: Fall, Spring.

HLTH 2012 - Public Health Advocacy and Leadership (3 cr)

This course analyzes the discipline and leadership in Public and Community Health Education. Students will explore and practice behavior change and leadership models, theories, ethical factors, advocacy, and outreach in health education.

Offered: Spring.

HLTH 2096 - Internship in Health (2-4 cr)

Student, who are enrolled in an internship within the Health Department, will guide the content of their own learning experience at the internship site, by developing

learning objectives with the employer/internship site and faculty member at Normandale Community College. These objectives will be related to the skills that will be needed to approach real world work experiences, situations, decision making, interpersonal communication skills, and actively participate in organizational internal and external activities.

Prerequisite: Complete at least one HLTH course and consent of instructor. Offered: Fall, Spring.

HLTH 2105 - Women's Health (3 cr)

This course examines critical issues in women's health. Topics will include biological, cultural, global, psychological, historical, and political areas that shape and define women's health and healthcare choices. We will explore behaviors which promote or compromise women's health and the philosophy of an integrative approach to optimal health.

Offered: Fall, Spring.

HLTH 2110 - Sexuality and Health (3 cr)

The objective of this course is to provide students an introduction to health topics related to sexuality. It is based on present scientific analysis of sexuality and how it functions. It offers an overview of different aspects of sexuality including theoretical perspectives on sexuality, sexual development (anatomy), pregnancy and childbirth, contraception & abortion, sexuality and life cycle (childhood to adulthood), gender & sexuality, sexual orientation, sexual behaviors, sexual coercion, and sexually transmitted infections. This course examines how different dimensions of wellness influence our sexual health and behavior. The course is taught in an interdisciplinary manner that includes theories and research on biological, sociological, cognitive, and emotional aspects of sexuality.

Offered: Fall, Spring.

HLTH 2160 - Theory and Practice of T'ai Chi Ch'uan 2 (2 cr)

This course is a continuation of HLTH 1160, Theory and Practice of T'ai Chi Ch'uan 1. It is designed for the student desiring to deepen his/her understanding and practice of T'ai Chi through additional readings and work with beginning students. In addition to further study of the subject matter from HLTH 1160, instruction in advanced standing forms; Qigong, push hands and other T'ai Chi forms will be taught. Each student will be assigned a small group of beginning students as part of the Service-Learning component of the class.

Prerequisite: HLTH 1160.

HLTH 2209 - Emergency Medical Responder (3 cr)

This course provides a more in-depth examination of the techniques and procedures necessary in handling the physical and emotional needs of the injured, or the suddenly taken ill person until more advanced medical help arrives. Legal and ethical issues, treatment for shock, respiratory and circulatory emergencies, spinal immobilization, fractures, special populations, poisoning, temperature emergencies, childbirth, and rescue skills. A Minnesota EMS Regulatory Board approved Emergency Medical Responder certificate is available upon successful completion of course objectives.

Offered: Fall, Spring.

HLTH 2900 - Topics in Health (1-4 cr)

Skill development in various special areas of health; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

HSER Health and Human Services

HSER 1100 - Current Issues in Health and Human Services (2 cr)

This course is an overview of the Health and Human Services field. Topics discussed include the history of human/social services/public health in the United States and globally. Topics include poverty, barriers to service, social policy, public health, welfare systems, and future trends in the field.

Offered: Fall.

HSER 1200 - Multicultural Aspects in Health and Human Services (2 cr)

In this course, students examine the multicultural models related to the health and human services field. Students explore their own cultural identities, values, and experiences and understand how they impact their professional role in Health and Human Services. The knowledge and skills health and human service workers need to possess in order to provide competent and ethical services for the clients and populations they serve are also examined.

Offered: Fall.

INDS Interdisciplinary Studies

INDS 1101 - Introduction to Interpreting and Translation (2 cr)

Introduction to Interpreting and Translation (INDS 1101) introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions.

Crosslisted as: CHIN 1101, FREN 1101, GERM 1101, JAPN 1101, SPAN 1101. Offered: Fall, Spring.

INDS 1600 - Leadership Development Studies (3 cr)

This honors-level course will provide a basic understanding of the concept of leadership and foster the development of leadership skills. This is a humanities-based course which integrates classical and contemporary readings, as well as relevant films. The eleven-unit curriculum has been developed through a Kellogg Foundation Leadership Grant as part of the Phi Theta Kappa Leadership Development Program and is used nationally in academic settings and the business world. The course begins with considering a personal leadership philosophy and proceeds through such areas as vision, goals, ethics, conflict management, team building, and leading by serving.

Offered: Fall, Spring.

INDS 1900 - Topics in Interdisciplinary Studies (1-3 cr)

Examination of a special topic in interdisciplinary studies. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

INDS 2500 - Honors Capstone (3 cr)

In the Honors Capstone course, students will propose, develop, and complete a research project in their major or chosen discipline, and document and present their research to the college community.

Prerequisite: Admission into the Honors Program and successful completion of at least 9 honors credits. Offered: Spring.

INDS 2900 - Topics in Interdisciplinary Studies (1-3 cr)

Examination of a special topic in interdisciplinary studies. Topics courses do not satisfy goals of the Minnesota

Transfer Curriculum.

Prerequisite: Topic-dependent.

JAPN Japanese

JAPN 1100 - Beginning Japanese 1 (5 cr)

This course introduces critical differences and similarities between Japanese and English while students develop competency in speaking, listening, reading, and writing. Aspects of Japanese culture are also frequently introduced in class, which help students develop cultural sensitivity toward the Japanese-speaking world as part of increased global understanding.

Offered: Fall.

JAPN 1101 - Introduction to Interpreting and Translation (2 cr)

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English.

Crosslisted as: CHIN 1101, FREN 1101, GERM 1101, INDS 1101, SPAN 1101. Offered: Fall, Spring.

JAPN 1111 - Japanese Culture and Civilization (3 cr)

Students explore the culture and civilization of the Japanese-speaking world. Through an investigation of the social, political, and artistic aspects of the target culture, students develop greater insight into the global implications of cultural practices. By comparing and contrasting their own culture with that of Japanese-speaking peoples, students develop the intercultural competency that allows them to recognize various perspectives on global issues and analyze alternative solutions. This course is taught in English.

Offered: Fall, Spring.

JAPN 1200 - Beginning Japanese 2 (5 cr)

This course is a continuation of the listening, reading, speaking, and writing competencies developed in JAPN 1100. Students further explore cultural differences helping them develop a deeper understanding of the world and a

greater cultural perspective.

Offered: Spring.

JAPN 2100 - Intermediate Japanese 1 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Japanese-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of Japanese-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes a review of the forms, formation, and uses of the ta and nai forms. This course is intended for students who have successfully completed JAPN 1200 or the equivalent.

Offered: Fall.

JAPN 2200 - Intermediate Japanese 2 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Japanese-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of Japanese-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes “plainforms” for complete phrases and sentences. This course is intended for students who have successfully completed JAPN 2100 or the equivalent.

Offered: Fall, Spring.

MATH Mathematics

MATH 0601 - Pre-College Math 1 (3 cr)

MATH 0601 offers a complete review of pre-college level mathematics. Topics include linear equations and inequalities, graphs of linear equations, exponents and polynomials, linear, quadratic, exponential and logarithmic functions, problem solving and systems of equations, rational and radical expressions and equations. The number of new topics that each student will study and the number of courses that each student will need in the MATH 0601, 0602, 0603 set will vary based on the results of their initial assessment and the sequence of mathematics courses that the student intends to pursue. Eligibility for a subsequent mathematics course is determined by a specific level of mastery of the topics in MATH 0601. Students completing MATH 0601 who have achieved eligibility for their intended sequence of math courses do not need MATH

0602 or MATH 0603. MATH 0601 serves as a preparation for MATH 0630, 0700, 0990, 1020, 1055, 1080, 1095, or 1100 based on the number of learning objectives mastered.

Prerequisite: Placement into MATH 0601. Offered: Fall, Spring.

MATH 0602 - Pre-College Math 2 (3 cr)

MATH 0602 is a continuation of Pre-college Mathematics from MATH 0601 for students who have yet to master the learning objectives required for their intended sequence of math courses. Topics are the same as those listed for MATH 0601 which include linear equations and inequalities, graphs of linear equations, exponents and polynomials, linear, quadratic, exponential and logarithmic functions, problem solving and systems of equations, rational and radical expressions and equations. Eligibility for a subsequent mathematics course is determined by a specific level of mastery of the topics. Students who achieve eligibility for their intended sequence of math courses after completing MATH 0602 do not need MATH 0603. MATH 0602 serves as a preparation for MATH 0630, 0700, 0990, 1020, 1050, 1080 or 1100 based on the number of learning objectives mastered.

Prerequisite: MATH 0601. Offered: Fall, Spring.

MATH 0603 - Pre-College Math 3 (3 cr)

MATH 0603 is a continuation of pre-college mathematics from MATH 0602 for students who have yet to master the learning objectives required for their intended sequence of math courses. Topics are the same as those listed for MATH 0601 and MATH 0602 which include linear equations and inequalities, graphs of linear equations, exponents and polynomials, linear, quadratic, exponential and logarithmic functions, problem solving and systems of equations, rational and radical expressions and equations. Eligibility for a subsequent mathematics course is determined by a specific level of mastery of the topics. MATH 0603 serves as a preparation for MATH 0630, 0700, 0990, 1020, 1050, 1080 or 1100 based on the number of learning objectives mastered.

Prerequisite: MATH 0602. Offered: Fall, Spring.

MATH 0630 - Survey of Algebra (3 cr)

Topics include linear and quadratic equations, graphs of linear equations, exponents and polynomials, linear and quadratic functions, introduction to exponential and logarithmic functions.

Prerequisite: Eligible for MATH 0630. Offered: Fall,

Spring.

MATH 0691 - Beginning Algebra (3 cr)

Designed for students strengthening their mathematical foundation, Beginning Algebra builds proficiency in basic algebraic skills, concepts, and problem solving to support success in subsequent mathematical coursework. Students explore beginning algebraic and quantitative reasoning concepts while building fluency in numeric, symbolic, and graphical representations. Through problem-solving and use of appropriate mathematical language and tools, students develop strategies for analyzing and solving algebraic problems

Prerequisite: Placement into MATH 0601 or MATH 0691.
Offered: Fall, Spring.

MATH 0700 - Intermediate Algebra (0 cr)

Proficiency course for Pre-College Math topics. Students cannot register for this course. Students who successfully demonstrate mastery of the learning objectives for Intermediate Algebra in MATH 0601, MATH 0602, or MATH 0603 will be given a grade of P on their transcript for MATH 0700. The purpose of this course is to state for other programs and institutions that a student has mastered this level of mathematics material which is equivalent to eligibility for MATH 1100 (College Algebra).

Prerequisite: MATH 0601, MATH 0602 or MATH 0603.

MATH 0980 - Math Skills for Statistics (2 cr)

This course is taught concurrently with MATH 1080 Introduction to Statistics and is designed to support students in completing the topics covered in both beginning algebra and college-level introductory statistics in one semester. MATH 1080 (4 credits) and the corequisite MATH 0980 (2 credits) are useful to students whose academic program is satisfied by an introductory statistics course, and MATH 0980 allows those students who are not eligible for MATH 1080 Statistics to complete a college-level statistics course in 1 semester. Math Skills for Statistics covers converting among fraction, decimal, and percent equivalencies; addition and subtraction of decimal numbers; rounding decimal numbers accurately; order and equivalence of rational numbers; understanding inequality symbols; understanding scientific notation; an introduction to probability; necessary topics from beginning algebra; and student success skills. Students must complete MATH 0980 and MATH 1080 concurrently.

Prerequisite: MATH 0601, MATH 0602, or MATH 0603 with mastery of sufficient topics or placement into MATH

0980, MATH 0990, MATH 0630, or MATH 0601.

Corequisite: MATH 1080. Offered: Fall, Spring.

MATH 0990 - STATWAY Statistics 1 (4 cr)

This course is the first in a two-semester sequence designed to guide students in completing the topics covered in both beginning algebra and college-level introductory statistics in one year. The two-semester sequence is useful to students whose academic program is satisfied by an introductory statistics course. STATWAY Statistics 1 covers sampling methods, descriptive statistics, graphing methods, linear and exponential models, and an introduction to probability as well as necessary topics from beginning algebra. The curriculum is based on student collaborative group learning. Students must commit to completing MATH 0990 and MATH 1090 as a required sequence of courses: MATH 0990 in one semester and MATH 1090 in a subsequent semester.

Prerequisite: Eligible for MATH 0990. Offered: Fall, Spring.

MATH 0991 - Math Skills for College Algebra (2 cr)

Designed for students enrolled in MATH 1100 College Algebra, this corequisite course provides just-in-time support to promote success in the college-level course. Students explore intermediate algebraic concepts, technology skills, and strengthen success skills. Through guided instruction and structured practice, students build confidence and persistence in mathematical learning.

Prerequisite: MATH 0630 Survey of Algebra (C/P or higher) or MATH 0691 Beginning Algebra (C/P or higher) or placement into MATH 0991 Math Skills for College Algebra. Corequisite: MATH 1100 College Algebra. Offered: Fall, Spring.

MATH 0995 - Math Skills for Accelerated STATWAY (2 cr)

This course is taught concurrently with MATH 1095 Statway Statistics Accelerated and is designed to support students in completing the topics covered in both beginning algebra and college-level introductory statistics in one semester. MATH 1095 (4 credits) and the corequisite MATH 0995 (2 credits) are useful to students whose academic program is satisfied by an introductory statistics course, and MATH 0995 allows those students who are not eligible for MATH 1080 Statistics to complete a college-level statistics course in 1 semester. Math Skills for Accelerated Statway covers sampling methods; descriptive statistics; converting among fraction, decimal, and percent equivalencies; addition and subtraction of

decimal numbers; rounding decimal numbers accurately; order and equivalence of rational numbers; understanding inequality symbols; understanding scientific notation; an introduction to probability; necessary topics from beginning algebra; and student success skills. The curriculum is based on student collaborative group learning. Students must complete MATH 0995 and MATH 1095 concurrently.

Prerequisite: Eligible for MATH 0990. Corequisite: MATH 1095. Offered: Fall, Spring.

MATH 1020 - Math Trek: Math for Liberal Arts (3 cr)

The purpose of this introductory course is to develop an understanding of the nature of mathematics and an awareness of its role in society. Through a selection of topics, the course will develop problem-solving techniques, an appreciation for mathematics, and the relationship of mathematics to other disciplines. Topics may include voting systems, financial mathematics, environmental mathematics, or logic and problem solving. This course is an alternative for students whose program does not require Introduction to Statistics (MATH 1080) or College Algebra (Math 1100).

Prerequisite: MATH 0630 (C or higher) or MATH 0991 (C or higher) or MATH 0980 (C or higher) or MATH 0601, MATH 0602, or MATH 0603 with mastery of sufficient topics. Offered: Fall, Spring.

MATH 1055 - Elements of Mathematics 1 (4 cr)

As part of a two-course sequence primarily intended for students pursuing Elementary or Special Education degrees, this course focuses on counting and numbers, operations, fractions, decimals, percents, ratio and proportion, number theory and algebra. The course places an emphasis on mathematical reasoning, estimation, and problem solving.

Prerequisite: MATH 0630 (C or higher) or MATH 0991 (C or higher) or MATH 0980 (C or higher) or MATH 0601, 0602, or 0603 with mastery of sufficient topics. Offered: Fall, Spring.

MATH 1065 - Elements of Mathematics 2 (4 cr)

As part of a two-course sequence, this course focuses on measurement, geometry, probability, data and statistics. Emphasis on mathematical reasoning, estimation, and problem solving.

Prerequisite: MATH 1055. Offered: Fall, Spring.

MATH 1080 - Introduction to Statistics (4 cr)

This course covers concepts and applications of descriptive statistics, probability, and inferential statistics. Descriptive statistics topics include graphical representations, measures of center, measures of variation, and measures of relative standing. Probability topics include rules of probability, Binomial, Normal and other theoretical distributions. Inferential statistics topics include estimation, hypothesis testing for several situations, including simple linear regression, chi-square tests and one-way analysis of variance (ANOVA).

Prerequisite: MATH 0630 (C/P or higher) or MATH 0980 (C or higher) or MATH 0991 (C or higher) or MATH 0601, MATH 0602, or MATH 0603 with mastery of sufficient topics. Offered: Fall, Spring.

MATH 1090 - STATWAY Statistics 2 (4 cr)

This course is the second in a two-semester sequence designed to guide students in completing the topics covered in both beginning algebra and college-level introductory statistics in one year. The two-semester sequence is useful to students whose academic program is satisfied by an introductory statistics course. STATWAY Statistics 2 covers sampling distributions, Central Limit Theorems, confidence intervals, and hypothesis testing for population proportions, population means, and means of paired differences. Chi-square tests for one- and two-way tables and ANOVA methods are also covered, as well as necessary topics from beginning algebra. The curriculum is based on student collaborative group learning. Students must commit to completing MATH 0990 and MATH 1090 as a required sequence of courses: MATH 0990 in one semester and MATH 1090 in a subsequent semester.

Prerequisite: MATH 0990. Offered: Fall, Spring.

MATH 1095 - STATWAY Statistics: Accelerated (4 cr)

This course is an accelerated version of the Statway Statistics 1 and 2 sequence (MATH 0990 and 1090) and is taken simultaneously with the corequisite MATH 0995. Along with MATH 0995, it is designed to guide students in completing the topics covered in both beginning algebra and college-level introductory statistics in one semester. MATH 1095 (4 credits) and the corequisite MATH 0995 (2 credits) are useful to students whose academic program is satisfied by an introductory statistics course, and the corequisite course allows those students who do not place at the MATH 1080 eligibility level to complete a college-level statistics course in 1

semester. Statway Statistics: Accelerated covers sampling distributions, Central Limit Theorems, confidence intervals, and hypothesis testing for population proportions, population means, and means of paired differences. Chi-square tests for one and two-way tables are also covered, as well as necessary topics from beginning algebra. Students must complete MATH 0995 AND MATH 1095 in the same semester. MATH 1095 with MATH 0995 is equivalent to MATH 1090.

Prerequisite: Eligible for MATH 0990. Offered: Fall, Spring.

MATH 1100 - College Algebra (4 cr)

College Algebra emphasizes the classification and analysis of polynomial, absolute value, rational, radical, exponential, and logarithmic functions. Students explore multiple representations of functions, including algebraic, graphical, and numeric, to understand the relationships between these representations. Students apply the topics to applications in the natural and social sciences. The course provides insights into the nature and utility of mathematics to help students develop mathematical reasoning skills in preparation for quantitative STEM courses as well as a calculus sequence.

Prerequisite: MATH 0700 Intermediate Algebra (C or higher) or MATH 0991 Math Skills for College Algebra (C or higher). Offered: Fall, Spring.

MATH 1150 - Trigonometry (4 cr)

This course, together with MATH 1100: College Algebra, is intended to prepare students for a multiple-term calculus sequence. Course work will involve a thorough exploration of trigonometric functions, polar coordinates and equations, complex numbers, DeMoivre's Theorem, vectors and their applications, the conic sections, parametric equations, sequences, and series. You may not receive credit for both MATH 1150 and MATH 1500.

Prerequisite: MATH 1100 (C or higher). Offered: Fall, Spring.

MATH 1400 - Survey of Calculus (4 cr)

The concepts and techniques of differential and integral calculus are covered for those who do not need a comprehensive calculus sequence (MATH 1510-1520). The mathematical applications of the content will involve topics that are found in business, technology, and the social sciences.

Prerequisite: MATH 1100 (C or higher) or placement level

in MATH 1500. Offered: Fall, Spring.

MATH 1500 - Pre-Calculus (5 cr)

This course is intended to prepare students for a multiple-term calculus sequence. It covers a thorough exploration of trigonometric functions, along with polar coordinates and equations, complex numbers, DeMoivre's Theorem, vectors and their applications, the conic sections, and parametric equations. Students may not receive credit for both MATH 1500 and MATH 1150.

Prerequisite: MATH 1100 (C or higher) or placement in MATH 1500. Offered: Fall, Spring.

MATH 1510 - Calculus 1 (5 cr)

Calculus 1 is an introductory course designed to provide students with fundamental concepts and techniques essential for understanding calculus. The course emphasizes both theoretical understanding and practical applications through functions, limits, derivatives, and an introduction to integration. The mathematical applications of the content will involve topics that are found in science, engineering, economics, and ecology.

Prerequisite: MATH 1150 (C or higher) or MATH 1500 (C or higher) or placement in MATH 1510. Offered: Fall, Spring.

MATH 1520 - Calculus 2 (5 cr)

Calculus 2 builds upon the foundational concepts introduced in Calculus 1 and delves deeper into the properties and applications of integration. It also covers infinite sequences and series; introduction to differential equations; calculus of polar coordinates and parametric equations. The mathematical applications of the content will involve topics that are found in science, engineering, economics, and ecology.

Prerequisite: MATH 1510 (C or higher). Offered: Fall, Spring.

MATH 1900 - Topics in Mathematics (1-3 cr)

An examination of a special topic in mathematics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

MATH 2011 - Discrete Structures of Computer Science (4 cr)

Concepts fundamental to the analysis of algorithms. Topics include logic, sets, methods of proof including mathematical induction, combinatorics, relations, solution of recurrence relations, graphs and trees.

Prerequisite: MATH 1510. Crosslisted as: CSCI 2011.
Offered: Fall, Spring.

MATH 2033 - Elementary Computational Linear Algebra (4 cr)

Matrices and linear transformations, basic theory, linear vector spaces, inner product spaces. Systems of linear equations, Eigenvalues, and singular values. Algorithms and computational matrix methods using MATLAB. Use of matrix methods to solve a variety of computer science problems.

Prerequisite: MATH 1510. Crosslisted as: CSCI 2033.
Offered: Fall, Spring.

MATH 2080 - Statistical Modeling (3 cr)

Statistical model building will be introduced. The topics of simple linear regression, non-linear models, logistic regression, and multiple regression models will be included. The mathematical applications of the content will involve topics that are found in a variety of disciplines such as physical science, biology, economics, finance, and data science.

Prerequisite: MATH 1080 (C or higher) or MATH 1090 (C or higher) or MATH 1095 (C or higher). Offered: Fall, Spring.

MATH 2400 - Probability and Statistics with Calculus (4 cr)

Descriptive statistics, elementary probability and probability distributions, sampling and the elements of statistical inference including point/interval estimation, and hypothesis tests.

Prerequisite: MATH 1520 (C or higher). Offered: Fall, Spring.

MATH 2510 - Calculus 3: Multivariable Calculus (5 cr)

Multivariable functions, three-dimensional analytic geometry, vectors, partial derivatives, optimization, multiple integrals, curves and surfaces, vector fields, divergence, curl, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Applications include but are not limited to science,

engineering, economics, and ecology.

Prerequisite: MATH 1520 (C or higher). Offered: Fall, Spring.

MATH 2520 - Calculus 4: Differential Equations with Linear Algebra (5 cr)

Matrices and systems, vector spaces, subspaces, linear independence, basis, dimension, linear transformations, eigenvectors, first and second order differential equations, Euler's method, phase plane analysis of linear and nonlinear systems, extensive modeling. Possible topics from numerical methods: Laplace Transforms, power series solutions, or partial differential equations. Applications include but are not limited to science, engineering, economics, and ecology.

Prerequisite: MATH 1520 (C or higher). Offered: Fall, Spring.

MATH 2700 - Foundations of Mathematics and Logic: Writing Intensive (4 cr)

This course will be useful to all students pursuing advanced mathematics at four-year institutions, including but not limited to those intending majors in mathematics or mathematics education. Topics include basic logic, techniques of mathematical proof, set theory, relations and functions, sequences and series, and basic number theory. The course may include additional topics at the discretion of the instructor. Writing is an important part of this course and will be comprehensively integrated into the course and will be a significant part of the course work and course grade. Writing proofs will be explained and practiced in the course and some assignments will be refined through revisions.

Prerequisite: MATH 1520. Offered: Spring.

MATH 2900 - Topics in Mathematics (1-4 cr)

An examination of a special topic in mathematics; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

MUSC Music

MUSC 1100 - Individualized Music Instruction (1 cr)

Self-expression through music is a common practice across cultures and can be a rewarding life-long endeavor, regardless of location or profession. Students of all abilities who wish to begin or continue study on an

instrument have the option of private instruction for woodwinds, brass, percussion, piano, guitar, strings, and voice. Repertoire and technical exercises are customized to fit the personal performance goals of the student. Student and faculty meet together 30 minutes per week, and additional requirements such as attending performances and guided listening exercises are a part of the weekly activity. This course may be taken twice for a maximum total of 2 credits.

Offered: Fall, Spring.

MUSC 1113 - Concert Choir (1 cr)

This course studies and prepares for public performance choral literature from all musical periods in a variety of styles. Students will use their voices in a manner that promotes healthy vocal production. They will work on developing musical perception skills and vocal production that fosters a unified ensemble sound. Students will have the opportunity to demonstrate the skills they develop through public performances.

Offered: Fall.

MUSC 1116 - Concert Band (1 cr)

This course includes rehearsals and performances covering standard band literature. Students will have the opportunity to demonstrate the skills they developed through public performances.

Prerequisite: Ability to read music. Offered: Fall.

MUSC 1118 - Orchestra (1 cr)

Rehearsals and performances of orchestral music of many traditions and styles. String students may audition to perform with the Bloomington Symphony Orchestra. Maximum of 4 credits.

Prerequisite: Audition and consent of applied music coordinator. Offered: Fall, Spring.

MUSC 1120 - Fundamentals of Music (3 cr)

This course introduces the fundamental materials of music: pitch, rhythm, melody, harmony, and timbre. Students will learn the notation of pitch, rhythm, articulations, dynamics, and harmony. Students will analyze music and musical form common to various styles of music and create original musical compositions. Students will use music technology to demonstrate course objectives. This course assumes that students have no prior formal music training.

Offered: Fall, Spring.

MUSC 1121 - Introduction to World Music (3 cr)

The course will survey the study of world music within its historical and social contexts.

Offered: Fall.

MUSC 1122 - Intro to Music (3 cr)

Develops an understanding and enjoyment of music. Includes a study of great music from 1600 to the present. Emphasis on developing listening skills supplemented by historical background. Open to all students wishing to increase their appreciation and understanding of music.

Offered: Fall, Spring.

MUSC 1123 - Jazz History (3 cr)

Created and developed by African-American musicians in New Orleans at the turn of the 20th century, jazz is a uniquely American art form that, like its modern cousin hip-hop, has become beloved worldwide. Explore the lives and recordings of the many musicians who worked to create and evolve the music by tracing the historical development of jazz music from pre-Civil war through current styles and trends. Influences on the artists and their music are examined from social and political pressures to developments in music technology and performance. Emphasis is placed on developing context for a historical knowledge base as well as informed and perceptive listening skills through detailed analysis of recorded examples of jazz.

Offered: Fall, Spring.

MUSC 1124 - Rock and Roll History (3 cr)

Since World War II, American popular music has been one of the nation's largest cultural exports. The multi-billion-dollar industry has made superstars out of otherwise unknown artists and cast a long shadow over popular culture across the globe. Explore its origins and discover the moments when new styles emerge, often driven by a desire for musical change, but also as a reaction to significant social, political, and business influences. This course will present the student a scholarly examination of the musical development of rock and roll from the fundamental musical characteristics and social influences of its African roots through innovators and innovations of today.

Offered: Fall, Spring.

MUSC 1127 - Introduction to Class Piano (2 cr)

This is a beginning piano course for everyone. Basic

functional piano skills for a lifetime of learning such as note reading, beginning chord knowledge, playing by ear and improvising, along with basic technique, elementary repertoire, and fundamental music theory. This course is not intended for music majors but may provide onboarding to piano skills for music majors without a background in music reading and using the piano.

Offered: Fall, Spring.

MUSC 1131 - Music Theory 1 (3 cr)

For those students pursuing a career in music, a major component of the training is in the discipline of music theory. Training in music theory is essential for professional musicians. In this first part of a four-semester sequence, students will begin the study of the materials and structures of music including notation, intervals, scales, four-voice chorale style, melodic form and structure, diatonic and secondary harmony, binary and ternary forms. While intended for music majors and minors, this course is open to the prepared student who desires a rigorous music theory experience. Typically, these could be students who have studied music through high school or community programs.

Corequisite: MUSC 1181.

MUSC 1132 - Music Theory 2 (3 cr)

The study of the materials and structure of music is critical to the performing and professional musician as well as all musicians seeking to improve comprehension of musicianship skills. In this second part of a four-semester sequence, students will examine topics such as: cadences, non-harmonic tones, texture, species counterpoint, four-voice chorale style, melodic form and structure, diatonic and secondary harmony, binary and ternary forms through analysis and composition. This course is intended for music majors and minors, or the prepared student who desires a rigorous music theory experience. Typically, these could be students who have studied music through high school or community programs.

Prerequisite: MUSC 1131.

MUSC 1135 - Songwriting (3 cr)

Song is one of the oldest individual musical expressions in human history and popular song has become one of America's largest and most influential cultural exports. Designed for students with a foundational understanding of melody, harmony, and rhythm, Songwriting introduces creative and analytical approaches to composing original work. Students also explore common songwriting practices through the study of form

and lyric-writing while examining stylistic characteristics across genres. Through guided composition and performance, students develop original material and deepen their understanding of songwriting as an artistic and cultural practice.

Prerequisite: Any MUSC course. Offered: Fall, Spring.

MUSC 1141 - Vocal Ensemble (1 cr)

Vocal ensemble performs repertoire ranging from early music to vocal jazz. May be repeated for a maximum of 4 credits.

Prerequisite: instructor's permission. Offered: Fall, Spring.

MUSC 1142 - Guitar Ensemble (1 cr)

Guitar duets, trios, and quartets perform music from all periods. Repertoire includes arrangements of vocal and string chamber ensembles, as well as music composed originally for the guitar ensemble. May be repeated for a maximum of 4 credits.

Prerequisite: instructor's permission. Offered: Fall, Spring.

MUSC 1143 - Piano Ensemble (1 cr)

Performance of four-hand piano repertoire of various style periods for one or two pianos. May be repeated for a maximum of 4 credits.

Prerequisite: instructor's permission. Offered: Fall, Spring.

MUSC 1144 - Instrumental Ensemble (1 cr)

Performance of chamber music: duos (sonatas), trios, quartets, quintets, and other ensemble combinations of wind, percussion, and string instruments. May be repeated for a maximum of 4 credits.

Prerequisite: instructor's permission. Offered: Fall, Spring.

MUSC 1145 - Jazz Ensemble (1 cr)

Instrumental jazz band; rehearses and performs a variety of jazz styles and idioms including: swing, funk, fusion, rock, hip-hop, and other current styles and trends. A historical emphasis on jazz music of the 20th and 21st centuries. An integral focus on improvisational skills and developing mature playing skills in all styles. Recommended prior experience reading music. Maximum of 4 credits.

Offered: Fall, Spring.

MUSC 1146 - Jazz Combo (1 cr)

Performance of jazz combo music: trios, quartets, and other ensemble combinations of wind and rhythm section

instruments. Recommended previous performance experience. Maximum of 4 credits.

Offered: Fall, Spring.

MUSC 1147 - Popular Music Ensemble (1 cr)

Popular music in America is a multibillion-dollar industry and embedded as a uniquely American component of our national identity. The Popular Music Ensemble will prepare students to perform songs from sub-genres across the spectrum. Students will examine the historical context of major musical styles and closely study sub-genres to develop style-specific performance practices on each instrument throughout the ensemble. The ensemble emphasizes collaborative musicianship, rehearsal leadership, and the production of elements of a live ensemble experience. May be repeated up to 4 times for credit.

Offered: Fall, Spring.

MUSC 1151 - Applied Music 1 (1 cr)

Students pursuing a degree in music have weekly private instruction with an artist-level teacher on their respective instruments. Weekly lessons include topics such as: freshman repertoire development, technical studies, instrument-specific issues, student recital preparation, and performance concerns. This course is the first half of a two-year sequence designed to prepare a student for audition and transfer into a music program at a junior level. The foundational skills acquired will be necessary to prepare for successful transition to the sophomore level MUSC 2251 Applied Music 2. This course may be taken twice for a maximum total of 2 credits.

Prerequisite: Audition and consent of instructor.
Corequisite: MUSC 1152. Offered: Fall, Spring.

MUSC 1152 - Performance Class (0 cr)

Performing with confidence is an essential skill for music majors to develop professionally. While enrolled in applied lessons, students meet together as a single studio class to learn performance etiquette, stylistic practice, stage management, musculoskeletal health, resume-building, written program design, and research applications. Through critical discussion on performance applications, faculty and peer feedback, and two recitals, students will grow through reflection and experience. Two recitals are presented featuring students from the class. This course may be repeated up to 4 semesters.

Prerequisite: MUSC 1151 Applied Music 1 or MUSC 2251 Applied Music 2. Offered: Fall, Spring.

MUSC 1156 - Guitar 1: Class Lessons (2 cr)

With your own guitar, learn the basics of guitar technique, which will lead to any style of performance. Meant for the beginner, this class progresses quickly beyond the basics into what you need to know for going into more advanced levels.

Offered: Fall, Spring.

MUSC 1157 - Class Piano 1 (2 cr)

The essential keyboard skills in sight reading, harmonization, improvisation, technique, memorization, scales, chord progressions and transposition are developed through group classroom instruction. These skills are required for the Music Theory, Ear Training, Music History and most professional careers in music. This course is intended for music majors or minors and beginning musicians with music experience. The curriculum is directed toward the completion of the MUSC 1159 Piano Proficiency Exam.

Offered: Fall, Spring.

MUSC 1158 - Class Piano 2 (2 cr)

Class Piano 2 is a continued path to develop piano skills directed toward Music Theory, Ear Training, Music History, and the Piano Proficiency Exam. Development of critical keyboard skills in sight reading, harmonization, improvisation, technique, memorization, scales, chord progressions and transposition prepare all students to use the piano beyond the class in professional applications. This course is intended for music majors or minors. The course is open to all students seeking to further advance fundamental piano skills. A diagnostic exam is administered to all students without completion of MUSC 1157 Class Piano 1 or MUSC 1151 Applied Music 1 audition.

Offered: Spring.

MUSC 1159 - Piano Proficiency Exam (0 cr)

Due to the ubiquitous nature of the piano to professional music careers, The Piano Proficiency Exam is required for the Associate of Fine Arts in Music. The exam includes proficiency with major and minor scales, chords, arpeggios, sight reading, open score reading, harmonization, transposition, improvisation, and performance of intermediate piano repertoire from memory.

Prerequisite: Instructor permission. Offered: Fall, Spring.

MUSC 1161 - Voice Class (2 cr)

This course introduces the basic principles of vocal technique: voice production, breathing, tone development, diction and pronunciation. It includes a study of vocal literature from various styles: classic, folk, Broadway. It is open to all students wishing to explore their vocal skills.

Offered: Fall, Spring.

MUSC 1166 - Guitar 2: Class Lessons (2 cr)

Class Lessons is a continuation of the skills developed in Guitar I, MUSC 1156. This course introduces chord progressions in several keys, right hand finger picking patterns, sight reading in higher positions, harmonization, transposition, movable scales, application of music theory to the fingerboard, and introduction to instrument literature. Students provide their own acoustic guitar (preferably a nylon string guitar).

Offered: Spring.

MUSC 1170 - Jazz Improvisation 1 (2 cr)

This course provides students with the skills necessary to create music with self-expression in jazz styles. The course includes a practical application of scales, arpeggios, and melodic lines to the student's instrument. Transcribing solos from recordings by famous jazz artists and independent study with tutorial computer programs are required. Listening and performing in class are major components of the course.

Prerequisite: Instructor permission required. The student will need the ability to perform all major scales and arpeggios on their instrument. Percussionists will perform primarily on mallet instruments. Students must have an understanding of music notation and previous experience playing an instrument. Offered: Spring.

MUSC 1176 - Intro to Music Tech 1 (2 cr)

This course is intended for students interested in learning about music software applications. Topics include music notation, introduction to sequencing, introduction to recording and audio editing, and other MIDI applications. Primary software included for study: Finale & Muse Score (music notation), Garage Band & Reaper (music sequencing), and Audacity (Audio Editor and Recorder). Other similar software may also be examined. Also, the history of Music Technology will be discussed.

Prerequisite: MUSC 1100 or MUSC 1120 or MUSC 1131 or MUSC 1151. Offered: Fall, Spring.

MUSC 1177 - Making Digital Music (3 cr)

Music composition and audio manipulation in the digital environment has become standard across all aspects of the music industry. Making Digital Music introduces students to composing, arranging, and producing songs using Digital Audio Workstation (DAW) software. Students explore recording techniques, signal flow, MIDI, audio editing, and creative production practices. Through guided creation and analysis, students develop foundational skills in digital music production within contemporary musical contexts.

Offered: Fall, Spring.

MUSC 1181 - Ear Training 1 (2 cr)

For those students pursuing a career in music, this begins the undergraduate training in fundamental aural skills. As the foundation of musicianship, aural training provides the necessary skills for the professional musician and any student that desires improvement. In this first of a 4-semester sequence, students will focus on reading at sight and aural recognition of sound patterns through interval and rhythm reading; keyboard; dictation; and sight singing. This course is intended for music majors and minors, or the prepared student who desires a rigorous aural training. Typically, these could be students who have studied music through high school or community programs.

MUSC 1182 - Ear Training 2 (2 cr)

Continued development of aural skills reinforces foundational musicianship required for the professional musician or any musician that desires improvement. These skills apply to all instrumentalists and vocalists. In this second part of a 4-semester sequence, students will refine skills such as: reading at sight; aural recognition of sound patterns through interval and rhythm reading; keyboarding; dictation; and sight singing. This course is intended for music majors and minors, or the prepared student who desires a rigorous aural training. Typically, these would be students who have studied music through high school or community programs.

Prerequisite: MUSC 1181.

MUSC 1190 - Diction for Singers 1 (2 cr)

Clear and expressive pronunciation is essential for performers in voice, choral conducting, and collaborative piano. Students explore the phonetic sounds of English and Italian through the International Phonetic Alphabet (IPA), gaining tools to interpret and perform sung texts accurately. Course materials include selections from art

song and musical theater. Students engage in speaking and singing exercises to strengthen their diction and performance skills.

Offered: Fall.

MUSC 1191 - Diction for Singers 2 (2 cr)

Accurate pronunciation of sung texts for students studying voice, choral conducting, and collaborative piano is a fundamental component of musical study. Diction for Singers 2 introduces the phonetic sounds in German and French using the International Phonetic Alphabet (IPA). Students speak and sing texts drawn from a repertoire of art song sources.

Offered: Spring.

MUSC 1900 - Topics in Music (1-4 cr)

Examination of a special topic in music such as theatre orchestra and musical theatre singing. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent. Offered: Fall, Spring.

MUSC 2231 - Music Theory 3 (3 cr)

In this third part of a four-semester sequence, students will examine the development of harmony as applied to American popular song forms through composition, study of basic acoustical theory, chromatic harmonic theory including borrowed chords, Neapolitan chords, and augmented sixth chords, 16th century polyphony, 17th, and 18th century polyphony including two-part inventions and fugal forms is required for baccalaureate programs. These materials also present the theoretical perspectives and language for MUSC 2245: Music History 1. This course is intended for music majors and minors, or the prepared student who desires a rigorous music theory experience. Typically, these could be students who have studied music through high school or community programs.

Prerequisite: MUSC 1132.

MUSC 2232 - Music Theory 4 (3 cr)

For those students pursuing a career in music, this concludes the undergraduate training in fundamental music theory. In this final part of a four-semester sequence, students are prepared to study the large forms of the 18th, 19th, and 20th centuries and beyond. The stretching of tonality is a primary focus. Chromatic harmony and distant modulations are explored through analysis and composition leading to an examination of reasons for the abandonment of the tonal system. Experimentation of the

innovations of the post-tonal composers through composition provides context for performing musicians of this body of the standard literature. This course is intended for music majors and minors, or the prepared student who desires a rigorous music theory experience. Typically, these could be students who have studied music through high school or community programs.

Prerequisite: MUSC 2231.

MUSC 2245 - Music History 1 (3 cr)

This course consists of the study of the history of music in Europe, the Middle East and the Americas and includes a study of the composers, styles and social contexts of Medieval, Renaissance and Baroque music from 800 CE to 1750 CE, including musical case studies of colonization in early modern history (1500 CE-1750 CE).

Offered: Fall.

MUSC 2246 - Music History 2 (3 cr)

This course consists of a study of the history of music and includes a study of the composers, styles, and social contexts of Classical, Romantic, Twentieth and Twenty-first music from 1750 CE to the present, including musical case studies in postcolonial nations from 1750 CE onward.

Offered: Spring.

MUSC 2251 - Applied Music 2 (1 cr)

Students pursuing a degree in music have weekly private instruction with an artist-level teacher on their respective instruments. Weekly lessons include topics such as: sophomore repertoire development, technical studies, instrument-specific issues, sophomore recital preparation, performance concerns, and preparation for transfer auditions. Students and faculty meet together 60 minutes per week. This course is the second half of a two-year sequence designed to prepare a student for audition and transfer into a music program at a junior level. This course may be taken twice for a maximum total of 2 credits.

Prerequisite: MUSC 1151 (2 semesters), consent of instructor. Offered: Fall, Spring.

MUSC 2252 - Sophomore Recital (0 cr)

One half-hour recital at sophomore repertoire level. Application of performance skills, performance etiquette, and written program notes. Private instructor may request a pre-recital hearing.

Prerequisite: 8 credits of MUSC 1151 4 semesters of MUSC 1152 and audition and consent of Applied Music

Coordinator. Offered: Fall, Spring.

MUSC 2270 - Jazz Improvisation 2 (2 cr)

This course is the second in a two-part sequence. Jazz Improvisation II provides students with the skills necessary to create music with self-expression in advanced jazz styles. The course includes continued practical application of scales, arpeggios, and melodic lines to the student's instrument. Transcribing and analyzing solos from recordings by famous jazz artists and independent study with tutorial computer programs are required. Listening and performing in class are major components of the course.

Prerequisite: MUSC 1170. Offered: Spring.

MUSC 2276 - Intro to Music Tech 2 (2 cr)

This course builds upon the foundation of MUSC 1176 and is intended for students interested in further, more advanced study of music software applications. Topics include music notation, exploration of sequencing, tools for enhancement of practice of music skills, exploration of recording and audio editing, and other MIDI applications.

Offered: Spring.

MUSC 2281 - Ear Training 3 (2 cr)

Continued development of aural skills reinforces foundational musicianship required for the professional musician or any musician that desires improvement. These skills apply to all instrumentalists and vocalists. In this third part of a 4-semester sequence, students will further extend their aural skills to demonstrate abilities such as: reading at sight; aural recognition of sound patterns through interval and rhythm reading that further divide the beat; keyboard performance of secondary dominants and secondary leading tone seventh chords; dictation containing simple and compound meters with irregular divisions of the beat; and sight singing augmented, diminished, and enharmonic intervals. This course is intended for music majors and minors, or the prepared student who desires a rigorous aural training. Typically, these would be students who have studied music through high school or community programs.

Prerequisite: MUSC 1182.

MUSC 2282 - Ear Training 4 (2 cr)

This concludes the undergraduate training in fundamental aural skills. In this final part of a 4-semester sequence, students will apply all the compounding skills they have developed over the previous three semesters to examine

musical elements that extend beyond traditional practices of tonal harmony in the areas of sight-reading, aural recognition of sound patterns through interval and rhythm reading, dictation, and sight-singing. Emphasis is placed on 19th and 20th-century innovations in music composition. This course is intended for music majors and minors, or the prepared student who desires a rigorous aural training. Typically, these would be students who have studied music through high school or community programs.

Prerequisite: MUSC 2281.

MUSC 2900 - Topics in Music (1-4 cr)

Examination of a special topic in music. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent. Offered: Fall, Spring.

NCC All College

NCC 1000 - Paths to College Success (1 cr)

This course focuses on skills and strategies needed for a successful start in college. It is designed for all new students who place into READ 0860, READ 0960, ENGC 0800, or ENGC 0900.

Prerequisite: Eligible for READ 0860 or higher, and eligible for ENGC 0800 or higher, or consent of instructor. Offered: Fall, Spring.

NURS Nursing

NURS 1000 - Role of the Professional Nurse (2 cr)

The role of the professional nurse is complex and resides within a culturally competent, equitable, inclusive framework. Professional nursing includes learning about professional identity inclusive of self-care, fundamental concepts of nursing practice, regulatory frameworks, determinants of health, as well as holistic person-centered care practices across the lifespan. Through in-class activities and written research and reflections, students will learn principles of communication, evidence-based practice, and clinical judgment that guides quality, safe care within the context of the holistic nursing process. Dosage calculation will be introduced.

Prerequisite: Acceptance into the nursing program. Offered: Fall, Spring.

NURS 1020 - Transition to the Role of the Professional Nurse (1 cr)

The LPN carries valuable knowledge with their existing training; here the focus is to expand on the scope of practice, knowledge, and skills of the LPN as they transition to the professional role within nursing. Emphasis is placed on health promotion through the lifespan and incorporates theories related to evidence-based practice, quality and safety, communication, collaboration, clinical decision-making/reasoning, informatics, assessment, caring, and health-illness continuum. Learning modalities vary but include case studies, discussion, research, and written assignments.

Prerequisite: Acceptance into the nursing program with advanced standing as an LPN; unencumbered practical nursing licensure. Offered: Fall, Spring.

NURS 1051 - Foundations of Health Assessment (3 cr)

Comprehensive nursing health assessment across the lifespan is a fundamental skill for the entry-level nurse. Students will begin to develop therapeutic communication and basic assessment skills using a variety of modalities in the nursing lab, simulation, and clinical spaces. Students will be introduced to the concept of informatics, how to utilize and integrate nursing, computer, and information sciences to manage data.

Prerequisite: Acceptance into the nursing program.
Offered: Fall, Spring.

NURS 1057 - Nursing Assistant (4 cr)

The Minnesota State Nursing Assistant curriculum is the approved preparation for nursing assistants. Students are introduced to the basic nursing skills and concepts necessary to become a certified nursing assistant and work in a health care setting under the direct supervision of a licensed nurse. Students learn how to measure vital signs and assist individuals with physical needs such as personal hygiene, elimination, mobility, exercise, and nutrition. Students also learn about emotional, spiritual, and psychosocial needs, and receive basic training in behavior management. Students participate online and on campus in lecture and by practicing in the lab. Students apply what they have learned in class to care for residents in a long-term care facility during 16 hours of clinical participation at the end of the course. Attendance is mandatory per Department of Health regulations. Students successfully completing this course are ready to take the Headmaster LLP Nursing Assistant Competency Test. After passing this test, students can be placed on the Minnesota Department of Health Nursing Assistant Registry.

Offered: Fall, Spring.

NURS 1101 - Health Promotion (5 cr)

Holistic health promotion across the lifespan can improve quality of life. Within course materials, emphasis is placed on holistic health care practices, education of self-care management including practicing self-care. The student will learn how to develop their role as an ethical member of the multi-disciplinary healthcare team using a variety of activities including role play and discussion. The student will incorporate physiological and psychosocial concepts within the framework of the nursing process assisting in the development of clinical judgment. Students will apply research evidence to guide safe preventative care. Populations studied will include adults and older adults.

Offered: Fall, Spring.

NURS 1151 - Parent Child Nursing (3 cr)

Nursing care of the childbearing family and the childrearing family from infancy to adolescence requires specialized knowledge. Emphasis is placed on application of maternal child health knowledge and pediatric growth and development theory, skills, clinical judgment, integrative holistic care, safety and quality of care, teaching and learning, and determinants of health affecting health equity. The student will continue to develop their role as a member of the nursing profession in relation to these populations with embedded case studies, other concept-based activities, and direct-focused integrative learning to foster active experimentation in various settings.

Offered: Fall, Spring.

NURS 1900 - Topics in Nursing (3 cr)

Examination of a special topic in nursing; intended for nursing students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

NURS 2000 - Chronic and Palliative Care (4 cr)

Focus on the nursing care of clients experiencing chronic illness and/or end of life enables the nurse to care for a large part of the healthcare population. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-based practice is expanded on within the course to allow students to participate in and demonstrate their understanding of appropriately focused assessments and management of care of clients experiencing concurrent illnesses/comorbidities.

Prerequisite: NURS 1101, NURS 1151, COMM 1131, PHIL 1180. Corequisite: NURS 2010, NURS 2050.
Offered: Fall, Spring.

NURS 2010 - Chronic and Palliative Care Experiential (4 cr)

Focus on the nursing care of clients experiencing chronic illness and/or end of life enables the nurse to care for a large part of the healthcare population. Emphasis is placed on understanding the “lived experience” of clients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-based practice is used to support appropriately focused assessments and management of care of clients experiencing concurrent illnesses/co-morbidities concentrating on skills-based and direct-focused integrative active guided experimentation by the student.

Prerequisite: NURS 1101, NURS 1151, COMM 1131, PHIL 1180. Corequisite: NURS 2000, NURS 2050.
Offered: Fall, Spring.

NURS 2050 - Pharmacology and the Role of the Professional Nurse (2 cr)

Administration of pharmaceuticals and natural products requires knowledge of theoretical concepts that enable nursing students to provide safe and effective care for diverse clients across the lifespan. A framework is presented for approaching the study of pharmacotherapeutics including pharmaceutical research and regulation, quality and safety, major drug classifications, and clinical management.

Prerequisite: NURS 1101, NURS 1151, COMM 1131, PHIL 1180. Corequisite: NURS 2000, NURS 2010.
Offered: Fall, Spring.

NURS 2100 - Acute and Complex Care (4 cr)

Knowledge of nursing care of clients experiencing acute disruptions of health can prevent disability and death. Emphasis is placed on understanding theory and skills required to provide nursing care to clients with complex and/or unstable conditions. Evidence-based practice is used to recognize and analyze cues, and effective, efficient care actions. The knowledge of lifespan, developmental factors, cultural variables, and legal aspects of care guide the student’s ethical decision making in delivery of care.

Prerequisite: NURS 2000, NURS 2010, NURS 2050;

ANTH 1899 or SOC 1104. Corequisite: NURS 2110, NURS 2200. Offered: Fall, Spring.

NURS 2110 - Acute and Complex Care Experiential (4 cr)

Knowledge of nursing care of clients experiencing acute disruptions of health can prevent disability and death. Emphasis is placed on application of theory and skills required to provide nursing care to clients with complex and/or unstable conditions. Evidence-based practice is used to support appropriate focused assessments, and effective, efficient nursing interventions. The knowledge of lifespan, developmental factors, cultural variables, and legal aspects of care guide the application of ethical decision making in delivery of care.

Prerequisite: NURS 2000, NURS 2010, NURS 2050; ANTH 1899 or SOC 1104. Corequisite: NURS 2100, NURS 2200. Offered: Fall, Spring.

NURS 2200 - Synthesis Theory and Experiential (3 cr)

As a synthesis of holistic nursing care, this course embeds prioritization, delegation, and supervision of nursing care of clients across the lifespan while examining theories of nursing leadership. Emphasis is on planning, collaborating, and coordinating care for individuals and groups across the care continuum. The student will focus on the nursing care of communities and population by placing importance on identifying skills and planning actionable holistic nursing interventions for the community, inclusive of lifespan, cultural variables, health equity, and determinants of health.

Prerequisite: NURS 2000, NURS 2010, NURS 2050; ANTH 1899 or SOC 1104. Corequisite: NURS 2100, NURS 2110. Offered: Fall, Spring.

NURS 2700 - Health Promotion and the Role of the Professional Nurse (9 cr)

This course introduces the student to the role of the professional nurse. The emphasis on health promotion across the lifespan includes learning about self-health, as well as holistic client health practices. Students learn to access and apply research evidence to guide safe preventative care. The student will incorporate communication and growth and development theory in a caring and culturally sensitive manner. The student will work as an ethical member of multi-disciplinary teams giving and receiving feedback about performance and use reflective thinking about their practice. Within the context of the nursing process, populations studied will include children, adults, older adults and the family experiencing a

normal pregnancy.

Prerequisite: Acceptance into Nursing Program. Offered: Fall, Spring.

NURS 2720 - Transition to the Role of the Professional Nurse (4 cr)

This course is designed to expand the knowledge and skills of the LPN as they transition to the professional role within nursing. Emphasis is placed on health promotion through the lifespan and incorporates theories related to evidence-based practice, quality and safety, communication, collaboration, clinical decision-making/reasoning, informatics, assessment, caring, and health-illness continuum.

Prerequisite: Acceptance into Nursing Program. Offered: Fall, Spring.

NURS 2750 - Nutrition and the Role of the Professional Nurse (2 cr)

This course introduces the student to the role of the nurse in promoting and supporting nutritional health. Emphasis is on the role nutrition plays in health promotion/prevention of illness, recovery from acute illness and/or management of chronic illness. Students learn to access evidence to support healthy nutritional choices that reduce risk factors for disease and/or illness across the lifespan. Students explore how culture, ethnicity, socio-economic status, nutritional trends and controversies, and integrative therapies influence the nutritional health of the client.

Prerequisite: Acceptance into Nursing Program. Offered: Fall, Spring.

NURS 2800 - Chronic and Palliative Care (7 cr)

This course focuses on the nursing care of clients experiencing chronic illness and/or end of life. Emphasis is placed on understanding the "lived experience" of clients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-based practice is used to support appropriate focused assessments and management of care of clients experiencing concurrent illnesses/co-morbidities.

Prerequisite: NURS 2700 or NURS 2720 (C or higher) and NURS 2750 (C or higher). Offered: Fall, Spring.

NURS 2820 - Pharmacology and the Role of the Professional Nurse (3 cr)

This course introduces theoretical concepts that enable students to provide safe and effective care related to

pharmaceuticals and natural products to diverse clients across the lifespan. A framework is presented for approaching the study of pharmacotherapeutics including pharmaceutical research and regulation, quality and safety, major drug classifications, and clinical management.

Prerequisite: NURS 2700 or NURS 2720 (C or higher) and NURS 2750 (C or higher). Offered: Fall, Spring.

NURS 2850 - Applied Pathophysiology for Nursing 1 (2 cr)

This course introduces a holistic perspective of pathophysiological processes and the disruption in normal body function. Emphasis will be on objective and subjective manifestations of common chronic health problems resulting from environmental, genetic, and stress-related maladaptations to provide a foundation for nursing care. This course complements selected topics addressed in Chronicity and End of Life to provide a comprehensive understanding of disease processes.

Prerequisite: NURS 2700 or NURS 2720 (C or higher) and NURS 2750 (C or higher). Offered: Fall, Spring.

NURS 2910 - Acute and Complex Care (7 cr)

This course focuses on the nursing care of clients experiencing acute disruptions of health and/or end of life issues. Emphasis is placed on understanding and application of theory and skills required to provide nursing care to clients with complex and/or unstable conditions. Evidence-based practice is used to support appropriate focused assessments and effective, efficient nursing interventions. Knowledge of life span, developmental factors, cultural variables and legal aspects of care guide the ethical decision making in delivery of care.

Prerequisite: NURS 2800, NURS 2820 and NURS 2850 (C or higher). Offered: Fall, Spring.

NURS 2920 - Applied Pathophysiology for Nursing 2 (2 cr)

This course will facilitate ongoing critical thinking and analysis of pathophysiological concepts. Emphasis will be on interpretation and prioritization of data resulting from environmental, genetic, and stress-related maladaptations. This course complements the selected topics addressed in Acute and Complex Care to provide a comprehensive understanding of disease processes.

Prerequisite: NURS 2800 and NURS 2850 (C or higher). Offered: Fall, Spring.

NURS 2950 - Nursing Leadership 1 (3 cr)

This course focuses on prioritization, delegation, and supervision of nursing care of clients across the lifespan. Health care policy, finance, and regulatory environment issues are analyzed. Emphasis is on planning, collaborating and coordinating care for individuals and groups across the care continuum.

Prerequisite: NURS 2800, NURS 2820 and NURS 2850 (C or higher). Offered: Fall, Spring.

PHIL Philosophy**PHIL 1101 - Introduction to Philosophy (3 cr)**

An introduction to the study of philosophy, with emphasis on developing skills in philosophical modes of inquiry and analysis. Major content areas include epistemology, metaphysics, and value theory, and may also include topics in political philosophy, philosophy of science, philosophy of mind, philosophy of law, philosophy of religion, and philosophy of language. Readings will include both historical and contemporary texts.

Offered: Fall, Spring.

PHIL 1102 - Logic (3 cr)

This course is the study of the deductive analysis of arguments using the tools of contemporary symbolic logic. The course includes the examination of basic logical concepts (logical form, validity, logical truth, consistency), symbolization of arguments expressed in natural language, truth tables, formal proofs or truth trees, and elementary quantification theory.

Prerequisite: Eligible for READ 1106. Offered: Fall, Spring.

PHIL 1103 - Ethics (3 cr)

This course is an introduction to the philosophical study of morality. It will examine several important ethical theories and perspectives concerning standards of value, the nature of right action and decision-making standards, virtue and vice, and conceptions of the good life. Contemporary moral issues will be critically examined in light of these theories and perspectives; such as LGBTQ+ rights, freedom of speech and civil liberties, criminal justice and punishment, racism and social justice, abortion, climate change, animal rights, globalization and global justice, among other issues. This course will help students to think analytically about the moral judgments we are tempted to make, with the goal of developing well-reasoned positions on important moral issues of personal

and/or social concern.

Offered: Fall, Spring.

PHIL 1105 - Philosophy of Religion (3 cr)

This course will examine both classic and contemporary issues in the philosophy of religion, including, but not limited to: proofs for the existence of divine beings or God; analysis of the types of proofs including mystical experiences, faith, or rational acceptance for religious and spiritual belief; Eastern philosophy from the scriptures of Daoism, Confucianism, Buddhism, and Hinduism; philosophical issues about the nature of God and human experience stemming from monotheistic religious traditions including Judaism, Christianity and Islam; indigenous religious and mythic traditional understanding of human nature, society, and cosmic structure. The course will also evaluate alternatives to religious or spiritual beliefs including criticisms of them from the perspectives of secular humanism, atheism, agnosticism and contemporary issues associated with our beliefs in modern life.

Offered: Fall, Spring.

PHIL 1140 - Environmental Ethics (3 cr)

Do animals have rights? Do we have moral obligations to preserve endangered species? What is sustainable development and do we have an ethical obligation to promote it? Do people, including future generations, have a right to environmental protection? What is environmental racism? Do we have a duty to preserve biodiversity? Does nature have value, and if so, what kind of value? These are just a few of the questions addressed in environmental ethics. Environmental ethics is the study of the moral relationship between humans and the rest of nature. In this course, we will examine various efforts to understand the nature and extent of our duties to the nonhuman world. After a general introduction to a few major ethical theories and concepts in moral philosophy, we will investigate a variety of environmental issues through the lens of these theories and concepts. At the same time, we will critically reflect on the shortcomings of traditional moral theories and investigate new concepts, theories, and perspectives as ways of understanding the moral relationship between humans and nature.

Offered: Fall, Spring.

PHIL 1150 - Introduction to World Religions (3 cr)

A comparative course which examines the fundamental beliefs, practices, and traditions of world religious traditions. The origins, major figures, sacred scriptures and

creeds will be reviewed and compared. Topics may include justification for beliefs, cosmology, practices of the faithful, and the role of women, artistic expression, and contemporary issues. Major religious traditions including Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity, and Islam will be studied. Additionally, alternative spirituality, paganism, Egyptian religions, Native American traditions, atheism, secularism and other religious movements may be covered.

Prerequisite: Eligible for READ 1106. Offered: Fall, Spring.

PHIL 1160 - Philosophy of Art (3 cr)

The study of the nature of art, the character of our experience of works of art, and standards for the interpretation and evaluation of works of art. May include examination of the nature of beauty, culturally bounded conceptions of art, the nature of artistic expressiveness and imagination, and the possibility that there are objective criteria for the evaluation of works of art. Readings will be primarily contemporary.

Prerequisite: Eligible for ENGC 1101 and READ 1106. Offered: Fall, Spring.

PHIL 1170 - Business Ethics (3 cr)

Should companies that employ sweatshop labor be boycotted? Who should take responsibility for the financial crisis of 2008? Is bribery morally acceptable if everyone is doing it? Is corporate downsizing morally wrong? Do corporations have any social responsibilities other than maximizing profits? Is capitalism an unjust economic system? These are just a few of the questions addressed in business ethics. In this course, we will examine various efforts to understand the ethical dimensions of capitalism and the conduct of business in society. After an introduction to several major ethical theories and concepts in moral philosophy, we will investigate a variety of ethical issues that arise in the conduct of business.

Offered: Spring.

PHIL 1180 - Biomedical Ethics (3 cr)

Should physician-assisted suicide be legalized? Is there a right to health care? Should genetic technologies be used for enhancing human capabilities? What ethical ideals ought to govern the patient-provider relationship? These are just a few of the questions addressed in biomedical ethics. Biomedical ethics is the study of the ethical issues that arise in the practice of medicine and health care. In this course, we will begin by examining several major ethical theories, including critiques of these theories that

have led to alternative approaches to ethical decision-making. We will then investigate a range of specific ethical issues through the lens of these theories and approaches.

Offered: Fall, Spring.

PHIL 1190 - Ethics for the Digital Age (3 cr)

Big data and information technology impact all areas of life. Rapid advances in technologies such as AI and machine learning, as well as the evermore sophisticated advances in the collection, analysis, and use of data, have created opportunities for individual and social good. But ethical frameworks for assessing the impacts of these advances lag behind. Does the use of predictive analytics in health care, employment, and policing reinforce or reduce bias and discrimination? Is privacy dead -- and should we care? Are algorithms morally neutral? Should big tech be regulated? Does Facebook cause more harm than good? These are some of the questions we will address as we explore the ethical implications of data and information technology. Through understanding theories and concepts in moral philosophy, we will learn how to reason about and critically assess ethical issues in data and information technology.

Offered: Fall, Spring.

PHIL 1900 - Topics in Philosophy (1-4 cr)

Examination of a special topic in philosophy; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

PHIL 2900 - Topics in Philosophy (1-4 cr)

Examination of a special topic in philosophy; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

PHYS Physics

PHYS 1001 - Energy, Climate & Physics in Society (3 cr)

This course covers topics in physics with an emphasis on conceptual understanding of physics principles and the technology applications related to current issues, including the sources and uses of energy, climate change, and the ethical dimensions of technological choices. This course will give students the solid foundation in physics they need to be critically thinking, scientifically literate citizens able

to distinguish scientifically sound, evidence-based technological decisions from those that are not. Topics may include energy production and conservation, radioactivity and nuclear weapons, transportation options, various consequences of climate change, and invisible light. The personal, political, and ethical dimensions of technological choices will be a significant emphasis in this course. Lecture 3 hours; lab 0 hours.

Offered: Fall, Spring.

PHYS 1002 - Energy, Climate & Physics in Society Laboratory (1 cr)

This is an optional laboratory course for students who are concurrently enrolled in PHYS 1001 or who have previously completed PHYS 1001 (C or higher). The combination of PHYS 1001 and PHYS 1002 satisfies the MnTC Goal 3 laboratory science requirement.

Prerequisite: PHYS 1001 (C or higher) or concurrent enrollment. Offered: Fall, Spring.

PHYS 1104 - Survey of Astronomy (3 cr)

Explore the universe around us in a survey course focusing on scales and structures of the universe, observable motions of the sun, moon, and stars, patterns within the solar system, life cycles of stars, and evolution of the universe. Additional topics may include telescopes and light, planetary science, extrasolar planet discovery, and space exploration.

Offered: Fall, Spring.

PHYS 1110 - College Physics 1 (4 cr)

In this first semester of a two-semester sequence covering introductory algebra-based physics, students explore the mathematical description of motion (kinematics) and use forces and torques to analyze the behavior of objects and systems (dynamics)—including applications to both rectilinear motion and rotating systems. Students will also explore topics such as conservation of momentum and conservation of energy, periodic oscillations, thermal physics and universal gravitation. This course uses algebra and trigonometry.

Prerequisite: MATH 1100 (C or higher); or placement into MATH 1500 or higher. Offered: Fall, Spring.

PHYS 1111 - College Physics 2 (4 cr)

Modern life is heavily impacted by electricity, magnetism, and light. Further explore physics in a lecture course with lab component that is a continuation of Physics 1110. Students will gain an understanding of core topics that

impact our day to day lives like electricity, magnetism, electromagnetic waves, and optics. The material will help you understand the physical world around you. This course uses algebra and trigonometry.

Prerequisite: PHYS 1110. Offered: Fall, Spring.

PHYS 1114 - Introductory Astronomy (4 cr)

A one-semester introductory course in astronomy covering the tools and methods of astronomy and the physics of the solar system, stars, galaxies, and the universe. This course requires a background in intermediate algebra. Laboratory includes tools and methods of astronomy; data collection and analysis; and observations (when feasible). Lecture 3 hours; lab 2 hours. This course is not a sequel to PHYS 1104.

Prerequisite: Eligible for MATH 1100. Offered: Fall, Spring.

PHYS 1121 - Physics 1 for Scientists and Engineers (5 cr)

In this first semester of a two-semester sequence covering calculus-based introductory physics, students explore the mathematical description of motion (kinematics) and use forces and torques to analyze the behavior of objects and systems (dynamics)—including applications to both rectilinear motion and rotating systems. The course also explores additional approaches using conservation of linear momentum, conservation of angular momentum and conservation of energy and explores periodic oscillations, thermal physics, universal gravitation and additional applications are explored.

Prerequisite: MATH 1510 (C or higher). Offered: Fall, Spring.

PHYS 1122 - Physics 2 for Scientists and Engineers (5 cr)

In this second semester of a two-semester sequence covering calculus-based introductory physics, students explore electricity and magnetism and its many applications, as well as mechanical waves, electromagnetic waves and optics. . Students explore a wide variety of physical phenomena that underlie many of today's technologies. This material will be useful in any science-related career, and its content is fundamental to an understanding of the physical world.

Prerequisite: PHYS 1121 (C or higher), MATH 1510 (C or higher). Offered: Fall, Spring.

PHYS 1201 - Physics 1 with Biomedical Applications (4 cr)

An inherent foundation of physics supports the biomedical sciences. Explore physics and its connection to health and biology in the first semester of a two-semester sequence in introductory physics, with a laboratory component. Topics include kinematics, dynamics, torque, energy, fluids, and thermal physics. Problems are solved using the basic concepts of calculus such as the derivative and simple integration. Fundamental concepts of physics are related to biomedical applications of special interest to students majoring in the biological sciences and those who plan to enter the health professions.

Prerequisite: MATH 1400 (C or higher) or MATH 1510 (C or higher).

PHYS 1202 - Physics 2 with Biomedical Applications (4 cr)

An inherent foundation of physics supports the biomedical sciences. Continue exploring physics and its connection to health and biology in the second half of this introductory physics series, with a laboratory component. Topics include waves, electricity, simple DC circuits, magnetism, atomic structure and spectra, and the physics of medical imaging. Problems are solved using the basic concepts of calculus such as the derivative and simple integration. Fundamental concepts of physics are related to biomedical applications of special interest to students majoring in the biological sciences and those who plan to enter the health professions.

Prerequisite: PHYS 1201 (C or higher).

PHYS 1900 - Topics in Physics (1-4 cr)

An examination of a special topic in physics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

PHYS 2250 - Modern Physics (4 cr)

An introduction to the topics of modern physics including the special theory of relativity and quantum theory. Seminal experiments of modern physics are explored, along with their theoretical implications. Topics will include wave-particle duality, the uncertainty principle, the Schrodinger equation, and additional material chosen from atomic, molecular, nuclear, elementary particle, and condensed matter physics. This course requires a background in calculus and calculus-based physics.

Prerequisite: PHYS 1122, MATH 1520. Offered: Spring.

PHYS 2900 - Topics in Physics (1-4 cr)

An examination of a special topic in physics; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

POLS Political Science**POLS 1130 - Introduction to U.S. Politics (3 cr)**

Considers fundamentals of U.S. politics including constitutional principles, organization of government, basic freedoms, civil liberties, civil rights, political cultures, parties and interest groups, campaigns and elections, and national controversies.

Offered: Fall, Spring.

POLS 1132 - Introduction to Comparative Politics (3 cr)

Compares political and economic systems, political and economic conditions, and political and economic policies of diverse countries and regions around the world. Comparisons and contrasts will consider governments, cultures, patterns of political and economic development, as well as political values, processes, and institutions. Includes comparisons, where apt, with United States. Analyses will include statistical, historical, and forecast data, as well as theoretical perspectives.

Offered: Fall, Spring.

POLS 1150 - Introduction to World Politics and Globalization (3 cr)

Develops a global perspective by exploring diverse global issues such as security, human rights, environment, economic development, foreign policies, character of globalization, interactions of nation-states and other actors, origins and effects of global capitalism, and changing effects on global affairs of technological innovations, international organizations, multinational corporations, social movements and groups, and ideologies. Course provides tools for interpreting and evaluating global politics, and it furnishes background to pursue additional courses in World Politics.

Offered: Semesters: Fall.

POLS 1152 - Model United Nations (3 cr)

Introduces students to the workings of the world's most

important international organization - the United Nations (UN) - and to the practice of negotiation and diplomacy. Course emphasizes understanding current global issues and offers direct experience in the practice of politics. Course also improves students' ability in the "civic arts" of negotiation, advocacy, public presentations, and policy analysis. All students in the class will prepare for and participate in the Arrowhead Model United Nations conference held each April.

Offered: Spring.

POLS 1900 - Topics in Political Science (1-4 cr)

Examines specific topics in politics and public policy; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

POLS 2096 - Internship in Political Science (2-4 cr)

Student will explore careers in political science through partnership with a sponsoring organization, putting into practice skills learned in political science courses. Students must complete 45 hours per credit on the job, additional academic work, and meet with a faculty member. Students may earn 2 to 4 credits.

Prerequisite: Previous coursework in Political Science and consent of instructor. Offered: Fall, Spring.

POLS 2250 - Constitutional Law (3 cr)

Explores the U.S. Constitution and Bill of Rights as elements of national government and criminal justice. Addresses equal protection, due process, First Amendment, search and seizure, rights of the accused, rights of prisoners, presidential authority, and historic Supreme Court cases. Course includes debates and mock trials.

Offered: Fall.

POLS 2900 - Topics in Political Science (1-4 cr)

Examines specific topics in politics and public policy; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

PSYC Psychology

PSYC 1050 - Introduction to Human Development (3 cr)

This course is an introduction of the major concepts, developmental theories, modern-day explanatory systems, and research related to human development through the lifespan from the prenatal period to the end of life. An overview of both typical and atypical developmental processes are presented following the biopsychosocial model for each of life's stages. A basic understanding of transitions and adaptations across the lifespan and the associated factors are explored within a healthcare setting.

Offered: Fall, Spring.

PSYC 1100 - Psychology in Modern Life (3 cr)

Psychology in Modern Life is designed to translate psychology into applications to everyday life. Examples of life situations addressed include topics such as stress management, health behaviors, behavior in groups, interpersonal relationships and psychological health. The course has an empirical focus, which means that we will apply data collected via the scientific method to matters of living, and develop our critical thinking skills in order to evaluate claims about healthy living made by sources from within and outside the psychological community.

Offered: Fall, Spring.

PSYC 1108 - Psychology of Death and Dying (3 cr)

We all die. Psychology offers an insightful exploration of death and dying by examining how different cultures, historical contexts, and personal experiences shape our understanding of this universal human experience using psychological perspectives. Students develop strategies to cope with death anxiety and grief. Students use critical thinking skills to engage with topics such as societal attitudes toward death, the experience of loss, and ethical dilemmas surrounding end-of-life decisions. We discuss cross-cultural practices related to funerals, caregiving, and grieving, as well as explore concepts like near-death experiences and beliefs about the afterlife.

PSYC 1109 - Child and Adolescent Development (3 cr)

This course focuses on the physical, cognitive, and psychosocial areas of development from conception through adolescence. Relevant theories, research, methods and issues are addressed. An interactionist approach regarding the influence of both heredity and environment is emphasized.

Offered: Fall, Spring.

PSYC 1110 - Introduction to Psychology (4 cr)

This course is an introduction to the scientific study of behavior and mental processes. It prepares students for pursuing more advanced coursework in Psychology and provides a basic understanding of Psychology for those entering other fields. The course introduces the questions, methods, findings, and limitations of the Psychology discipline.

Offered: Fall, Spring.

PSYC 1140 - Psychology of Gender (3 cr)

What shapes our understanding of gender—our biology, psychology, or the world around us? This course explores how all three interact to influence gender identity, roles, and experiences. You will examine how gender is socialized from childhood, how it develops over time, and how it intersects with other identities like race, sexuality, and socioeconomic status. Through real-world applications and psychological research insights, you will also explore how groups differences related to gender have influenced health, relationship, and societal policies and reactions in the United States.

PSYC 1900 - Topics in Psychology (1-4 cr)

Examination of a special topic in psychology; intended for all students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

PSYC 2100 - Statistics for the Behavioral Sciences (4 cr)

This course introduces statistical analysis and research designs used in the behavioral sciences. In it, students use statistical software (e.g., SPSS) to conduct descriptive and inferential data analyses. They choose and apply statistical procedures to help answer psychological and behavioral scientific research questions, and gain an introduction to commonly used research methods. In order to see how statistical methods and findings are reported in behavioral science research, students read, interpret, evaluate, and write APA-style Results sections.

Prerequisite: PSYC 1110 and completion of one of the following: MATH 1080, MATH 1090, MATH 1095, MATH 1100 or math placement higher than MATH 1100.
Offered: Spring.

PSYC 2200 - Psychological Disorders (3 cr)

Nearly half of adults in North America are expected to experience a psychological disorder at some point in their lives. Studying psychopathology involves exploring how conditions like OCD, depression, and schizophrenia are defined, diagnosed, explained, and treated, as well as social issues involving the disorders, and the struggles and contributions of people with diagnoses. By examining scientific research, exploring case histories, and having discussions, students gain insight into the complexity, meaning, and critical importance of mental disorders.

Prerequisite: PSYC 1110 Introduction to Psychology.

Offered: Fall, Spring.

PSYC 2210 - Developmental Psychology: Lifespan (4 cr)

Discovering how people grow, change, and thrive across the entire lifespan can take you on a journey through the physical, cognitive, and social-emotional milestones that shape who we are at every stage of life. Along the way, you'll explore major theories, real-world applications, and current issues in human development. By connecting research to everyday experiences, you'll gain insights that can be applied to your own life, relationships, and future career.

Prerequisite: PSYC 1110 Introduction to Psychology.

PSYC 2300 - Psychology of Personality (3 cr)

What makes us who we are as individuals? To gain insight into this question, personality psychologists seek to accurately describe and explain stable differences in how people think, feel, and act. We explore questions related to how to accurately assess personality, the biology of personality, the dynamics of the unconscious mind, the impact of basic human needs, and how aspects of the person and aspects of the situation both determine behavior. By engaging with classic theories, modern research, reflective discussions, and practical applications, students not only gain insight into the complexities of personality, but also develop a deeper understanding of themselves and others.

Prerequisite: PSYC 1110.

PSYC 2400 - Psychology of Religion and Spirituality (3 cr)

Religion and spirituality can be powerful sources of personal struggle, resilience, prejudice, and compassion. In the United States, more people are identifying as spiritual rather than religious, raising questions about what drives

these beliefs and practices. We'll examine relevant psychological research from multiple perspectives (e.g., social, cultural, biological, psychological, developmental) to better understand why individuals and groups differ in religious and spiritual behavior. By exploring cases, sites, and personal encounters with the Sacred, students gain insight into the rich varieties of religious and spiritual experience within the United States and across the world.

Prerequisite: PSYC 1110. Offered: Fall, Spring.

PSYC 2500 - Biopsychology (3 cr)

Biopsychology provides an overview of neuroanatomy, basic principles of neural conduction, and basic techniques used in biopsychological investigations. It reviews current knowledge of the biological bases of human behavior and experience: sensation and perception, movement, cognition and language, attention, learning, memory, stress, wakefulness and sleep, psychiatric disorders. The course examines how important questions in psychology can be addressed with biological methods.

Prerequisite: PSYC 1110 or BIOL 1102. Offered: Spring.

PSYC 2600 - Introduction to Social Psychology (3 cr)

Curious about why people act differently in certain situations, the roots of prejudice and violence, or how to create more peaceful relations? These are questions that social psychologists examine through research on how our social worlds shape our thoughts, feelings, and behaviors. We explore topics like how we compare ourselves with others, how we conform and obey, why we dehumanize people different from us, the rise of loneliness, and the dynamics of romantic relationships. Through learning about scientific research on these topics, reflective discussions, and applied assignments, students gain insights into themselves, others, and the world, and are prepared to use that knowledge to address social problems.

Prerequisite: PSYC 1110.

PSYC 2900 - Topics in Psychology (1-4 cr)

Examination of a special topic in psychology; intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

READ Reading

READ 0860 - Reading Skills (4 cr)

This course offers preparation for reading college-level

material. Topics include independent and self-regulated reading, the reading process, and reading engagement. A-F grading (option to choose P/NC grading).

Prerequisite: EAP 0855 (C/P or higher) or eligible for READ 0860. Offered: Fall, Spring.

READ 0955 - Fast Track Reading (6 cr)

This course combines topics from both the Reading Skills course as well as the Reading/Study Skills for College course in an accelerated, one-semester class that is designed to provide the reading and study skills necessary for success in college. It is designed to develop vocabulary, effective literal, inferential, and introductory critical reading comprehension in fiction and academic content areas with study strategies that are necessary for success in college. This course satisfies both the READ 0860 and READ 0960 requirements. P/NC grading (option to choose A-F grading).

Prerequisite: EAP 0855 (C/P or higher) or eligible for READ 0860. . Offered: Fall, Spring.

READ 0960 - Reading/Study Skills for College (4 cr)

This course is designed to develop higher level reading strategies including critical and inferential reading comprehension and textual analysis while also emphasizing college study strategies within the scope of college-level reading materials and texts. A-F grading (option to choose P/NC grading).

Prerequisite: READ 0860 (C/P or higher) or eligible for READ 0960. Offered: Fall, Spring.

READ 0961 - Reading Strategies Review (1 cr)

This course is designed to assist students in reviewing effective reading strategies for college course work. Strategies include effective literal, inferential, and introductory critical reading comprehension. This course is intended for review of strategies in order to improve on the Accuplacer placement test. After successful completion of this course, students may retake the Accuplacer placement test. This course does not take the place of READ 0960 for placement. P/NC grading (option to choose A-F grading).

Prerequisite: Eligible for READ 0960.

READ 1104 - College Study Strategies (3 cr)

This course is designed to assist students in developing effective study strategies for college coursework. Skills include goal setting, time management, organization, concentration, vocabulary acquisition, memory improvement, listening, note taking, test taking, test

anxiety management, textbook processing, and keys to successful online learning.

Prerequisite: Eligible for READ 1106. Offered: Fall, Spring.

READ 1106 - Critical Reading Skills (3 cr)

This course is designed to help students learn and develop the critical reading and thinking skills needed in order to comprehend, analyze, and interpret college-level material. Students will be introduced to a variety of genres which may include poetry, fiction, nonfiction, essays, and textbook materials.

Prerequisite: READ 0960 (C/P or higher) or eligible for READ 1106. Offered: Fall, Spring.

READ 1110 - Study and Thinking Skills in the Academic Disciplines (2 cr)

This course is designed to help students acquire a repertoire of active study and thinking skills for use in academic disciplines.

Prerequisite: READ 0860 (C/P or higher) or eligible for READ 0960.

READ 1230 - MTLE Reading Seminar (1 cr)

This course is designed to assist students in reviewing effective reading and test taking strategies needed for passing the Minnesota Teacher Licensure Examination (MTLE). Reading strategies include effective literal, inferential, critical reading comprehension, and critical reasoning skills.

SOC Sociology

SOC 1100 - Modern US Society: Everyday Life in the United States of America (3 cr)

The United States is a vibrant, complex, and dynamic society, with diverse social groups and identities; understanding its various facets and elements is essential to being an informed and engaged citizen. Using the sociological perspective, students critically examine multiple components of society (institutions) and groups, including values and norms, cultural practices and identities, multiculturalism and pluralism, and globalization. Students also examine how social institutions foster inequality, privilege majority groups and disadvantage minority groups (e.g. race, social class, gender, ability, and sexuality), and impact the daily living of social groups. Developing a deeper understanding of historical and contemporary U.S. society and the richness

of its diversity will better prepare students to be an active citizens and community members.

SOC 1101 - Cultural Diversity (3 cr)

This course aims to promote understanding and appreciation of cultural diversity. Sociological and anthropological perspectives will be used to examine socio-cultural

diversity, the challenges and opportunities it presents, and its importance in our dynamic contemporary world. The course also emphasizes processes such as workplace diversity and long-term trends in cultural pluralism, which are transforming our everyday experiences and identities.

Crosslisted as: ANTH 1101. Offered: Fall, Spring.

SOC 1102 - Love, Sex, and Family (3 cr)

Families are important components of our social worlds and learning about them helps in understanding ourselves and others. Using a sociological perspective, students consider the realities, challenges and opportunities that contemporary families face and explore the ways by which our intimate connections shape and are shaped by society. Students examine how race, class, and gender influence family life, as well as how power and identity operate within families and society. By analyzing issues like love, sexuality, and caregiving, students gain insight into the diverse, complex, and ever-changing nature of family and intimate connections.

Offered: Fall, Spring.

SOC 1103 - Understanding Social Movements and Social Change through Service Learning (3 cr)

The United States has a rich history of social movements and transformative change in society. Students explore historical and contemporary social movements that have challenged structural inequality and worked for equity of marginalized groups— including race, gender, sexuality, ability, and social class. Students utilize sociological theories of social change and concepts to analyze these movements by considering how social categories and identities overlap to privilege powerful groups and disadvantage marginalized groups. Students explore examples of national and local social movements, develop skills for affecting positive social change and social justice, and identify solutions to reduce social inequality and oppression. Students gain first-hand experience in positive social change through 60 hours of service learning with Normandale's community partners, working on projects that directly address issues of inequality. Through exploring social movements, sociological concepts and

theory, and service learning, students are better prepared to critically analyze social issues and contribute to transforming society.

SOC 1104 - Introduction to Sociology (3 cr)

This course introduces students to sociology's fundamental perspectives, methods and themes for the study of human social relations. Through a wide range of topics including socialization, social inequality, social institutions and social change, students explore the links between individual lives and societal contexts.

Offered: Fall, Spring.

SOC 1106 - Social Problems (3 cr)

This course is an overview of contemporary social problems in both the U. S. and around the world using various sociological perspectives, analytical insights, and methodologies. The course critically analyzes a range of social issues such as poverty and inequality, racism, sexism, family breakdown, education, crime and violence, political economy, unemployment, the environment, globalization, and militarism and terrorism, among other emerging structural and systemic processes affecting the survival of peoples nationally and globally.

Prerequisite: ENGC 0960 (C/P or higher) or ENGC 0900 and READ 0960 (C/P or higher) or placement into or completion of ENGC 1101 (D or higher). Offered: Fall, Spring.

SOC 1109 - Wealth and Poverty (3 cr)

Understanding social inequality is a key part of understanding human experiences and opportunities. Using a sociological perspective to delve into issues such as race, class, and gender, students explore the causes and consequences of inequality in the United States and in other countries across the globe. By analyzing the historical roots, contemporary realities, and sociological explanations of inequality, students assess the issue of social hierarchy and its effects on the human condition. Students evaluate the ways by which structural inequalities, like limited educational or job opportunities, racism, and sexism are linked to the everyday experiences of individuals and groups within society.

Offered: Fall, Spring.

SOC 1115 - Sociology of Sex and Gender Roles (3 cr)

Examine the complex dynamics of sex and gender through a sociological exploration of how cultural and institutional expectations of masculinity and femininity shape

individual choices and behaviors. Explore topics such as the social construction of gender, gender discrimination and oppression, intersectionality, and gendered violence as you investigate how individuals assign meaning to and navigate their social worlds. This course prepares you to critically engage with current controversies and debates on gender issues in the United States and worldwide, equipping you to contribute positively to discussions on diversity, power, and justice.

Offered: Fall, Spring.

SOC 1116 - Popular Culture & Media Sociology (3 cr)

Using a sociological perspective, this course explores the diverse constructions of popular culture within the U.S. and selected parts of the world. An important component within this area of sociology addresses how mass media both reflect and influence popular cultural trends. This course is designed to increase students' abilities to understand, explain, and analyze popular culture via the lens of the sociological imagination, thus increasing their agency as social actors.

Offered: Fall, Spring.

SOC 1120 - Introduction to Women's and Gender Studies (3 cr)

This course investigates the evolving position of women in society and the role of gender in shaping opportunities and experiences. Through various cultural and theoretical perspectives, students analyze how women's rights and roles change and how gender influences power, status and meaning.

Crosslisted as: ANTH 1120 and WMST 1120. Offered: Fall, Spring.

SOC 1121 - Women Across Cultures (3 cr)

This is a global course focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. Women's issues addressed throughout many cultures of the world.

Prerequisite: Eligible for ENGC 1101 and READ 1106. Crosslisted as: ANTH 1121 and WMST 1121. Offered: Fall, Spring.

SOC 1900 - Topics in Sociology (3 cr)

Examination of a special topic in sociology; intended for all interested students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

SOC 2096 - Internship in Sociology (2-4 cr)

This internship course explores careers and training in a supervised work setting and combines theory with field experience related to sociology. Students must spend 45 hours per credit on the job, complete additional academic work, and meet regularly with faculty throughout the internship. Students may earn 2 to 4 credits.

Prerequisite: Previous coursework in Sociology and consent of instructor . Offered: Fall, Spring.

SOC 2108 - Social Psychology (3 cr)

Explore the dynamic interplay between the individual self and larger social patterns by learning how personal identity and meaning are shaped by society, culture, and institutional influences. Students will navigate challenging topics such as social stigmas, managing majority and minority group identities, and confronting cultural expectations rooted in historical and contemporary U.S. traditions and values. Emphasizing the importance of intersectionality, we critically examine historic and contemporary structures of racism and systemic inequalities that shape social, political, economic, and environmental landscapes in the United States from a sociological perspective. By engaging with issues of ethnicity, sexuality, gender, class, and ability, students are empowered to assign meaning to and navigate their social worlds, fostering a deeper understanding of themselves and their roles in addressing the issues facing humanity.

Offered: Fall, Spring.

SOC 2110 - American Minority Relations (3 cr)

The United States has a rich history of cultural diversity, yet it is also a history marked by social tension and inequality. This course examines how cultural identities—including race, gender, sexuality, ability, age, social class, and religion—have developed and changed within societal power structures. You'll explore historical and contemporary systems of inequality, focusing on racism and other forms of oppression, and analyze the experiences and contributions of marginalized groups that have shaped American society from a sociological perspective. By exploring the individual and institutional experiences of minority groups in the United States, you will be better prepared to navigate the complexities of our increasingly diverse society.

Offered: Fall, Spring.

SOC 2112 - Criminology (3 cr)

This course is an exploration of crime causation and society's response. Topics covered include the definitions of crime, the patterns that crime follows, the factors that cause crime, and the prevalence of certain types of crime.

Prerequisite: SOC 1104. Offered: Fall, Spring.

SOC 2114 - Families in Crisis (3 cr)

In the United States most people will experience a long-term relationship, marriage, parenthood, and caring for aging parents. Yet not all families look the same. Students explore diverse family forms including married couples with and without children, singles, cohabitators, interethnic relationships, blended families, LGBTQAI+ families, communal families, adoptive families, and couples without children. Students explore the connections between families and social institutions, including discrimination, oppression, and inequality (i.e., race and ethnicity, ability, social class, sexuality, and gender); the social construction of family; intimate partner violence, intersectionality, and the impact of social policies on family. Relying on sociological texts and concepts, active learning activities, collaboration, analysis, and reflection students explore the individual and institutional experiences of minority groups in the United States.

Offered: Fall, Spring.

SOC 2125 - Social Deviance (3 cr)

This course is a sociological examination of significant rule-making and rule-breaking in society. The course surveys the following topics: explorations/explanations of non-conformity relevant to juvenile delinquency, crime, mental illness, substance abuse, and certain other non-normative lifestyles.

Offered: Fall, Spring.

SOC 2130 - Introduction to Criminal Justice (3 cr)

This course provides an overview of the criminal justice system. Topics include the historical development of law enforcement as well as an exploration of the components of the criminal justice system and the functions, jurisdictions, and interrelationships of various law enforcement agencies with emphasis on the United States criminal justice system.

Offered: Fall, Spring.

SOC 2131 - Juvenile Justice (3 cr)

This course provides an overview of theories of delinquency and the Juvenile Justice System. Special emphasis will be on Minnesota Statutes, Rules of Juvenile Court, and Supreme Court cases which mandate how the Juvenile Justice System works in Minnesota. This course meets specific Minnesota Peace Officer Standards and Training (POST) Board learning objectives for pre-service law enforcement students to understand what police officers are mandated to do when juveniles are victims or offenders, and how those laws are different from the adult criminal justice system.

Offered: Fall, Spring.

SOC 2132 - Police and Community (3 cr)

This course examines the interaction of peace officers with members/groups in the communities – focus on minority groups and the application of community oriented policing principles. This course meets specific Minnesota Peace Officer Standards and Training (POST) Board learning objectives (as listed in the outline) for pre-service law enforcement students including community oriented policing philosophy, crime prevention, cultural diversity, bias motivated crime and the proper police response, domestic abuse and assault state mandates, ethics, police professionalism, and the use of discretion by the police.

Offered: Fall, Spring.

SOC 2134 - Corrections (3 cr)

This course is a sociological analysis of corrections and punishment in modern society. The course content explores the prison system, community-based corrections, and alternatives to incarceration.

Offered: Fall, Spring.

SOC 2900 - Topics in Sociology (1-4 cr)

Examination of a special topic in sociology (e.g. Community Crime Prevention); intended for second-year students. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

SMLI Somali**SMLI 1100 - Beginning Somali 1 (5 cr)**

This course provides an introduction to Somali language and culture. Students begin to develop competencies in speaking, listening, reading and writing. Culture is an

integral part of the course and is incorporated through the analysis of simple texts, film, music, traditions, and daily life in the Somali-speaking world. The entire present tense is covered.

Offered: Fall.

SMLI 1111 - Somali Culture and Civilization (3 cr)

Students explore the culture and civilization of the Somali-speaking world. Through an investigation of the social, political, and artistic aspects of the target culture, students develop greater insight into the global implications of cultural practices. By comparing and contrasting their own culture with that of Somali-speaking peoples, students develop the intercultural competency that allows them to recognize various perspectives on global issues and analyze alternative solutions. This course is taught in English.

Offered: Fall, Spring.

SMLI 1200 - Beginning Somali 2 (5 cr)

This course provides a continuation of the listening, speaking, reading, and writing competencies developed in SMLI 1100. Students further explore cultural differences, helping them develop a deeper understanding of the world and a greater cultural perspective. The major grammatical focus is on the past and future tenses.

Offered: Spring.

SMLI 2100 - Intermediate Somali 1 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Somali-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of Somali-speaking peoples. This builds intercultural competency and increases global awareness. This course is intended for students who have successfully completed SMLI 1200 or the equivalent.

Offered: Fall.

SMLI 2200 - Intermediate Somali 2 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Somali-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of

Somali-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes compound verb tenses, gerunds, and passive verbs. This course is intended for students who have successfully completed SMLI 2100 or the equivalent.

Offered: Spring.

SPAN Spanish

SPAN 1100 - Beginning Spanish 1 (5 cr)

This course introduces critical differences and similarities between Spanish and English while students develop competency in speaking, listening, reading, and writing. Aspects of Hispanic culture are also frequently introduced in class, which help students develop cultural sensitivity toward the Spanish-speaking world as part of increased global understanding. The entire present tense is covered, including all irregular verbs.

Offered: Fall, Spring.

SPAN 1101 - Introduction to Interpreting and Translation (2 cr)

Introduction to Interpreting and Translation introduces students to the career competencies, ethics and major theories related to the fields of interpreting and translation. Through readings by experts in the field, case studies, and professional profiles, students will learn about the fields of interpreting and translation and exercise key skills required to work in these professions. Taught in English.

Crosslisted as: CHIN 1101, FREN 1101, GERM 1101, JAPN 1101, INDS 1101. Offered: Fall, Spring.

SPAN 1111 - Hispanic Culture and Civilization (3 cr)

Students explore the culture and civilization of Spanish-speaking world. Through an investigation of the social, political, and artistic aspects of the target culture, students develop greater insight into the global implications of cultural practices. By comparing and contrasting their own culture with that of Spanish-speaking peoples, students develop the intercultural competency that allows them to recognize various perspectives on global issues and analyze alternative solutions. This course is taught in either English or Spanish, depending on the section.

Offered: Fall, Spring.

SPAN 1200 - Beginning Spanish 2 (5 cr)

This course is a continuation of the listening, reading, speaking, and writing competencies developed in SPAN 1100. Students further explore cultural differences helping them develop a deeper understanding of the world and a greater cultural perspective. All forms of the preterite and imperfect are covered.

Offered: Fall, Spring.

SPAN 2100 - Intermediate Spanish 1 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Spanish-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of Spanish-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes a review of the preterit and imperfect, formation and uses of the present subjunctive, and introduction to the compound tenses. This course is intended for students who have successfully completed SPAN 1200 or the equivalent.

Offered: Fall, Spring.

SPAN 2200 - Intermediate Spanish 2 (5 cr)

Students review and extend their competency in speaking, listening, reading, and writing. Students analyze cultural products and practices of the Spanish-speaking world and identify the values that underlie them. Students investigate the art, music, history, literature, and lived experience of Spanish-speaking peoples. This builds intercultural competency and increases global awareness. Major grammatical focus includes the imperfect subjunctive, future, conditional, and compound verb forms. This course is intended for students who have successfully completed SPAN 2100 or the equivalent.

Offered: Fall, Spring.

SPAN 2210 - Advanced Communication Skills (3 cr)

Students continue the development and strengthening of oral and written proficiency acquired in previous courses. This course is strongly recommended for those students who have taken two years of language at the community college level, or who have acquired equivalent knowledge through other courses.

Oral and written assignments may be based on cultural

and/or literary materials presented in class. May be taken a second time for credit.

Offered: Fall, Spring.

THTR Theatre

THTR 1101 - Voice and Movement (3 cr)

This course introduces students to the fundamental interconnectedness of physical and vocal techniques that provide a basis for a career in the performing arts, as well as other fields in which public speaking and presenting is necessary for success. Theoretical approaches will include the work of both established theories as well as those that are new and emerging in the field. Through daily practice, students will develop a deeper and more personal understanding of their work as performers.

Offered: Fall.

THTR 1111 - Introduction to Cinema (3 cr)

Explores the development of film from aesthetic, historical and cultural perspectives. Includes the work of past and present filmmakers in an attempt to analyze and evaluate the changing nature of film in every aspect. Asks students to examine the profound personal impact that this medium has had in their lives.

Offered: Fall, Spring.

THTR 1116 - Introduction to Theatre (3 cr)

Become an educated spectator and explore the magic of theatre through viewing and reading plays, studying the richness and diversity of drama, and looking critically at the methods and styles of actors, directors, playwrights, and designers.

Offered: Fall, Spring.

THTR 1117 - Introduction to Television and Digital Media (3 cr)

This course explores the role of television and digital media from a variety of perspectives including television's early beginnings through today's digital media industry. Narrative structure will be explored through comparisons of live theatre and television/digital media. Through the examination and evaluation of different genres, styles, and production processes, students will explore the profound personal impact that television and digital media has in their lives.

Offered: Fall, Spring.

THTR 1118 - Twin Cities Theatre (3 cr)

Immerse yourself in the world of theatre as you experience a range of productions, exploring styles, genres and production forms from diverse cultural and ethnic traditions. Explore the creative process of theatre artists, discovering how playwrights and directors bring their visions to life. Gain insight into the artistic goals and methods of Twin Cities theatres and enhance your ability to respond to theatre with both knowledge and enjoyment. There is an additional fee for this course.

Offered: Fall, Spring.

THTR 1120 - Theatre Performance Practicum (1 cr)

This credit is earned through performance of a role in a Normandale main stage or faculty-approved theatrical production. Hours vary per week as determined by the rehearsal schedule for the production. Admission is by consent of the instructor and based on acquisition of the role through an audition process. The course may be repeated for a maximum of 4 total credits.

Prerequisite: Instructor's permission. Offered: Fall, Spring.

THTR 1122 - Technical Theatre Practicum (1 cr)

The student will earn credit through participation as a construction or run crew member on a Normandale mainstage or faculty-approved theatrical production. Hours vary per week as determined by the build and run schedule for the production. This course may be repeated for a maximum of 4 credits.

Offered: Fall, Spring.

THTR 1125 - Drawing and Rendering (3 cr)

Introduction to the techniques and process of drafting and drawing for theatrical design including mechanical drawing, computer aided drafting, freehand rendering. This course will provide the skills and fundamental techniques needed in scenic, costume, and lighting design, and provide the foundation for THTR 2020 Basic Design and THTR 1145 Lighting and Sound.

Offered: Fall.

THTR 1130 - Costume Construction (3 cr)

Explore the basic theory and practice, the design purpose, tools, and methods of stage costuming to see how it enriches the meaning of the drama. Formulate criteria for interpreting designs and experience practical problem-solving through costume construction techniques for production. Costume shop hours required.

Offered: Fall.

THTR 1135 - Stage Makeup (2 cr)

Explore the basic theory and practice, the design purpose, tools, and methods of stage makeup to see how it enriches the meaning of the drama. Experience practical problem-solving by executing multiple designs and makeup applications.

Offered: Spring.

THTR 1140 - Stagecraft (3 cr)

Explore the basic theory and practice, the design purpose, tools, and methods of stagecraft to see how it enriches the meaning of the drama. Formulate criteria for interpreting designs and experience practical problem-solving through stage construction techniques for production. Shop hours required.

Offered: Fall.

THTR 1145 - Lighting and Sound (3 cr)

The purpose of this course is to provide an introduction to techniques and methods used to realize lighting and sound plots, with particular attention paid to the technical skills required to prepare, set, and run lighting and sound equipment in production.

Offered: Spring.

THTR 1151 - Acting 1 (3 cr)

Physical, vocal and psychological process of acting. Exercises, games and discussion develop individual skills in the beginning actor/actress.

Offered: Fall, Spring.

THTR 1900 - Topics in Theatre Studies (3 cr)

Includes specialized courses that offer students the opportunity to explore areas of theatre and film through more in-depth study. Topics courses do not satisfy goals of the Minnesota Transfer Curriculum.

Prerequisite: Topic-dependent.

THTR 2020 - Basic Design (3 cr)

Introduction to the concepts, process, and practices common to the design of scenery, costume, and lighting. The study and application of the aesthetic principles and graphic skills involved in all areas of theatrical design. Development of the student's abilities in research methodology, mechanical drawing, freehand sketching and

rendering as it applies to design for the theatre. Emphasis on design skills as a communication tool in the collaborative process of theatrical production.

Offered: Spring.

THTR 2111 - World Cinema (3 cr)

This course explores influential and contemporary world films, movements, and filmmakers. Film aesthetics and dramatic elements will be discussed in terms of national identity, culture, and globalization. To appreciate how film can shape your understanding of the world, students will consider the historical, cultural, and socio-political circumstances of several global films.

Prerequisite: THTR 1111. Offered: Spring.

THTR 2150 - Script Analysis (3 cr)

Focus on analyzing play scripts with a view to discovering production and performance values and aesthetics. Intensive reading of a variety of plays from different periods and styles. Discussion of options for interpreting a script for performance. Critical analysis of structure, character, theme, dialogue, genre, and style, from the point of view of the actor, director, designer, or critic.

Offered: Fall.

THTR 2151 - Acting 2 (3 cr)

This class provides further exploration into the art of acting. Students will focus on physical and vocal technique, challenging scene work, increased emotional availability in characters, complex text and character analysis, and the collaborative rehearsal process.

Prerequisite: THTR 1151. Offered: Spring.

THTR 2160 - Audition Techniques (3 cr)

Prepares the student in the techniques, opportunities, and procedures of auditioning, interviewing, and constructing resumes for advanced study or career placement. Students will develop a repertoire of audition pieces to increase their ability to perform with confidence on short notice.

Prerequisite: THTR 1151. Offered: Spring.

THTR 2170 - Musical Theatre Performance (3 cr)

This course will teach students to build on basic acting technique through the styles and constructs of musical theatre and song. Students will learn to appreciate and understand the basic techniques and functions of acting, singing, and dance within the genre, and to hone their skills in resourcing and preparing musical theatre pieces

that serve their individual artistry. Students who complete this course will obtain a basic understanding of vocal care and technique, and the professional, artistic, and physical skills required of the musical theatre actor. Students will examine and prepare a range of musical theatre pieces from the 1920s to contemporary repertoire, crafting a series of well-honed audition and performance pieces.

Prerequisite: THTR 1151. Offered: Spring.

THTR 2520 - Stage Management (3 cr)

Explore the basic theory and practice, purpose, tools, and methods of stage management to demonstrate the vital role these personnel play in a theatrical production. Create the necessary paperwork required to effectively manage a production. Simulate real world situations in a classroom setting to better prepare the student for real world applications.

Offered: Fall.

THTR 2550 - Directing 1 (3 cr)

This course focuses on the art of play direction. Students will learn the fundamentals of interpretation, blocking and picturization, collaboration and communication, focus and composition, pace, rhythm, and tempo. The role and process of the director will be examined.

Prerequisite: THTR 1151. Offered: Spring.

WMST Women's Studies

WMST 1120 - Introduction to Women's and Gender Studies (3 cr)

This course investigates the evolving position of women in society and the role of gender in shaping opportunities and experiences. Through various cultural and theoretical perspectives, students analyze how women's rights and roles change and how gender influences power, status and meaning.

Crosslisted as: ANTH 1120 and SOC 1120. Offered: Fall, Spring.

WMST 1121 - Women Across Cultures (3 cr)

Global course focusing on the major institutions of family, religion, education, and economic and political systems as they define, provide for, and frequently limit women. Women's issues addressed throughout many cultures of the world.

Crosslisted as: ANTH 1121 and SOC 1121. Offered: Fall, Spring.

College Policies

This section includes a number of important policies. Additional policies and procedures are available at www.normandale.edu/why-normandale/about/policies-procedures.html.

Nondiscrimination in Employment and Educational Opportunity

Minnesota State Colleges and Universities, which includes Normandale Community College, has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. Minnesota State is committed to a policy of equal opportunity and nondiscrimination in employment and education.

Minnesota State prohibits discrimination and harassment against persons in the terms and conditions of employment, personnel practices, or access to and participation in educational programs, services, and activities on the basis of membership or perceived membership in any of the following protected classes: race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

Minnesota State shall maintain and encourage full freedom of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit without intimidation, exploitation, or coercion. This policy is directed at conduct that constitutes discrimination or harassment under this policy and is not directed at the content of speech. In cases in which statements and other forms of expression are involved, Minnesota State must consider an individual's constitutionally protected right to free speech and academic freedom. However, discriminatory or harassing conduct is not within the protections of academic freedom or free speech.

This policy applies to all individuals affiliated with Minnesota State, including but not limited to, its students, employees, applicants, volunteers, agents, the Board of Trustees, and others as appropriate and protects the rights

and privacy of all involved individuals, as well as prevents retaliation.

The full Minnesota State Board Policy (1B.1) can be found at <https://www.minnstate.edu/board/policy/1b01.html>.

Sexual Violence Policy

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, including Normandale Community College. Minnesota State 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 of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Normandale provides reporting options, an investigative and disciplinary process, prevention training, and other related services.

This policy applies to all Minnesota State students and employees, Board of Trustees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not student or employees are subject to appropriate actions by Minnesota State, including pursuing criminal or civil action against them.

Everyone's cooperation is needed to assure that Normandale is a safe place to learn and work.

If you see or experience sexual assault at Normandale, report the incident to Public Safety at 952-358-8280, or to the Bloomington Police at 952-881-2333. In the event of an emergency, call 911.

The full Minnesota State Board Policy (1B.3) is available at www.minnstate.edu/board/policy/1b03.html. Normandale sexual violence prevention information is available at <https://www.normandale.edu/current-students/tutoring-and-support/sexual->

violence/index.html and includes an anonymous reporting form for any sexual violence, discrimination or harassment concern.

Discrimination and Harassment Complaint Procedures

Normandale Community College policy provides procedures for reporting and resolving complaints on the basis of bias-motivated offenses, discrimination and harassment. Ideally, complaints are made directly to the person involved. If this is not feasible, or the person does not heed the complaint, the offended person should report the incident(s) to the college compliance investigators or officers.

Designated Discrimination/Harassment Officers/Investigators

Students should report sexual harassment, discrimination and violence to:

- Beena Cook, Title IX Coordinator and Director of Tutoring Center, C 2120, 952-358-9187

Students should report all other incidents of harassment and discrimination to:

- Tia Hernandez Petrulo, Investigations Specialist, L 2791, 952-358-8524

Employees should report harassment to:

- Tia Hernandez Petrulo, Investigations Specialist, L 2791, 952-358-8524

ADA/Section 504 Coordinators

Student Coordinator:

- Kayla Allen, OSD Director and Pregnant and Parenting Title IX Deputy, L 1754, 952-358-9409

Employee Coordinator:

- Tori Addison, Associate Vice President of Human Resources, L 2781, 952-358-8269

Drug and Alcohol Free Policy

Normandale Community College complies with Federal law, State law, and Minnesota State policies governing alcoholic beverages or controlled substances on campus. Student should consult Normandale Policy 5.19, Alcoholic

Beverages or Controlled Substances, and Minnesota State Board Policy 5.18, Alcoholic Beverages or Controlled Substances on Campus, for more information.

Hazing Policy

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

Code of Conduct

Preamble

As part of our educational mission, Normandale Community College established the Code of Conduct and student rights and responsibilities system. The Code and Student Rights and Responsibilities Board serve as the guide and system to develop students' understanding of their rights, responsibilities and expectations as members of the Normandale community.

The Student Rights and Responsibilities Board seeks to educate students about their community responsibilities, consequences for their decisions and civility through shared values of academic integrity, respect and fairness. Normandale Community College is committed to the establishment of a learning environment, which is reflected in this Code of Conduct.

Article I: Definitions

1. **College** means Normandale Community College.
2. **Administrator** means that person designated by the college president to be responsible for the administration of the student Code of Conduct by serving as the Hearing Officer.
3. **Alleged student violator** means any student accused of violating the Code.
4. **Cheating** includes but is not limited to -

- a. Use of any unauthorized assistance in taking quizzes, tests or examinations
 - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff
 - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
5. **College official** includes any person employed by the college performing assigned administrative or professional responsibilities.
 6. **College premises** include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college, including adjacent streets and sidewalks. The Code applies at all locations rented by the college, including facilities as part of the Education for Global Learning program.
 7. **Complainant** means any person who submits a complaint alleging that a student violated the Code. A student who believes that s/he has been a victim of another student's misconduct will have the same rights under this Code as are provided to the Complainant, even if another member of the college community submitted the complaint itself.
 8. **Expulsion** means permanent denial of the privilege of enrollment at the college. Students expelled are not permitted to be on college premises at any time without written approval by the Administrator or designee.
 9. **Faculty member** means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
 10. **Hazing** means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization or sports team.
 11. **Hearing Officer** means the person dedicated to preside over procedural matters under review by the Student Rights and Responsibilities Board.
 12. **May** is used in the permissive sense.
 13. **Member of the college community** includes any person who is a student, faculty member, college official or any other person employed by the college. A person's status in a particular situation shall be determined by the Dean of Students or designee.
 14. **Organization** means any number of persons who have complied with the formal requirements for college registration as a Student Senate recognized club or Student Life funded group.
 15. **Plagiarism** includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 16. **Policy** means the written regulations of the college and Minnesota State as found in, but not limited to -
 - a. The student Code of Conduct
 - b. The college and Minnesota State web pages
 - c. Board Policy and System procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus
 - d. Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources
 - e. College catalog
 17. **Preponderance of evidence** means a standard of responsibility that more likely than not the Code has been violated.
 18. **Shall** is used in the imperative sense.
 19. **Student** includes all persons who -
 - a. Are enrolled in one or more courses, either credit or non-credit, through the college
 - b. Withdraw, transfer or graduate, after an alleged violation of the student Conduct Code
 - c. Are not officially enrolled for a particular term

but who have a continuing relationship with the college

- d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

20. **Student Rights and Responsibilities Board**

(SRRB) means any person or persons authorized by the Dean of Students and appointed by the Normandale Student Senate to determine whether a student has violated the Code and to recommend sanctions that may be imposed or to consider an appeal as to whether a student has violated the Code or the sanctions imposed by the Hearing Officer.

21. **Summary Suspension** means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.

22. **Suspension** means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions may be specified.

Article II: Proscribed Conduct

A. Jurisdiction of the student Code of Conduct.

The College Code shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus in the following circumstances:

1. Hazing is involved.
2. The violation is committed while participating in a college sanctioned or sponsored activity;
3. The victim is a member of the college community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research or service functions of the college. The administrator shall decide whether the Code shall be applied to conduct occurring off campus, on a case-by-case basis, at their sole discretion.

Allegations of discrimination, harassment and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/ Harassment Investigation and

Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.

B. Conduct—Rules and Regulations.

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this Code may be subject to the discipline actions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following: a.) cheating, plagiarism or other forms of academic dishonesty; b.) furnishing false information to any college official, faculty member or office; c.) forgery, alteration or misuse of any college document, record or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation (which threatens or endangers the health or safety of a person), harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys or other access modes to any college premises or unauthorized entry to or use of college premises.
8. Violation of any college or Board policy, rule or regulation published in hard copy or available electronically on the college or Minnesota State

website.

9. Violation of any federal, state or local law.

10. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.

11. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by college or Minnesota State regulations), or public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

15. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room or restroom.

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

17. Abuse of the student conduct system, including but not limited to:

- a. Failure to obey the notice from the Student Rights and Responsibilities Board or college official to appear for a meeting or hearing as part of the Student Conduct System;
- b. Falsification, distortion, or misrepresentation of information before the Student Rights and Responsibilities Board;
- c. Disruption or interference with the orderly conduct of Student Rights and Responsibilities Board proceedings;
- d. Institution of a student Conduct Code proceeding in bad faith;
- e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
- f. Attempting to influence the impartiality of a member of a Student Rights and Responsibilities Board prior to, and/or during the course of, the Student Rights and Responsibilities Board proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Rights and Responsibilities Board prior to, during, and/or after a student Conduct Code proceeding;
- h. Failure to comply with the sanction(s) imposed under the Code;
- i. Influencing or attempting to influence another person to commit an abuse of the student Conduct Code system.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Administrator.

Determinations made or sanctions imposed under this Code shall not be subject to change because criminal

complaints arising out of the same facts giving rise to violation of college rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

Article III: Student Conduct Code Procedures

A. Investigation and Informal Process

1. Any member of the college community may file a written complaint alleging that a student or a student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student organization, the Administrator shall conduct an investigation of the allegations.
2. If the complaint seems unwarranted, the Administrator may discontinue proceedings.
3. If there is sufficient evidence to support the complaint, the Administrator shall offer the alleged student violator an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against them and the nature of the information available to support the complaint and provided with a copy of the Code of Conduct. During the meetings the Administrator shall review the complaint and the information with the student and allow the student to present an explanation against the complaint.
4. Within a reasonable time period following the meeting, the Administrator shall inform the alleged student violator in writing of their decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
5. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction or may request a formal hearing. The formal hearing should be held within a reasonable time. Other sanctions shall be accepted or may be appealed in accordance with the college's appeal procedures.
6. If the alleged student violator fails to appear for the

informal hearing, the administrator may proceed to review and act upon the complaint in their absence and shall notify the student in writing of an action taken.

7. A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.

8. Appeals of any sanction to the SRRB may result in the imposition of new sanctions in accordance with the Student Code of Conduct.

B. Formal Hearing

1. The college president or designee determines the composition of the Student Rights and Responsibilities Board (SRRB). Students serving on the SRRB shall be appointed by the Student Senate. The SRRB hearings shall be conducted by a student panel according to the following guidelines:
 - a. SRRB hearings normally shall be conducted in private.
 - b. Students or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
 - c. Within a reasonable time prior to the hearing, the student must be informed in writing of: a) the complaint; b) the information to be presented against them; c) a list of witnesses; and d) the nature of their testimony.
 - d. In hearings involving more than one alleged student violator or organization, the administrator, in their discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
 - e. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present at their own expense. The advocate may provide advice to the student but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be

advisable that the student have an attorney as the advocate.

- f. A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.
- g. The hearing may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, alleged student violator and/or other witness during the hearing by providing for the presence of law enforcement and/or security, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the administrator to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Code of Conduct:
 - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
 - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - d. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. Discretionary Sanctions - Work assignments, essays, service to the college or other related discretionary assignments.
 - f. Suspension - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-

enrollment may be specified.

- g. Expulsion - Permanent denial of the privilege of enrollment at the college.
- h. Revocation of Admission and/or Degree - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- i. Withholding Degree - The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

2. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above;
 - b. Loss of selected rights and privileges for a specified period of time;
 - c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

D. Summary Suspension

In certain circumstances, the Administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the Administrator, the alleged student violator's presence on the college campus would constitute a threat to the safety and well-being of members of the campus community.

To the greatest extent possible before implementing the summary suspension, the alleged student violator shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension.

However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be

provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days.

During the summary suspension, the student may not enter the campus without obtaining prior permission from the Administrator.

E. Appeals

1. A decision reached by the Student Rights and Responsibilities Board or a sanction imposed by the Administrator may be appealed by the alleged student violator(s) or complainant(s) to the Vice President of Student Affairs or other designated administrator within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the administrator or their designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
 - a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Code was violated, and giving the alleged student violator a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the alleged student violator was based on substantial information—that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.

3. If an appeal is not upheld by the Vice President of Student Affairs or other administrator for this purpose, the Vice President of Student Affairs may take any appropriate action. If an appeal is upheld, the matter shall be considered final and binding upon all involved, except in cases involving sanctions of suspension for ten (10) days or longer, in which case students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Article IV: Academic Dishonesty

Purpose

The academic reputation of Normandale Community College is held in esteem based upon the rigor and quality of the academic work completed by students at our institution. Faculty, staff and students play an important role in promoting and preserving academic integrity on campus. Faculty and staff should educate students and discourage acts of academic dishonesty.

Definitions

Academic Dishonesty is a term that encompasses different forms of unethical or dishonest behavior in an academic setting. Examples that violate the Academic Integrity Policy include:

Cheating includes, but is not limited to:

- The attempt and/or use of unauthorized resources of academic and non-academic material in writing papers, preparing reports, solving problems or carrying out other academic assignments.
- The attempt and/or use of any unauthorized assistance in taking quizzes, tests or examinations. This includes the use of electronic devices and/or software.
- Receiving and/or providing unauthorized assistance to another student in order to receive academic credit. Collaboration is encouraged when permitted by the instructor only.
- The acquisition, without permission, of tests or other academic material belonging to a faculty, staff, or student of the College.
- Failure to comply with testing expectations provided by the course instructor and/or proctor.
- Impersonating another individual during exams, assignments, or any academic activity.

Plagiarism includes, but is not limited to:

- Includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
- The unacknowledged use of materials prepared by

another person or agency (online assistance) engaged in the selling of term papers or other academic materials.

- Using someone else's work and submitting it as own original content.
- The re-use and submission of an assignment that was used in another class to receive credit is only permitted with authorization from the instructor.

Furnishing False Information includes, but is not limited to:

- Knowingly providing false information to any college official.
- Use of misrepresentative information to any college official, faculty member or office. This includes any fabrication and/or manipulation of data, information, or sources in any assignment.

Forgery, alteration, or misuse includes, but is not limited to:

- Changing a grade submitted by anyone other than a college official/instructor.
- Altering any college document, record, or instrument of identification.

Other forms of academic dishonesty include, but are not limited to:

- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or course discussions.
- Unauthorized distribution and/or sharing of instructor's course materials.

Reporting of Violations

Faculty who have reason to believe a violation has occurred may submit a report to the Dean of Students Office through the student referral form. This report should include the name of the alleged student(s), evidentiary documentation, and date of the alleged violation. The Dean of Students Office will track any prior violations that have been reported and follow up with the reporter when appropriate. Additionally, the dean or appointee will identify what sanctions are warranted.

Procedures and Sanctions

Academic misconduct is considered a serious offense. Allegations of academic dishonesty will be resolved following the procedures described in the Student Code of Conduct (p. 232). A violation of this policy may result in various resolutions that could lead to suspension or expulsion from the college.

Appeals

Students may appeal the sanctioning decision(s) in their

resolution letter. This appeal must be generated by the student and must be submitted in writing within 5 business days upon receipt of their letter.

Students appealing the resolutions assigned by the Conduct Hearing Officer will be addressed by the Vice President of Student Affairs. Any concerns about their overall course final grade or the grade on an assignment will be reviewed through the Academic Grievance Procedure (p. 41) by the academic dean of that department.

Article V: Interpretation and Revision

A. Any question of interpretation or application of the Code shall be referred to the Dean of Students or their designee for final determination.

B. The Code shall be reviewed every five (5) years under the direction of the Dean of Students.

Chapter 14: Contested Case Hearing

Students who are suspended for more than 10 days or who are expelled may request a contested case hearing before an Administrative Law Judge supplied by the Minnesota State Hearing Examiner's Office in St. Paul. The Administrative Law Judge will issue a recommendation to the college President, who will make a final decision. Students who are suspended for more than 10 days will be notified of this right in writing.

Tennesen Warning

Normandale Community College may ask students to provide information that includes private information under state and federal law for admissions, financial aid, disciplinary investigations, academic status or for other college information gathering.

Students are not legally required to provide the information Normandale is requesting and they may refuse to provide some or all of the information requested. However, Normandale may not be able to complete some transactions on students' behalf if sufficient information is not provided.

With some exceptions, unless a student consents to further release of private information, access to this information will be limited to appropriate college officials.

However, federal and state law does authorize release of private information without a student's consent to:

- Other school officials, including Normandale faculty,

who have legitimate educational interest in the information

- Other schools in which the student is enrolled or seeks or intends to enroll
- The federal Comptroller General or other federal, state or local education officials for purposes of program compliance, audit or evaluation
- As appropriate in connection with the student's application for or receipt of financial aid
- The juvenile justice system, if the student is a juvenile and the information is necessary, prior to adjudication, to determine the juvenile justice system's ability to serve the student
- An alleged victim of sexual assault, if a student is the alleged perpetrator of the assault and the release is of the result of a disciplinary proceeding against the student related to the alleged crime
- Student's parents, if the student's parents claim the student as a dependent student for tax purposes (Normandale has elected not to participate in this practice)
- A court, grand jury, or state or federal agency, if the information is sought with a subpoena
- An institution engaged in research for an educational institution or agency related to testing, student aid, or improved instruction
- An accrediting organization in connection with its accrediting functions
- Appropriate persons in connection with an emergency, if necessary to protect the student's health or safety or the health or safety of others
- If required by a court order, or permitted by other state or federal law.

Index

