Virginia Campus:
1001 West Chestnut Street
Virginia, MN 55792
218-741-3095 • 800-657-3860
For TTY communication, contact the Minnesota Relay Service at 7-1-1 or 1/800-627-3529
Fax: 218-748-2419

Eveleth Campus:
1100 Industrial Park Drive • P.O. Box 648
Eveleth, MN 55734
218-741-3095 • 800-657-3860
For TTY communication, contact the Minnesota Relay Service at 7-1-1 or 1/800-627-3529
Fax: 218-744-7466

Visit us at www.mesabirange.edu

Mesabi Range College is a member of the

Mesabi Range College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Higher Learning Commission
A Commission of the North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604
(312) 263-0456

Due to conditions beyond the control of Mesabi Range College, it may be necessary to amend and/or delete statements appearing in this catalog. Insofar as possible, programs and course offerings will be offered as listed; however, the College reserves the right to modify any statement in accordance with MinnState policies.

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats upon request, by contacting Disability Services, k.langdon@mesabirange.edu, 218-749-7791 or for SSS contact d.lamppa@mesabirange.edu, 218-749-0319. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

**NOTICE:** ALL STUDENTS ARE REMINDED TO READ CAREFULLY THE SECTIONS OF THIS CATALOG AND ABIDE BY THE POLICIES WITHIN.
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Welcome to Mesabi Range College

Congratulations students!

You have made a wise decision in selecting Mesabi Range College (MRC). We take great pride in high academic standards, employment-ready and transfer programs, and learner-focused services and opportunities.

Excellence comes from excellence. Our academic standards are high because our experienced and exceptionally qualified faculty, staff, and administrators are committed to giving their best to our students. The College has been serving students from the region, state, and world for over 100 years. Students are drawn to Mesabi because of our reputation as a learner-centered institution, the currency and timeliness of our programs providing you with a cost-effective, supported educational opportunity that will prepare you for your future.

MRC offers its students outstanding math, science, arts, humanities, and the social sciences courses. True to its commitment to facilitate a seamless transfer for its students, MRC maintains a dynamic and varied curriculum to fulfill the Minnesota Transfer Curriculum requirements for transfer. As a result of this attention to curriculum, Mesabi graduates transfer to four-year colleges and universities prepared to concentrate on their field of interest. In addition to on-campus classes, MRC offers an AA degree, Early Childhood, and Business and Operations Management programs entirely online.

Education is about creating new possibilities for career and personal growth. As a result, many of our students in the technical programs often have jobs before they graduate, acquiring the skills most in demand in today’s workplace. Career program instructors work with area business and industry to plan and revise their programs to provide students with what they most need to compete successfully in a complex and increasingly global job market.

For extracurricular activities, the College’s athletic teams are state recognized and students can participate in football, volleyball, basketball, baseball, and softball. Other non-sport activities include music, art, creative writing, and theatre.

We are here for your success!
GENERAL INFORMATION

EQUAL OPPORTUNITY COLLEGE

Minnesota State Colleges and Universities (MinnState) is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This document is available in alternative formats to individuals with disabilities by contacting the Minnesota Relay Service at 7-1-1 or 1/800-627-3529. More information can be found at: http://www.minnstate.edu/board/policy/1b01.html

In order to implement its policy on Equal Opportunity, the College shall base all decisions concerning employment on the principles of Equal Opportunity. All decisions will be consistent with applicable laws, directives, and regulations. The College will also ensure that promotion decisions are in accordance with the principles of Equal Opportunity by utilizing only valid requirements for promotional opportunities. Likewise, the College will ensure that all other actions relating to the welfare of its employees are implemented within the commitment to Equal Opportunity.

Valuing Diversity

Mesabi Range College has accepted a special role and responsibility in fostering diversity in our society. Managing diversity requires valuing members of the College for their individual contributions and how they differ from one another. Mesabi Range College strives to implement policies and programs that promote equal opportunity for people of protected groups.

Mesabi Range College is committed to maintaining a respectful, fair, and secure educational environment that is free from discrimination or harassment. The College publicly declares its intentions to continue to provide a multicultural learning community that does not tolerate any acts of harassment that infringe on a positive educational environment. Additionally, the College continues to establish, communicate, and enforce standards of behavior for students and staff that uphold our academic values and promote the acceptance of and respect for all members of the Mesabi Range College population. Mesabi Range College will continue to enforce policies that ensure an educational environment that is free from illegal harassment.

As a member of the Northeast Higher Education District more information can be found at https://www.nhed.edu/diversity-page.html

Rights and Protections Provided by the ADA

Mesabi Range College ensures that no qualified person with a disability will be denied access to and participation in programs, services, and activities due to his or her disability. Mesabi Range College will not discriminate against students with his/her disabilities and provides reasonable accommodations on an individualized basis in order to enable that student an equal opportunity to participate in college-sponsored programs.

Reasonable accommodation is determined on an individual basis and will reflect the functional impairment; therefore, accommodations may vary from class to class, depending on course content, requirements, and format. The College is not only concerned with reasonable accommodation or campus accessibility, but also with the rights of individuals with disabilities to study and/or live in an environment free from harassment or discrimination.
The College’s Disabilities Director has been designated to coordinate compliance with the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the Disabilities Director. The College fully complies with the ADA and Minnesota Law. The ADA Coordinator for our campuses is Kevin Langdon, Student Services Office, Virginia Campus. He can be reached at 218-749-7791 or for TTY communication, contact the Minnesota Relay Service at 7-1-1 or 1/800-627-3529. Any concerns, complaints, or other questions regarding ADA issues should be forwarded directly to Kevin Langdon. Click here: Campus Policy

MISSION STATEMENT
Mesabi Range College is a progressive, student-focused institution, located in the heart of northeastern Minnesota, preparing diverse learners for fulfilling careers, college transfer, and lives of intellectual curiosity and discovery.

VISION STATEMENT
Mesabi Range College will lead northeastern Minnesota in accessible, innovative, and high-quality educational and training opportunities.

CORE VALUES
- **Excellence**: Mesabi Range College provides learners innovative instruction, timely curriculum, and rigorous standards.
- **Diversity**: Mesabi Range College promotes cultural awareness and supports underrepresented students.
- **Opportunity**: Mesabi Range College offers comprehensive and creative learning experiences in liberal arts, technical fields, and student life.
- **Community**: Mesabi Range College values and encourages mutual engagement with the community.
- **Innovation**: Mesabi Range College responds to education and training needs through emerging technology, online, distance learning, and satellite programs.
- **Self-Reflection**: Mesabi Range College engages in progressive planning and continuous improvement through ongoing assessment.
- **Professional Development**: Mesabi Range College supports and encourages the professional growth of faculty and staff to ensure high-quality instruction and services.
- **Partnership**: Mesabi Range College fosters relationships with local, regional and global business and education partners

GUIDING QUESTIONS
These questions guide our discussions and ensure that we are living out our core values:
1. How does this action, policy, process, or initiative benefit students?
2. How does this action, policy, process, or initiative represent the best of what the college does and is for its students, stakeholders, and/or community?
3. How does this action policy, process, or initiative support and encourage the professional growth of faculty and staff?
4. How does this action, policy, process, or initiative promote cultural awareness, advance equity, and/or support underrepresented students?
5. How does this action, policy, process, or initiative establish, build, or strengthen partnerships and relationships with our community, business and industry, and/or other educational partners?
ACCREDITATION
Mesabi Range College is accredited by the The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools.

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440

Selected programs at the Mesabi Range College maintain special accreditation or certification. They are:

<table>
<thead>
<tr>
<th>Program</th>
<th>Accreditation Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding</td>
<td>American Welding Society</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>The Graphic Arts Education and Research Foundation</td>
</tr>
<tr>
<td>Paramedics</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
</tr>
<tr>
<td>Concurrent Enrollment</td>
<td>National Alliance of Concurrent Enrollment Partnerships (NACEP)</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>National organization such as ACEN or NLN (CNEA).</td>
</tr>
</tbody>
</table>

HISTORY
Mesabi Range Community & Technical College was created by the merger of Mesabi Community College and Range Technical College-Eveleth on July 1, 1996. Mesabi Range Community & Technical College’s antecedent institutions, Eveleth Junior College (established 1918) and Virginia Junior College (established 1921), were consolidated in 1966, forming Mesabi State Junior College. The Eveleth Area Vocational Technical Institute was created by the Minnesota Legislature in 1963. Over the years, the legislature mandated a series of name changes for the institute. These name changes culminated in 1989 with the institutional name Eveleth Technical College. Both Mesabi Community College and Range Technical College-Eveleth had been part of regional governance units until 1996. Mesabi was part of the Arrowhead Community College Region (established in 1982), and Eveleth Technical College was part of Range Technical College (established in 1992). These regional college structures were dissolved in the Minnesota State Colleges and Universities reorganization of 1995.

In 1996, Mesabi Range Community & Technical College, along with Vermilion Community College in Ely, joined to form the Laurentian Community & Technical College District, enabling the two colleges to share senior administrative positions, programs, and services.

In November 1999, the MnSCU (currently MinnState) Board of Trustees formed the Northeast Higher Education District (NHED). Mesabi Range College is a member of the district. Valuing local autonomy and community-based colleges, the vision of the NHED is to enhance student access and learning options throughout the region and focus on each member college’s connection to the community.

In 2014, the name of the College was officially changed to Mesabi Range College.
Policies Found on Mesabi Range College Website:
https://www.mesabirange.edu/about/campus-policies

1B.0 Zero Tolerance of Workplace Violence Policy
1B.1 Nondiscrimination in Employment and Education Opportunities
1B.2 Affirmative Action in Employment Policies
1B.3 Sexual Harassment and Sexual Violence Policy
1B.3.1 Sexual Violence Procedure
1B.4.1 ADA Grievance Policy
1B.5 Services to Students with Disabilities Policy
1C.1 Data Practices Compliance Notice
1C.2 Fraudulent or Other Dishonest Acts Policy

Student Policies
2.0 Confidentiality of Students’ Records Policy
2.1 Student Government
2.8 Student Life Policy
2.8.1 Student Life Committee
2.8.2 Student Stipends Policy
2.8.3 Student Travel Policy
2.8.4 Dress Policy
2.9 Satisfactory Academic Progress Policy
2.10 Student Use of Equipment Policy

Educational Policies
3.1 Student Rights and Responsibilities Policy
3.3 Assessment Testing Policy
3.4 Admission Policy
3.6 Student Code of Conduct Policy
3.6.1 Student Conduct Procedures
3.8 Complaint and Grievance Policy
3.11 Drops/Add/Withdrawal Policy
3.17 Grade Appeal Policy
3.17.1 Grade Appeal Form
3.35 Credit for Prior Learning Policy
3.36 Independent Study Policy
3.37 Repeating a Course Policy
3.38 Course Test-Out Procedure
3.39 Academic Forgiveness Policy
3.40 Academic Integrity Policy
3.40.1 Academic Dishonesty Report Form
Human Resources Policies
4.1 NHED Hiring Procedures Handbook
4.4 Weather Emergencies and Evacuation Policy
4.16 MN Employee Right to Know Act of 1983

Administration Policies
5.3 HIV/AIDS Policy
5.11 Tuition Policies
5.12 Refunds and Repayment Policy
5.18 Drug and Alcohol Policy
5.19 Vehicle Replacement Policy
5.21 Possession or Carry of Firearms Policy
Acceptable Use of Computers and Information Technology
5.22 Resources
5.24 Parking Policy
5.30 Tobacco Free Environment Policy
5.31 Tobacco Free Campus Policy
5.32 Assistive Mobility Device Policy

Facilities Management Policies
6.4 Facility Use Policy

Finance Policies
7.1 Accounts Receivable Write-off policy
7.2 Purchasing Policy

North East Higher Education District Policies
NHED Employee Parking Fee Policy and Procedure
NHED Employee Parking Payroll Deduction Authorization Form
NHED Authorization for Parking Fee Waiver Form

Minnesota State College and University Policies
https://www.minnstate.edu/board/policy/index.html

Northeastern Higher Education District Policies
https://www.nhed.edu/human-resources/orientation/policies
Emergency Information

***Any issues Call 911***

Emergency procedures can be found [here](#).

**Blackboard System:** Mesabi Range College (MRC) contracted with Blackboard Connect, an Emergency Notification System. The multimodal service allows MRC officials the ability to send emergency voice messages via: landline, cellular telephone, and e-mail messages when circumstances dictate an alert to issue. The Blackboard Connect system is part of the overall campus emergency plan.

**Weather closings:** Closures will be sent out via the Blackboard system. Messages will also be posted on local radio and TV stations. A posting will also be included on the Mesabi Range website.

**Campus Security annual report:** [Report](#) can be found at the Mesabi Range College Website.

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. Campus Security Authorities (CSAs) are College officials with significant responsibility for student and campus activities, designated to report information about criminal incidents. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. More information can be found at: [www.govinfo.gov](http://www.govinfo.gov) or by contacting Jodi Pontinen, Title IX Compliance Officer at 218-749-7753 or j.pontinen@mesabirange.edu.

**Missing Persons Policy:**
This policy applies to students who reside in campus housing.
Campus Eye

(CAMPUS CODE IS YG4S)

Mesabi Range College would like to invite you to join our new campus-wide reporting solution, Campus Eye. It provides a direct line of communication across our entire school for reporting safety and facilities issues.

With Campus Eye, you can use technology you are already familiar with to instantly send reports to college administrators at the Campus Security and Facilities Departments. You also have the option of reporting anonymously, if desired. All reports will help students, faculty and staff report information quickly so the appropriate departments can take immediate action and handle campus security or campus facilities issues as they arise.

We invite students, faculty and staff member to download the mobile and sign up using the special 4-digit code for Mesabi Range College (YG4S). You will find the 4-digit code in the attached Mobile App Users Guide. This will help you create your Campus Eye account and download the Campus Eye mobile app for Mesabi Range College. We believe Campus Eye is an effective way to help keep you safe and secure on campus.

Please feel free to contact Kelly Bakk or email k.bakk@mesabirange.edu if you have any questions about Campus Eye.
# MESABI RANGE COLLEGE
## 2020 – 2021 Academic Calendar

### SUMMER SESSION – June 7-July 30, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 8</td>
<td>Summer Session classes begin</td>
</tr>
<tr>
<td>June 12</td>
<td>Last Day to drop/add classes to avoid academic/financial penalties</td>
</tr>
<tr>
<td>June 23</td>
<td>Financial Aid Disbursement</td>
</tr>
<tr>
<td>July 21</td>
<td>Last Day to withdraw from classes</td>
</tr>
</tbody>
</table>

### FALL SEMESTER – August 24-December 18, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21</td>
<td>New Student Orientation – Duty Day – Offices Open</td>
</tr>
<tr>
<td>August 24</td>
<td>Fall Semester classes begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Last day to drop/add classes to avoid academic/financial penalties</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day – No classes – Campuses closed</td>
</tr>
<tr>
<td>September 9</td>
<td>Financial Aid Disbursement</td>
</tr>
<tr>
<td>October 12-14</td>
<td>Mid-Term Week</td>
</tr>
<tr>
<td>October 15-16</td>
<td>Faculty Meetings – No classes – Offices open</td>
</tr>
<tr>
<td>October 19</td>
<td>Spring Registration begins (date subject to change)</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day – No classes – Campuses closed</td>
</tr>
<tr>
<td>November 25</td>
<td>Last Day to withdraw from full-term classes (80% withdrawal date)</td>
</tr>
<tr>
<td>November 26-27</td>
<td>Thanksgiving – No classes – Campuses closed</td>
</tr>
<tr>
<td>December 15-18</td>
<td>Fall Semester Final Exams</td>
</tr>
<tr>
<td>December 21-January 8</td>
<td>Winter Break – No classes – Offices open</td>
</tr>
<tr>
<td>December 25, January 1</td>
<td>Holidays, Campuses closed</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER – January 11-May 11, 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11</td>
<td>Spring Semester classes begin</td>
</tr>
<tr>
<td>January 15</td>
<td>Last day to drop/add classes to avoid academic/financial penalties</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day – No classes – Campus closed</td>
</tr>
<tr>
<td>January 27</td>
<td>Financial Aid Disbursement</td>
</tr>
<tr>
<td>February 15</td>
<td>President’s Day – No classes – Campuses closed</td>
</tr>
<tr>
<td>February 26</td>
<td>No Classes/Faculty Duty Day – Offices open</td>
</tr>
<tr>
<td>March 1</td>
<td>Fall Registration begins (date subject to change)</td>
</tr>
<tr>
<td>March 1-5</td>
<td>Mid-Term week</td>
</tr>
<tr>
<td>March 8-12</td>
<td>Spring Break – No classes – Offices open</td>
</tr>
<tr>
<td>April 2</td>
<td>No Classes/Faculty Duty Day – Offices open</td>
</tr>
<tr>
<td>April 19</td>
<td>Last Day to withdraw from full-term classes</td>
</tr>
</tbody>
</table>
May 6-11    Spring Semester Final Exams
May 12    Mesabi Range Graduation (Miner’s Memorial Building, Virginia)
May 25    Memorial Day – Campuses closed

(80% withdrawal date)

**COLLEGE (BUILDINGS) CLOSED FOR ALL STUDENTS & STAFF**

- July 4 (Independence Day)
- September 7 (Labor Day)
- November 11 (Veteran’s Day)
- November 26-27 (Thanksgiving)
- December 25 (Christmas)
- January 1 (New Year’s)
- January 18 (Martin Luther King Day)
- February 15 (President’s Day)
- May 25 (Memorial Day)
ASSESSMENT OF STUDENT LEARNING

Mesabi Range College is committed to the continuous improvement of its educational programs and services. It fulfills that commitment by gathering data and evaluating the collected data in order to determine what is working well and what improvements could be made. At the classroom level, assessment helps faculty determine how well students are able to perform the tasks listed as course outcomes in the course outline. At the program level, assessment helps program and department faculty identify strengths, direction, and opportunities for growth for their program or department. In non-academic support services, assessment assists staff in recognizing excellence as well as gaps in the services they provide students.

Assessment is required not only to maintain accreditation with the Higher Learning commission of the North Central Association of Colleges and Schools but also to help the College create a shared academic culture dedicated to ensuring and improving the quality of education it provides students. Assessment processes and cycles occur throughout the institution and the academic year.

Methods of assessment are to improve student learning. Assing with multiple measures provides the College with the opportunity to gather information from different perspectives.

- Computerized Placement Test (CPT)
- Classroom Assessment
  - Interviews
  - Capstone experiences
  - Performance demonstrations
  - Portfolios
- Course Assessment
- Program Review
- Portfolios
- Developmental Education Assessment
- College Services Assessment
- New Student Surveys
- General Education & Employer Surveys
- Transfer Surveys & Data
- Placement Surveys (Career Programs)
- Graduate Exit Surveys
- Certification Tests (Career Programs)

MESABI RANGE COLLEGE’S GENERAL EDUCATION PHILOSOPHY

Mesabi Range College provides an appropriate general education component in all degree, diploma, and certificate programs as an essential intellectual and practical foundation for students’ lifelong learning.

MESABI RANGE COLLEGE’S INSTITUTIONAL ACADEMIC GOALS AND LEARNING OUTCOMES

Mesabi Range College has identified six Institutional Academic (General Education) Goals, which embody the skills and knowledge students should have in order to be successful as they transfer from Mesabi, begin their professional career, or engage in lives of intellectual curiosity and discovery. These goals are addressed in courses across the curriculum.
INTEGRATIVE AND APPLIED LEARNING
Mesabi Range College will prepare students to synthesize and apply knowledge, skills, and abilities acquired in different disciplines and programs.
1.1 Students will be able to integrate knowledge and ideas to write effectively on a topic that requires multi-faceted knowledge.
1.2 Students will be able to integrate knowledge and ideas to speak effectively on a topic that requires multi-faceted knowledge.
1.3 Students will be able to integrate knowledge and ideas to solve a technical, scientific, or mathematical problem that requires multi-faceted knowledge.
1.4 Students will be able to integrate knowledge and ideas to create a work of art that requires multi-faceted knowledge.
1.5 Students will be able to integrate knowledge and ideas to complete a project that requires multi-faceted knowledge.

CRITICAL AND CREATIVE THINKING
Mesabi Range College will prepare students to exhibit skills of critical and creative thinking that include open-mindedness, intellectual curiosity, analytical thinking and problem solving.
2.1 Students will demonstrate the ability to apply their knowledge and skills to new problems and situations.
2.2 Students will demonstrate the ability to make decisions informed by case analysis, theory, and collateral data and information.
2.3 Students will identify and apply appropriate models of problem-solving to challenging situations.
2.4 Students will acknowledge and incorporate a value framework in various personal and professional situations.
2.5 Students will demonstrate the ability to gather and summarize relevant information.
2.6 Students will demonstrate the ability to select and use information to investigate or establish a point of view or to reach a conclusion.

QUANTITATIVE LITERACY
Mesabi Range College will support students in developing confidence and competence in working with numerical data.
3.1 Students will demonstrate numerical competency by applying basic methods of arithmetic to solve numerical problems.
3.2 Students will demonstrate numerical competency by representing data in an appropriate form for further analysis.
3.3 Students will demonstrate numerical competency by applying analytical skills to interpret numerical data.
3.4 Students will demonstrate the ability to create and interpret mathematical models.
3.5 Students will demonstrate their ability to summarize and derive inferences from various types of data.

INFORMATION LITERACY
Mesabi Range College will empower and encourage students to use information technology effectively.
4.1 Students will demonstrate the ability to use information technology to access information and data required for their assigned work.
4.2 Students will demonstrate the ability to explore alternative strategies in the electronic search of information and data required for their assigned work.

4.3 Students will demonstrate the ability to synthesize their knowledge of information and data acquisition required for their assigned work.

4.4 Students will demonstrate the ability to organize the storage and efficient retrieval of information and data required for their assigned work.

4.5 Students will demonstrate knowledge of the legal and ethical issues associated with the access and use of data and information obtained electronically and in other media.

4.6 Students will demonstrate basic knowledge of email, word-processing, and spreadsheet software.

**EFFECTIVE COMMUNICATION**

Mesabi Range College will prepare students to use oral and written language appropriately and effectively in the various contexts of personal and professional life.

5.1 Students will demonstrate the ability to communicate their ideas in writing using Standard English grammar and mechanics.

5.2 Students will demonstrate the ability to communicate their ideas in writing using correct and appropriate vocabulary.

5.3 Students will be able to write a clear, well-organized document appropriate to audience and purpose.

5.4 Students will be able to read a document appropriate to their level of educational attainment and demonstrate comprehension of its content in their written work.

5.5 Students will be able to work effectively in groups to accomplish a common task.

5.6 Students will be able to choose the appropriate verbal and nonverbal communication to communicate ideas, reduce relational defensiveness, resolve conflicts, and show adaptability.

5.7 Students will be able to present a well-organized speech appropriate to audience, purpose, and occasion.

5.8 Students will be able to apply appropriate listening skills in various situations.

**RESPONSIBLE COMMUNITY/GLOBAL CITIZENSHIP**

Mesabi Range College will encourage students to understand diverse cultures and world views in order to effectively engage in local and global exchanges.

6.1 Students will demonstrate an awareness of the differences in cultural norms within the college, their workplace or their own community.

6.2 Students will demonstrate an awareness of the differences in cultural norms across communities with which they are likely to interact or which are playing a more prominent role in regional or global interactions.

6.3 Students will demonstrate a disposition to adapt to an increasingly more diverse society.

6.4 Students will demonstrate a disposition to examine their own attitudes and beliefs in order to interact effectively with people of diverse backgrounds or holding views different from their own.

6.5 Students will practice democracy and promote citizenship.

6.6 Students will show evidence of their evolving knowledge and skills and demonstrate new ways of thinking as it pertains to cultural diversity.

Data regarding students’ achievement related to these Institutional Academic Goals is collected, tracked, and disseminated to program and department faculty as a part of program review. During program review that data is evaluated and used as the foundation for program and department improvement, direction, and growth.
Mesabi Range College is committed to providing its students with opportunities for intellectual and social growth and development. Mesabi Range College’s Student Services and activities programs are designed to meet the unique needs of students and to provide an environment of growth.

**Academic Advising**
218-749-7750 (Virginia)
218-744-7506 (Eveleth)
8:00 a.m. - 4:30 p.m. (Appointments - 8:30 a.m. - 4:00 p.m.)

Advising is an integral part of student success at Mesabi Range College. All students have the opportunity to discuss educational, personal, and career interests and goals with counselors or advisors. Other advising services include assistance with course selection, transfer, study skills, goal setting, and motivation.

**Admissions**
218-749-0313 (Virginia), 218-744-7506 (Eveleth) [http://www.mesabirange.edu/admissions/](http://www.mesabirange.edu/admissions/)
8:00 a.m. - 4:30 p.m.

Student admission to Mesabi Range College is managed through the Admissions and Enrollment Services Office. Applications for admission, on-campus housing, college tours, and other college information can be obtained from this department.

**Assessment Testing**
Computerized Placement Testing (CPT)
218-749-7727 (Virginia)
218-744-7524 (Eveleth)
For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529
8:00 a.m. - 4:30 p.m.

An assessment test is administered to all students enrolling for more than seven credits. Students will be assessed in Math and Reading. This assessment test will help ensure a student’s success in his/her courses and programs. Upon request, and with the provision of the appropriate documentation, accommodations can be provided to students with physical or learning disabilities. Students should notify the Disability Services Office at least one week prior to testing if accommodations are required.

**Bookstore**
218-749-7733 (Virginia)
Hours will be posted.
The bookstore maintains books and supplies required to complete coursework at Mesabi Range College. New and used books, imprinted clothing, and a wide variety of miscellaneous items are available to meet school and personal needs. No book returns will be accepted after the fifth (5th) day of the semester. Books must be in new condition and in their original wrapping. Books that have shrinkwrap removed may not be returned. VISA and Mastercard is accepted.

**Bulletin Boards**

Students wishing to post information on bulletin boards must receive approval from the Student Services Office on Virginia and front desk at the Eveleth campus.

**Business Office – Virginia Campus**

218-749-7742 or 218-749-7710
Hours will be posted.
Tuition and fees due to the College are paid via the bookstore or contacting business office personnel in student services or on-line using eCheck. Checks should be made payable to Mesabi Range College. All financial aid is issued through this office.

**Computer Labs and Services**

218-780-8063
218-744-7516
218-404-4222
218-780-4829
Hours will be posted.
Mesabi Range College provides state-of-the-art computer facilities for classroom instruction and student applications. The computer labs offer a broad spectrum of current software for student use as well as full Internet and wireless access. Frequent upgrades to both computer software and hardware assure the student the latest in innovative technology. Computer software for students with disabilities is available.

E-mail Address:
The college provides free e-mail accounts to students. Students should contact the technology staff to receive training and an e-mail account. All official communication to students will be through e-mail.

**Counseling Services**

218-749-7750 for appointments (Virginia and Eveleth Campuses)
Counseling services are provided on both campuses, either by appointment or on a walk-in basis, based on availability. Services include: academic, personal and career counseling. To maximize the counseling services, outside service providers are accessed to meet students’ needs when appropriate. A variety of support groups, workshops, and student success programs are instituted as necessary.

**Equity Services**

Equity Coordinator, Title IX Compliance Officer, Student Services Suite, Virginia Campus, 218-749-7753
An increasing number of students are seeking training and jobs in fields that have been considered non-traditional for their gender. An equity coordinator at Mesabi Range College assists these students so that they can succeed in college as well as in the workforce. If you have a complaint, concern or issue regarding gender equity, please contact the Equity Coordinator.

**Disability Services**

Virginia Campus: Disability: 218-749-7791
Eveleth Campus: Disability: 218-744-7471
8:00 a.m. – 4:30 p.m.
For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529.

All students with disabilities who seek an accommodation at Mesabi Range College have the responsibility to identify themselves to the Disability Services Offices and/or the Student Support Services Program.

**Diversity Services**
218-749-0315, Diversity Officer, Virginia Campus
8:00 a.m.- 4:30 p.m.
Mesabi Range College provides advisement, support, activities, and advocacy to meet the needs of minority students. The Minority Services’ advisors monitor campus-wide activities that are designed to improve cultural awareness and diversity throughout the year.

**Enrollment Services**
218-749-0313 (Virginia)
218-744-7506 (Eveleth)
8:00 a.m. - 4:30 p.m.
Individuals wishing to attend Mesabi Range College, or anyone needing more information on Mesabi Range College should contact the Enrollment Services Office. College tours, application forms, and up-to-date information on college programs, requirements, and enrollment procedures are available through this office.

**Faculty Office Hours**
Faculty members maintain office hours for consultation with students. Copies of faculty members’ office hours are posted near their office doors.

**Financial Aid – Virginia Campus**
218-749-3432 or 218-749-7755
Hours will be posted.
The primary function of the Financial Aid Office is to assist students in obtaining financial assistance in the form of grants, scholarships, loans, and student employment in order to ensure their access to education. Financial aid is available to full- and part-time students.

**Food Service**
218-749-7718 (Virginia)
218-744-7462 (Eveleth)
Hours will be posted.
A cafeteria service for snacks, breakfast, and lunch is available for the convenience and enjoyment of students, staff, and guests on both campuses. Vending machines with soft drinks and snacks are also readily available.

**Housing**
Housing Director, (218) 410-0974, Student Services Suite, Virginia Campus
For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529
Mesabi Range College has on-campus housing available (located on the Virginia campus) to Mesabi Range College students. Our apartment-style residence halls provide a comfortable, private environment at a reasonable cost. Each of our semi-furnished apartments have four bedrooms, two bathrooms, laundry room, kitchen, and living room. All utilities and wireless internet are included. The housing facility is operated by trained staff under the direction of the Residence Life Director. Virginia campus students are required to purchase a mandatory meal plan associated with their residence at Alpine Village. Each day that class is in session, students will have breakfast and lunch provided through their meal plan.

FAQ's, floor plan, residential life handbook, housing contract and housing contract application.

Insurance
Students may qualify for insurance at either Medical Assistance (MA) or MinnesotaCare.

Renters insurance brochures are available in student services on the Virginia Campus.

* International Students are required to carry MinnState Mandatory Insurance as part of the admissions policy

Library – Virginia Campus
College Center
218-749-7712, Circulation Desk
Hours will be posted.
The library is a vital part of the College’s instructional programs and cooperates with classroom instructors to ensure Mesabi Range College students develop skills in information literacy appropriate to their career and professional goals. An extensive collection of books, periodicals, audiovisual materials, and electronic resources are available for students, staff, and community use. The Mesabi Range College collection is accessed from locations both on and off campus via the Internet using Primo One Search, which also allows identification and borrowing of materials from more than 80 libraries statewide.

Lockers
Located at the Eveleth campus. Please register with the front desk for use.

Parking Regulations
Parking regulations are strictly enforced. Parking is not allowed in or on the following: Posted Areas, Painted Areas, Road/Drive Side of Painted Areas, Roadways or Drives, Entryways, Grass, Curbs, Islands, Sidewalks, or areas required for emergency vehicles. Your cooperation is expected and appreciated.

Records Office – Virginia Campus
218-749-7762
Hours will be posted.
Student academic records are maintained by the Records Office.
Students may obtain transcripts through the Mesabi Range College website. Click here.
There will be a charge for an official transcript(s).

Student Support Services – TRIO Program (SSS)
218-749-0329 (Virginia)
8:00 a.m. - 4:30 p.m. (or by special appointment)
The Student Support Services Program provides eligible students with a variety of services including academic, career, and personal support services, transfer assistance, free tutoring, support groups, and
cultural activities. Program participants must meet eligibility criteria and apply for acceptance into the program by contacting the SSS Program Director housed in the Student Support Services (SSS) area.

**Student Success Center — Virginia Campus (lower library)**

218-749-7750  
8:00 a.m. - 4:30 p.m.  
All Mesabi Range College students are encouraged to use the Student Success Center located on the Virginia Campus. A library of two- and four-year college catalogs is available, as well as information on transfer requirements, academic planning, career exploration, and job search techniques.

**Student Success Center - Tutoring**

218-749-0315  11-5 p.m or by appointment (Virginia Campus)  
Mesabi Range College’s Student Success Center offers many services to assist students with the challenges of college. Help is offered for improving study habits, test-taking skills, and time management. Trained peer tutors are available, at no expense to students, to assist with specific subject areas and resources for disabilities services are available.

**Tours**

Enrollment Services  
218-749-0314 (Virginia)  
218-744-7506 (Eveleth)  
Go to our website [http://www.mesabirange.edu](http://www.mesabirange.edu) Click on the VISIT tab on the right side of the screen to make an appointment. Visitors are always welcome at Mesabi Range College, and tours can be arranged by contacting the Enrollment Services Office. College visits are hosted by students and staff members who will acquaint you with the college, answer questions, and arrange appointments with faculty and staff upon request.

**Vehicle Use**

College vehicles are used for transportation to college-sponsored activities or sanctioned college organization activities. Insurance is available through the state for students who drive with proper approval. Seat belts are required. No smoking is allowed in state vehicles.

**Veterans Affairs – Virginia Office**

Records Office  
218-749-7762  
Hours will be posted.  
Information regarding veteran educational benefits can be obtained from the Records Office. Veterans need to complete the Veterans Administration Form 22-1990 upon being accepted to the College to ensure sufficient time for processing. The application form is available online at [www.gibill.va.gov](http://www.gibill.va.gov).

**Veterans Affairs**

Coordinator  
Contact via website, [https://mn.gov/mdva/resources/education/](https://mn.gov/mdva/resources/education/)  
Mesabi Range College offers resources to assist veterans and their families in completing school.
ADMISSIONS

https://www.mesabirange.edu/admissions/

Mesabi Range College is committed to promoting equal educational and employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, reliance on public assistance, or organizational membership.

Limited English Proficiency (LEP)/ English as a Second Language (ESL) Statement
Students who do not claim English as their first language must self-identify to an advisor to receive Limited English Proficiency (LEP) services during assessment testing. Students who identify themselves as needing English as a Second Language services, or wish to access LEP services during assessment testing, will not be discriminated against enrolling in Mesabi Range College programs or services. If an interpreter is needed to communicate in a language other than English, please contact the Director of Disability Services at 218-749-7791 or 1/800-657-3860. For TTY communication, contact the Minnesota Relay Service at 7-1-1 or 1/800-627-3529.

College Visit Program

Find out if Mesabi Range College is right for you. We invite you to visit us anytime, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Your private tour will be conducted by a personal guide who will arrange for you to visit with the instructors, advisors, or program coordinators of your choice, talk one-on-one with our financial aid staff, or speak with coaches. We want you to experience Mesabi Range College for yourself. We offer:

• a meeting with a member of the Enrollment Services staff to discuss Mesabi Range College’s application and admissions procedures;
• a campus tour, conducted by students or staff members, to accommodate the student’s interests and needs;
• an appointment with a faculty member from an academic department or technical program;
• other appointments, including a meeting with financial aid or athletic staff members.

To ensure that the Enrollment Services Office is able to provide prospective students with a complete and well-planned visit, please call, write, or email the Enrollment Services Office to arrange a campus visit. Visits may also be schedule through the Mesabi Range College website www.mesabirange.edu and choose the visit tab on the main page.

Toll Free: 1- 800-657-3860
Local: 218-749-0313
For TTY communication, contact the Minnesota Relay Service at 1- 800-627-3529
b.kochevar@mesabirange.edu or k.langdon@mesabirange.edu

Enrollment Services – Virginia Campus
Mesabi Range College
1001 Chestnut Street West
Virginia, Minnesota 55792

Enrollment Services – Eveleth Campus
Mesabi Range College
1100 Industrial Park Drive, PO Box 648
Eveleth, MN 55734
Admissions Policy
Proof of Immunization
The immunization law states that no student can remain enrolled in a public or post-secondary educational institution without documentation of the appropriate immunizations, a statement signed by a physician that the student is medically exempt as outlined in the law, or a notarized statement that the student has not been immunized because of the student's conscientiously-held beliefs. No proof of immunization is needed from the following:
1. Students who have graduated from a Minnesota High School in 1997 or later;
2. Students who were born before 1956;
3. Transfer students from a different post-secondary school, if transcripts or other information from the previous school indicate that the student has met immunization requirements.

Determination of Residency
Residence status of students shall be determined at the time of registration. The permanent residence of the student's parents (or guardian if approved by the Chancellor or designee) is considered for students under 21 years of age. For students 21 years of age or older, the student's permanent residence is considered.

Exceptions to the above policies are the following:
- Students who have graduated from a Minnesota high school within two calendar years of application for admission to a Minnesota community college shall be granted resident status;
- Students who have graduated from a Minnesota high school and have resided in Minnesota substantially since graduation shall be granted resident status. Service in the Armed Forces of the United States shall not be considered a disruption of continuous residence;
- Students who have been employed full-time in Minnesota for one year immediately prior to the date of entrance to college shall be granted resident status, provided all income derived from such employment was subject to taxation;
- Spouses of Minnesota residents, as defined above, shall be granted resident status, provided that they are living with the spouse, and the couple’s place of residence is within Minnesota. This rule shall apply regardless of the age of either spouse;
- Students serving in the armed services in Minnesota, as well as their spouses and children, shall be granted resident status;
- Aliens who are employed in Minnesota on a special visa for employment purposes, and whose wages are subject to taxation by the state of Minnesota, shall be granted resident status. The employment period must be at least twelve months (immediate past or immediate future) and must be documented by a contact or a copy of the previous year’s tax return and the employment visa. This status shall also be granted to the spouses and children of such employees;
- Native Americans of 50% Indian blood who are born in Canada are to be considered residents for the purpose of registration in a Minnesota community college;
- Permanent residents of the United States, and who have been employed in seasonal agricultural labor in the state of Minnesota for a cumulative time period of not less than one year during the past five years, shall be granted resident tuition status. This status shall also extend to the spouses and children of these individuals.
Reciprocity with Wisconsin, North Dakota, South Dakota, and Manitoba, Canada
Residents of Wisconsin, North Dakota, South Dakota, and Manitoba, Canada, may attend public institutions in Minnesota on the same basis that Minnesota residents attend these institutions. These students are charged tuition fees similar to those charged to Minnesota residents. Potential students from these states or this province should contact their high school counselors or principals for the address of the state office which handles applications for the reciprocity program. More information can be found at https://www.nc-sara.org/files/docs/NC-SARA_Policies_Standards.pdf

Midwest Student Exchange Program - MSEP
Students from the states of Michigan, Missouri, Kansas, and Nebraska may enroll in designated Minnesota institutions and programs at reduced tuition levels outside their home state. Student’s tuition rate will be 150% of the Minnesota resident tuition rate.

ADMISSIONS PROCEDURES
Application for admission is open for the fall, spring, and summer sessions. Students may apply and register for classes through the first five class days of the semester. Early application and registration are recommended.

Enrollment Category
• **Degree-seeking**: Students are considered to be in the degree-seeking category if they have enrolled in eight credits or more and are working toward a degree, diploma, or certificate.
• **Part-time**: Students are considered to be in the part-time student category if they register for 7 or fewer credits and are not working toward a degree or certificate. All part-time students must submit a special Part-Time Student Registration Form available on the Mesabi Range College website under the Admissions tab. prior to registration for the 8th credit, part-time students must complete the admission process.
• **Non-Degree Seeking**: Students are not eligible for financial aid. Student may take up to 7 credits without taking assessment testing.

Freshmen
• Students who wish to register as freshmen must complete and submit a Mesabi Range College’s online application.
• After submitting the online application, applicants should contact their high school counseling office and have an official transcript of courses and grades (which includes standardized test results and high school rank information) sent to the college with proof of graduation date.
• Include all non-Minnesota State College/Technical College Transcripts.
• Applicants must supply documentation (month and year) of immunization against mumps, measles, rubella, diphtheria, and tetanus, if born in 1957 or later. Refer to the “Proof of Immunization” section.
• Applicants must take the Accuplacer.

International Students
Qualified international students must complete all of the following steps in order to be accepted for admission to Mesabi Range College. I-20 forms, authorizing admission into the United States for educational purposes, will be issued when all admission requirements are met and applicants have been accepted.
• Applicants must complete a Mesabi Range College application or standard MinnState Application Form.
• Application fee – Submit the required $20 non-refundable application fee.
• Applicants must submit a transcript of grades from their high school. Applicants must have graduated from the equivalent of a United States high school; transcripts should indicate this. It is most important that the transcripts be translated into English.
• International student applicants will be required to submit a detailed Financial Statement. Applicants should not rely on financial aid from the College or from other employment in the United States as a source of income. Applicants must submit proof of sufficient funds to cover all costs for an entire academic year.

• Applicants must purchase, before the time of registration, the MinnState Injury & Sickness Insurance Mandatory Plan designed for international students. Students must maintain insurance coverage throughout the duration of attendance at MRC. Student coverage will be reverified every year. It is the student’s responsibility to make sure insurance is renewed every year of attendance. Mesabi Range College assumes no responsibility for medical expenses.

• Applicants must supply documentation (month and year) of immunization against mumps, measles, rubella, diphtheria, and tetanus, if born in 1957 or later. Refer to the “Proof of Immunization” section.

• English proficiency is required, and documentation supporting proficiency is necessary in order for acceptance. The following measures of English proficiency are acceptable:
  • TOEFL (Test of English as a Foreign Language): score of 500 or more (paper), or 173 or more (computer).
  • Michigan Test: score of 75 or more. ESL Center (such as Hamline University) recommendation: range of 17-20.
  • ESL - English as a Second Language Program at the University of Minnesota recommendation: “exempt from further ESL - ready for full-time academic load.”
  • Documentation of English as primary language from student’s high school on school letterhead.

International students must maintain a full-time course of study (12 – 18 credits) for every semester they are enrolled. See the Mesabi Range College website under the Admissions-International Student” for more specific details and forms.

Transfer Students
Applicants who have attended other post-secondary education institutions are considered for admission as transfer students. Those applicants who have completed fewer than 10 semester credits are required to meet the criteria outlined in the previous section on freshmen.

Students transferring to Mesabi Range College from a post-secondary institution need to comply with the College’s admission policies and must complete the following steps before enrolling:
  • Complete and submit Mesabi Range College’s online application;
  • Request that official transcripts from each of the secondary and any non-MinnState post-secondary institutions attended be sent to the Enrollment Services Office at Mesabi Range College;
  • Provide documentation from graduates of non-Minnesota high schools (month and year) of immunization against mumps, measles, rubella, diphtheria, and tetanus, if born in 1957 or later.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to Mesabi Range College.

Transfer of Credits
Transcripts will be evaluated to determine acceptable credits to be applied to degree or certificate programs. Lower division credits earned at a college or university accredited by a regional accrediting association may be accepted by the College’s advising staff and the Academic Administrator. The grade point average (G.P.A.) from the transfer institution is not used in computing the student’s G.P.A. at Mesabi Range College.

Transfer students may be given provisional admission until all transcripts are received by the College. Failure to supply the necessary transcripts may lead to suspension from the College. Students are responsible for all credits for which they register prior to the College receiving late transcripts.
**Advanced Standing**

Mesabi Range College grants college credits and/or advanced placement for the successful mastery of material contained in courses completed at the high school level when those courses are equivalent to college courses. Mesabi Range College will evaluate student records for the Advanced Placement (AP) Program, the International Baccalaureate (IB) Program, and the College-Level Examination Program (CLEP).

Credit granted through IB and CLEP programs may be used for partial fulfillment of the liberal education distribution requirements for the A.A., A.S., and A.A.S. degrees. A maximum of 24 credits obtained through advanced standing testing may be applied toward one of Mesabi Range College’s degree programs. Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of AP, IB, and CLEP credits; these institutions may have different regulations from those of Mesabi Range College. Contact the College’s advising staff for more information about advanced standing.

**Minnesota National Guard**

Persons enlisted in the Minnesota National Guard may be eligible for educational benefits through the Guard. Such individuals should contact their Commanding Officer for more information and financial assistance registration materials.

**Post-Secondary Enrollment Options Act (PSEO)**

The purpose of the Minnesota Post-Secondary Enrollment Options Act is to promote rigorous educational pursuits and to provide a wider variety of options for Minnesota’s 11th and 12th grade high school students. The program enables students to seek enrollment in eligible post-secondary institutions for college-level courses/programs on a full- or part-time basis.

Students must be aware that the social and academic atmosphere at colleges may vary greatly from the high schools. More freedom and less structure in the academic and social setting of a college require maturity and responsibility in order for a student to succeed.

**Eligibility Requirements**

- All PSEO students shall be enrolled on the basis of available space and/or other appropriate, defined local standards and procedures.
- Students must be classified as high school juniors or seniors and cannot be classified as full-time students in their high schools.
- Students planning to attend during their junior year must have a 3.0 cumulative GPA. Students planning to attend during their senior year must have a 2.5 cumulative GPA.
- Students must complete the College Placement/Accuplacer Testing and achieve the appropriate scores prior to enrolling or provide alternate college-ready scores from ACT, MCA, or SAT. Students who have taken the CPT Mathematics assessment test at another college in the last two years do not need to assess if they are able to provide a copy of their former assessment results. If a student has taken the CPT Reading assessment test at another college in the last three years do not need to assess if they are able to provide a copy of their former assessment results. (Reading score of 78 or higher, Elementary Algebra score of 76 and College Level Math of 50 or higher)

**PSEO Admission Procedures**

- Permission to register must be obtained from the high school administration.
- Formal application to the College must be completed.
• Students must arrange with the College to take the Accuplacer to determine college level placement in mathematics and reading.
• Students must place at college level in reading to be admitted.

Accepted students will receive a copy of the College’s minimum academic progress requirements and will be subject to these requirements. Students will receive high school credit for successfully completing classes taken at Mesabi Range College. Complete information and program requirements may be obtained by contacting the Enrollment Services Office at Mesabi Range College.

PSEO Admitted Students
Once admitted to Mesabi Range College, PSEO students will be held to the same academic standards as regular college students with the following exceptions:
• PSEO students have the first 10 days of the semester to drop courses from their class schedule.
• PSEO students must meet with their high school counselor and PSEO advisor before making any changes to their schedules to ensure that their high school graduation requirements are not in jeopardy.
• PSEO textbooks are the property of Mesabi Range College, (MN Statutes section 124D.09 Subd. 20) and must be returned at the end of each semester. Students will be held financially responsible if textbooks are lost or stolen. If a PSEO student fails to return textbooks and materials to the Bookstore by the end of Finals week, a hold will be placed on the student’s record. The student will not be able to purchase any additional books and materials for the following semester until a fee equal to 100% of the original purchase price is paid in full at the Payments and Billing Office.

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

• If placed on academic probation, the PSEO student may not be allowed to take classes the following semester.
• If placed on academic suspension, the PSEO student will be suspended from Mesabi Range College and from the PSEO program. The student will not be allowed to take classes the following semester. PSEO students do not have the right to appeal.
• PSEO students may register for summer classes, but will be held financially responsible for tuition, fees, books and supplies.
• All questions regarding the PSEO program, please call 218-749-7754.
• All questions regarding the Concurrent Enrollment Program, please call 218-744-7524.

Senior Citizen
A senior citizen who is 62 years of age or older and who is a legal resident of Minnesota may be enrolled in a semester course. Availability for senior citizens will be on a space available basis after all students who pay regular tuition and fees have been accommodated. Senior citizens are not eligible for a reduction in non-credit classes. (See financial aid section for more information or speak with an advisor.

Veterans
Veterans, war orphans, and dependents of disabled or deceased veterans have the opportunity to continue their education under various educational programs administered by the United States Veterans Administration. Veterans may be entitled to obtain these benefits while pursuing a course of study at Mesabi Range College. All inquiries concerning the ongoing veterans’ program should be directed to the Records Office or visit the Veterans’ website at www.gibill.va.gov.
EDUCATIONAL PLANNING
https://www.mesabirange.edu/academics/advising/

At Mesabi Range College, students work with professional educators, counselors, and advisors to assess their academic skills, plan their educational programs, and prepare for future employment or education.

Placement for Success
The Accuplacer - College Placement Test (CPT) assessment test ensures students enter college coursework with the necessary skills to be successful. The results of the assessment tests determine which reading and mathematics courses a student needs to take in order to meet the requirements of his/her chosen program. All certificate, diploma, and degree programs require students to have or to develop basic skills. In addition, some certificate and diploma programs, and all degree programs, require students to have or to develop intermediate and college level skills. Check the requirements of your program for specific information.

College Placement/Accuplacer Testing Policy
Students with questions and help preparing with sample tests may go to the website for help.

Developmental Education
Coursework in reading/English and math that is numbered below 1000 (example: ENGL 007) is considered to be developmental coursework that leads to college-level work. Depending upon a student’s academic program requirements and CPT placement, specific developmental courses may be required. These courses are not counted toward graduation, and each course must be passed with a grade of “C” or higher in order to proceed to the next course in the sequence.

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Research has shown that students who complete developmental courses are more successful in college than students who do not complete them. Placement for success into developmental courses reflects the commitment Mesabi Range College has to ensuring the success of all students and to providing educational opportunities to those who enroll.
REGISTRATION

https://www.mesabirange.edu/admissions/app-checklist

The registration period for each semester is outlined in the College Academic Calendar. Currently enrolled students should register prior to the beginning of each semester. Each student is required to have his or her program plan reviewed by a counselor or advisor prior to registration. Professional counselors and advisors are available to assist students in reviewing their academic backgrounds, interests, and goals, and in making appropriate immediate and long-range plans. New students should contact Enrollment Services for admission and new student registration procedures.

Registration Procedures

Registration consists of the following:
• Program planning, review of the student’s Degree Audit Report and course planning with a counselor or advisor
• Registering for classes on-line
• Review of Financial Aid

Change of Address/Change of Name

For the purposes of billing and other mailings, emergency situations, and other administrative purposes, it is expected that all students report changes of address and/or telephone numbers as well as name changes to the Records Office.

Late Registration

New students may not enroll after the fifth day of classes. Students who enroll after the first day of classes will be required to complete all missed class work.

Drop/Adds and Withdrawal Policy

Click here for more information.
College Costs and Fees
https://www.mesabirange.edu/financial-aid/

Schedule of Fees
The schedule of fees is established by the Minnesota State Colleges and Universities (MinnState) system and is subject to change each year.

Tuition
Tuition for a semester is based upon the number of credit hours a student takes. Tuition charges per credit are the same for day, evening, or summer session courses. Online courses have an additional tuition cost per credit. Differential tuition is also charged per credit for certain college programs. Auditing courses require the same payment as courses taken for credit.

In accordance with Minnesota Statute 124.565, Subdivision 3, any person meeting Minnesota residency requirements will be assessed in-state tuition rates while person’s not meeting Minnesota residency requirements will be assessed non-resident rates.

In accordance with Minnesota Statute 124.565, Subdivision 3, any person meeting Minnesota residency requirements will be assessed in-state tuition rates while person’s not meeting Minnesota residency requirements will be assessed non-resident rates.

At the time of printing, the estimated per credit tuition and fee costs are:

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$157.62</td>
<td>$197.02</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student Life</td>
<td>$7.65</td>
<td>$7.65</td>
</tr>
<tr>
<td>Parking Access Fee</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>MINNSTATE Student Assn. Fee</td>
<td>.35</td>
<td>.35</td>
</tr>
<tr>
<td>Total (per credit)</td>
<td>$177.62</td>
<td>$217.02</td>
</tr>
</tbody>
</table>

Additional Tuition Fees: Online Courses have an additional tuition rate of $25.00 per credit. Graphic Arts, IMT, Paramedic, Practical Nursing, Welding and Intro to Nursing have additional supply and fee costs.

Reciprocity
Students participating in North Dakota and Manitoba reciprocity agreements will be charged Minnesota resident tuition and fee rates. Reciprocity rates for Wisconsin and South Dakota participants had not been determined at the time of printing. Estimated rental expense averages $3,800 per year (as per current campus housing single room rates).

Study Abroad
Students enrolled in courses that include study abroad are eligible for financial aid. The student is still considered to be a student at Mesabi Range College while concurrently taking courses abroad. Please see a financial aid advisor if you have more questions.
**Senior Citizen Fee**

Minnesota resident senior citizens, 62 years of age or older, may enroll in credit courses on a space-available basis beginning on the second day of the term. Seniors must self-identify and provide proof of age at the Records Office.

Senior citizens enrolled in credit courses are not charged for tuition, but are charged an administrative fee of $20 per credit in addition to regular and special fees, including but not limited to per-credit Technology and MSCSA fees, textbook and material fees. A charge will be applied to closed enrollment training programs. Other fees, such as parking or a late fee may be assessed if applicable.*

**Estimate of Costs**

Books and supplies are not included in the cost of tuition and fees. Book costs vary for each student each semester. The average cost for books and supplies for a full-time student is $1,000 per school year. This may vary depending on the student’s programs and credit loads.

**Payment of Tuition and Fees**

Payment of tuition and fees must be made on or before the first (1st) day of the semester. Paid-in-full is defined as having made full payment; enrollment in an approved payment plan (FACTS); a completed and filed financial aid application; or payment by third party. Students not meeting at least one of these criteria will be removed from the class roster and will be charged tuition and fees. If you do not plan on attending, you must notify the college or you will be charged for tuition and fees. If you have questions, call the Business Office. Fee, charges, and policies are as of the publication date and subject to change.

**Dropped Courses**

Students will be responsible for the remainder of the course cost based on the drop date of the course(s).

<table>
<thead>
<tr>
<th>Regular Academic Year</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal Period</td>
<td></td>
</tr>
<tr>
<td>1st through 5th class day of the term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th class day of the term</td>
<td>75</td>
</tr>
<tr>
<td>11th through 15th class day of the term</td>
<td>50</td>
</tr>
<tr>
<td>16th through 20th class day of the term</td>
<td>25</td>
</tr>
<tr>
<td>after 20th class day</td>
<td>0</td>
</tr>
</tbody>
</table>

| Summer Session:               | Refund % |
| Withdrawal Period             |          |
| 1st through 5th class day of the term | 100      |
| 6th through 10th class day of the term | 50       |
| after the 10th class day of the term | 0        |

**Attendance and Last Date of Attendance (LDA)**

Attendance is required for students receiving financial aid. Financial aid recipients who do not attend their courses will have an adjustment made to their aid. The aid adjustment could result in a balance due to the college and a late charge. In some cases, there may not be a change in the aid because the student’s new credit level is still within the award’s credit range. Students who have received an award letter and do not plan on attending must drop their courses before the fifth (5th) day of the term or will be responsible for charges incurred. Instructors are contacted before and after aid is disbursed to determine if a student is attending class or not.
Financial Aid Resources

Federal Student Aid Information Center
PO Box 84
Washington DC 20044
For program information and questions call 1-800-433-3243
TTY 1-800-730-8913

SELF Loans
For questions regarding SELF Loan processing by the State of Minnesota, call 1-800-657-3866, Twin Cities Metro 642-0567

Internal Revenue Service (IRS)
To request a copy of a tax return (allow 15 days for delivery) call 1-800-TAX-1040

Mesabi Range Financial Aid Office:
1-800-657-3860
218-742-3432 Virginia

TUITION POLICIES
Click here for full policy.

Tuition and Fee Payment Procedures

- Payments can be made on-line at the Mesabi Range website, www.mesabirange.edu. Visa and MasterCard are accepted. There is also a link to the Nelnet (FACTS) payment plan on this website.
- Checks should be made payable to Mesabi Range College.

Disbursement of funds

- Electronic credit: Most financial aid payments are credited electronically to individual student accounts. These payments include Federal Pell Grant, Minnesota State Grant, State Indian Scholarships, Federal Direct Loans, and Federal Supplemental Educational Opportunity Grant monies, and other aid administered by Mesabi Range. Financial aid will be used to pay all charges on your student account. If you do not want your financial aid to pay institutional charges other than tuition, fees and housing, you must notify the Business Office. If excess funds remain, a check will be available at the Business Office.
- Financial aid will be disbursed on or after the 12th day of the semester, and every Monday and Thursday after that date. Under some rare circumstances it could take longer for disbursement. However, if a student has a credit balance, a refund is made within 14 days.
FINANCIAL AID

https://www.mesabirange.edu/financial-aid/

Conditions of Financial Aid

Federal and State regulations require that all financial aid recipients maintain “Satisfactory Academic Progress (SAP)” and that they advance steadily toward the completion of their degree or certificate.

Satisfactory Academic Progress is met by maintaining a 2.0 (C) Grade Point Average (GPA) and the completion of 67% of all credits attempted.

Students receiving financial aid who do not maintain Satisfactory Academic Progress will be placed on warning for one term. If the deficiencies are not corrected during the subsequent term, the student will be placed on financial aid suspension. Students have the right to appeal for reinstatement of financial aid.

If at the end of the subsequent term, the student has met the institution’s qualitative and quantitative standards for all courses in which he or she was enrolled but has not met Mesabi Range College’s cumulative standards, the student may be permitted to retain financial aid eligibility under an Academic Plan, until such time as the following:

• The student has met the College’s 2.0 GPA and 67% cumulative completion standards, at which time the student’s financial aid eligibility will be reinstated, or
• The student fails to meet the College’s 2.0 GPA and 67% cumulative completion rate or the terms of the academic plan for the courses during the subsequent term. At such time, the student will be suspended from financial aid, or
• The College determines that it is not possible for the student to raise his or her GPA or course completion rate to meet the College’s standards before the student would reach the maximum time frame allowed in the program for which he or she is receiving financial aid. At such time, the College shall suspend the student from financial aid.

A student who has been suspended from enrollment may return to the College after an appeal has been approved or the period of suspension has passed. The student remains on academic warning upon his/her return to the college; however, for the purposes of financial aid, a student who returns after a period of suspension must complete a written appeal for reinstatement of financial aid. The student must meet with an advisor and develop an Academic Plan. The Academic Plan, along with the written appeal, is submitted to the Financial Aid office. The Academic Plan will be monitored each term to ensure that the student is adhering to the plan. Courses not found on the Academic Plan are ineligible for financial aid. Should the appeal be denied by the Financial Aid Office, the student may further appeal.

Students must be enrolled and attending classes in order to receive financial aid. The College shall monitor attendance prior to the initial disbursement of funds for each term. If it is determined that a student has not been attending classes prior to the first disbursement date, those classes will be made ineligible for financial aid and will not be included in the award calculation or disbursement. However, since the student did not drop the course within the drop/add period, the student is still responsible for all course costs.

Students who have in excess of 150% of the published number of credits of the declared program (typically 90 semester credits), who already have an Associate or Bachelor Degree, will have to petition to receive financial aid. Students who desire to appeal to the maximum time frame limits (90 credits) for other than a change in majors will have to provide documentation of extenuating circumstances. Those circumstances include, but are not limited to, death of a family member, illness of student or family member, college-initiated changes to the curriculum, etc. In all cases, the student must meet with an advisor and develop an Academic
Plan. The student will submit the written appeal along with the Academic Plan to the Financial Aid Office. Should the appeal be denied by the Financial Aid Office, the student may further appeal.

**Eligibility Requirements**
You must meet all of the following eligibility requirements in order to be considered for federal financial aid through the Financial Aid Office.

- Be a citizen or eligible non-citizen of the United States.
- Be admitted to an approved degree, certificate, or diploma program at Mesabi Range College. If you already have a degree or have earned 135 quarter credits/90 semester credits, contact the Financial Aid Office.
- Demonstrate financial need as calculated by the federal aid application.
- Maintain satisfactory academic progress as defined by the Financial Aid Office and the College.
- For the purpose of Direct Loans, carry a minimum of six credits per semester.
- All financial aid awards are initially based upon full-time enrollment for two semesters. If you decide not to enroll in both of the semesters, or if you are less than full-time, contact the Financial Aid Office.
- Complete the verification process if your application is selected for review.
- Meet the eligibility requirements for each aid program from which you accept financial aid.
- Not owe a refund or repayment to Mesabi Range College or any MINNSTATE Institution, not be in default on any educational loan, not be in repayment to any Federal Grant, or show any unwillingness to repay any educational loan.
- Be in compliance with Selective Services registration requirements
- Verification of Application Information
  - The U.S. Department of Education randomly selects applicants for a review process called verification. If your application has been selected for review, you will be asked to verify all or some of the following: adjusted gross income, federal income taxes paid, untaxed income, household size, number of family members in college, high school completion, prior enrollment, Title IV income exclusion and dependency status. Please do not send any forms until the Financial Aid Office has requested them.
  - If selected for verification, you may be requested to submit your federal tax transcript, your parents' and/or spouse's transcript, in addition to supporting documentation. The verification process must be completed before you can receive aid. The Financial Aid Office reserves the right to request information at any time during the academic year to clarify data that you provided on your financial aid application.

**Award offer**
- Your first offer of financial aid is based on full-time attendance for two semesters of the academic year. If your registration is less than full-time, or if you do not attend Mesabi Range both semesters, your award will be adjusted. Contact the Financial Aid Office with specific questions. Report any additional financial aid/scholarships to the Financial Aid Office. Your financial aid package may be adjusted if you receive additional scholarships or assistance from any source. Examples are Rehabilitation Services, Office of Jobs Training, VA benefits, etc.

**Student Rights**
As a financial aid recipient, you have the right to:
- accept, reject, or seek adjustment to your financial aid award without prejudice.
- know how much aid you will receive per semester and when it will be disbursed.
- know the terms of any work-study awards you are offered.
- know the interest rate of any loan offered to you, the amount you must repay, the repayment procedures, the length of time you have to repay the loan, and when repayment begins.
- have access to your financial aid file.
• seek financial aid counseling.
• privacy of information regarding your financial aid files. Information from a student's file will not be released to anyone (except Mesabi Range staff and financial aid donors requesting such information) without a signed release.
• receive financial aid as long as you are eligible and as long as funds are available.
• appeal any award decisions you feel warrant consideration due to an office error, emergency, or circumstances beyond your control.

Student Responsibilities
Students have the responsibility to review and consider all information about a program before they enroll. Students must pay special attention to their financial aid applications, completing the FAFSA accurately and submitting the FAFSA for processing in a timely manner. Students must return all requested documents to the Financial Aid Office. Failure to do so will result in their files being incomplete and their financial aid being delayed.

As a financial aid recipient, you have the responsibility to:
• be prepared to provide the expected yearly student and parent contribution to cover academic expenses.
• check your semester financial aid awards against your award letter.
• initiate 100% cancellation of classes if you choose to withdraw from college by contacting an advisor and completing the withdrawal process through the Records Office. You must repay all loans, grants, and scholarships issued to you for the canceled semester. If you cancel classes (and are less than full-time), any refunds will be returned to the financial aid accounts from which you received aid.
• know that if you are in default on any loans and/or owe aid repayments, you will be denied additional aid.
• know that if you receive aid, which exceeds your calculated need, you must repay the excess.
• notify your Mesabi Range work-study supervisor if you cancel classes and drop below six credits.
• provide accurate factual information on all financial aid forms requested within 30 days of the request.
• notify the Financial Aid Office of any change in name or household size; as well as any change in credits each semester.
• reapply for financial assistance annually.

Check Cashing: Students’ checks will be accepted for payment of goods or services. $25.00 will be charged for any check returned to the College because of insufficient funds or any other reason.

Financial Aid Determination
Mesabi Range College has an extensive financial assistance program to aid students in meeting their college costs. Students’ financial aid at Mesabi Range College may take the form of grants, loans, employment, or scholarships and is generally awarded in a “package” consisting of more than one type of aid. All financial assistance is awarded for one academic year only. Students must apply each year for continued financial aid.

Financial aid is determined by deducting the student’s expected family contribution from the cost of attending the College. Based upon 2018-2019 rates, the budget of a typical Minnesota resident student living on campus for one academic year includes:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$ 5,328.00</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Housing/food</td>
<td>$ 6,932.00</td>
</tr>
<tr>
<td>Travel/misc</td>
<td>$ 4,500.00</td>
</tr>
<tr>
<td></td>
<td>$17,760.00</td>
</tr>
</tbody>
</table>
Several of the occupational programs have tool costs which may range from $300 to $3,500. Note: There may be an additional fee per credit for on-line classes and many Occupational Programs have differential tuition, for information contact the Business Office.

**Financial Aid and College Costs**

The cost of education is a combination of direct costs (school costs) and indirect costs (cost of living expenses). The school costs are based upon tuition, fees, books, and supply costs. Costs are based upon a student load of 15 credits per semester. The student (and student’s parents for dependent students) must make a realistic effort to contribute toward meeting school expenses. The primary responsibility for paying for school rests with the student and his/her family. Financial aid is intended to supplement, not replace, financial support from you and your family. Financial aid may be federal or state money that assists students in paying for their post-secondary education. Mesabi Range College knows that every student has a somewhat different financial situation and therefore may be able to review the student’s and parent’s ability to contribute when circumstances change.

**How To Apply For Financial Aid**

Students must first apply for admission to Mesabi Range College. Applicants need to complete the Free Application for Federal Student Aid (FAFSA) based upon completed tax return and wage information. Students may apply online at www.fafsa.ed.gov. The process takes up to two weeks, so students should apply as early as possible after October 1. Students should be sure to read all correspondence from the College and submit any requested documents to ensure that they will have a completed financial aid file.

Separate applications are needed for Federal Direct Loans, MN SELF Loans, Federal PLUS Loans, and Federal Perkins Loans. First time borrowers of Federal Direct Loans who are first year students are required to be in attendance at the College for thirty days before their initial semester check can be disbursed. Loan application information is located on the Mesabi Range College website on your e-services account under the financial aid link.

**Types of Financial Aid**

The following financial aid programs are available at Mesabi Range College:

**Scholarships and Grants**

**Federal Pell Grant** – Annual awards range from $305 to $6,095. Pell Grants are disbursed to the student account each semester after the drop/add period. Full-time status is 12 semester credits. To be eligible, students must complete a FAFSA and meet the program eligibility requirements. Eligibility for Federal Pell grants is for a total equivalency of up to 6 full-time academic years as an undergraduate.

**MN State Grant Program** - Annual awards can range from $100 to $2,500. MN State Grants are disbursed to student accounts each semester after the drop/add period. Full time status is 15 semester credits. To be eligible, students must complete a FAFSA, be a Minnesota resident, and meet the program eligibility requirements. Eligibility for Minnesota State Grants is for a total equivalence of up to four academic years as an undergraduate. This includes all periods of enrollment whether or not financial aid was received. Filing deadline for the MN State Grant is 30 days after the start of each term.

**Federal Supplemental Education Opportunity Grants (FSEOG)** – Awards range from $250 to $500. Grants are disbursed to student accounts each semester after the drop/add period. To be eligible, students must complete a FAFSA and meet program requirements. Grants are awarded on the basis of greatest need.

Financial aid may be federal or state money that assists students in paying for their post-secondary education. Mesabi Range College knows that every student has a somewhat different financial situation and therefore may be able to review the student’s and parent’s ability to contribute when circumstances change.
need, and are awarded until funds are exhausted. Students having complete financial aid files will receive priority consideration for FSEOG.

**Work Study Programs**

**Work Study (Federal, State)** - Federal and State work study provides employment for those students who have financial need and who want to earn a part of their educational expenses. Employment may be during the academic year and/or during vacation periods. Checks are disbursed bi-weekly. Institutional work study is based upon the student's academic standing as well as financial need within specific time cycles. For all work study programs, students must complete a FAFSA.

Work study jobs can be both on and off campus. Work study is normally performed between classes, after classes, or could be accomplished during the evenings and over weekends. Students generally work between five and ten work study hours per week. Students may work more hours during the summer and other vacation periods.

**Loans**

To be eligible for the following loan programs, borrowers must be U.S. citizens or permanent residents. Student loans are sources of financial aid that must be repaid at a future time. All types of loans are usually disbursed on a semester basis and require the student to be enrolled at least half-time (6 credits per semester) to be eligible. Repayment and deferment terms for student loans vary with the type of loan received. Information is available from the Financial Aid Office.

Mesabi Range College students receiving loans through the Federal Direct Student Loan Program or SELF must complete loan entrance counseling before receiving the first loan disbursement. Loan payments are not released until loan entrance counseling attendance is documented. Exit counseling is required before withdrawing or graduation. Loan counseling requirements are school specific and must be met at each school attended.

**Changes in Enrollment for Loans:** If a student drops below six credits and has a disbursed loan, the loan funds will be returned to the lender and the student billed for the full amount of the returned loan.

**Types of Loans**

**Federal Direct Loan Program (Subsidized and Unsubsidized)** - Loan amounts vary depending upon the student’s year in college. Freshman dependent students can borrow up to $5,500; sophomore dependent students can borrow up to $6,500. Maximum interest rate is 8.25% with repayment of the loan beginning 6 months after the student leaves school or drops to less than half-time status. All first-time borrowers at Mesabi Range College must complete a loan counseling session. “Independent” students may be able to borrow additional unsubsidized funds depending upon their financial need. A separate loan application form is required in addition to the FAFSA. First-time, first-year borrowers will have their first loan check disbursed after the 30th day of attendance; all other checks will be disbursed after the drop/add period of each semester.

**Federal Subsidized Direct Student Loan Program** - The federal government pays the interest on the loan while you are in school. At the end of this six month grace period, repayment of principal and interest begins. You must demonstrate financial need by submitting a FAFSA in order to receive the Federal Subsidized Direct Loan. Federal Subsidized Direct Loan eligibility is identified on your financial aid award letter under Fed Direct Sub Loan.
Federal Unsubsidized Direct Student Loan Program (UNSUB): Requires that the student pay the interest while in school or have the interest added to the principal of the loan and paid during the repayment period. During your grace period (the time before beginning repayment) and during periods of authorized deferment (postponement) and forbearance (authorized delay in loan principal payment), you may make monthly or quarterly interest payments to your lender. Students are required to file a FAFSA to demonstrate eligibility. Federal Unsubsidized Direct Loan eligibility is identified on your financial aid award letter under Fed Direct Unsub Loan.

PLUS: This federal program provides an opportunity for parents to borrow funds for their dependent student's educational cost. The interest rate is set annually and repayment begins after the final loan disbursement for the academic year. Loan amounts may not exceed educational costs minus any other financial aid received or estimated, and borrowers must be credit worthy. Please contact the Financial Aid Office if you are interested in applying for a PLUS loan.

Federal Direct Student Loan Deferments
A deferment is a period of time during which repayment requirements are temporarily suspended. Deferments are granted for specific time periods and only for conditions set forth under federal law. Deferment eligibility is based on the oldest outstanding Federal Direct Loan. Deferments can only be granted if applied for, if the documentation necessary to prove eligibility is given to the lender or services, and if the eligibility is determined. Deferments are entitlements; this means if deferment eligibility is proven, the lender or service must grant it. The borrower remains responsible for any interest that accrues during a Federal Direct Student loan deferment. For loans taken after July 1, 1993, the following deferment options are available:

- In-School Deferment
- Education-Related Deferment
- Unemployment Deferment
- Economic Hardship Deferment

For loans taken out prior to July 1, 1993 contact the Financial Aid Office for deferment options.

MN State Student Educational Loan Fund (SELF Loans)
There are no deferment categories in the SELF-loan Program. SELF-loans cannot be included in Federal consolidation programs. SELF-loans cannot be included in the U.S. military loan repayment program.

Parent Loan Program (PLUS Loan) Deferments
As with the Federal Direct Student Loan Program, PLUS loans may be eligible for deferment options. For PLUS loans made after July 1, 1993, the following deferment options are available:

- In-School Deferment
- Unemployment Deferment
- Economic Hardship Deferment

For loans taken out prior to July 1, 1993 contact the Financial Aid Office for deferment options. The borrower remains responsible for any interest that accrues during PLUS loan deferments.

Federal Perkins Loans - Students desiring these loans should contact the Financial Aid Office. (Federal Perkins Loans are based upon financial need and are at a 5% interest rate.) Typical loan amounts begin at $1,800 per academic year. Disbursements of loan checks are after the drop/add period of each semester. A separate loan application is required in addition to the FAFSA.

Perkins Loan Deferments
Along with Federal Direct Student Loan Program and the Federal PLUS Loan Program, the Federal Perkins Loan Program has deferment options. The current options are:
- In-School Deferment
- Graduate Fellowship Program Deferment
- Rehabilitation Training for disabled individuals
- Unemployment Deferment
- Economic Hardship Deferment

Perkins Loans also have certain service cancellation provisions. The provisions are for:

- Teach in a school serving students from low-income families
- Special Education teacher including teachers for infants, toddlers, children, or youth with disabilities
- Teachers in the fields of mathematics, science, foreign languages or bilingual education or in any other field of expertise that is determined by a state education agency to have a shortage of qualified teachers in that state
- Nurse or medical technician providing health care services
- Employee of an eligible public or private nonprofit child or family service agency who is providing or supervising the provision of services to both high-risk children whom are from low-income communities and the families of such children
- Qualified profession provider of early intervention services in a public or other nonprofit program under public supervision.
- Staff member in the educational part of a preschool program carried under the Head Start Act
- Qualifying law enforcement or corrections officer
- Served a period of full-time active duty in the armed forces in an area of hostilities or an area of imminent danger that qualified for special pay under Section 310 of Title 37 of the U.S. Code.
- Served as a Peace Corps of ACTION (under title 1, Part A of the Domestic Volunteer Service Act of 1973) volunteer.

Other Loan Programs

**Student Educational Loan Fund (SELF):** SELF is funded by the State of Minnesota for use by Minnesota residents or non-residents at Minnesota schools. A student may borrow up to $7,500 per academic level through this variable interest rate loan, with a minimum loan of $500. The student makes interest payments every three months while in school. After leaving school, the student makes monthly interest only payments for the first year and begins principal and interest payments the second year. An alternate repayment plan allows for payments of interest-only for two years, with principal and interest payments beginning in the third year. Using this extension of interest-only payments does not extend the total repayment period. A student must be enrolled at least half-time in a certified diploma, certificate, or degree program, must have already applied for and exhausted other sources of financial aid, and have a credit-worthy co-signer.

Loan eligibility may be reduced if the student is receiving other financial aid. Applications are available online at www.selfloan.state.mn.us. Students must complete the FAFSA and provide financial aid documents. There are no payment deferments offered on the SELF-loan.

Other Financial Aid Programs

**Foundation Scholarships:** The Mesabi Range College Foundation facilitates approximately $100,000 in scholarships each school year. Applications are available in Student Services or by contacting the Foundation office at 218-748-2433 or foundation@mesabi.edu. More information is available at www.mesabirangecollegefoundation.org or on the Mesabi Range College website.
**American Indian Scholarship Assistance** - Various scholarships and grants are available for American Indian students. Students must complete the FAFSA as well as a separate MN Indian Scholarship application, available online: [https://www.ohe.state.mn.us/ssl/MISPApp/mispApp1.cfm](https://www.ohe.state.mn.us/ssl/MISPApp/mispApp1.cfm). In addition, each of the MN American Indian tribes may be able to fund students in conjunction with the MN Indian Scholarship Program. Contact the Financial Aid Office or Minority Services for details.

**Workforce Investment Act (WIA)** - The Workforce Center provides students with an opportunity to train for jobs by paying for vocational classroom training in occupational programs. These occupational programs are designed so that individuals acquire technical skills to perform a specific job. In addition to the FAFSA, students must complete a WIA application which can be obtained from your local MN Workforce Center.

**Rehabilitation Services (DRS)** - Aid may be available for persons who are disabled or qualify by the American Disabilities Act (ADA). Funds may be obtained for books, supplies, tuition, and, in some cases, maintenance costs. Contact the nearest Minnesota Workforce Center for further details. Students must have completed a FAFSA in order to be considered by Rehabilitation Services.

**MN Non-AFDC Child Care Assistance** - Contact the Financial Aid Office for current information. Child care assistance is based upon the family size, family income, and the number of credits the student is taking during the semester. Students must be eligible Minnesota residents and be enrolled in a degree-seeking program for at least six or more credits. Funding is awarded on a first-come, first-served basis. Applications are printable from the Financial Aid page on the Mesabi Range College website. Contact the Financial Aid office for further information and deadlines.

**Post-Secondary Child Care Grant (Child):** This funding is available to Minnesota residents who are seeking their first undergraduate degree, meet the income eligibility criteria and meet Minnesota State Grant eligibility requirements. A separate application is required and must be renewed annually. Applications are processed through the Financial Aid Office. Students must be registered for a minimum of six credits. Students who received Post-Secondary Child Care the previous year are given priority in funding.

**Minnesota GI Bill**

The Minnesota GI Bill program was a new program in 2007 established to provide postsecondary educational assistance to eligible Minnesota veterans who served on or after September 11, 2001. Full-time undergraduate or graduate students may be eligible receive up to $3,000. Apply on-line at www.ohe.state.mn.us. Before applying for the Minnesota GI Bill veterans and eligible service members must first apply for state and federal aid using the Free Application for Federal Student Aid.

**Social Security Student Benefits:** For further information, contact the nearest Social Security Office.

**Veterans’ Affairs:** Benefits are available for eligible veterans. Contact your veterans’ administration representative for further information.
Helpful Hints
• REMEMBER TO INCLUDE YOUR SOCIAL SECURITY OR STAR ID NUMBER ON ALL CORRESPONDENCE.
• Keep photocopies of all financial aid documents and correspondence you submit.
• Promptly read all financial aid correspondence sent to you and respond immediately.
• Keep your local address current.
• NOTE: Financial aid received from Mesabi Range is non-transferable.

Revisions and Overawards
Federal and State regulations prohibit receiving financial assistance that exceeds the cost of attending Mesabi Range College. If you receive additional assistance after your award is processed, a portion of your award may be reduced or cancelled. Examples of additional assistance that can affect your aid package are scholarships, RS (DRS), Office of Jobs Training, and tuition reimbursement/waivers. If an over award occurs, your award will be revised and you will be notified of any changes. In some over award cases, you may need to repay the money you received.

Special circumstances
If your financial situation has changed substantially during the year or since completing the FAFSA, submit a Professional Judgment Request Form for reconsideration of your financial need. Mesabi Range's policy is to process the original federal aid applications (FAFSA) prior to processing any professional judgments. Financial aid programs cannot cover costs associated with lifestyle choices or consumer indebtedness (house payments, owning or operating a car, living without roommates, credit card purchases, etc.).

Repayment Policy
Most students receiving financial aid who withdraw from class(es) will have all or a portion of their refund credited to the financial aid programs and may incur repayment obligations. You will be required to repay part or all of your financial aid to Mesabi Range if you:
• terminate your studies at Mesabi Range College.
• change your enrollment from what you previously indicated.
• provide false or incorrect information on your financial aid application.
• cease to be enrolled as a full-time student (students registered for less than six credits are ineligible for most financial aid).
• receive outside scholarships, grants, or assistance not awarded through the financial aid office.
• change your state of residency.

Withdrawal from College/Return of Title IV Funds
Grades of W or FN or FW issued before aid is disbursed will not be included in the credit level for the aid award. If a student completely withdraws from all credits for a term before the 60% point of that term, the financial aid disbursed is subject to the Federal Return of Title IV Funds. Students “earn” financial aid in proportion to the time they are enrolled up to the 60% point of the term. The unearned share of financial aid is returned in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, and Federal SEOG. The student may need to repay a portion of financial aid he/she received. If a student withdraws before his/her financial aid is disbursed, the student is responsible for the tuition due to the College. Failure to attend class does not qualify as a withdrawal from the college. Collection action will be initiated for unpaid balances owed to the college.
Attendance and Last Date of Attendance (LDA)
Attendance is required for students receiving financial aid. Financial aid recipients who do not attend their courses will have an adjustment made to their aid. The aid adjustment could result in a balance due to the college and a late charge. In some cases, there may not be a change in the aid because the student's new credit level is still within the award's credit range. Students who have received an award letter and do not plan on attending must drop their courses before the fifth (5th) day of the term or will be responsible for charges incurred. Instructors are contacted before and after aid is disbursed to determine if a student is attending class or not.

Financial Aid Resources

Federal Student Aid Information Center
PO Box 84
Washington DC 20044
For program information and questions call 1-800-433-3243
TTY 1-800-730-8913

SELF Loans
For questions regarding SELF Loan processing by the State of Minnesota, call 1-800-657-3866, Twin Cities Metro 642-0567

Internal Revenue Service (IRS)
To request a copy of a tax return (allow 15 days for delivery) call 1-800-TAX-1040

Mesabi Range Financial Aid Office:
1-800-657-3860
218-742-3432 Virginia
ACADEMIC POLICIES, PROCEDURES & DEFINITIONS

Definitions/Conditions (for full policies please click on link)

Academic Alert Reports

Instructors prepare deficiency reports on students who are not achieving at a satisfactory academic level. These reports are submitted to the Student Services Office during the semester. Students are notified of their deficiency and encouraged to seek assistance from a college counselor or advisor.

Academic Appeals

Academic Appeals Form

Students may appeal for exceptions to college procedures by obtaining a student petition form from an advisor or the college website, discussing the circumstances of the petition with an academic advisor, and following the appropriate steps for each type of appeal.

Academic Credit

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours. 34CFR 600.2 (11/1/2010)

- Cumulative Credits: Cumulative credits are the total number of credits registered for all terms of enrollment at the college, including summer terms. Cumulative credits are the total number of credits registered for all terms of enrollment at the College.

- Developmental Credits: Developmental credits are awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 semester hours.

- Earned Credits: Earned credits are successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P.

- Completed Credits: Completed credits include A, B, C, D, P, FN, and F. They do not include “I” (incomplete), “W” (withdrawal), “FW” (withdrawal after LDA was reported), “V” (visitor/auditor), “NC” (no credit), or classes dropped during the first five days of the term. Completed credits may qualify for retroactive payment of financial aid.

- Registered Credits: Registered credits are the total number of credits for which a student is officially enrolled at the end of the registration period for each term.

- Credit Load: A normal course load varies in relation to a student’s ability and achievements, usually 12 to 18 credits per semester. To be a full-time student, one must take at least 12 credits of course work. Students who wish to carry a credit load in excess of 18 credits must have written approval from an academic advisor. Students may attend less than full-time. Credit load status is determined as follows:
• Full-time: 12 or more credits
• Three-quarter time: 9 through 11 credits
• Half-time: 6 through 8 credits
• Less than half-time: 5 credits or less.

• **Completed Credits**: Completed credits include A, B, C, D, P, FN, and F. They do not include “I” (incomplete), “W” (withdrawal), “FW” (withdrawal after LDA was reported), “V” (visitor/auditor), “NC” (no credit), or classes dropped during the first five days of the term. Completed credits may qualify for retroactive payment of financial aid.

• **Transfer Credits**: Transfer credits are credits earned at another college that are accepted by this college. Transfer credits are not included when calculating satisfactory academic progress or grade point average.

• **Credit Alternatives – Maximum Credit allowance**: Credits granted through IB, CLEP, and Credit by Examination may be used to complete up to two-thirds of the minimum requirements in each liberal education distribution area for the Associate of Arts Degree. Students may earn a maximum of 24 credits through such testing.

• **Students intending to transfer** to other institutions should be aware that the receiving institution determines the acceptability of IB, CLEP, and Armed Services Training credits; these institutions may have different regulations than those of Mesabi Range College.

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**Academic Forgiveness Policy**
Mesabi Range College’s Academic Forgiveness Policy is intended to give the undergraduate student, who has been away from Mesabi Range College at least five (5) years, an opportunity to establish a new GPA.

**Academic Grade Appeal Policy**
Instructors at Mesabi Range College are empowered to make final decisions on all student grades subject to MinnState and College policies. In the event that a grade is in dispute, the student is encouraged to attempt to resolve this dispute directly and informally with the instructor. If no resolution is possible, the student may, under **exceptional circumstances**, initiate a formal appeal process. **Forms are available on the website.**

**Academic Honors/Dean’s List**
Students who enroll for 12 or more credits and achieve a G.P.A. of 3.5 – 3.74 will be recognized on the Honors list. High Honors will be granted to students achieving a 3.75 – 4.0 G.P.A. All registered courses must be completed.

**Academic Integrity Policy**
Past, present, and prospective students have a right to expect that the College will not condone any action that compromises, undermines, or invalidates the credibility of their academic achievements. Academic dishonesty is defined as any instance in which a student behaves in a manner that adversely affects the integrity of the academic process. Students who consciously choose to violate the standards of academic honesty to benefit themselves and/or others marginalize and devalue the honest efforts of all other students who are products of this institution. Intentional acts of academic dishonesty also damage the reputation of the College, the community, the instructors, and fellow students.
Academic Progress Policy 2.9
A student who fails to make satisfactory academic progress and is suspended has the right to appeal the suspension based on unusual or extenuating circumstances. Appeals must be submitted in writing on the Suspension Appeal Form available online or in the Financial Aid Office.

Advanced Placement (AP) Program
Scores on College Board Advanced Placement Examinations rated “3,” “4,” or “5” will be considered for advanced placement and/or credit. Students who wish to apply for advanced placement should have their test results sent to the Enrollment Services Office. There is no limit on the number of AP credits a student may earn.

AIDS Policy
Our roles in the education system is to respect the rights of individuals, to respect the right of those in the system to be educated in a safe environment and to educate administrators, staff, and students about any risks.

Armed Services Training – Credit or Waiver
Credit or a waiver of credit will be authorized using “A Guide to the Evaluation of Educational Experiences in the Armed Services” after evaluation by a transfer credit evaluator.

Attendance
Students are expected to attend all scheduled classes and are responsible for all work missed during absences. All instructors have their own policies on absences and make-up work. Absences should be discussed with the instructor.

Non-attendance
When students do not attend class the college will appropriately assess the financial liability for students, ensure good stewardship of financial aid funds, and limit the financial liability for the College. Students are expected to regularly attend classes in which they are enrolled and abide with the College’s Drop/Add/Withdrawal Policy. Students who decide to stop attending courses should immediately drop/withdraw from their class (es). A student who fails to officially withdraw from their course (s) may be assigned an FN (failure for non-attendance) grade. A non-attendance report made by a faculty member will result in the automatic assignment of an FN (failure for non-attendance) grade. Students may visit their advisor to request a course withdrawal and change an FN grade to FW through the end of the withdrawal period (See: Withdrawal Policy). A review of financial obligations must be competed with appropriate signatures before the FN to FW change. The issue of an FN grade will require reactive re-evaluation of a student’s financial aid and may result in repayment.

College Level Examination Program (CLEP)
The College Level Examination Program enables students to earn college credit by examination. Anyone may take CLEP tests to demonstrate college-level competency. A student interested in taking the CLEP exam should contact a CLEP testing center. Students should contact the Student Services Office for more information.

CLEP offers two types of standardized tests. The General Examinations are given in the areas of English composition, humanities, natural sciences, social sciences, and history. A score of 500 will earn 9 college credits in each of those areas. A grade of P is recorded for these credits. The Subject Examinations, given
in 47 specific subject areas, measure achievement in specific college courses and are used to grant exemption for and credit for those courses.

Students successfully completing either CLEP General Examinations and/or Subject Examinations with a score at the 50th percentile or above will receive college credit.

**Course – Repeating**
Students who wish to repeat a course may do so. Students should discuss their intentions with an advisor.

**Course Test Out Procedure**
Course test out and grading system (P/F or A, B, C, D, F) is at the discretion of departmental instructors at the College.

**Faculty Office Hours**
Faculty members maintain office hours for consultation with students. Copies of faculty members’ office hours are posted by their office doors.

**Field Placements**
It is the policy of the Mesabi Range College to support internships, clinical practicums and training, and supervised occupation experience (SOE) as a part of the educational process for students enrolled in technical programs. Students eligible to be placed in such experiences must be making satisfactory academic progress as established by the College and must also meet the criteria established and published by each department at the College. Students must contact their program instructor to make arrangements for a field placement. Some programs will maintain different academic standards for the SOE Program.

**Final Examinations**
Final examinations are held according to a schedule which is issued by the administration. All students must take scheduled final examinations. Any circumstances which require a special examination arrangement other than the exam specifically scheduled must be arranged by a petition to the Academic Administrator or designee prior to the tenth day before the end of the semester. **Only under extreme circumstances will students be allowed to change final exam dates.**

The scheduling of class-related examinations will normally correlate with the time allotted and assigned for the class meeting and/or occur during scheduled examination periods established by the College administration.

When an instructor deems it necessary and desirable to schedule assignments and/or examinations during other periods of time, the instructor will give the students due notice of the intent and purposes of same and make adequate and fair provisions for individuals who have scheduling conflicts which interfere with their attendance at or compliance with the same.
**Grades**

Students who complete credit courses shall be assigned grades according to the following definitions:

<table>
<thead>
<tr>
<th>Grade Achievement</th>
<th>Grade Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Superior</td>
<td>4</td>
</tr>
<tr>
<td>B  Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C  Average</td>
<td>2</td>
</tr>
<tr>
<td>D  Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F  Inadequate</td>
<td>0</td>
</tr>
<tr>
<td>FN Failure for nonattendance</td>
<td>0</td>
</tr>
<tr>
<td>FW Withdrawal after LDA was reported</td>
<td>Not computed</td>
</tr>
<tr>
<td>P  Passing</td>
<td>Not computed</td>
</tr>
<tr>
<td>NC No Credit</td>
<td>Not computed</td>
</tr>
<tr>
<td>I  Incomplete</td>
<td>Not computed</td>
</tr>
<tr>
<td>V  Visitor or Audit</td>
<td>Not computed</td>
</tr>
<tr>
<td>W  Withdrawn From Course</td>
<td>Not computed</td>
</tr>
<tr>
<td>X  Continuation of another course or courses is necessary because grades cannot be determined until the full sequence is completed.</td>
<td>Not computed</td>
</tr>
</tbody>
</table>

**No grade submitted by an instructor as of printed grade reports.**

All required course work as defined by the instructor must be complete before any grade will be recorded on a student’s permanent transcript.

A student who wishes a grade of “Incomplete” must receive the instructor’s permission. An incomplete will be changed to an “F” at the end of one semester (following the semester in which the incomplete is received).

A student may register to audit a course by filling out the appropriate form in the Records Office. Auditing is allowed on a space-available basis and financial aid is not available for audited courses.

**Grade Points:**

A letter grade is assigned at the end of the term for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only the grades of A, B, C, D, FN, and F carry grade point value.

**Grade Point Averages (GPA):**

Is the quotient of the student’s grade point total divided by the grade point credits. Each grade report shows the student’s G.P.A. for the term and cumulative G.P.A. since admission. “P” does not carry a grade point value and, as such, is not calculated in the G.P.A. A “P” will not improve the student’s G.P.A.; however, “P” credits count toward registered credits.

**Grade Point Total:**

Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Students may view their grades by going online at [www.mesabirange.edu](http://www.mesabirange.edu). Students will need to use their StarID and password to access their grades. Upon written request, grades may be mailed to students.
Written requests MUST be provided to the Records Office. Grades are not automatically mailed to students at the end of each semester, unless a request is made (as described above).

EXAMPLE (Calculation of GPA):

<table>
<thead>
<tr>
<th>Course Title</th>
<th># of Credits</th>
<th>Grade Earned</th>
<th>Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Accounting</td>
<td>3</td>
<td>C</td>
<td>2.0 x 3 credits = 6</td>
</tr>
<tr>
<td>Freshman English</td>
<td>3</td>
<td>B</td>
<td>3.0 x 3 credits = 9</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>D</td>
<td>1.0 x 5 credits = 5</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>3</td>
<td>A</td>
<td>4.0 x 3 credits = 12</td>
</tr>
<tr>
<td>Music Appreciation</td>
<td>2</td>
<td>F</td>
<td>0.0 x 2 credits = 0</td>
</tr>
</tbody>
</table>

Total # of credits attempted = 16
Total grade points earned = 32
Total grade points earned, divided by total number of credits attempted = 32/16 = 2.0 GPA
(Grade Point Value: “A” = 4.0, “B” = 3.0, “C” = 2.0, “D” = 1.0, “F” = 0.0)

Pass/Fail Grading Options
A student is allowed to exercise the Pass/Fail Option for a maximum of 12 credits. “P” grades do not enter into the computation of grade point average, but credit is given for all courses completed with a “P” grade. Most general education courses are offered with the Pass/Fail option to give students an opportunity to explore areas of study without fear of affecting their grade point average. Prerequisites must be followed as in the normal class sequence. Students who opt to take a course on a Pass/Fail option must achieve at least a grade of “C” to receive a passing grade (P) for that course. Students earning grades of “D,” “F,” or “NC” (for developmental courses) will receive the grade earned.

Students must understand that Pass/Fail courses are best taken to fulfill general education requirements. Senior colleges will not accept Pass grades in major or minor fields of study. Students may not, therefore, select the Pass/Fail option for courses within their chosen major fields or those closely related to minors. A.A.S. degree students may not select the Pass/Fail option for courses bearing technical prefixes or those which are required within their programs. Students should seek advice from the advising staff in regard to the Pass/Fail option. Students working toward an A.A. degree or those who plan to transfer to a four-year college should have no more than twenty percent (20%) of their college credits in Pass/Fail credit. The College, therefore, limits students to a total of 12 credits of Pass/Fail with not more than 5 Pass/Fail credits in any one semester.

A petition obtained from the Records Office must be signed for each course taken as Pass/Fail. This petition must be completed within one week following mid-semester examinations.

Incompletes: The mark of “I” is a temporary grade that is assigned at the discretion of the instructor, 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 (or “NC” in the case of courses numbered below 1000) 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.
Grade Appeal Policy
A student who has questions regarding his/her course grade should first speak with the instructor. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that it falls under one or more of the categories listed above, the student may make a formal grade appeal.

Independent Study
Students may register for one to four credits of independent study during any semester of the academic year. Students may earn a maximum of nine elective credits through this method. Independent study credits are accepted toward graduation.

Registration must be preceded by discussion with the supervising instructor. The nature of the project, the number of credits to be awarded, and the independent study plan is subject to the approval of the Academic Administrator or designee prior to the start of the semester during which the credits will be earned.

International Baccalaureate (IB) Program
Students successfully completing the IB Higher Level Examination with scores of “4,” “5,” “6,” or “7” will be considered for advanced placement and/or credit. Diploma or certificate copies should be sent to the Enrollment Services Office.

Occupational Experience (Supervised Occupational Experience)
Since job placement is a primary goal of Mesabi Range College’s technical programs, consideration may be given to allowing release from classes for work directly related to a graduating student’s technical program and approved by the program director and academic dean. Complete information is available from technical program directors and academic advisors.

Prior Learning Experience
Students may request that prior learning experience be substituted for any required or elective course. Students may request credit for prior learning experience by submitting documented proof on a work history verification form. Prior learning experience will be evaluated on an individual basis due to changing technology. Contact an academic advisor for more information.

If a student requests to have prior learning experiences substituted for college credit, students are required to meet with an Academic Advisor or Counselor to complete the petition process. The petition and supporting documentation will be evaluated by the Academic Affairs Dean or designated faculty member. Prior Learning Experiences for college credit will be evaluated on an individual basis.

Students may request credit for Prior Learning by:
1. Submitting all relevant documentation attached to a student petition.
2. Obtaining an advisor’s or counselor’s signature.
3. Submitting details of experience or supporting evidence related to specific courses and reasons credit should be granted.

Registration
Students may register prior to the beginning of each semester. Each student is required to have his or her program plan reviewed by a counselor or advisor prior to registration. Professional advisors are available to assist students in reviewing their academic backgrounds, interests, and goals and in making appropriate immediate and long-range plans. New students should contact Enrollment Services for admission and new student registration procedures. See Registration section of this catalog.
**Satisfactory Academic Progress Policy**

Mesabi Range College requires that students make Satisfactory Academic Progress (SAP) toward a degree or certificate to remain in good standing. Additionally, federal and state law requires that a recipient of financial aid make satisfactory academic progress towards a degree or certificate to remain eligible for aid. The Satisfactory Progress Standards shall be the same as, or stricter, than the college’s academic standards for a student enrolled in the same educational program who is not receiving financial assistance.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty; however, the college does provide tutoring, testing, and other related services that may be able to assist the student with improving their academic standing. Advising and counseling staff are available to assist students in developing a course of action to improve their academic standing. Students are encouraged to keep a file of their grades and transcripts and seek assistance.

**TRANSFER INFORMATION**

[https://www.mesabirange.edu/admissions/transfer-info/](https://www.mesabirange.edu/admissions/transfer-info/)

The Minnesota State Colleges and Universities (MinnState) system is working to make transfer easier. Students are urged to PLAN AHEAD, ASK QUESTIONS, and DEVELOP PROGRAM PLANS WITH AN ACADEMIC ADVISOR. Some of the services and policies that make it easier to plan progress and prevent loss of time and credits are the following:

- Help from the transfer advisors on campus;
- Transfer guides on the MinnState Transfer website;
- Written Articulation Agreements with other institutions regarding:
  - transfer of general education courses and the Associate of Arts Degree;
  - early application/admission to a university;
  - courses to take for transfer in key areas such as engineering and nursing;
- Understanding the criteria for admission to the institution/major selected; and
- Transfer appeals process on every campus.

**Applying for Transfer Admission**

- Application for admission is always the first step in transferring. Students desiring to transfer should complete an application as early as possible prior to deadlines. Required application fees should be enclosed.
- Students should request that official transcripts be sent from every institution attended. Students may be required to provide a high school transcript or GED test scores.
- Most colleges do not make decisions until all required documents are in the student’s file. Students should follow-up to be certain the college or university received all the necessary paperwork.
- If the intended college of transfer does not respond after one month, students should call to check on the status of their application.
- After the College notifies students that they have been accepted for admission, their credits will be evaluated for transfer. At a minimum, a written evaluation should indicate which credits do not transfer. How a transfer student’s courses specifically meet degree requirements may not be decided until orientation or the choice of major has been made. Students with questions about their evaluations should call the Office of Admissions and ask to speak with a credit evaluator. Rationale for judgments regarding specific courses should be available. Many concerns can be cleared up if students understand why decisions were made. If not satisfied, transfer students can appeal.
Preparing for Transfer
Students who are currently enrolled in a college or university should do the following:

• Confer with a campus transfer advisor about transfer plans to determine who can assist in selecting courses that will transfer;
• Visit the intended transfer college and pick up a college catalog and transfer brochure;
• Call the intended transfer college and find out what the admissions criteria are for the institution/major of interest. Request transfer application materials; find out what materials (e.g., portfolio, transcripts, test scores) may be required for admission; ask whether there is a deadline for all materials to be submitted; and request information about financial aid and application deadlines;
• Make an appointment to talk with an advisor/counselor in the college or program of interest to the student. Ask about course transfer and admission criteria. Prepare for this meeting by reading catalog information about the specific major or area of interest.

Rights of Transfer Students
Transfer students are entitled to the following:

• A clear, understandable statement of an institution’s policy;
• A fair credit review and an explanation of why credits were or were not accepted;
• A copy of the formal appeals process. Usual steps are the following:
  - student completes an appeal form (providing supplemental information such as a syllabus, course description, or reading list can help);
  - department or committee will review;
  - student receives, in writing, the outcome of the appeal (students can appeal the decision to the Academic Administrator/Dean);
  - A review of eligibility for financial aid or scholarships takes place.

If you are not satisfied with Mesabi Range College’s transfer appeal decision, you may submit an appeal to the Senior Vice Chancellor of Academic & Student Affairs of Minnesota State Colleges and Universities (MinnState) for a system level appeal of the college’s decision.

Some Facts about Transfer of Credits
• Once a student has been admitted to a college or university, all courses earning grade points shall be considered for transfer.
• The receiving college or university decides which credits meet its degree requirements. The accreditation of both the originating and the receiving institution can affect the transfer of the credits the student has earned.
• Institutions accept transfer courses to the major if they are similar to courses they offer. They look for similarity in course goals, content, and level. “Like” transfers to “like.”
• Not all transfer credits will help a student graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is this: “Will credits fulfill requirements of the degree or program chosen?”
• If students change career goals or majors, they might not be able to complete all degree requirements within the usual number of graduation credits.

For help with transfer questions or problems, the transfer specialist may be consulted.

Transfer Procedures- Admission in Good Standing
Applicants are admitted to Mesabi Range College in good standing if they are eligible to return to the last institution(s) attended and if they have a 2.0 overall grade point average based on a 4.0 scale for all courses taken at all post-secondary institutions attended.
The grade point average (G.P.A.) from the transfer institution is not used in computing the student’s G.P.A. at Mesabi Range College.

Transfer students may be given provisional admission until the College receives all transcripts. Failure to supply the necessary transcripts may lead to suspension from the College.

**Transfer of Credits**

Transcripts will be evaluated to determine credits that are acceptable to be applied to degree or certificate programs. Lower division credits earned at a college or university accredited by a regional accrediting association may be accepted as equivalent courses or as electives as determined by the College’s credit evaluator. Students may appeal the transfer credit evaluation by filing a petition with the Academic Administrator or designee.

All college courses in which a student has received a grade of A, B, C, or D, shall be considered for transfer evaluation. P grades shall be accepted as earned credit. If the student’s cumulative G.P.A. at the originating institution is less than 2.0, “D” grades will not be accepted in transfer from that school. Students retain the right to appeal the acceptance of credits.

**Transfer of Technical Credits**

Mesabi Range College may accept for full credit college-parallel general education courses offered by Minnesota Technical Colleges with regional accreditation.

Mesabi Range College’s Virginia Campus shall accept for transfer as electives a maximum of 16 semester credits of college level occupational or professional courses offered by Minnesota Technical Colleges with regional accreditation.

Mesabi Range College shall accept for transfer occupational/professional credits from technical colleges for those courses that are judged to be comparable or equivalent to courses offered at Mesabi Range College.

Regional accreditation for this policy is defined as the accreditation conferred by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and by parallel accreditation agencies in other regional areas of the United States.

**Transfer Information**

Students thinking about a career that requires four or more years of schooling should plan course selection with transfer in mind. The university parallel (transfer) curricula at Mesabi Range College are designed for lower-division and pre-professional preparation for students who intend to transfer to a four-year college or university. Depending on a student’s intended major, the goal in a transfer curriculum should generally be completion at Mesabi Range College of either an Associate of Arts (A.A.) Degree or an Associate of Science (A.S.) Degree. The programs consist of typical lower division requirements for a variety of major fields. Since lower division course requirements vary from one college to another, students must consult their counselors or advisors and the catalogs of the colleges or universities to which they plan to transfer.

All four-year public colleges in Minnesota accept the Minnesota Transfer Curriculum Associate of Arts Degree as complete fulfillment of their lower division general education distribution requirements. Each baccalaureate program has its own requirements. The classes listed in this section are a general guide to help you start planning. Check with your counselor or advisor for more information and specific requirements.
STUDENT ACTIVITIES

[https://www.mesabirange.edu/student-life/](https://www.mesabirange.edu/student-life/)

Student activities at Mesabi Range College are planned to provide a social, cultural, and physical complement to the formal academic aspect of the College. A variety of intercollegiate athletics, speakers, concerts, social gatherings, and special interest clubs and organizations are available to all students.

**Athletics (Intercollegiate)**

Mesabi Range College's Norsemen and Norsewomen compete in a variety of intercollegiate sports. Men's activities include football, basketball, and baseball. Women's activities include volleyball, basketball, and softball. Mesabi Range College's athletic teams are members of the MN College Athletic Conference (MCAC) and Region XIII of the National Junior College Athletic Association (NJCAA). The Athletic Department encourages students to report for tryouts.

In order for students to qualify for participation in athletic activities the following requirements must be fulfilled:

1. Entering freshmen enrolling for their first term must be high school graduates or the equivalent and carry at least twelve (12) hours of college academic work.
2. For a second year of eligibility, students must have passed 24 credits with a GPA of 2.0 or better during their enrollment as full-time students prior to their competition.
3. All athletes (in any sport) must have passed an adequate physical examination given by a physician prior to their competition for each collegiate year in which they compete.
4. Before any student may participate in any NJCAA certified sport, proof of health insurance coverage must be provided.
5. Rules are subject to revision. Please check with the Athletic Department for the most up-to-date information.

Mesabi Range College is committed to full compliance with Title IX of the Educational Amendments, which assures equitable treatment for men and women involved in gender specific athletic programs.

**Clubs and Organizations**

Student activities are an important part of college life. All students are encouraged to participate in Student Senate and organized clubs and organizations. Some clubs would include Gaming, Welding, Nursing, and Student Life. [Student Government Policy](#)

Student leaders who are determined on Mesabi Range College campuses shall be awarded a stipend for their work.

**Fitness Center**

Mesabi Range College has a well-equipped fitness center designed to fit the needs of a wide range of users. Many pieces of equipment are provided for increasing aerobic fitness. Weight training machines and free weights are also available. All faculty, staff, and students are welcome to utilized the facilities during regular scheduled hours.

**Music**

Students are welcome to become involved in the local Community Band, Choir, and/or Orchestra.
Special Events
Mesabi Range College has an active Student Life Program which provides a variety of social and cultural opportunities to students throughout the academic year. MRC’s Virginia and Eveleth campuses provide a variety of activities during both fall and spring semesters.

Student Life Committee
Mesabi Range College’s Student Life Committee exists to provide recommendations regarding programs and budgets. Representatives on this committee are nominated by the Student Senate.

Student Senate
Mesabi Range College has officially recognized Student Senates, which serves as the official representative bodies of the students. The campus’ Student Senates consists of elected officers and representatives. The student governments of each campus of Mesabi Range College meet with the College administration to forward concerns and generate input into the College’s decision-making process. Student leaders have the opportunity to participate in lobbying efforts with the MinnState Board of Trustees, Minnesota State Legislature, and other agencies affecting higher education.

The Minnesota State Colleges and Universities (MinnState) system has adopted a policy which gives students, through their student government, the right to present their views and make written recommendations on decisions that affect them. At Mesabi Range College, the Student Senate at each campus are the governing bodies for the students. The Student Senate is a member of Minnesota State Colleges Student Association (MSCSA) and all credit-bearing students pay a membership fee of 31 cents/credit to MSCSA.
STUDENT RIGHTS, RESPONSIBILITIES & POLICY STATEMENTS

https://www.mesabirange.edu/about/campus-policies

Mesabi Range College expects its students to respect the rights and property of the College and its students and to know and observe federal, state, and local laws. Students violating any of the above can expect to be dealt with by campus officials and/or civil authorities. Conversely, students who feel that they have been dealt with unfairly are provided a process whereby their complaints or grievances may be heard.

Code of Conduct Policy
Mesabi Range College's Student Code of Conduct serves two purposes: the first purpose is to serve as a guide for student behavior; the second purpose is to outline the procedures to be followed, both by students and College officials, should violation of the Code occur. Students are responsible to know of and abide by all the rules and regulations of Mesabi Range College.

In the eyes of the College, a student's conduct, while on campus or while participating in an off-campus, college-sponsored activity, is guided by the rules, regulations, and policies of the College, the authority for which is granted by the Minnesota State Colleges and Universities (MinnState) Board of Trustees.

Computer and Network Systems Policy
Mesabi Range College values openness and promotes access to a wide range of information. Inappropriate or unlawful use of computer and network systems, however, can infringe on the rights of others. The use of College computer systems and networks is a privilege granted to faculty, staff, and students. Mesabi Range College expects all members of its community to use these resources responsibly. Users must respect the rights of other users and the integrity of the systems, and observe all relevant laws, regulations, and contractual obligations, including strict adherence to software licensing agreements and copyright laws. Any intentional conduct that interferes with the activities of the College or members of the college community will be regarded as unethical and may lead to disciplinary action under College policies, contracts, and pay plans governing misconduct and discipline.

Confidentiality of Student Records Policy
This policy concerns the access of public, private, and confidential data and the college's compliance of the Minnesota Data Practices Act and the Federal Educational Rights and Privacy Act of 1974.

Crime Awareness and Campus Security Policy
Mesabi Range College is committed to providing its students and staff with a safe and secure educational and working environment and to providing education and information to prevent, handle, and report crimes.

All students and staff are provided a report of the Crime Awareness and Campus Security Policy. Students and staff are expected to report any criminal activity or other emergencies occurring on campus to the Student Services Office. It is the policy of college administration to engage local law enforcement agencies as appropriate.

Dress Policy
The College has established regulations on appropriate dress to prevent accidents due to the potential hazards involved with some of the college’s technical programs. No one is allowed in school barefoot. Coveralls, shop coats and other appropriate attire are required in many areas of training. Coveralls, shop
coats and other clothing worn over street clothes in areas of training subject to dust, grease, etc., are to be removed when entering the cafeteria, Learning Center, student commons area, or student services areas.

**Drug and Alcohol-Free Campus Policy**

It is the policy of the Minnesota State Colleges and Universities (MinnState) system as well as that of Mesabi Range College that the possession, use, sale, or distribution of alcoholic beverages and 3.2% malt liquor at institutions and institution-sponsored events--on or off campus--is prohibited. Alcohol and/or illegal drugs are not permitted on the Mesabi Range College campus grounds except for instructional purposes and other permitted uses set out in the full MinnState Alcohol and Drug Policy.

When students misuse and/or abuse alcohol, academic performance, health, personal relationships and safety suffer. The College will impose administrative and legal sanctions on those who violate this policy as outlined in the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152.

**Equipment Usage**

Students are responsible and potentially liable for any and all shop tools and equipment they use.

**Food and Beverages**

Consumption of food and/or beverages in computer labs and shops is prohibited.

**Missing Student Policy**

This policy pertains to students from the on-campus housing.

**Non-Discrimination Policy**

The Minnesota State Colleges and Universities (MinnState) system is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities (MinnState) system shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property. Title VI Officer is Kevin Langdon (218) 749-7791.

**Sexual Harassment and Sexual Violence Policy**

Sexual harassment in any context is reprehensible and is a matter of particular concern to an academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and dependence.

Mesabi Range College has a legal and ethical responsibility to enforce policies in order to ensure that all students can study in an environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. Sexual harassment is a form of sexual discrimination, which is prohibited by state and federal law.

Mesabi Range College is committed to maintaining a working and learning environment in which students and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. Sexual harassment may cause others unjustifiable offense,
anxiety, and injury. Sexual harassment by College staff and students is prohibited. Sexual harassment that occurs on the College campuses violates College and MinnState policy. Sexual harassment may also constitute violations of criminal and civil laws of the State of Minnesota and the United States.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, evaluation of a student’s academic performance, or term or condition of participation in student activities or in activities sanctioned by the College; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the College; or
3. Such conduct has the purpose or effect of threatening an individual’s work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Harassment, whether intentional or unintentional, has the effect of undermining the quality of the educational environment. Whether a poorly considered sexual joke or overt demand for sexual favors, harassment may interfere with the quality of an individual’s performance and may create an intimidating, hostile or offensive environment. Mesabi Range College has established a complaint procedure to deal with reports of harassment. Mesabi Range College encourages any person who feels he or she has been or is being subjected to discrimination or harassment to report the incident to a Mesabi Range College staff or faculty member. A designated officer may then be asked to conduct an investigation. The Title IX Officer is Jodi Pontinen, Virginia Campus, (218) 749-7753.

**Possession or Carry of Firearms Policy**
The purpose of this policy is to establish restrictions on possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens’ Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law.

**Travel Policy for Students**
Mesabi Range College’s Student Travel Policy governs all travel that involves enrolled students as well as individuals who participate in College-sponsored travel. Students going off campus for any class or activity (with or without an advisor) must complete and sign an Activity Participation Form acknowledging that effective from the time they leave campus until they return, they understand and agree that

- Mesabi Range College policies on alcohol, drugs, tobacco, harassment/violence are in effect;
- Student Code of Conduct is in effect;
- Only certified MRC students and staff are authorized to drive;
- Only the Advisor* or a student employed by the College can drive a College vehicle. When this is not possible, the Advisor will request a waiver from the Provost;
- Students who violate policies may be sent home at their own expense;
- Alleged violations of Mesabi Range College and MinnState policies will be addressed upon the student’s return to campus.

*An Advisor is any College employee including coaches, faculty and staff, or designee appointed by the College Administration to accompany students.

**Complaint/Grievance Policy**
A student has a right to seek a remedy for a dispute or disagreement through a designed complaint process. Mesabi Range College believes in fairness to all students in helping them acquire the skills and knowledge necessary to be successful.
GRADUATION REQUIREMENTS FOR DEGREES
https://www.mesabirange.edu/admissions/transfer-info/mn-transfer-cur

Mesabi Range College awards the Associate of Arts Degree, the Associate of Science Degree, and the Associate of Applied Science Degree.

In addition to completing the specific requirements of each degree, all students seeking degrees from Mesabi Range College must:
1. Successfully complete a minimum of 60-72 credits from courses numbered 1000 or above.
2. Complete the required number of courses from the Minnesota Transfer Curriculum.
3. Have a minimum Grade Point Average of 2.0.
4. Complete a minimum of 20 credits at Mesabi Range College in courses numbered 1000 or above. The residency requirement shall be reduced to 11 credits for students transferring at least 9 credits from another MinnState institution.
5. File an application for graduation in the Records Office by the end of the semester preceding graduation.

Time Limit for Meeting Graduation Requirements
It is the policy of Mesabi Range College that students may follow the catalog requirements listed at the time they enter college. Students who enroll, withdraw, and re-enter must follow the requirements in effect at the time of their re-enrollment.

Associate of Arts Degree (A.A.)
The Associate of Arts Degree is designed for students who plan to transfer to senior institutions. By completing this degree, students will meet the standards required by the Minnesota Transfer Curriculum, thereby fulfilling the lower division general education requirements at all state universities in Minnesota, at all colleges within the University of Minnesota, and at many of the private four-year colleges and universities.

The Associate of Arts Degree requires:
a. The successful completion of a minimum of 60 credits from courses numbered 1000 or above, to include:
   1. A minimum of two 1-credit Physical Education activities courses.
   2. One Health course or listed HSER course (minimum of 2 credits).
b. A minimum of 40 credits of liberal arts and sciences selected from the Minnesota Transfer Curriculum.
c. Sufficient elective credits to fulfill the required 60 credits.

Associate of Science Degree (A.S.)
The Associate of Science Degree may be awarded after the successful completion of a program in a designated field or area which transfers to a baccalaureate major in a related scientific, technical, or non-liberal arts professional field. The program must be designed for transfer to a baccalaureate major in a related scientific or technical field, or may be designed for employment.

The Associate of Science Degree must include the following:
a. Successful completion of a minimum of 60-64 credits from courses numbered 1000 or above.
b. A minimum of 30 semester credits in general education.
c. The general education credits must be selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.
d. The balance of the credits shall be within the pre-professional or technical area.
Associate of Applied Science Degree (A.A.S.)
The Associate of Applied Science Degree is awarded to students who complete the requirements in approved occupational programs and technical course components.

This degree is designed for students who plan to seek employment after completing their specific career programs. The Associate of Applied Science Degree requires the following:

a. Successful completion of 60-72 semester credits from courses numbered 1000 or above (see specific program requirements).

b. A minimum of 25 percent of the credits required for an A.A.S. Degree must be general education credits.

c. General education credits must be from at least three of the ten goal areas of the Minnesota Transfer Curriculum.

d. The balance of the credits shall be in the program-related occupational or technical area.

GRADUATION REQUIREMENTS FOR CERTIFICATES AND DIPLOMAS

1. Successful completion of the program credit requirements from courses numbered 1000 or above.

2. A minimum Grade Point Average of 2.0.

3. Meet the residency requirement of minimum of 11 credits or one-third of the program graduation requirements.

4. Obtain the Advisor's signature.

Diplomas
Diplomas are not designed for transfer. The Diploma program is designed to provide students with either entry-level employment skills or upgraded employment skills. The Diploma program requires the following:

a. Successful completion of 30-64 college-level credits.

b. Eight credits of general education coursework.

Certificates
The Occupational Certificate is not designed for transfer. It is designed to provide students with entry-level employment skills. Advanced Technical Certificates are designed to enhance or raise a student's technical skills. The minimum standards shall include graduation from an appropriate diploma or degree program or an appropriate term of related employment. The Academic Certificate is designed to certify a student's knowledge and/or professional skills in a specific area or knowledge and/or professional skills in a specific area of knowledge or practice. The Certificate programs require the following:

a. Successful completion of 9-32 college-level credits.

b. Completion of requirements for one of the certificate programs.

Awarding of Two Degrees/Double Majors
In some instances, students may want to complete two related technical programs or degrees (A.A., A.S., or A.A.S) to enhance their employment potential. Students who desire a double major or two degrees will not necessarily have to accumulate the total numbers of credits required in both programs provided they have completed all of the required courses for both degrees.

Students who desire to complete a double major or two degrees should select their electives in the first program from courses in the second program to reduce the time factor involved. Students should be aware that it is difficult to complete a double major or two degrees in the standard two-year enrollment period.
MESABI RANGE COLLEGE
Associate in Arts Degree/Minnesota Transfer Curriculum
Graduation Worksheet
(Effective for New Incoming Students: 2020-2021)
Courses listed may not be offered every semester.

To be eligible for graduation with an A.A. Degree you must satisfy the following requirements:
• Must complete 60 credits with a cumulative GPA of 2.0 for all courses completed.
• Within these 60 credits, must complete the 40 credits of the Minnesota Transfer Curriculum (MnTC) with a 2.0 grade point average and additional graduation requirements listed below.
• No courses numbered below 1000 may be used to complete degree.
• Complete a minimum of 20 credits at Mesabi Range in courses numbered 1000 or above. The residency requirement shall be reduced to 11 credits for students transferring at least 9 credits from another Minnesota community college.
• A course can be used in up to 2 goal areas (cross-listed) of the Minnesota Transfer Curriculum (MnTC); however, the credits for any course can count only once toward the total degree credits.
• Transfer of MnTC courses from another MinnState institution with grades of A, B, C, and/or D will be transferred in to the goal area that was assigned by the sending institution, regardless of cumulative GPA at the sending institution.

MINNESOTA TRANSFER CURRICULUM

GOAL 1: Communication
➢ Must complete the following courses for a minimum of 10 credits:
  
  ENGL 1511 (4) ___ College Writing I 
  ENGL 1512 (4) ___ College Writing II 
  CMST (SPCH) 1550 (3) ___ Introduction to Communication 
  CMST (SPCH) 1565 (3) ___ Interpersonal Communication 

  and

  or

  or

  ENGL 1532 (3) ___ Technical Writing 
  CMST (SPCH) 1555 (3) ___ Public Speaking 

  Must have 10 Credits  Total ____

GOAL 2: Critical Thinking
➢ Must complete all 40 credits of the MnTC to satisfy this goal.

GOAL 3: Natural Sciences
➢ Must complete a minimum of 7 credits including 1 Life Science course and 1 Physical Science course (1 must be a lab science).

  Life Science (choose one)
  BIOL 1415 (4) ___ Intro to Anatomy & Physiology 
  BIOL 1515 (3) ___ Biology of Women [7] 
  BIOL 1535 (3) ___ Intro to Microbiology 
  BIOL 1536 (4) ___ Contemporary Issues in Biology [10] 
  BIOL 1545 (4) ___ Human Biology 
  BIOL 1546 (4) ___ Environmental Science [10] 
  BIOL 1547 (4) ___ Intro to Biology [10] 
  BIOL 1548 (4) ___ Plants and Society [10] 
  BIOL 1551 (5) ___ College Biology I 
  BIOL 1552 (5) ___ College Biology II [10] 
  BIOL 2551 (4) ___ Human Anatomy & Physiology I 
  BIOL 2552 (4) ___ Human Anatomy & Physiology II 

  Physical Science (choose one)
  CHEM 1511 (4) ___ Fundamentals of Chemistry 
  CHEM 1512 (4) ___ Fundamentals of Organic Chemistry 
  CHEM 1522 (4) ___ General Chemistry I 
  CHEM 1523 (4) ___ General Chemistry II 
  GEOG 1555 (3) ___ Physical Geography [10] 
  GEOL 1557 (4) ___ Physical Geology [10] 
  PHYS 1541 (4) ___ Physical Science [10] 
  PHYS 1551 (4) ___ Introductory Physics 
  PHYS 1561 (4) ___ College Physics I 
  PHYS 1562 (4) ___ College Physics II 
  PHYS 1567 (3) ___ Astronomy 

  Must have 7 Credits  Total ____
GOAL 4: Math/Logical Reasoning
➢ Must complete a minimum of 3 credits from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1511</td>
<td>Foundations of Mathematics I</td>
</tr>
<tr>
<td>MATH 1512</td>
<td>Foundations of Mathematics II</td>
</tr>
<tr>
<td>MATH 1521</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1545</td>
<td>Finite Math</td>
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<tr>
<td>MATH 1556</td>
<td>Survey of Calculus</td>
</tr>
<tr>
<td>MATH 1561</td>
<td>Calculus I</td>
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<tr>
<td>MATH 1562</td>
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<td>MATH 1572</td>
<td>Calculus II</td>
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<td>MATH 2535</td>
<td>Linear Algebra</td>
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<tr>
<td>MATH 2543</td>
<td>Calculus III</td>
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<tr>
<td>MATH 2544</td>
<td>Differential Equations and Linear Algebra</td>
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<tr>
<td>MATH 2563</td>
<td>Calculus III</td>
</tr>
<tr>
<td>MATH 2564</td>
<td>Differential Equations and Linear Algebra</td>
</tr>
<tr>
<td>STAT 2551</td>
<td>Statistics I</td>
</tr>
</tbody>
</table>

Must have 3 Credits  Total ____

GOAL 5: History/Social and Behavioral Science
➢ Must complete a minimum of 9 credits with courses from at least 3 areas:

Anthropology
ANTH 1515 (3) Introduction to Indian Studies [7]
ANTH 1525 (3) Introduction to Cultural Anthropology [8]

Economics
ECON 1555 (3) Survey of Economics [8]
ECON 1556 (3) Principles of Economics - Micro [8]

Geography
GEOG 1556 (3) Human Geography [8]
GEOG 1557 (3) Conservation of Natural Resources [10]
GEOG 1558 (3) World Regional Geography [7]

History
HIST 1555 (4) History of Western Civilization: Paleolithic to 1500 [8]
HIST 1556 (4) History of Western Civilization: 1500 to Present [8]
HIST 1565 (4) American History: To 1877 [7]

Journalism/CMST
Jour 1555 (3) Intro to Mass Communications [9]

Multicultural Studies (Ethnic/Cultural Studies)
MCS 1555 (3) Multicultural Studies [8]
MCS 1556 (3) Culture Through Film [7]

Political Science
POLS 1556 (3) American Government [9]
POLS 1557 (3) State and Local Government [9]
POLS 1559 (3) International Relations [8]

Psychology
PSYC 1555 (3) Psychology of Men [7]
PSYC 2551 (4) General Psychology
PSYC 2555 (3) Psychology of Aging [7]
PSYC 2556 (4) Industrial/Organizational Psychology [7]
PSYC 2575 (4) Introduction to Co-Ocurring Disorders [9]

Sociology
SOC 1452 (3) Crime and Delinquency
SOC 1551 (3) Introduction to Criminal Justice [9]
SOC 1555 (3) Introduction to Sociology [7]
SOC 1556 (3) Intro to Community Organiz. & Develop [9]
SOC 1557 (3) Courtship, Marriage, & Family [7]
SOC 1558 (3) Human Relations [7]
SOC 1559 (3) Human Sexuality [7]
SOC 1565 (3) Social Problems [10]
SOC 2655 (3) Group Dynamics

Must have 9 Credits (3 areas)  Total ____
GOAL 6: Humanities/Fine Arts
➢ Must complete a minimum of 9 credits with 1 course from each of these 3 areas:

History, Appreciation or Theory

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 1521</td>
<td>Art History: Prehistoric to Pre-Renaissance</td>
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<tr>
<td>ART 1522</td>
<td>Art History: Early Renaissance-Modern</td>
</tr>
<tr>
<td>ART 1541</td>
<td>Introduction to Art</td>
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<tr>
<td>ART 1556</td>
<td>North American Indian Art [7]</td>
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<tr>
<td>MUSC 1316</td>
<td>Group Piano</td>
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<tr>
<td>MUSC 1366</td>
<td>Group Voice</td>
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<tr>
<td>MUSC 1395</td>
<td>Music Technology</td>
</tr>
<tr>
<td>MUSC 1525</td>
<td>World Music</td>
</tr>
<tr>
<td>MUSC 1526</td>
<td>Diversity in Music Theatre Production</td>
</tr>
<tr>
<td>MUSC 1535</td>
<td>Diversity of Music &amp; Musicians in America</td>
</tr>
<tr>
<td>MUSC 1545</td>
<td>Diversity of Music in our World</td>
</tr>
<tr>
<td>MUSC 1555</td>
<td>American Popular Music</td>
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<tr>
<td>MUSC 1559</td>
<td>Introduction to Music</td>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MUSC 1565</td>
<td>History of Rock &amp; Roll</td>
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<tr>
<td>MUSC 1566</td>
<td>Fundamentals of Music Theory</td>
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<td>MUSC 1567</td>
<td>Music Theory II</td>
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<td>PHIL 1551</td>
<td>Introduction to Ethics [9]</td>
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<td>PHIL 1556</td>
<td>World Religions</td>
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<td>PHIL 1565</td>
<td>American Indian Philosophy [10]</td>
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<td>PHIL 1575</td>
<td>Introduction to Philosophy [9]</td>
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<tr>
<td>PHIL 1585</td>
<td>Ethics and Issues in Regional Develop [10]</td>
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<td>PHIL 2552</td>
<td>Ethics [9]</td>
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<tr>
<td>THTR 1555</td>
<td>Introduction to Theatre</td>
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Literature

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 1559</td>
<td>Art of the Film</td>
</tr>
<tr>
<td>ENGL 1575</td>
<td>Introduction to Literature</td>
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<tr>
<td>ENGL 1576</td>
<td>Literature of Science Fiction</td>
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<tr>
<td>ENGL 1577</td>
<td>Mythology [8]</td>
</tr>
<tr>
<td>ENGL 1579</td>
<td>World Literature [8]</td>
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<tr>
<td>ENGL 2515</td>
<td>Native American Literature [10]</td>
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<td>ENGL 2535</td>
<td>British Literature to the 18th Century</td>
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<td>ENGL 2536</td>
<td>British Literature 18th – 20th Century</td>
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<td>ENGL 2537</td>
<td>Survey of American Literature I [7]</td>
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<tr>
<td>ENGL 2538</td>
<td>Survey of American Literature II [7]</td>
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<td>ENGL 2546</td>
<td>North American Nature Writers [10]</td>
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<td>ENGL 2547</td>
<td>The Bible as Literature [8]</td>
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<tr>
<td>ENGL 2577</td>
<td>World Mythology [8]</td>
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<tr>
<td>ENGL 2578</td>
<td>Literature by Women [7]</td>
</tr>
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Creative Process/Interpretive Performance

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<th>Title</th>
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<tbody>
<tr>
<td>ART 1531</td>
<td>Drawing I</td>
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<td>ART 1532</td>
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<td>ART 1542</td>
<td>Design</td>
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<td>ART 1545</td>
<td>Ceramics</td>
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<tr>
<td>ART 1551</td>
<td>Painting - Oil</td>
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<tr>
<td>ART 1552</td>
<td>Painting II</td>
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<tr>
<td>ART 1565</td>
<td>Basic Photography</td>
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<table>
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<tbody>
<tr>
<td>ART 1566</td>
<td>Digital Photography</td>
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<td>Painting - Watercolor</td>
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<td>Creative Writing</td>
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<tr>
<td>CMST (SPCH)</td>
<td>Oral Interpretation</td>
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<tr>
<td>THTR 1557</td>
<td>Applied Acting Techniques</td>
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<tr>
<td>THTR 1565</td>
<td>Acting for the Stage</td>
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</table>

GOAL 7: Human Diversity
➢ To complete this goal, choose a cross-listed course or complete 1 of the following courses for a minimum of 3 credits.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ANTH 1515</td>
<td>Introduction to Indian Studies [5]</td>
</tr>
<tr>
<td>ART 1556</td>
<td>North American Indian Art [6]</td>
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<tr>
<td>BIOL 1515</td>
<td>Biology of Women [3]</td>
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<tr>
<td>CMST (SPCH)</td>
<td>Intercultural Communication [8]</td>
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<tr>
<td>CMST (SPCH)</td>
<td>Leadership &amp; Group Commun [9]</td>
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<tr>
<td>ENGL 2537</td>
<td>Survey of American Literature I [6]</td>
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<tr>
<td>ENGL 2578</td>
<td>Literature by Women [6]</td>
</tr>
<tr>
<td>ENGL 2538</td>
<td>Survey of American Literature II [6]</td>
</tr>
<tr>
<td>GEOG 1558</td>
<td>World Regional Geography [5]</td>
</tr>
<tr>
<td>HIST 1565</td>
<td>American History: To 1877 [5]</td>
</tr>
<tr>
<td>HIST 1566</td>
<td>American History: 1877 to Present [5]</td>
</tr>
<tr>
<td>HIST 1567</td>
<td>Native American History [5]</td>
</tr>
<tr>
<td>MCS 1556</td>
<td>Culture through Film [5]</td>
</tr>
<tr>
<td>MUSC 1535</td>
<td>Diversity of Music/Musicians in America</td>
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<tr>
<td>MUSC 1555</td>
<td>American Popular Music [6]</td>
</tr>
<tr>
<td>PSYC 1555</td>
<td>Psychology of Men [5]</td>
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<td>PSYC 2555</td>
<td>Psychology of Aging [5]</td>
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<tr>
<td>PSYC 2556</td>
<td>Industrial/Organizational Psychology[5]</td>
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<tr>
<td>PSYC 2558</td>
<td>Abnormal Psychology [5]</td>
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<tr>
<td>PSYC 2567</td>
<td>Lifespan Development [5]</td>
</tr>
<tr>
<td>SOC 1555</td>
<td>Introduction to Sociology [5]</td>
</tr>
<tr>
<td>SOC 1557</td>
<td>Courtship, Marriage, &amp; Family [5]</td>
</tr>
<tr>
<td>SOC 1558</td>
<td>Human Relations [5]</td>
</tr>
<tr>
<td>SOC 1559</td>
<td>Human Sexuality [5]</td>
</tr>
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</table>

Must have a cross-listed course or a minimum of 3 Credits    Total _____
**GOAL 8: Global Perspective**
➢ To complete this goal, choose a cross-listed course or complete 1 of the following courses for a minimum of 3 credits.

- ANTH 1525 (3) ___ Intro to Cultural Anthropology [5]
- ECON 1555 (3) ___ Survey of Economics [5]
- ECON 1556 (3) ___ Principles of Economics – Micro [5]
- ECON 1557 (3) ___ Principles of Economics – Macro [5]
- ECON 1565 (3) ___ Intro to World Economy[5]
- ENGL 1577 (3) ___ Mythology [6]
- ENGL 1579 (3) ___ World Literature [6]
- ENGL 2547 (3) ___ The Bible as Literature [6]
- ENGL 2577 (3) ___ World Mythology [6]
- FREN 2463 (4) ___ French III
- FREN 2464 (4) ___ French IV
- GEOG 1556 (3) ___ Human Geography [5]
- HIST 1555 (4) ___ History of Western Civ: Paleo to 1500[5]
- HIST 1556 (4) ___ History of Western Civ: 1500 to resent[5]
- MCS 1555(3) ___ Multicultural Studies [5]
- MUSC 1525 (3) ___ World Music [6]
- MUSC 1545 (3) ___ Diversity of Music in Our World [6]
- MUSC 1559 (3) ___ Introduction to Music [6]
- PHIL 1556 (3) ___ World Religions [6]
- POL 1558 (3) ___ Intro to Political Science [5]
- POLS 1559 (3) ___ International Relations [5]
- SPAN 1461 (4) ___ Spanish I
- SPAN 1462 (4) ___ Spanish II
- SPAN 1540 (3) ___ Culture and Civilization of Spain
- SPAN 1550 (3) ___ Culture and Civilization of Hisp/Amer
- CMST (SPCH) 1585 (3) ___ Intercultural Commun [7]

**Must have a cross-listed course or a minimum of 3 Credits**    Total _____

**GOAL 9: Ethical & Civic Responsibility**
➢ To complete this goal, choose a cross-listed course or complete 1 of the following courses for a minimum of 3 credits.

- HIST 2555 (3) ___ The Holocaust [5]
- JOUR 1555 (3) ___ Intro to Mass Communication [5]
- PHIL 1551 (3) ___ Introduction to Ethics [6]
- PHIL 1575 (3) ___ Introduction to Philosophy [6]
- PHIL 2552 (3) ___ Ethics [6]
- POLS 1556 (3) ___ American Government [5]
- POLS 1557 (3) ___ State and Local Government [5]
- PSYC 2575 (4) ___ Introduction to Co-Occurring Disorders [5]
- SOC 1551 (3) ___ Introduction to Criminal Justice [5]
- SOC 1556 (3) ___ Intro to Community Organizing & Develop. [5]
- CMST 1575 (3) ___ Introduction to Mass Communication [5]
- CMST (SPCH) 1586 (3) ___ Leadership & Group Commun [7]

**Must have a cross-listed course or a minimum of 3 Credits**    Total _____

**GOAL 10: People and the Environment**
➢ To complete this goal, choose a cross-listed course or complete 1 of the following courses for a minimum of 3 credits.

- ANTH 1535 (3) ___ Human Origins [5]
- ANTH 2555 (3) ___ Introduction to Archaeology [5]
- BIOL 1536 (4) ___ Contemporary Issues in Biology [3]
- BIOL 1546 (4) ___ Environmental Science [3]
- BIOL 1547 (4) ___ Introduction to Biology [3]
- BIOL 1548 (4) ___ Plants and Society [3]
- BIOL 1552 (5) ___ College Biology II [3]
- ECON 1566 (3) ___ Ecological Economics [5]
- ENGL 2515 (3) ___ Native American Literature [6]
- GEOG 1555 (3) ___ Physical Geography [3]
- GEOG 1557 (3) ___ Conservation of Natural Resources [5]
- GEOL 1557 (4) ___ Physical Geology [3]
- HIST 1568 (3) ___ Minnesota History [5]
- PHIL 1565 (3) ___ American Indian Philosophy [6]
- PHIL 1585 (3) ___ Ethics and Issues in Regional Develop [6]
- PHYS 1541 (4) ___ Physical Science [3]
- SOC 1565 (3) ___ Social Problems [5]

**Must have a cross-listed course or a minimum of 3 Credits**    Total _____

**Must have a total of 40 credits from all goal areas:**    Total MnTC Credits _____
**NOTE:** A course can be used in up to 2 goal areas (cross-listed) of the Minnesota Transfer Curriculum (MnTC); however, the credits for any course can count only once toward the total degree credits. The 2nd goal area is indicated in parentheses after the course name.

**ADDITIONAL A.A. DEGREE GRADUATION REQUIREMENTS**

**Physical Education**
- Must complete at least 2 one-credit physical education activity courses:
  - Must have 2 Credits Total ____

**Health/Human Services**
- Must complete a minimum of 1 course for at least 2 credits:
  - Must have a minimum of 2 Credits Total ____

**Electives:**
- Please list electives: e.g. Dept. Number Credits
  - CSCI 1455 3
  - Elective Credits Total ____

**Total Additional Requirements** Total Credits ____

**DEGREE SUMMARY**

- Total Credits from Minnesota Transfer Curriculum ____
- Total Credits from Additional Requirements ____
- Total Credits from other Elective Classes and Major Requirements ____

**Must have 60 Credits Total for A.A. Degree** Total Credits ____

**NOTE:** A 2.0 GPA is required for the 40 credits of the Minnesota Transfer Curriculum.

**NOTE:** Students are reminded that two-years of a single high school foreign language or one-year of a college foreign language is an admissions requirement at many four-year colleges and universities. Please check with your transfer institution for admissions/graduation requirements.
Transfer Information

Students thinking about a career that requires four or more years of schooling should plan course selection with transfer in mind. The university parallel (transfer) curricula at Mesabi Range College are designed for lower-division and pre-professional preparation for students who intend to transfer to a four-year college or university. Depending on a student's intended major, the goal in a transfer curriculum should generally be completion at Mesabi Range College of either an Associate of Arts (A.A.) Degree or an Associate of Science (A.S.) Degree. The programs consist of typical lower division requirements for a variety of major fields. Since lower division course requirements vary from one college to another, students must consult their counselors or advisors and the catalogs of the colleges or universities to which they plan to transfer.

All four-year public colleges in Minnesota accept the Minnesota Transfer Curriculum Associate of Arts Degree as complete fulfillment of their lower division general education distribution requirements. Each baccalaureate program has its own requirements. The classes listed in this section are a general guide to help you start planning. Check with your counselor or advisor for more information and specific requirements.
CURRICULAR OFFERINGS
https://www.mesabirange.edu/programs/

TRANSFER MAJORS

We are a part of the Minnesota State Colleges and Universities system (MinnState) which means we use the Minnesota Transfer Curriculum (MnTC) to help make transferring as easy as possible for students.

The MnTC is built into the AA Degree. Once you finish your MnTC at Mesabi Range and complete your AA or AAS Degree you are able to transfer right into the program of your choice at a four-year college.

Another benefit of the MinnState system is if you transfer between MinnState colleges and universities there is no need to request an official college transcript. Mesabi Range College uses e-transcripts which are shared within the system. Transferring from a college or university outside the MinnState system is when an official college transcript will be required.

*It is important to note that when transferring, the receiving institution decides what credits will transfer and if the courses fit the requirements for the program.

Career Programs

Career programs are designed to prepare students for immediate employment in a career by providing technical skills that can be acquired in one-year Certificate, one-year Diploma, two-year Diploma or two-year Associate of Applied Science programs.

Associate of Applied Science programs include a comprehensive core of general education courses which provide the foundation for a long-term professional career. Students who graduate may also transfer to continue their education and receive an advanced four-year degree.

Our campuses feature up-to-date equipment, as well as instructors who make it a point to know all of the latest advances in technology. This combination of highly qualified and skilled instructors, and the most modern equipment available, enables our career program graduates to stay on the competitive edge of the job market. Every career program combines classroom instruction with exciting, hands-on learning.

Check with your advisor for additional information.

Technical programs must be completed within 5 years of the start date.
ADDICTION STUDIES
TWO-YEAR A.A.S. DEGREE

Addiction Studies is a Human Services option designed for people interested in entering or furthering their present level of training in the addictions field. A graduate will have acquired an understanding of the concepts, principles, skills, methods, and techniques needed to work with those whose lives have been seriously affected by addiction or abuse. Graduates may seek employment in substance use disorder or co-occurring disorder treatment programs; information, diagnostic, and referral centers; outpatient or follow-up care programs; halfway houses, schools, hospitals, clinics, prisons, social agencies; and programs supported by business, church, and government.

CREDITS REQUIRED FOR GRADUATION 60

SEMESTER I

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HSER 1231</td>
<td>Introduction to Human Services</td>
<td>4</td>
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<tr>
<td>ADDS 1255</td>
<td>Introduction to Addiction Studies</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1511</td>
<td>College Writing I</td>
<td>4</td>
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<tr>
<td>HSER 1465</td>
<td>Drug Use and Abuse</td>
<td>2</td>
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<td>Elective</td>
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Total Semester Credits 14

SEMESTER II

PROGRAM REQUIREMENTS

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<th>Course</th>
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<td>HSER 1232</td>
<td>Helping Process</td>
<td>3</td>
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<td>HSER 1233</td>
<td>Interviewing</td>
<td>2</td>
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<tr>
<td>ADDS 1261</td>
<td>Counseling Theory and Skills</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1512</td>
<td>College Writing II</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2551</td>
<td>General Psychology</td>
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Total Semester Credits 16

SEMESTER III

PROGRAM REQUIREMENTS

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ADDS 2230</td>
<td>Addiction Assessment</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1551</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2575</td>
<td>Introduction to Co-Occurring Disorders</td>
<td>4</td>
</tr>
<tr>
<td>SOC 2655</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>CMST 1555</td>
<td>Public Speaking or Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>CMST 1565</td>
<td>Interpersonal Communications</td>
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Total Semester Credits 16

SEMESTER IV

PROGRAM REQUIREMENTS

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HSER 2234</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>ADDS 2231</td>
<td>Case Management and Treatment</td>
<td>3</td>
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</tbody>
</table>
ADDS 2240  Practicum I  5
Additional Math /Science Elective
Requirement Any College level Math or Science course  3
Total Semester Credits  14

Practicum for five (5) credits is sufficient for the A.A.S. degree, however, students will need an additional five (5) credit practicum to meet state permit requirements or for licensure after a bachelor’s degree is obtained. Practicum for five (5) credits is equal to 440 hours of on-site work under a Licensed Alcohol and Drug Counselor (LADC).

Mandatory: All students must pass a Department of Human Services background check or background check appeal to remain in any practicum. No agency variances will be accepted. Additionally, you must read and sign the Mesabi Range College Addiction Studies Department Policy and Agreement upon either admission in the program or to enter into any practicum.

**ADDITIONS STUDIES**

**CERTIFICATE**
28 Credits – Prerequisite – Bachelor Degree

**PROGRAM REQUIREMENTS**

**FALL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADDS 1255 Introduction to Addiction Studies</td>
<td>3</td>
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<tr>
<td>ADDS 2230 Addictions Assessment</td>
<td>3</td>
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<tr>
<td>HSER 1465 Drug Use and Abuse</td>
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<td>PSYC 2575 Introduction to Co-Occurring Disorders</td>
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**SPRING**

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<tr>
<td>ADDS 1261 Counseling Theory and Skills</td>
<td>3</td>
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<tr>
<td>ADDS 2231 Case Management and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>ADDS 2240 Practicum I</td>
<td>5</td>
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**SUMMER**

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<tbody>
<tr>
<td>ADDS 2241 Practicum II</td>
<td>5</td>
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</tbody>
</table>

This certificate is intended for those students who have completed a bachelor’s degree and are seeking licensure for Licensed Alcohol and Drug Counselor (LADC) through the Minnesota Board of Behavioral Health and Therapy. It satisfies the 270 hours of classroom clock hours required and the 880 hour practicum hours –[2 courses (2240 and 2241) are equal to 880 hours]- required to obtain a license in the state of Minnesota.

Addictions Practicum transfer is allowed for the program, though when applying for licensure, practicum transferred from a different college must meet approval by the Board of Behavioral Health and Therapy.

Mandatory: All students must pass a Department of Human Services background check or background check appeal to remain in any practicum. No agency variances will be accepted. Additionally, you must read and sign the Mesabi Range College Addiction Studies Department Policy and Agreement upon either admission in the program or to enter into any practicum.
BUSINESS
ONE-YEAR DIPLOMA

The One-Year Diploma in Business is designed to provide a concentration of business courses for individuals who are interested in a business career or for currently employed individuals who wish to update their business skills and knowledge. The curriculum is designed to facilitate access to multiple business degree programs.

CREDITS REQUIRED FOR GRADUATION: 33

SEMESTER I

PROGRAM REQUIREMENTS

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<thead>
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<th>Title</th>
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<td>Principles of Accounting I</td>
<td>4</td>
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<tr>
<td>BUS 1655</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>ECON 1556</td>
<td>Principles of Economics: Micro</td>
<td>3</td>
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<td>BUS 1465</td>
<td>Business Computers</td>
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SEMESTER II

PROGRAM REQUIREMENTS

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<td>ACCT 2692</td>
<td>Principles of Accounting II</td>
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<tr>
<td>BUS 2655</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>BUS 2675</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1511</td>
<td>College Writing I</td>
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* Highly Recommended Business Electives:

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<tbody>
<tr>
<td>BUS 1666</td>
<td>Principles of Marketing</td>
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<tr>
<td>ECON 1557</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
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BUSINESS
TWO-YEAR A.S. DEGREE

The A.S. Degree in Business curriculum provides an option for students who want maximum transferability of course work and is designed for students who wish to balance business-related courses with liberal arts and science courses. The A.S Degree in Business gives students an opportunity to prepare for an immediate career in the expanding field of business, with the option of transferring the credits earned to another college or university to complete a bachelor’s degree in accounting, business administration, economics, marketing, management or related fields.

CREDITS REQUIRED FOR GRADUATION 60

SEMESTER I

PROGRAM REQUIREMENTS

<table>
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<tr>
<td>BUS 1655</td>
<td>Introduction to Business</td>
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<tr>
<td>ECON 1556</td>
<td>Microeconomics</td>
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<td>Business Computers</td>
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Semester II

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<td>ECON 1557</td>
<td>Principles of Economics: Macro</td>
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<td>ENGL 1511</td>
<td>College Writing I</td>
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<td>MATH 1521</td>
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Semester III

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<td>Legal Environment of Business</td>
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<tr>
<td>BUS 1666</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2677</td>
<td>Human Resource Management</td>
<td>3</td>
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<td>ENGL 1512</td>
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<td>SOC 1555</td>
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Semester IV

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<tbody>
<tr>
<td>STAT 2555</td>
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<td>BUS 2675</td>
<td>Principles of Management</td>
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<tr>
<td>PHIL 1551</td>
<td>Introduction to Ethics</td>
<td>3</td>
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<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
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<tr>
<td>Electives*</td>
<td>Minnesota Transfer Curriculum</td>
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</table>

*Elective credits should be selected for MNTC requirements, special topic business courses, or for individual courses that readily transfer to articulated programs.

**BUSINESS OPERATIONS & MANAGEMENT**

**TWO-YEAR A.A.S. DEGREE**

The Business Operations & Management program prepares students to use the latest technology; the diverse training prepares graduates for employment in today’s automated office environment. The increasing use of sophisticated office technology has tremendous implications for those entering the business office. Training emphasizes the development of communications skills in an office networking system, as well as the use of word processing, spreadsheet, database, desktop publishing, and business presentation software.

**CREDITS REQUIRED FOR GRADUATION:** 60

**SEMESTER I**

**PROGRAM REQUIREMENTS**

<p>| Credits |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOPM 1246</td>
<td>College Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BOPM 1251</td>
<td>Operations Management I: The Professional Office</td>
<td>3</td>
</tr>
<tr>
<td>BOPM 1252</td>
<td>Operations Management II: Business Accounting with QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>BOPM 2253</td>
<td>Operations Management III Customer Relations in a Global Environment</td>
<td>3</td>
</tr>
<tr>
<td>GECL 1415</td>
<td>Freshman Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
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**SEMESTER II**

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BOPM 1241</td>
<td>Project Management: Microsoft Word</td>
</tr>
<tr>
<td>BOPM 1242</td>
<td>Project Management: Microsoft Excel</td>
</tr>
<tr>
<td>BOPM 1243</td>
<td>Project Management III: Records/Data Management</td>
</tr>
<tr>
<td>BOPM 1244</td>
<td>Project Management IV: Microsoft PowerPoint &amp; Publisher</td>
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<tr>
<td>BOPM 1245</td>
<td>Project Management V: Microsoft Access</td>
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<table>
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<tbody>
<tr>
<td>BUS 1655</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 1666</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>PHIL 1551</td>
<td>Introduction to Ethics</td>
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<tr>
<td>ENGL 1511</td>
<td>College Writing I</td>
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**SEMESTER IV**

<table>
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<tr>
<th>Program Requirements</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS 2655</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>BUS 2675</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>PSYC 2551</td>
<td>General Psychology</td>
</tr>
<tr>
<td>ENGL 1532</td>
<td>Technical Writing</td>
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<tr>
<td>BOPM 2261</td>
<td>Capstone Project</td>
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<td>Total Semester Credits</td>
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BUSINESS OPERATIONS & MANAGEMENT

ONE-YEAR DIPLOMA

CREDITS REQUIRED FOR GRADUATION: 31

SEMESTER I

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BOPM 1246</td>
<td>College Keyboarding</td>
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<tr>
<td>BOPM 1251</td>
<td>Operations Management I: The Professional Office</td>
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<tr>
<td>BOPM 1252</td>
<td>Operations Management II: Business Accounting with QuickBooks</td>
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<tr>
<td>BOPM 2253</td>
<td>Operations Management III: Customer Relations in a Global Environment</td>
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SEMESTER II

PROGRAM REQUIREMENTS

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BOPM 1241</td>
<td>Project Management: Microsoft Word</td>
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<tr>
<td>BOPM 1242</td>
<td>Project Management: Microsoft Excel</td>
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<tr>
<td>BOPM 1243</td>
<td>Project Management III: Records/Data Management</td>
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<tr>
<td>BOPM 1244</td>
<td>Project Management IV: Microsoft PowerPoint &amp; Publisher</td>
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<tr>
<td>BOPM 1245</td>
<td>Project Management V: Microsoft Access</td>
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SUPERVISORY MANAGEMENT

CERTIFICATE

This certificate program is a combination of courses that may be taken throughout the year.

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 1655</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS 2655</td>
<td>Legal Environment of Business</td>
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<tr>
<td>BUS 2675</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>BUS 2677</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td>PHIL 1551</td>
<td>Introduction to Ethics</td>
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<td>CMST 1565</td>
<td>Interpersonal Communication</td>
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ENTREPRENEURSHIP
Certificate

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<tr>
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<tbody>
<tr>
<td>BUS 2620</td>
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<tr>
<td>BUS 1655</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>BUS 2675</td>
<td>3</td>
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<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1666</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>BUS 2655</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1556</td>
<td>Microeconomics</td>
<td>3</td>
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<tr>
<td>Total Program Credits</td>
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CARPENTRY
DIPLOMA

Lab activities involve actual hands-on construction. Working models and mock-ups as well as actual recreational and storage buildings and garages may be constructed. Related instruction emphasizes math, blueprint reading, estimating, materials of construction, tools and equipment, principles of carpentry and safety.

CREDITS REQUIRED FOR GRADUATION: 31

SEMESTER I

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CARP 1221</td>
<td>Blueprint Reading and Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CARP 1235</td>
<td>Core Construction Trade Skills</td>
<td>2</td>
</tr>
<tr>
<td>CARP 1231</td>
<td>Principles of Carpentry I-A Theory</td>
<td>2</td>
</tr>
<tr>
<td>CARP 1241</td>
<td>Principles of Carpentry I-A Lab</td>
<td>4</td>
</tr>
<tr>
<td>CARP 1229</td>
<td>Concrete</td>
<td>2</td>
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<tr>
<td>EMSV 1488</td>
<td>CPR</td>
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SEMESTER II

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CARP 1222</td>
<td>Blueprint Reading and Estimating II</td>
<td>2</td>
</tr>
<tr>
<td>CARP 1227</td>
<td>Introduction to Building Codes</td>
<td>1</td>
</tr>
<tr>
<td>CARP 1228</td>
<td>Cabinetry</td>
<td>1</td>
</tr>
</tbody>
</table>
CONSTRUCTION MANAGEMENT AND SUPERVISION

TWO-YEAR A.S. DEGREE
(In conjunction with Dakota Technical College)
The Associate of Science degree in Construction Management is designed for students who are interested in pursuing a baccalaureate or a professional degree in construction management, or training, as well as students preparing for career entry positions. This program will prepare students for supervisory and management positions in the construction industry. The curriculum combines basic fundamentals with key courses in applied management, engineering, design, and business that are required to manage complex construction projects.

*This course requires student to contact advisor for any transfer needs.

CREDITS REQUIRED FOR GRADUATION: 60

SEMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CMSV 2870</td>
<td>Construction Management</td>
<td>3</td>
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<tr>
<td>CMSV 2860</td>
<td>Construction Plan Reading</td>
<td>2</td>
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<tr>
<td>ENGL 1511</td>
<td>College Writing I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1521</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>ITSF 1225</td>
<td>OSHA 30 Hour construction</td>
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SEMESTER II

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CMSV 2890</td>
<td>Building Organization &amp; Technology</td>
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<tr>
<td>CMSV 2875</td>
<td>Mechanical &amp; Electrical Systems</td>
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<tr>
<td>ENGL 1532</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1551</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
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<td>Total Semester Credits</td>
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SEMESTER III

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 2691</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1556</td>
<td>Principles of Economics Micro</td>
<td>3</td>
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<tr>
<td>CMSV 2885</td>
<td>Construction Estimating</td>
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<tr>
<td>PHYS 1561</td>
<td>College Physics I</td>
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SEMESTER IV
<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BUS 2675</td>
<td>Principles of Management</td>
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<td>CMSV 2900</td>
<td>Construction Scheduling</td>
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<td>CMSV 2100</td>
<td>Soils and Concrete Technology</td>
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<td>PSYC 2556</td>
<td>Industrial/Organizational Psychology</td>
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<td>MnTC Electives</td>
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<td><strong>Total Semester Credits</strong></td>
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**CONSTRUCTION TRADES**

TWO YEAR DIPLOMA

This program combines the 1st year of Carpentry with another year of internships with partnership companies.

**SEMESTER I**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CARP 1221</td>
<td>Blueprint Reading and Estimating</td>
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<td>CARP 1235</td>
<td>Core Construction Trade Skills</td>
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<tr>
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<td>Principles of Carpentry I-A Theory</td>
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<tr>
<td>CARP 1241</td>
<td>Principles of Carpentry I-A Lab</td>
<td>4</td>
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<tr>
<td>CARP 1229</td>
<td>Concrete</td>
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<td>EMSV 1488</td>
<td>CPR</td>
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**SEMESTER II**

**PROGRAM REQUIREMENTS**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CARP 1222</td>
<td>Blueprint Reading and Estimating II</td>
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<td>CARP 1227</td>
<td>Introduction to Building Codes</td>
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<tr>
<td>CARP 1228</td>
<td>Cabinetry</td>
<td>1</td>
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<tr>
<td>CARP 1232</td>
<td>Principles of Carpentry I-B Theory</td>
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<td>CARP 1242</td>
<td>Principles of Carpentry I-B Lab</td>
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<td>CARP 1234</td>
<td>Safe Operations of Power Industrial Lift Trucks &amp; Material Handling</td>
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<td>WELD 1220</td>
<td>Basic Welding Skills</td>
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**SEMESTER III**

**PROGRAM REQUIREMENTS**

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<th>Course Title</th>
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<tr>
<td>CARP 1261</td>
<td>Construction Trades Internship 1(B)</td>
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**SEMESTER IV**

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<tr>
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<td>Construction Trades Internship 2(A)</td>
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<td>CARP 2281</td>
<td>Construction Trades Internship 2(B)</td>
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</table>
EARLY CHILDHOOD/EARLY CHILDHOOD SPECIAL EDUCATION
TWO-YEAR A.A.S DEGREE

The Early Childhood/Early Childhood Special Education A.A.S. Degree prepares you for employment in an Early Childhood setting. You will obtain the educational background and practical experience necessary to provide young children (birth to age eight) of varying abilities with developmentally appropriate learning experiences.

CREDITS REQUIRED FOR GRADUATION: 60

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TAIA 1202</td>
<td>Guiding Children’s Development &amp; Behavior I</td>
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<tr>
<td>TAIA 1204</td>
<td>Engaging Families in Culturally Responsive Practice</td>
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<tr>
<td>EDUC 1515</td>
<td>Foundational Issues in Early Childhood</td>
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<tr>
<td>TAIA 2206</td>
<td>Trauma Informed Teaching</td>
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<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication or CMST 1585</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TAIA 1212</td>
<td>Environments for Learning</td>
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<td>TAIA 1218</td>
<td>Health, Safety, &amp; Nutrition</td>
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<td>College Writing I</td>
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<td>MATH 1511</td>
<td>Foundations of Math or MATH 1415</td>
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<td>Drug Use &amp; Abuse</td>
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<th>SUMMER SEMESTER</th>
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<tbody>
<tr>
<td>EDUC 2516</td>
<td>Early Childhood Creative Expressions</td>
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<td>Methods of Teaching Early Childhood Literature</td>
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### SEMESTER III

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<tbody>
<tr>
<td>TAIA 2202</td>
<td>Foundations in Assessment &amp; Special Education</td>
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<td>TAIA 2214</td>
<td>Positive Behavior &amp; Guidance Techniques</td>
<td>2</td>
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<tr>
<td>EDUC 2414</td>
<td>Infant &amp; Toddler Instructional Strategies</td>
<td>3</td>
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<tr>
<td>PSYC 2551</td>
<td>General Psychology</td>
<td>4</td>
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### SEMESTER IV

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TAIA 1220</td>
<td>Teaching Children with Challenging Behaviors</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2415</td>
<td>Cognitive Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2514</td>
<td>Preschool Instructional Strategies</td>
<td>3</td>
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<td>PSYC 2567</td>
<td>Lifespan Psychology</td>
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*Students transferring to Southwest State University will also need to enroll in EDUC 1435: Methods of Teaching Early Childhood Literature (3 credits) along with special requirements concerning English and Math courses.

Program requirements: Students must be able to pass a state of Minnesota background study to participate in the required practicum component of the program. Please see the following: [https://www.revisor.mn.gov/statutes/?id=245C.15](https://www.revisor.mn.gov/statutes/?id=245C.15)

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**ELECTRICAL CONTROLS AND MAINTENANCE**

**TWO-YEAR A.A.S. DEGREE**

The Electrical Controls and Maintenance program provides training in the areas of electrical maintenance, industrial electronics, process control, instrumentation, fluid power, electrical-mechanical systems and integrated computer control.

The program focuses on the fundamentals of electrical/electronic theory in lecture, practical applications performed in lab exercises, the basics of industrial control, include motor control, instrumentation/process control, programmable logic controllers, and the national electrical code. The program, lecture-based lab work builds on the basics with additional technology continually being introduced.

**CREDITS REQUIRED FOR GRADUATION:** 72

**SEMESTER I**
<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECM 1244 Industrial Pneumatics</td>
<td>2</td>
</tr>
<tr>
<td>ECM 1276 Electrical/Mechanical Tools, Equipment And Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECM 1252 Intro to Ethernet Networks</td>
<td>3</td>
</tr>
<tr>
<td>ECM 1264 Electrical and Electronic Theory</td>
<td>7</td>
</tr>
<tr>
<td>GEDM 1175 Applied Technical Math</td>
<td>2</td>
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<thead>
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<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>ECM 1251 Programmable Logic Controllers</td>
<td>3</td>
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<tr>
<td>ECM 1260 Electrical Safety</td>
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<tr>
<td>ECM 1265 National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>ECM 1266 Industrial Motor Control</td>
<td>6</td>
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<tr>
<td>ECM 1275 Introduction to Process Control</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 1511 Fundamentals of Chemistry</td>
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<thead>
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<tbody>
<tr>
<td>ECM 2264 Automation Components and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>ECM 2266 Temperature, Strain, and Analytical Instruments</td>
<td>3</td>
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<tr>
<td>ECM 2267 Pressure, Flow, and Level Instruments</td>
<td>3</td>
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<tr>
<td>ECM 2253 Automated Machine Control</td>
<td>6</td>
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<tr>
<td>PHYS 1551 Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1561 College Physics I</td>
<td>4</td>
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<tr>
<td>PHYS 1541 Physical Science</td>
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<tbody>
<tr>
<td>ECM 2276 Automated Industrial Control</td>
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<tr>
<td>ENGL 1532 Technical Report Writing or College Writing I</td>
<td>4</td>
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<tr>
<td>EMSV 1488 HeartSaver/First Aid/AED &amp; CPR</td>
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<tr>
<td>SOC 1558 Human Relations</td>
<td>3</td>
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<tr>
<td>Electives From MnTC Goal areas 5,6,7,or 9</td>
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<td>Total Semester Credits</td>
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</table>
# ELECTRICAL CONTROLS AND MAINTENANCE

## TWO-YEAR DIPLOMA

**CREDITS REQUIRED FOR GRADUATION:** 67

### SEMESTER I

<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECM 1244 Industrial Pneumatics</td>
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<tr>
<td>GEDM 1175 Applied Technical Math</td>
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### SEMESTER II

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<tr>
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<tr>
<td>ECM 1251 Programmable Logic Controllers</td>
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<tr>
<td>ECM 1260 Electrical Safety</td>
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<tr>
<td>ECM 1265 National Electric Code</td>
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<tr>
<td>ECM 1266 Industrial Motor Control</td>
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<td>ECM 1275 Introduction to Process Control</td>
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<td>GEDC 2176 Technical Communications</td>
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### SEMESTER III

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<td>ECM 2253 Automotive Machine Control</td>
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<td>ECM 2264 Automation Components and Equipment</td>
<td>3</td>
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<tr>
<td>ECM 2266 Temperature, Strain, and Analytical Instruments</td>
<td>3</td>
</tr>
<tr>
<td>ECM 2267 Pressure, Flow, and Level Instruments</td>
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### SEMESTER IV

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<thead>
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<tr>
<td>ECM 2235 Industrial Data Communications</td>
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<td>ECM 2245 Industrial PC Communications</td>
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<td>ECM 2276 Automated Industrial Control</td>
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<tr>
<td>ECM 2277 Controllers and Control Loops</td>
<td>2</td>
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<tr>
<td>ECM 2295 Computer Aided Design</td>
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<td>EMSV 1488 Heartsaver/FirstAid/AED &amp; CPR</td>
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</table>
**GRAPHIC DESIGN MEDIA**  
TWO-YEAR A.A.S. DEGREE

Prepare yourself for tomorrow by enrolling today! Be a part of the only two-year nationally accredited graphics program in Minnesota, be a part of the Mesabi Range College Graphic Design Media program. The multi-faceted training offered at Mesabi Range allows students to explore their creative side as they prepare for employment in today’s dynamic Graphic Communications industry.

**CREDITS REQUIRED FOR GRADUATION: 73**

**SEMESTER I**

<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>GRAP 1268 Photography</td>
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<td>GRAP 1226 Introduction to Media</td>
<td>2</td>
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<tr>
<td>GRAP 1227 Layout and Imposition</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 1235 Print Fundamentals for Graphic Design</td>
<td>3</td>
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<tr>
<td>GRAP 1238 Video Editing and Lighting</td>
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<td>GRAP 1267 Creative Copywriting</td>
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**SEMESTER II**

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<thead>
<tr>
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<tbody>
<tr>
<td>GRAP 1228 Color Evaluation</td>
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<tr>
<td>GRAP 1245 Estimating for Media</td>
<td>2</td>
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<tr>
<td>GRAP 1248 Video Production</td>
<td>3</td>
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<td>GRAP 1257 Motion Graphics</td>
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<tr>
<td>GRAP 1256 Quality Control in Media</td>
<td>2</td>
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<td>GRAP 1266 Visual Communications</td>
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**SEMESTER III**

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<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>GRAP 2252 Design &amp; Layout with InDesign</td>
<td>3</td>
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<tr>
<td>GRAP 2253 Elements of Design &amp; Typography</td>
<td>2</td>
</tr>
<tr>
<td>GRAP 2254 Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 2261 Illustration with Adobe Illustrator</td>
<td>3</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>GRAP 2271</td>
<td>Adobe Photoshop &amp; Digital Photography</td>
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<td>Total Semester Credits</td>
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**SEMMESTER IV**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GARP 2245</td>
<td>Mobile App Development and Publishing</td>
<td>4</td>
</tr>
<tr>
<td>GRAP 2264</td>
<td>Advanced Design and Layout</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 2285</td>
<td>Animate</td>
<td>2</td>
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<tr>
<td>GRAP 2272</td>
<td>Dreamweaver and Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 2274</td>
<td>Industrial Portfolio Capstone Project</td>
<td>2</td>
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<tr>
<td>GECL 2175</td>
<td>Job Search Strategies</td>
<td>1</td>
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*Students will choose from a **minimum of 15 credits from 3 areas of the Minnesota Transfer Curriculum**.

**GRAPHIC DESIGN MEDIA**

**TWO-YEAR DIPLOMA**

**CREDITS REQUIRED FOR GRADUATION:** 64

**SEMMESTER I**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GRAP 1268</td>
<td>Photography</td>
<td>2</td>
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<tr>
<td>GRAP 1226</td>
<td>Introduction to Media</td>
<td>2</td>
</tr>
<tr>
<td>GRAP 1227</td>
<td>Layout and Imposition</td>
<td>3</td>
</tr>
<tr>
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<td>Print Fundamentals for Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 1238</td>
<td>Video Editing and Lighting</td>
<td>4</td>
</tr>
<tr>
<td>GRAP 1267</td>
<td>Creative Copywriting</td>
<td>1</td>
</tr>
<tr>
<td>GEDM 1165</td>
<td>Technical Math</td>
<td>2</td>
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**SEMMESTER II**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAP 1228</td>
<td>Color Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 1245</td>
<td>Estimating for Media</td>
<td>2</td>
</tr>
<tr>
<td>GRAP 1248</td>
<td>Video Production</td>
<td>3</td>
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<tr>
<td>GRAP 1256</td>
<td>Quality Control in Media</td>
<td>2</td>
</tr>
<tr>
<td>GRAP 1257</td>
<td>Motion Graphics</td>
<td>3</td>
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<tr>
<td>GRAP 1266</td>
<td>Visual Communications</td>
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<tr>
<td>GRAP 1278</td>
<td>Leadership and Emerging Trends in Graphics</td>
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### SEMESTER III

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<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>GRAP 2252 Design &amp; Layout with InDesign</td>
<td>3</td>
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<tr>
<td>GRAP 2253 Elements of Design &amp; Topography</td>
<td>2</td>
</tr>
<tr>
<td>GRAP 2254 Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 2261 Illustration with Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 2271 Adobe Photoshop &amp; Digital</td>
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Total Semester Credits: 13

### SEMESTER IV

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<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>GRAP 2245 Mobile App Development and Publishing</td>
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<td>GRAP 2264 Advanced Design and Layout</td>
<td>3</td>
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<td>GRAP 2285 Animate</td>
<td>2</td>
</tr>
<tr>
<td>GRAP 2272 Dreamweaver and Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>GRAP 2274 Industrial Portfolio Capstone Project</td>
<td>2</td>
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<tr>
<td>GECL 2175 Job Search Strategies</td>
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<tr>
<td>GEDC 2176 Technical Communications</td>
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</table>

Total Semester Credits: 17

### HEALTH SCIENCES

**TWO-YEAR A.S. DEGREE**

Health Sciences are applied sciences that address the use of science, technology, engineering or mathematics in the delivery of healthcare. This is a field in which knowledge is taken from pure science and other related sources and applied to practical and clinical practices to maintain and improve the health of living beings.

CREDITS REQUIRED FOR GRADUATION: 60 maximum

### SEMESTER I

<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC 2551 General Psychology</td>
<td>4</td>
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<tr>
<td>ENGL 1511 College Writing I</td>
<td>4</td>
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<tr>
<td>BIOL 2551 Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>Elective 3 Elective form goal area 5 other than Psychology or Sociology</td>
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Total Semester Credits: 15

### SEMESTER II

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<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>CMST 1565 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2552 Anatomy and Physiology II</td>
<td>4</td>
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</table>
MATH 1521  College Algebra 4
SOC 1555 Introduction to Sociology 3
Total Semester Credits 14

SEMESTER III

PROGRAM REQUIREMENTS  Credits
BIOL 1551  College Biology I or 5
BIOL 1547 Introduction to Biology 4
CHEM 1522 General Chemistry I or 4
CHEM 1511 Fundamentals of Chemistry 4
PHIL 1551 Introduction to Ethics 3
HLTH 2459 Introduction to Nutrition 3
Total Semester Credits 14-15

SEMESTER IV

PROGRAM REQUIREMENTS  Credits
BIOL 1535 Introduction to Microbiology 3
PSYC 2567 Lifespan Development 4
STAT 2551 Statistics I 4
ENGL 1532 Technical Writing or 3
ENGL 1512 College Writing II 4
Elective 2 or 3 credit elective or 2
(Total for program must equal 60) 3
Total Semester Credits 16-17Welding

HUMAN SERVICES
TWO-YEAR A.A.S DEGREE

Human Services is designed for students interested in helping people to help themselves with problems of psychological or social survival. The clients generally have such massive problems of survival that the realistic goal is to help an individual or group learn to function effectively in today’s world.

The A.A.S. Program is designed to provide the training appropriate for beginning employment in a human services occupation. One can also obtain an A.A. Degree with a concentration in human services which provides the foundation for a long-term career in a professional field. To complete
an A.A. Degree in Human Services or Human Services/Chemical Dependency, students must complete the General Education minimums.

CREDITS REQUIRED FOR GRADUATION 60

SEMMESTER I

<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>ENGL 1511 College Writing I</td>
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<tr>
<td>HSER 1465 Drug Use &amp; Abuse</td>
<td>2</td>
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<tr>
<td>HSER 1231 Introduction to Human Services**</td>
<td>4</td>
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<tr>
<td>PSYC 2551 General Psychology**</td>
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SEMMESTER II

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<tbody>
<tr>
<td>ENGL 1512 College Writing II</td>
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<td>HSER 1232 Helping Process**</td>
<td>3</td>
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<tr>
<td>HSER 1233 Interviewing**</td>
<td>2</td>
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<tr>
<td>CMST 1555 Public Speaking or</td>
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<tr>
<td>CMST 1565 Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>Electives: General Education Courses</td>
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<td>Total Semester Credits</td>
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SEMMESTER III

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<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>HSER 2245 Human Services Internship*</td>
<td>2</td>
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<tr>
<td>SOC 1558 Human Relations</td>
<td>3</td>
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<td>SOC 2655 Group Dynamics**</td>
<td>3</td>
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<tr>
<td>PSYC 2575 Introduction to Co-Occurring Disorders</td>
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<tr>
<td>Required Electives;</td>
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<tr>
<td>ADDS 1255 Introduction to Addiction Studies or</td>
<td>3</td>
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<tr>
<td>ADDS 1261 Counseling Theory and Skills</td>
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SEMMESTER IV

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<tr>
<td>HSER 2234 Crisis Intervention**</td>
<td>3</td>
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<tr>
<td>HSER 2245* Human Services Internship</td>
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<td>PHIL 1551 Introduction to Ethics</td>
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<td>Electives Math/Science Minimum</td>
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* Field Work – required total of four (4) credits. May be taken as four (4) credits- HSER 2240 in one semester of two (2) credits in each of the third and fourth semester – HSER 2245.

** Must be taken in the semester indicated
INDUSTRIAL MECHANICAL TECHNOLOGY
TWO-YEAR A.A.S. DEGREE

Students learn safety, measurements, troubleshooting, repair procedures and the use of hand and power tools. The program also covers hydraulics, pneumatics, lubrication systems, heating systems, cooling systems, and welding. This knowledge is put to use in the repair of actual plant and pit equipment such as cranes, pumps, speed reducers, and other field equipment.

CREDITS REQUIRED FOR GRADUATION 60

SEMESTER I

<table>
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<tr>
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<tbody>
<tr>
<td>IMT 1231  Industrial Accident Prevention I</td>
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<td>IMT 1237  Elements of Mechanics – Equipment Operations</td>
<td>2</td>
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<tr>
<td>IMT 1241  Basic Blueprint Reading &amp; Sketching I</td>
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<tr>
<td>IMT 1251  Basic Maintenance Welding &amp; Cutting I</td>
<td>3</td>
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<tr>
<td>GECL 1400  Computer Essentials</td>
<td>2</td>
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<tr>
<td>GEDM 1165  Technical Mathematics</td>
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SEMESTER II

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<tbody>
<tr>
<td>IMT 1232  Industrial Accident Prevention II</td>
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<tr>
<td>IMT 1238  Rigging</td>
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<tr>
<td>IMT 1245  Lubrication and Bearings</td>
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<tr>
<td>IMT 1256  Drive Components &amp; Troubleshooting</td>
<td>3</td>
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<tr>
<td>IMT 1257  Measuring Tools and Layout</td>
<td>1</td>
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<tr>
<td>ENGL 1532  Technical Writing</td>
<td>3</td>
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<tr>
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SEMESTER III

<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS</th>
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<tbody>
<tr>
<td>IMT 1235  Basic Hydraulic Symbols and Components</td>
<td>2</td>
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<tr>
<td>IMT 1252  Basic Maintenance Welding and Cutting II</td>
<td>3</td>
</tr>
<tr>
<td>IMT 2225  Pumps</td>
<td>2</td>
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<tr>
<td>IMT 2231  Safety &amp; Equipment and Maintenance I</td>
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<td>Course Code</td>
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<tr>
<td>IMT 2216</td>
<td>Electrical Safety</td>
</tr>
<tr>
<td>PHYS 1541</td>
<td>Physical Science  or</td>
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<tr>
<td>PHYS 1551</td>
<td>Introduction to Physics</td>
</tr>
<tr>
<td>GEDC 2175</td>
<td>Job Search Strategies</td>
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**SEMIESTER IV**

**PROGRAM REQUIREMENTS**

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>IMT 1242</td>
<td>Basic Blueprint Reading and Sketching II</td>
<td>2</td>
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<tr>
<td>IMT 1247</td>
<td>Hydraulics Basics</td>
<td>3</td>
</tr>
<tr>
<td>IMT 2232</td>
<td>Safety &amp; Equipment and Maintenance II</td>
<td>4</td>
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<tr>
<td>SOC 2655</td>
<td>Group Dynamics  or</td>
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<tr>
<td>SOC 1558</td>
<td>Human Relations</td>
<td>3</td>
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<tr>
<td>CMST 1550</td>
<td>Intro to Communication  or</td>
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<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>PHIL 1551</td>
<td>Introduction to Ethics</td>
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**INDUSTRIAL MECHANICAL TECHNOLOGY**

**TWO-YEAR DIPLOMA**

**CREDITS REQUIRED FOR GRADUATION: 60**

**FRESHMAN YEAR - FALL SEMESTER**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
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<td>IMT 1231</td>
<td>Industrial Accident Prevention I</td>
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<td>IMT 1235</td>
<td>Basic Hydraulic Symbols &amp; Components</td>
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<td>IMT 1237</td>
<td>Elements of Mechanic/Equipment Operations</td>
<td>2</td>
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<td>IMT 1238</td>
<td>Rigging</td>
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<tr>
<td>IMT 1241</td>
<td>Basic Blueprint Reading &amp; Sketching I</td>
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<tr>
<td>IMT 1251</td>
<td>Basic Maintenance Welding &amp; Cutting I</td>
<td>3</td>
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<tr>
<td>IMT 1257</td>
<td>Measuring Tools &amp; Layout</td>
<td>1</td>
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<tr>
<td>GEDM 1165</td>
<td>Technical Math</td>
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**FRESHMAN YEAR - SPRING SEMESTER**

**PROGRAM REQUIREMENTS**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IMT 1232</td>
<td>Industrial Accident Prevention II</td>
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<tr>
<td>IMT 1242</td>
<td>Basic Blueprint Reading &amp; Sketching II</td>
<td>2</td>
</tr>
<tr>
<td>IMT 1245</td>
<td>Lubrication &amp; Bearings</td>
<td>2</td>
</tr>
<tr>
<td>IMT 1247</td>
<td>Hydraulics Basics</td>
<td>3</td>
</tr>
</tbody>
</table>
IMT 1252  Basic Maintenance Welding & Cutting II  3
IMT 1256  Drive Components Troubleshooting  3
GECL 1400  Computer Essentials  2
Total Semester Credits  16

SOPHOMORE YEAR - FALL SEMESTER

PROGRAM REQUIREMENTS  Credits
IMT 2225  Pumps  2
IMT 2231  Safety & Equipment Maintenance I  3
IMT 2251  Advanced Maintenance Welding & Cutting  3
IMT 2261  Hydraulics & Schematics  3
IMT 2265  Alignment & Introduction to Conveyor Systems  2
ITSF 1486  MSHA New Miner  1
GECL 2175  Job Search  1
Total Semester Credits  15

SOPHOMORE YEAR - SPRING SEMESTER

PROGRAM REQUIREMENTS  Credits
IMT 2232  Safety & Equipment Maintenance II  4
IMT 2242  Advanced Blueprint Reading  3
IMT 2262  Pneumatics & Hydraulic Troubleshooting  3
IMT 2216  Electrical Safety  2
EMSV 1488  Heart Saver/First Aid/AED & CPR  1
Total Semester Credits  13

MASONRY
ONE-YEAR CERTIFICATE

Graduates of the Masonry Certificate program will be prepared to enter into a career in the masonry trades profession, with the knowledge and skills necessary in the residential construction market today. Students will be required to move brick, stone, and blocks for completion of curriculum requirements. The proper use of hand tools is necessary to properly mortar masonry units together. Students will learn to work off residential blueprints to compute materials and costs on the job. No previous masonry knowledge is necessary or implied.

CREDITS NEEDED FOR GRADUATION - 30
SEMESTER I

PROGRAM REQUIREMENTS                         Credits
MASN 1221  Blueprint Reading and Estimating  2
MASN 1222  Planning and Estimating           1
MASN 1223  Principle of Block Laying          5
MASN 1224  Mortar/concrete                    2
MASN 1225  Hand & Power Tools                 2
MASN 1226  Math for Masons                    2
MASN 1227  Intro to Building Codes            1
MASN 2257  Scaffolding                        1
GECL 2175  Job Search Strategies              1
GECL 1155  College Seminar                    1
Total Semester Credits                        18

SEMESTER II

PROGRAM REQUIREMENTS                         Credits
MASN 1233  Principles of Bricklaying          6
MASN 1243  Principles of Stonework            6
Total Semester Credits                        12

NURSING

NURSING – NURSING ASSISTANT (NUNA)

The Nursing Assistant (NA)/Home Health Aide (HHA) program is approved by the Department of
Health in Minnesota. It prepares students for jobs in a variety of health care settings such as nursing
homes, semi-independent living facilities, hospitals, group homes and home care agencies.
Responsibilities include such skills as personal care, positioning, transferring, vital signs and
documentation.

Upon completion of the course, students are eligible to take the Minnesota State Competency
Examination. This test is offered at the end of the class. Successful completion of this test allows
students to be certified and placed on the Nursing Assistant/Home Health Aide Registry for the state
of Minnesota.

CREDITS REQUIRED FOR GRADUATION: 4

Theory
* Introduction to Health Care
* Resident’s Need for Psycho-Social Adjustment
* Resident’s Need for a Clean, Safe and Comfortable Environment
* Resident’s Need for Skin Care
* Nursing Assistant Competencies
* Resident’s Need for Rest and Sleep
* Resident’s Need for Communication
* Resident’s Need for Activity and Exercise
* Resident’s Need for Nourishment
* Resident’s Need for Comfort
* Home Health Care (for 4 credit option)

Clinical
* Students will be assigned 3-4 days of resident care in a long-term care facility at the completion of course work.
* Evening care
* Morning care
* Related Patient Care
* Home Health Care (for 4 credit option)

Upon completion of the course, students are eligible to take the Minnesota State Competency Examination. Students in the 4 credit course will certify for Nursing Assistant and Home Health Aide. Students in the 3 credit course will certify for Nursing Assistant only. This test is offered at the end of the class. Successful completion of this test allows students to be certified and placed on the Nursing Assistant Registry for the State of Minnesota.

PRACTICAL NURSING (NURS)
TWO SEMESTERS – DIPLOMA

Nursing is a growing field with multiple career opportunities. Practical Nursing is designed to provide the knowledge and skills necessary for students to enter the world of nursing. With a practical nurse training program, you will be fully prepared to work in a healthcare facility as a professional Practical Nurse.
Mesabi Range College trains students with the knowledge and clinical skills to enter the Practical Nursing field. As a graduate of the Practical Nursing program, students are eligible to apply to take the National Council Licensure Exam for the Practical Nurse.

PREREQUISITE COURSES:

HEALTHCARE PRE-PROFESSIONAL CERTIFICATE
17 CREDITS

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 1415</td>
<td>Introduction to Anatomy and Physiology OR BIOL 2551 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(Students planning on continuing for a RN degree, will need to complete both the BIOL 2551 and 2552 Human Anatomy &amp; Physiology courses for program prerequisites)</td>
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<tr>
<td>PSYC 2551</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1511</td>
<td>College Writing I</td>
<td>4</td>
</tr>
<tr>
<td>NUNA 1215</td>
<td>Introduction to Nursing (Nursing Assistant)</td>
<td>4</td>
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<tr>
<td>HLTH 1458</td>
<td>(BLS for the Healthcare Provider).</td>
<td>1</td>
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PRACTICAL NURSING
PROGRAM COURSES

SEMESTER 1

PROGRAM REQUIREMENTS Credits
NURS 1227 Medical Terminology 1
NURS 1230 Nursing Math, Medication, & Skills 6
NURS 1233 Mental Health Nursing 2
NURS 1234 Nursing Care of the Older Adult 3
NURS 1239 Clinical I 3
Total Semester Credits 15

SEMESTER II

PROGRAM REQUIREMENTS Credits
NURS 1231 Pharmacology 2
NURS 1240 Transition into Practice 1
NURS 1241 Maternal/Child Health Nursing 3
NURS 1243 Nursing Care of the Adult 4
NURS 1249 Clinical II 4
NURS 1275 NCLEX Review 2
(Elective) **This course is not required but is recommended.**
  • ATI 3-Day Live Review. (MANDATORY).
  • There will be a fee attached to NURS 1243 for both ATI’s Comprehensive Predictor Exam and ATI’s 3-Day Customized Live Review. The 3-Day Live Review is held at Mesabi Range College’s Eveleth campus at the end of the 2nd semester. **

PARAMEDIC

Graduates of this Associate of Applied Science Degree program will be qualified and skilled professionals in the field of Emergency Medical Services as a Paramedic. The Emergency Medical Technician-Paramedic (EMT-P) is a person who works in the exciting, expanding field of Emergency Medical Services (EMS). This degree incorporates theoretical knowledge with extensive clinical application and experience. The advanced education and training in the care and transport of the critically injured can mean the difference between life and death. A.A.S. degree graduates have enhanced potential for upward progression in the career of pre-hospital care. The curriculum includes a general education component that gives the student a well-rounded foundation of knowledge.

EMERGENCY MEDICAL SERVICES CERTIFICATE
### 16 CREDITS

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>HLTH 1458</td>
<td>CPR BLS Provider</td>
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<tr>
<td>EMSV 1656</td>
<td>Emergency Medical Technician (EMT)</td>
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<tr>
<td>BIOL 1415</td>
<td>Introduction to Anatomy and Physiology</td>
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<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
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</table>

**Total Semester Credits:** 16

### PARAMEDIC

**TWO - YEAR A.A.S. DEGREE**

**CREDITS FOR GRADUATION:** 67

### SEMESTER I

**PREREQUISITES:** (Via the Emergency Medical Services Certificate – 16 credits)

- Current CPR BLS Provider Certification (AHA Guidelines)
- Current EMT Certification (EMSRB/State of Minnesota)

#### PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMTP 1120</td>
<td>Paramedicine I</td>
<td>3</td>
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<tr>
<td>EMTP 1220</td>
<td>Paramedicine Skills I</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 1225</td>
<td>Pharmacology</td>
<td>2</td>
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<tr>
<td>EMTP 1235</td>
<td>Drug Dosage Calculations for the Paramedic</td>
<td>2</td>
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<tr>
<td>EMTP 1420</td>
<td>Paramedicine II</td>
<td>3</td>
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<tr>
<td>EMTP 1520</td>
<td>Paramedic Skills II</td>
<td>3</td>
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<tr>
<td>EMTP 1247</td>
<td>Prehospital Advanced Life Support Orientation</td>
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**Total Semester Credits:** 17

### SEMESTER II

#### PROGRAM REQUIREMENTS

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<td>Introduction to Prehospital Advanced Life Support</td>
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<tr>
<td>EMTP 1256</td>
<td>Paramedic Clinical I</td>
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<tr>
<td>EMTP 1650</td>
<td>Paramedic Clinical II</td>
<td>4</td>
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<tr>
<td>EMTP 2020</td>
<td>Paramedicine III</td>
<td>4</td>
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<td>EMTP 2220</td>
<td>Paramedicine IV</td>
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<tr>
<td>EMPT 2300</td>
<td>ACLS Provider</td>
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<tr>
<td>EMTP 2320</td>
<td>International Trauma Life Support</td>
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<tr>
<td>EMTP 2340</td>
<td>PALS Provider</td>
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<td>EMTP 2360</td>
<td>NRP Provider Course</td>
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<td>EMTP 2380</td>
<td>AMLS Provider Course</td>
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**Total Semester Credits:** 18
SEMESTER III

PROGRAM REQUIREMENTS

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<td>EMTP 1800</td>
<td>ALS Ambulance Clinical</td>
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<td>EMTP 2120</td>
<td>Hazardous Materials</td>
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<tr>
<td>EMTP 2450</td>
<td>Paramedic Clinical III</td>
<td>6</td>
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<tr>
<td>EMTP 2600</td>
<td>Paramedic Internship</td>
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SEMESTER IV

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<tr>
<td>BIOL 1415</td>
<td>Introduction to Anatomy and Physiology</td>
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<td>PSYC 2551</td>
<td>General Psychology</td>
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<td>College Writing I</td>
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PARAMEDIC DIPLOMA

CREDITS REQUIRED FOR GRADUATION: 52

PREREQUISITES:
- Current CPR BLS Provider Certification (AHA Guidelines)
- Current EMT Certification (EMSRB/State of Minnesota)

SEMESTER I

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMTP 1120</td>
<td>Paramedicine I</td>
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<td>Paramedicine Skills I</td>
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<tr>
<td>EMTP 1225</td>
<td>Pharmacology</td>
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<td>EMTP 1235</td>
<td>Drug Dosage Calculations for the Paramedic</td>
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<tr>
<td>EMTP 1520</td>
<td>Paramedic Skills II</td>
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</tr>
<tr>
<td>EMTP 1247</td>
<td>Prehospital Advanced Life Support Orientation</td>
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SEMESTER II

PROGRAM REQUIREMENTS

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<th>Title</th>
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<tr>
<td>EMTP 1246</td>
<td>Introduction to Prehospital Advanced Life Support</td>
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<td>EMTP 1256</td>
<td>Paramedic Clinical I</td>
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<tr>
<td>EMTP 1650</td>
<td>Paramedic Clinical II</td>
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<tr>
<td>EMTP 2020</td>
<td>Paramedicine III</td>
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<tr>
<td>EMTP 2220</td>
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<tr>
<td>EMPT 2300</td>
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<td>1</td>
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<tr>
<td>EMTP 2320</td>
<td>International Trauma Life Support</td>
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</table>
EMTP 2340  PALS Provider  1
EMTP 2360  NRP Provider Course  1
EMTP 2380  AMLS Provider Course  1
Total Semester Credits  18

SEMESTER III

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>EMTP 1800</td>
<td>ALS Ambulance Clinical</td>
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<tr>
<td>EMTP 2120</td>
<td>Hazardous Materials</td>
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<td>Paramedic Clinical III</td>
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<td>EMTP 2600</td>
<td>Paramedic Internship</td>
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<tr>
<td>Total Semester Credits</td>
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TEACHER’S ASSISTANT/INSTRUCTIONAL AID
TWO-YEAR A.A.S DEGREE

The Teacher’s Assistant/Instructional Aid Degree consists of 60 semester credits. This degree prepares graduates for employment as a paraprofessional educator in a Kindergarten – 12th grade school district or early childhood program. The curriculum is developed to cover the nine Minnesota Core Competency Areas. Graduates who decide to continue their education, and are interested in a professional education, need to work closely with their advisor to ensure that their career goals are achieved.

CREDITS REQUIRED FOR GRADUATION: 60

SEMESTER I

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TAIA 1202</td>
<td>Guiding Children’s Development &amp; Behavior I</td>
<td>4</td>
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<tr>
<td>TAIA 1204</td>
<td>Understanding &amp; Communicating with Diverse Families</td>
<td>2</td>
</tr>
<tr>
<td>TAIA 1214</td>
<td>Exploring Careers in Education</td>
<td>3</td>
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<tr>
<td>TAIA 1216</td>
<td>Professionalism on the Education Team</td>
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<tr>
<td>GECL 1415</td>
<td>Freshman Year Experience</td>
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SEMESTER II

PROGRAM REQUIREMENTS

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<td>TAIA 1212</td>
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<td>Course Title</td>
<td>Credits</td>
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<tr>
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<tr>
<td>TAIA 1218</td>
<td>Health, Safety, &amp; Nutrition</td>
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<tr>
<td>ENGL 1511</td>
<td>College Writing I</td>
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<tr>
<td>MATH 1511</td>
<td>Foundations of Math</td>
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<tr>
<td>MATH 1415</td>
<td>Math for Elementary Teachers</td>
<td>4</td>
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<tr>
<td>HSER 1465</td>
<td>Drug Use &amp; Abuse</td>
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<td>Total Semester Credits</td>
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**SEMESTER III**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAIA 2202</td>
<td>Foundations in Assessment &amp; Special Education</td>
<td>4</td>
</tr>
<tr>
<td>TAIA 2206</td>
<td>Trauma Informed Teaching</td>
<td>3</td>
</tr>
<tr>
<td>TAIA 2214</td>
<td>Positive Behavior &amp; Guidance Techniques</td>
<td>2</td>
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<tr>
<td>CMST 1585</td>
<td>Intercultural Communication or</td>
<td>3</td>
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<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
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<tr>
<td>PSYC 2551</td>
<td>General Psychology</td>
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**SEMESTER IV**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAIA 2208</td>
<td>Assisting with Language &amp; Literacy</td>
<td>3</td>
</tr>
<tr>
<td>TAIA 1208</td>
<td>Guiding Children’s Development &amp; Behavior II</td>
<td>3</td>
</tr>
<tr>
<td>TAIA 2212</td>
<td>Assisting with Math &amp; Science</td>
<td>3</td>
</tr>
<tr>
<td>TAIA 1220</td>
<td>Teaching Children with Challenging Behaviors</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2567</td>
<td>Lifespan Psychology</td>
<td>4</td>
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Program requirements:
Students must be able to pass a state of Minnesota background study to participate in the required practicum component of the program. Please see the following: [https://www.revisor.mn.gov/statutes/?id=245C.15](https://www.revisor.mn.gov/statutes/?id=245C.15)

**CHILD DEVELOPMENT CERTIFICATE**

The Child Development Certificate is the key to becoming an Early Childhood professional. It provides the necessary framework for individuals wishing to positively interact, educate, and care for young children (birth to eight years of age). Course work is designed to align with training areas required by the National Council for Professional Recognition to earn the Child Development Associate™

**CREDITS REQUIRED FOR GRADUATION:** 24

**SEMESTER I**
### PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TAIA 1202</td>
<td>Guiding children's Development &amp; Behavior I</td>
<td>4</td>
</tr>
<tr>
<td>TAIA 1204</td>
<td>Engaging Families in Culturally Responsive Practice</td>
<td>3</td>
</tr>
<tr>
<td>TAIA 1216</td>
<td>Professionalism on the Education Team</td>
<td>3</td>
</tr>
<tr>
<td>TAIA/EDUC</td>
<td>Any choice of TAIA or ECUC course</td>
<td>2</td>
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<tr>
<td>Total Semester Credits</td>
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### SEMESTER II

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>TAIA 1218</td>
<td>Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>TAIA 2415</td>
<td>Cognitive Development &amp; Children’s Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>TAIA 1220</td>
<td>Teaching Children with Challenging Behaviors</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2516</td>
<td>Early Childhood Creative Expressions</td>
<td>3</td>
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<tr>
<td>Total Semester Credits</td>
<td></td>
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</tr>
</tbody>
</table>

Program requirements

Students must be able to pass a state of Minnesota background study to participate in the required practicum component of the program. Please see the following:

https://www.revisor.mn.gov/statutes/?id=245C.15

### CERTIFICATE PROGRAMS

#### SUPERVISORY MANAGEMENT

This certificate program is a combination of courses that may be taken throughout the year.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1655</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2655</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2675</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2677</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td>PHIL 1551</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CMST 1565</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>
WELDING TECHNOLOGY
AMERICAN SOCIETY (AWS) Accredited Program
ENTRY-LEVEL WELDING DIPLOMA/
ADVANCED WELDING DIPLOMA

Students may take one or two years of the program depending on their needs and goals. This curriculum has been planned and approved by the Welding Technology Advisory Committee consisting of representatives from the industry.

The first year emphasizes arc, gas, TIG, MIG, cutting, brazing and arc-air operations. Second year students will have the opportunity to specialize in advanced light metal fabrication, pipe, stainless steel, TIG and MIG applications and actual repair projects. Classroom instruction in both years will include math, blueprint reading, metallurgy and safety. The American Society of Mechanical Engineers and American Welding Society applications will be taught during the second year.

Students may graduate either as combination welders or with specialties in welding fabrication. Graduates will be better qualified to obtain employment in today’s demanding job market by completing both years of the program.

CREDITS REQUIRED FOR GRADUATION: 65

SEMESTER I

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WELD 1221</td>
<td>Intro SMAW</td>
<td>1</td>
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<tr>
<td>WELD 1222</td>
<td>Basic SMAW Skills</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1223</td>
<td>SMAW Low Hydrogen Skills</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1224</td>
<td>SMAW Alloyed Metals Skills</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1231</td>
<td>Intro to Thermal Cutting Processes</td>
<td>1</td>
</tr>
<tr>
<td>WELD 1232</td>
<td>Flame Joining Processes</td>
<td>1</td>
</tr>
<tr>
<td>WELD 1233</td>
<td>Cutting and Gouging Processes</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1255</td>
<td>Welding Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>WELD 1234</td>
<td>Metal Prep Equipment, Operation &amp; Safety</td>
<td>1</td>
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<tr>
<td>ENGL 2446</td>
<td>Critical Thinking</td>
<td>2</td>
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Total Semester Credits: 17

SEMESTER II

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WELD 1241</td>
<td>Blueprint Reading</td>
<td>1</td>
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<tr>
<td>WELD 2257</td>
<td>Rigging for Welders</td>
<td>1</td>
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<tr>
<td>WELD 1261</td>
<td>Gas Metal Arc Welding I</td>
<td>1</td>
</tr>
<tr>
<td>WELD 1262</td>
<td>Gas Metal Arc Welding II</td>
<td>2</td>
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<tr>
<td>WELD 1271</td>
<td>Gas Tungsten Arc Welding I</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1272</td>
<td>Gas Tungsten Arc Welding II</td>
<td>2</td>
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<tr>
<td>WELD 1281</td>
<td>Flux Cored Arc Welding I</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1282</td>
<td>Flux Cored Arc Welding II</td>
<td>2</td>
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<tr>
<td>GEDC 2176</td>
<td>Technical Communications</td>
<td>2</td>
</tr>
<tr>
<td>Course Code</td>
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<tr>
<td>WELD 2240</td>
<td>Properties of Welding I</td>
<td>1</td>
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<tr>
<td>WELD 2242</td>
<td>Advanced Blueprint Reading</td>
<td>1</td>
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<tr>
<td>WELD 2244</td>
<td>SMAW – Structural</td>
<td>2</td>
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<tr>
<td>WELD 2245</td>
<td>GTAW – Pipe &amp; Tube</td>
<td>3</td>
</tr>
<tr>
<td>WELD 2252</td>
<td>Gas Tungsten Arc Welding III</td>
<td>3</td>
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<tr>
<td>WELD 2265</td>
<td>CNC Programming and Cutting</td>
<td>3</td>
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<tr>
<td>WELD 2275</td>
<td>Stainless Steel Welding</td>
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<tr>
<td>GECL 2175</td>
<td>Job Search Strategies</td>
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Total Semester Credits: 16

**SEMESTER IV**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>WELD 2241</td>
<td>Shielded Metal Arc Welding – Pipe</td>
<td>5</td>
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<tr>
<td>WELD 2243</td>
<td>Flux Core Arc Welding III</td>
<td>4</td>
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<tr>
<td>WELD 2251</td>
<td>Gas Metal Arc Welding III</td>
<td>4</td>
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<tr>
<td>WELD 2253</td>
<td>Template Development</td>
<td>2</td>
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<tr>
<td>WELD 1251</td>
<td>Assigned Projects</td>
<td>1</td>
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</table>

Total Semester Credits: 15
**Advanced Minnesota: Five colleges. One training solution.**

The Northeast Higher Education District (NHED) is responding to the needs of its regional businesses and industries by becoming more efficient in delivery of its services. The perfect example of this is NHED’s strategic enterprise--Advanced Minnesota: Five colleges. One training solution.

Advanced Minnesota now integrates five existing customized training and continuing education departments at Hibbing Community College, Mesabi Range College, Itasca Community College, Rainy River Community College, Vermilion Community College, and a district-wide initiative known as Arrowhead University upper division programming partnerships, into a region-wide, interdependent operation that retains direct client access and program delivery on the NHED college campuses and removes duplication of resources, and oftentimes competition. This interdependent approach assertively addresses NHED’s need to:

- Meet the increasing demand from regional business and industry for qualified workers
- Provide a single point of contact for all clients seeking customized training and continuing education programming
- Implement an aggressive strategy, driving marketing and business development which in turn will facilitate the identification and exploitation of new opportunities
- Align resources required for effective program delivery and development of new clients

As the training provider of choice for northeastern Minnesota, everything we do builds individual skills and regional economic vitality. For more information, please visit us at [www.advancedmn.org](http://www.advancedmn.org).

**Credit for Prior Learning**

Mesabi Range College recognizes the educational importance of learning accomplished outside traditional academic settings. In taking the position that what is learned is educationally more important than where or how it is learned, Mesabi Range College offers the possibility of formally granting credit for prior learning from adult life and work experience.

Credit granted for demonstrated prior experiential learning may be applied toward the fulfillment of education objectives of participating Mesabi Range College programs. Credit is awarded for college level learning that can be demonstrated, articulated, documented, or otherwise communicated. Evidence that the prior learning is comparable to the content of a particular course of study at Mesabi Range College must be provided. Individuals must follow proper procedures and meet specific guidelines and course requirements in order to receive CPL credits.

The Credit for Prior Learning initiative has the following goals:

- To provide credit for past work/life-long learning and/or educational achievement to those who demonstrate evidence of knowledge and proficiency, using the Course Equivalence Credit Model.
- To eliminate duplication of a student’s educational effort, while maintaining a high standard of educational quality, to insure the student’s future occupational success.
- To maintain the College’s integrity and accreditation, as an institution of higher education, through valid and reliable evaluation by appropriate college personnel.
LISTED ALPHABETICALLY BY COURSES
https://www.mesabirange.edu/academics/course-outlines

ACCOUNTING

ACCT 1646
Payroll Accounting
(2 Lec; 2 Cr)
This course covers the various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports.
Prerequisite: ACCT 2661

ACCT 2691
Principles of Accounting I
(4 Lec; 4 Cr)
This is a practical accounting course which stresses basic principles of accounting and reinforces those principles with illustrations, examples, and correlated problems. Topics given special emphasis are the accounting cycle, special journals, end of cycle procedures, payroll records and taxes, control systems, evaluations of current and fixed assets, accruals and deferrals, current liabilities, and an introduction to corporate accounting.
Prerequisite: Minimum CPT Score of 72, or “C” or better in READ 0092 and MATH 0094

ACCT 2692
Principles of Accounting II
(4 Lec; 4 Cr)
This is a practical accounting course which stresses basic principles of accounting and reinforces those principles with illustrations, examples, and correlated problems. Topics given special emphasis are the accounting cycle, special journals, end of cycle procedures, payroll records and taxes, control systems, evaluations of current and fixed assets, accruals and deferrals, current liabilities and an introduction to corporate accounting. This course builds on Fundamentals of Accounting I to include long-term liabilities, additional corporate accounting, financial statement analysis and managerial accounting.
Prerequisite: ACCT 2691, Minimum CPT Score of 72, or “C” or better in READ 0092 and MATH 0094

ADDITION STUDIES

ADDS 1250
Treatment Coordination
(2 Lec; 2 Cr)
This course is a study of treatment and service coordination approaches in treatment/recovery oriented settings. Emphasis will be placed on dimension/placement criteria, case management, defining addictive systems, co-occurring disorders, recovery, community resource building, referral process, multicultural considerations, advocacy, ethics, professionalism, consultation and collaboration, and documentation. Intended audience: people initially entering or currently in-field.
ADDS 1255  
Introduction to Addiction Studies  
(3 Lec; 3 Cr)  
This course is a study of addictive systems and practical approaches to intervening in these systems. Emphasis will be placed on symptomology, therapeutic approaches and treatment/recovery.  
Prerequisite: College level reading and writing

ADDS 1261  
Counseling Theory and Skills  
(3 Lec; 3 Cr)  
This course will examine the various theories of addiction and modalities of treatment. Emphasis will be placed on effects of addiction on relationships, family systems, and business and industry. The “Minnesota Model of Addiction”, both theory and treatment, will be a major thrust of the course.  
Prerequisite: College level reading and writing

ADDS 2230  
Addictions Assessment  
(3 Lec; 3 Cr)  
This course is a study of addiction assessment. Emphasis is placed on practical application and practice in the use of assessment skills.  
Prerequisite: ADDS 1225, ADDS 1261, HLTH 1465 or HSER 1465 (or equivalent CDEP course), College level reading and writing

ADDS 2231  
Case Management and Treatment  
(3 Lec; 3 Cr)  
This course is designed to give students an operational understanding of treatment procedures in the different fields of addiction. Students will be given an opportunity to incorporate practical procedures within the theoretical framework of service delivery throughout the continuum of care. To be taken as final course in Addiction Studies Option Program.  
Prerequisite: ADDS 1225, ADDS 1261, HLTH 1465 or HSER 1465 (or equivalent CDEP course), College level reading and writing

ADDS 2240  
Practicum I  
(5 Lec; 5 Studio/demo/internship)  
The course is designed to equip the student with the intellectual tools and core counseling skills necessary to become an effective addictions counselor. It is during this practicum phase that the student has the opportunity to practice and further develop these skills under the supervision of a licensed alcohol and drug counselor at an approved practicum site. A weekly seminar to discuss the field experience is also required. Five credits may be taken in each of two sequential semesters totaling ten credits -- requiring 880 total hours.  
Prerequisite: Advanced standing in Addiction Studies option program with instructor’s consent. Drug Use and Abuse HLTH 1465 or HSER 1465, Introduction to Addiction Studies ADDS 1255, Counseling Theory and Skills ADDS 1261, Addictions Assessment ADDS 2230 and enrolled in ADDS Case Management and Treatment ADDS 2231 (or equivalent CDEP courses), college level reading and writing
ADDS 2241
Practicum II
(5 Lec; 5 Studio/demo/internship)

The course is designed to equip the student with the intellectual tools and core counseling skills necessary to become an effective addictions counselor. It is during this practicum phase that the student has the opportunity to practice and further develop these skills under the supervision of a licensed alcohol and drug counselor at an approved practicum site. A weekly seminar to discuss the field experience is also required. Five credits may be taken in each of two sequential semesters totaling ten credits -- requiring 880 total hours.

Prerequisite: Advanced standing in Addiction Studies option program with instructor's consent. Drug Use and Abuse HLTH 1465 or HSER 1465, Introduction to Addiction Studies ADDS 1255, Counseling Theory and Skills ADDS 1261, Addictions Assessment ADDS 2230 and enrolled in ADDS Case Management and Treatment ADDS 2231, Practicum I ADDS 2240 (or equivalent CDEP courses), college level reading and writing

ANTHROPOLOGY

ANTH 1515
Introduction to Indian Studies
(3 Lec; 3 Cr)
Goals 5 & 7
This course examines Native American cultures from contact to present. Historical change, Native contribution, and present day concerns are addressed.

ANTH 1525
Introduction to Cultural Anthropology
(3 Lec; 3 Cr)
Goals 5 & 8
This course is a survey of cultural development from the beginning of human history to the present. Ancient, preliterate, and modern societies are compared and contrasted, pointing out the differences and similarities used in solving the problems of human societies.

Prerequisite: Minimum CPT Score of 72, or “C” or better in ENGL or READ 0082

ANTH 1535
Human Origins
(3 Lec; 3 Cr)
Goals 5 & 10
This course will study the biological and cultural evolution and variation of the human species from its earliest hominid form to the development of written history. This course will examine the data provided through the interdisciplinary study of physical Anthropology including the mechanisms of evolution, archeology, and primatology.

ANTH 2555
Introduction to Archaeology
(3 Lec; 3 Cr)
Goals 5 & 10
A holistic introduction to the basic methods and theoretical approaches as well as the multidisciplinary nature of scientific Archaeology worldwide. Archaeology has played an integral role
and is a primary source in the examination and interpretation of humankind prehistorically and historically. Also examined are interpretive techniques and analysis, Archaeology and Native Americans, and Archaeology and endangered cultural resources. Prerequisite: READ 1455

ART

ART 1521
Art History I – Prehistoric to Early Renaissance
(3 Lec; 3 Cr)
Goal 6
This course is a survey of ancient, medieval, and renaissance art to the 17th century, with emphasis on architecture, painting, sculpture, and other relevant forms of artistic expression of the Western culture.

ART 1522
Art History: Early Renaissance to Modern
(3 Lec; 3 Cr)
Goal 6
This course is a survey of Western art from 1400 (early Renaissance) to the Modern period, with emphasis on the architecture, painting, and sculpture of the Western culture.

ART 1531
Drawing I
(1 Lec, 2 Studio; 3 Cr)
Goal 6
This course provides the fundamentals of representative freehand drawing with emphasis on expression and organization. There is experimentation with materials, techniques, and development of perceptual skills. This course is intended for Art majors or a general audience.

ART 1532
Drawing II
(1 Lec, 2 Studio; 3 Cr)
Goal 6
Expanded study in representational freehand drawing and visual thinking. A variety of materials and subjects are explored to direct the student to alternative methods of expression and development of personal expression. Prerequisite: Art 1531

ART 1541
Introduction to Art
(2 Lec, 1 Studio; 3 Cr)
Goal 6
This is a course that provides an opportunity to understand the fundamental nature of visual art. It is an orientation to art-related problems, techniques, and materials, as well as an introduction to the principles of two- and three-dimensional design for students with little or no experience in creative art.
ART 1542
Design
(2 Lec; 2 Cr)
Goal 6
This introductory course offers the student an opportunity to examine two-dimensional design. Art elements and principles of design are studied and applied in reinforcing compositional skills.
Prerequisite: Art 1541

ART 1545
Ceramics
(1 Lec, 2 Studio; 3 Cr)
Goal 6
This course offers an introduction to building pottery by hand and forming on the wheel, experimenting with decoration on clay body through texturing and on bisque-ware pottery with glazes.

ART 1551
Painting - Oil
(1 Lec, 2 Studio; 3 Cr)
Goal 6
This course is an orientation to painting in oils. It is a study and exploration of technique, development of sophistication, and concept development. This course is intended for the beginner.
Prerequisite: ART 1541

ART 1552
Painting II
(1 Lec, 2 Studio; 3 Cr)
Goal 6
Painting II involves continued development of basic foundations in painting with an emphasis on the development of individual interests and style. Student/instructor generated goals are implemented and the exploration of alternative avenues to expression, technique and methods is encouraged.
Prerequisite: ART 1551

ART 1556
North American Indian Art
(3 Lec; 3 Cr)
Goal 6 & 7
This course is designed to increase awareness of North American Indian culture through the study of cultural diversity and the basic elements of creative arts. The course surveys North American Indian art from its pre-European influences to modern trends.

ART 1565
Basic Photography
(3 Lec; 3 Cr)
Goal 6
This course is designed for the beginning photographer and concentrates on the fundamentals of black and white photography, with a strong emphasis on artistic expressions via photographic composition. Students are required to spend a minimum of 20 hours in the darkroom, in addition to the classroom.
ART 1566
Digital Photography
(3 Lec; 3 Cr)
Goal 6
This course is designed for the beginning photographer and concentrates on digital fundamentals. It is an introduction to photography as a fine art. Strong emphasis is placed on artistic expression via composition and manipulation.

ART 2535
Painting-Watercolor
(1 Lec, 2 Studio; 3 Cr)
Goal 6
This course is an application of the watercolor medium with stress on composition and technique.
Prerequisite: ART 1541

BIOLOGY

BIOL 1415
Introduction to Anatomy and Physiology
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This one semester course is designed as an introduction to human anatomy and physiology for students who have minimal background in biological science. The focus includes principles of cells, metabolism and the chemical basis of life; as well as organ systems of support and movement, integration and coordination, transport, absorption and excretion, and the human life cycle. Emphasis is on the interrelatedness and interdependency of organ systems.
Prerequisite: College level reading

BIOL 1455
Medical Terminology
(1 Lab; 1 Cr)
This is a self-paced program designed to enhance basic word-attack skills and medical vocabulary for students and workers in the allied health sciences field.

BIOL 1515
Biology of Women
(3 Lec; 3 Cr)
Goal 3 & 7
This is a theme-based course covering basic biological concepts that pertain to women. The course will examine the pivotal points in a woman's life span from conception through menopause. Major topics covered include women's health issues, both physical and emotional; gender differentiation; reproductive anatomy and physiology.
Prerequisite: College Level Reading
BIOL 1535
Introduction to Microbiology
(2 Lec, 1 Lab; 3 Cr)
Goal 3
This course is an introduction to the basic characteristics of microorganisms and their beneficial and detrimental effects. This study includes an introduction to the cell, viruses, bacteria, fungi, and protozoa. A special emphasis is placed on microorganisms of medical significance. Aseptic techniques are of major concern in the laboratory.

BIOL 1536
Contemporary Issues in Biology
(3 Lec, 1 Lab; 4 Cr)
Goals 3 & 10
This course will focus on current issues in biology. Basic biology concepts and lab demonstrations will be applied to current topics.
Prerequisite: College Level Reading, placement by CPT score or a grade of C or better in MATH 0091 (or previous course MATH 090)

BIOL 1545
Human Biology I
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course is designed for the non-science major and is a general introduction to human biology with a structure/function approach. Major topics include cell biology, transmission genetics, and anatomy and physiology of body systems.
Prerequisite: College Level Reading, Placement by CPT score or a grade of C or better in MATH 0091 (or previous MATH 090)

BIOL 1546
Environmental Science
(3 Lec, 1 Lab; 4 Cr)
Goals 3 & 10
Offering an introduction to ecology and natural systems, this course includes the study of human impact on ecosystems including pollution, energy, and agriculture.
Prerequisite: College Level Reading, Placement by CPT score or a grade of C or better in MATH 0091 (or previous course MATH 090)

BIOL 1547
Introduction to Biology
(3 Lec; 1 Lab; 4 Cr)
Major topics include basic cell biology and metabolism, chemistry of life, inheritance and genetics, evolution, diversity, and ecology. This class is intended for health careers and those who need preparation to enter an advanced biology pathway. This course is not a major’s level biology.
Prerequisite: College level reading, C or better in Math 0095
BIOL 1548  
**Plants and Society**  
(3 Lec; 1 Lab; 4 Cr)  
This course covers basic principles in botany and ecology placing a strong emphasis on the economic aspects and social implications of plants, algae, and fungi. This is not a biology major level course.  
Prerequisite: College level Reading, MATH 0090 or placement

BIOL 1551  
**College Biology I**  
(4 Lec, 1 Lab; 5 Cr)  
Goal 3  
This is the first course of a two-semester biology major sequence. This course includes the study of cell structure, function and metabolism, cell division, inheritance, and genetics and evolution and the diversity of life.  
Prerequisite: College Level Reading, MATH 0090 or placement

BIOL 1552  
**College Biology II**  
(4 Lec, 1 Lab; 5 Cr)  
Goal 3 & 10  
This is the second course of a two-semester biology major sequence. This course covers the diversity of life including taxonomy, morphology, physiology and ecology. Organismal interactions and environmental influence are considered.  
Prerequisite: BIOL 1551 (or previous course BIOL 111 and 112), College Level Reading, MATH 0090 or placement.

BIOL 2315  
**Science Internship**  
(1-4 Cr)  
This course offers the student an opportunity to apply the principles and skills learned in the classroom to gain practical experience in an on-the-job training opportunity. Students will need to apply for positions through the instructor and most job opportunities will be during the summer.  
Perquisite: BIOL 1551, CHEM 1522, College Level Reading, College Algebra or higher

BIOL 2415  
**Pathophysiology**  
(3 Lec; 3 Cr)  
This course provides a more in-depth study of human physiology, the resulting abnormal functioning of diseased organs, and integration of systems to compensate for the disease and to maintain homeostasis. Major topics include pathophysiological studies of cardiopulmonary, gastrointestinal, reproductive, renal, immunological, endocrine, and neurological disruptions.  
Prerequisite: BIOL 2551 & 2552 (or instructor consent), College Level Reading, Placement by CPT score or a grade of C or better in MATH 0091 (previous MATH 090)
BIOL 2425
Human Biology II
(3 Lec, 1 Lab; 4 Cr)
This course, the second in a two course non-science major's sequence, continues the introduction to the Human Body through a structure and systems approach. The course will include a review of cell biology with a more in-depth look into the structure and function of DNA. The course continues with the study of anatomy and physiology of additional organ systems not previously covered in Human Biology I. Molecular genetics is a focus and the organ systems covered include the urinary, reproductive, and nervous systems.
Prerequisite: BIOL 1545, College Level Reading, placement by CPT score or a grade of C or better in MATH 0091 (or previous course MATH 090)

BIOL 2435
Special Topics in Biology
(1-3 Cr)
Topics to be arranged based on student interest and each will include a biotechnology component. Possible topics include (but are not limited to) biotechnology, forensics, evolution, genetic engineering, and recombinant DNA.
Prerequisite: BIOL 1551 or BIOL 2536 or BIOL 2551 or instructor consent, College Level Reading, MATH 0093 or Equivalent CPT score

BIOL 2451
Human Physiology I
(1 Lec; 1 Cr)
This course will offer students who are co-enrolled in Biology 2551 (Anatomy & Physiology I) a more thorough examination of the physiological topics covered through small group discussions, computer-based physiology simulations, and case studies. The examination of the physiologic processes will be primarily through clinical applications, making this course ideal for those students interested in a career in the health field. Students must be co-enrolled in A & P I.
Prerequisite: Co-requisites BIOL 2551 and college level reading (Computer skills helpful)

BIOL 2452
Human Physiology II
(1 Lec; 1 Cr)
This course will offer students who are co-enrolled in 2552 (Anatomy & Physiology II) a more thorough examination of the physiological topics covered through small group discussions, computer-based physiology simulations, and case studies. The examination of the physiologic process will be primarily through clinical applications, making this course ideal for those students interested in a career in the health field. Students must be co-enrolled in A & P II.
Prerequisite: Co-requisite BIOL 2552 and college level reading (Computer skills helpful)

BIOL 2535
Microbiology
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course encompasses a survey of bacteria, fungi, protozoa, viruses, and parasites, and how these microorganisms interact with the environment, emphasizing microbe/human interactions such as disease and immune response. The course is intended for science majors and allied health field majors.
Prerequisite: BIOL 1545, BIOL 1511, or BIOL 2551 (or instructor consent), college level reading, and High School Algebra; placement by CPT score or a grade of C or better in MATH 0094 (or previous course MATH 098)

**BIOL 2551**
**Human Anatomy & Physiology I**
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course introduces the structural and functional aspects of selected human body systems with a strong emphasis on lab dissections and study. It is designed for nursing, medical technology, and related health sciences majors, as well as students majoring in physical education and liberal arts.
Prerequisite: BIOL 1545 or BIOL 1551 (or instructor’s consent) and college level reading

**BIOL 2552**
**Human Anatomy & Physiology II**
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course presents the structural and functional aspects of selected human body systems with a strong emphasis on lab experimentation. It includes study of those systems not covered in Human Anatomy and Physiology I.
Prerequisite: BIOL 2551 (or previous course BIOL 221) and college level reading

**BIOL 2556**
**Genetics**
(3 Lec; 3 Cr)
Goals 3 & 9
This course provides an introduction to genetics including topics in transmission, molecular, and population genetics. Special emphasis will be placed on the social impact and ethical considerations of advances in genetic research.
Prerequisite: BIOL 1551 or instructor’s consent, College Level Reading, Math 0093 or equivalent CPT score

**BUSINESS**

**BUS 1465**
**Business Computers**
(3 Lec; 3 Cr)
This course is designed for students in the business program. The course provides students with both knowledge and hands-on experience using computers and the latest software that is most often utilized in a business setting including but not limited to word processing, spreadsheets, presentation, and database software. Use of computers and business software will be applied to solve business situations and problems.

**BUS 1655**
**Introduction to Business**
(3 Lec; 3 Cr)
This course examines the business system in the United States. Topics for discussion will include the management and organization of business, how products and services are produced and
marketed, human resources and productivity, financial aspects of business, international business operations, and factors that will affect the future of business.

**BUS 1657**  
**Business Communication**  
(3 Lec; 3 Cr)  
This course encompasses the theory of written business communication used to produce effective business letters, memorandums, reports, and resumes. Emphasis is placed on developing effective and positive communication through the written message. Various aspects of oral business communication are covered. Typing skill is strongly recommended.  
Prerequisite: ENGL 1511 College Writing I

**BUS 1666**  
**Principles of Marketing**  
(3 Lec; 3 Cr)  
This course is an introductory study of marketing as an important element of our economy. This course examines marketing institutions and their characteristics, basic marketing functions, price theory and methods, product decisions, marketing segmentation, and marketing communications as related to social and political issues.

**BUS 2620**  
**Business Internship**  
(2 Lab; 2 Cr)  
This course offers the student an opportunity to apply the principles and skills learned in the classroom to gain practical work experience in an on-the-job training opportunity (arranged and supervised by the instructor).  
Prerequisite: Sophomore level or consent of instructor

**BUS 2655**  
**Legal Environment of Business**  
(3 Lec; 3 Cr)  
This course presents consideration of the forms and functions of law in society with an emphasis on public law and regulation of business activities.

**BUS 2675**  
**Principles of Management**  
(3 Lec; 3 Cr)  
This is a broad-based course in fundamentals as they apply to management as a career. This course includes the study of current philosophies and approaches to management as they apply to successful practice of this profession.

**BUS 2677**  
**Human Resource Management**  
(3 Lec; 3 Cr)  
This course is a study of personnel management, personnel policies, motivation, insights into personal behavior, and the skills and personal habits necessary for better employer/employee communication. Recruitment, placement, and training of personnel are studied. Legislation as it affects management is also included.
BUSINESS OPERATIONS & MANAGEMENT

BOPM 1241
Project Management 1: Microsoft Word
(2 Lec, 1 Lab; 3 Cr)
This course will introduce the basic and intermediate features of Microsoft Word. Students will develop strategies for determining best application use. This course will teach students steps to use Microsoft Word effectively and efficiently for a variety of business needs. Students will continue to develop keyboarding skills for speed and accuracy. Students will learn document creation, layout, and design.

BOPM 1242
Project Management II: Microsoft Excel
(2 Lec, 1 Lab; 3 Cr)
This is a comprehensive course exploring the functions and practical applications in using Microsoft Excel which includes creating worksheets and charts, using a financial database, and problem-solving functions.

BOPM 1243
Project Management III: Records/Data Management
(3 Lec; 3 Cr)
The Records/Data Management course is designed to provide a comprehensive introduction to the complex field of records and information management. Emphasis will be placed on learning the principles and practices of effective records and information management for physical and electronic record systems.

BOPM 1244
Project Management IV: Digital Business Presentations
(2 Lec, 1 Lab; 3 Cr)
Students will develop digital communication skills to support work in a professional business environment. These digital communications will support employer needs and enhance internal and external business communications with a variety of stakeholders. This course provides comprehensive coverage software, delivery methods, tools, techniques, and methodologies that develop and enhance the skills necessary to effectively and efficiently create professional business materials and presentations.

BOPM 1245
Project Management V: Microsoft Access
(2 Lec, 1 Lab; 3 Cr)
This is a comprehensive course exploring the functions and practical applications in using Microsoft Access. Students will learn how to create a database; add, change, and delete data in the database; sort and retrieve the data; and create forms and reports using the data.

BOPM 1246
Keyboarding
(2 Lec, 1 Lab; 3 Cr)
The objective of the course is to teach proper typing techniques, to build speed and accuracy, and to utilize a professional word processing system for business applications, such as document storage and retrieval, editing, and document distribution. Students develop fundamental skills by mastering the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad.
BOPM 1251
Operations Management I: The Professional Office
(3 Lec; 3 Cr)
This course prepares students for the realistic situations, tasks and problems they will encounter in a state-of-the-art office environment. Increased emphasis is given to help students understand employers' expectations, build confidence, and develop into strong, competent employees and leaders.

BOPM 1252
Operations Management II: Business Accounting with QuickBooks
(2 Lec, 1 Lab; 3 Cr)
This course is an introduction to fundamental accounting concepts and includes analyzing, interpreting, and recording transactions. The course includes the preparation of financial statements, bank reconciliations, and payroll transactions. The use of QuickBooks will be integrated into this course emphasizing the use of personal computers to process accounting data.

BOPM 2253
Operations Management III: Customer Relations in a Global Environment
(3 Lec; 3 Cr)
The course presents a practical approach to understanding, implementing, and practicing the principles of customer service within different types of organizations. Students will examine service strategies in different organizations and businesses, learn about different supporting tools and techniques to provide quality service, and analyze customer information to identify opportunities for service improvement.

BOPM 2261
Capstone Project
(3 Cr)
The BOPM Capstone Course is the comprehensive integration of various competencies including business knowledge, data management, computer techniques and communication skills.

CARPENTRY

CARP 1221
Blueprint Reading and Estimating I
(1 Lec, 2 Lab; 3 Cr)
This course covers the basics of reading and drawing blueprints for residential construction and estimating material requirements and creating material lists.

CARP 1222
Blueprint Reading and Estimating II
(2 Lec; 2 Cr)
This course covers advanced approaches to identifying and understanding blueprint drawing and details of residential and commercial construction.
Prerequisite: CARP 1221
CARP 1227
Introduction to Building Codes
(1 Lec; 1 Cr)
This course covers the introduction to building codes. It includes the purpose for codes, scope of building codes, and how to use the IBC code book.

CARP 1228
Cabinet Making
(1 Lab; 1 Cr)
This course introduces students to various types of cabinetry and countertops used in commercial and residential construction in addition to instruction regarding the appropriate installation process for each type of building material(s).

CARP 1229
Concrete
(2 Lab; 2 Cr)
This course provides “hands-on” instruction in working with concrete in commercial and residential structures. Forming various types of walls, footings, and steel forms will be addressed.

CARP 1231
Principles of Carpentry I-A - Theory
(2 Lec; 2 Cr)
This course is designed to teach and apply safety regulations compliant work environments, and construction/carpentry theory.

CARP 1232
Principles of Carpentry I-B - Theory
(3 Lec; 3 Cr)
This course consists of learning the different methods of installation and finishing of drywall, interior/exterior finishing, window and door installation, trim, and siding.
Prerequisite:  CARP 1231

CARP 1234
Safe Operation of Power Industrial Lift Trucks & Material Handling
(1 Lec, 1 Lab; 2 Cr)
This course is designed to provide students with an opportunity to develop and demonstrate an understanding of the safe operation of Powered Industrial Lift Trucks as required under the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.178 training requirement.
Students will also be introduced to the safe use and identification of rigging materials as required under the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.184. Materials Handling Standard.

CARP 1235
Core Construction Trade Skills
(3 Lec, 1 Lab; 4 Cr)
Core Construction Trade Skills provides the essential framework for individuals desiring to become proficient in the skilled trade of construction. This course provides a thorough study of the safe and proper use of hand and power tools, safety training based on OSHA 29 CFR 1926, and mathematics commonly used in construction trades.
CARP 1241
Principles of Carpentry I-A - Lab
(4 Lab; 4 Cr)
This course covers the lab portion of preparation of a job site for the construction of a building and teaches the fundamentals of carpentry.

CARP 1242
Principles of Carpentry I-B - Lab
(4 Lab; 4 Cr)
This course includes actual hands-on experience of hanging sheetrock, installing doors and windows, installing insulation, trim work, siding and stair building.

CARP 1250
Green Building and Sustainable Design
(3 Lec; 3 Cr)
This course will be an introduction to the philosophy of green building, sustainable design, and conserving energy. Students will learn design techniques for building durable, energy efficient homes. This course has a “green” emphasis, which will examine the use of resources such as energy, water, and materials in building design, as well as decreasing waste in the construction process.

CARP 1260
Construction Trades Internship Year 1 (A)
(7 Lec; 7 Cr)
This course provides the essential framework for students desiring to become proficient in the skilled trade of construction. It is through this internship the student has the opportunity to learn the necessary skills through lecture and a hands-on approach with a licensed contractor. The course will include lecture and fieldwork. This course provides an in depth study of how to analyze building specifications and drawings in order to determine system requirements and installation.
Prerequisite: Core Construction Trade Skills

CARP 1261
Construction Trades Internship Year 1 (B)
(7 Lec; 7 Cr)
This course provides the essential framework for students desiring to become proficient in the skilled trade of construction. It is through this internship the student has the opportunity to learn the necessary skills through lecture and the hands-on approach with a licensed contractor. The course will include lecture and fieldwork. This course provides an in depth study of CFS system, building envelope, exterior finish, and drywall assembly.
Prerequisite: Construction Trades Internship 1(A)

CARP 2255
Foundations, Concrete, and Site Layout
(1 Lec, 3 Lab; 4 Cr)
This course will focus on constructing a house foundation according to blueprints of a house project. Laying and finishing concrete floors, slabs and sidewalks, and developing building layouts for wall lines, elevations, and angles according to house blueprints are also covered.
CARP 2256
Blueprint Reading and Codes
(1 Lec, 1 Lab; 2 Cr)
This course focuses on the language of blueprints and applies this knowledge to an actual project. Students will be working with building inspectors and building codes.

CARP 2257
Scaffolding, Ladders, and Power Tools
(1 Lab; 1 Cr)
This course will introduce students to residential and commercial scaffolding and ladders. Students will be able to erect and use safely scaffolding and ladders. It will also enable students to use skills developed in the lab and apply them to construction on the job site.

CARP 2258
Floor Framing
(1 Lab; 1 Cr)
This course covers the different types, materials, and application of floor framing.
Prerequisite: Carpentry I or one year of carpentry experience

CARP 2259
Wall Framing
(1 Lec, 1 Lab; 2 Cr)
This course will focus on researching new materials, choosing the best materials, and applying the materials correctly. It also covers wall framing.
Prerequisite: First year carpentry courses or one year of carpentry experience

CARP 2265
Roof Framing
(1 Lec, 1 Lab; 2 Cr)
This course covers new construction roof framing of all styles.
Prerequisite: First year carpentry courses or one year of carpentry experience

CARP 2266
Roof Coverings and Safety
(1 Lec, 1 Lab; 2 Cr)
This course will focus on enabling students to finish roof exteriors properly, safely and neatly. It also covers safety of construction equipment from stationary tools to heavy equipment.
Prerequisite: First year of carpentry courses or one year of carpentry experience

CARP 2275
Exterior Finishing
(2 Lab; 2 Cr)
This course covers exterior wall finishes, cornice, and application.
Prerequisite: Carpentry I or one year of carpentry work experience

CARP 2276
Remodeling
(1 Lec, 1 Lab; 2 Cr)
This course covers remodeling of new and old structures.
Prerequisite: Carpentry I or one year of carpentry experience.
CARP 2277
Insulation and Drywall
(1 Lec, 2 Lab; 3 Cr)
This course will focus on calculating R-Value, installing vapor barriers, ventilation, and insulation. It also covers sheetrock, taping, and interior sheeting.
Prerequisite: First year carpentry courses or one year of carpentry experience

CARP 2278
Small Projects and Estimating
(1 Lec; 1 Cr)
This course covers materials and cost estimating.
Prerequisite: First year carpentry courses or one year of carpentry experience

CARP 2280
Construction Trades Internship 2(A)
(7Lec; 7 Cr)
This course provides the essential framework for students desiring to become proficient in the skilled trade of construction. It is through this internship the student has the opportunity to learn the necessary skills through lecture and the hands-on approach with a licensed contractor. This course will include lecture and fieldwork. This course provides an advanced study of concrete, form layout, reinforcing steel requirements. Safety requirements of trenches/excavation, and rigging are thoroughly discussed in lecture.
Prerequisite: Construction Trades Internship 1(B)

CARP 2281
Construction Trades Internship 2(B)
This course provides the essential framework for students desiring to become proficient in the skilled trade of construction. It is through this internship the student has the opportunity to learn the necessary skills through lecture and the hands-on approach with a licensed contractor. This course will include lecture and fieldwork. This course provides an advanced study of the construction trade to prepare the student for leadership.
Prerequisite: Construction Trades Internship 2(A)

CARP 2285
Interior Finishing
(1 Lec, 1 Lab; 2 Cr)
This course covers interior finishing of moldings, trim, doors, windows, and suspended ceilings.
Prerequisite: Carpentry I or one year of carpentry experience

CARP 2286
Cabinets, Floor Covering, and Stair Finishing
(1 Lec, 3 Lab; 4 Cr)
This course will focus on designing, layout, and installing cabinets. It also covers measuring, installing, and understanding the use of the different types of floor coverings and advanced stair building.
Prerequisite: First year of carpentry courses or one year of carpentry experience
CHEMICAL DEPENDENCY SPECIALIST

CDEP 1255
Psychology of Addiction
(3 Lec; 3 Cr)
This course is a study of addictive systems and practical approaches to intervening in these systems. Emphasis will be placed on symptomology, therapeutic approaches, and treatment design.
Prerequisite: College level reading and writing

CDEP 1261
Chemical Dependency Theories
(3 Lec; 3 Cr)
This course will examine the various theories of addiction and modalities of treatment. Emphasis will be placed on effects of addiction on relationships, family systems, and business and industry. The “Minnesota Model of Addiction,” both theory and treatment, will be a major thrust of the course.
Prerequisites: College level reading and writing

CDEP 2240
Chemical Dependency Internship
(5 Lab; 5 Cr)*
The course is designed to equip the student with the intellectual tools and core counseling skills necessary to become an effective program counselor. It is during this internship phase that the student has the opportunity to practice and further develop these skills under the supervision of a licensed chemical dependency counselor at an approved internship site. A weekly seminar to discuss the field experience is also required. Five credits may be taken in each of two sequential semesters totaling ten credits (requiring 880 total hours).
* Only for Chemical Dependency Specialist Program students who are seeking Minnesota Board of Public Behavioral Health and Therapy permits and licensure for chemical dependency. The internship is only needed for licensure. Internship hours can be split between the community college and the four-year transfer institutions. In some cases an individual can obtain a temporary permit to practice in the state with a two year degree, but will need a four-year degree for full licensure.
Prerequisite: Advanced standing in Chemical Dependency option program with instructors consent.
Drug Use and Abuse HLTH 1465 or HSER 1465, Psychology of Addiction CDEP 1255, Chemical Dependency Theories CDEP 1261, and enrolled in CDEP 2262 or CDEP 2263, College level reading, college level writing

CDEP 2262
Chemical Dependency Assessment
(3 Lec; 3 Cr)
This course is a study of Chemical Dependency Assessment. Emphasis will be placed on practical application and practice in the use of Chemical Dependency Assessment skills.
Prerequisite: CDEP 1255, CDEP 1261, HLTH 1465 or HSER 1465, college level reading and writing

CDEP 2263
Treatment Procedures
(3 Lec; 3 Cr)
This course is designed to give students an operational understanding of treatment procedures in the different fields of addiction. Students will be given an opportunity to incorporate practical procedures within the theoretical framework of service delivery throughout the continuum of care. This course is to be taken as the final course in Chemical Dependency Option Program.
Prerequisite: CDEP 1255, 1261, 2262, HLTH or HSER 1465, College level reading and writing

CHEMISTRY

CHEM 1511
Fundamentals of Chemistry
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course is a presentation of the principles of inorganic chemistry, amplified with relevant applications. Atomic structure, periodic classification of the elements, chemical bonding, matter and energy changes, solutions, electronic structure, equilibrium, and acid-base theory are among the topics covered. This course is designed for students who are not science majors. This course is recommended for elementary education majors, various allied health field majors, and as a preparation for CHEM 1522.
Prerequisite: CPT Score or grade of “C” or better in MATH 0093

CHEM 1512
Fundamentals of Organic Chemistry
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course is designed as a survey of organic chemistry. Emphasis is on functional groups, nomenclature, reactions, and applications.
Prerequisite: CHEM 1511 or CHEM 1522 (or previous courses CHEM 101 or CHEM 111 and CHEM 112)

CHEM 1522
General Chemistry I
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course will cover ionic and molecular compounds, stoichiometry, aqueous reactions, thermochemistry, electronic structure of atoms, period trends, molecular geometry, and physical properties of gases.
Prerequisite: CPT score or grade of “C” or better in MATH 0095

CHEM 1523
General Chemistry II
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course will cover intermolecular forces, structures of solids, properties of solutions, chemical kinetics, chemical equilibrium, aqueous equilibria, and chemistry as it relates to the environment, chemical thermodynamics, and electrochemistry.
Prerequisite: CHEM 1522

CHEM 2315
Science Internship
(1-4 Cr)
This course offers the student an opportunity to apply the principles and skills learned in the classroom to gain practical experience in an on-the-job training opportunity. Students will need to apply for positions through the instructor and most job opportunities will be during the summer.
Prerequisite: BIOL 1551, CHEM 1522, college level reading, college algebra or higher.
CHEM 2435  
Special Topics in Chemistry  
(1-3 Cr)  
This course is a study of special topics pertaining to student interest in chemistry and its relationship to allied health, anthropology, biochemistry, biology, biotechnology, criminology, and environmental science fields. Topics of interest may include one or more issues on healthcare, environment, biotechnology, criminology, pharmacology or industrial manufacturing.  
Prerequisite: CHEM 1511, BIOL 1551, or instructor’s consent, ENGL 1511, MATH 0093

CHEM 2512  
Organic Chemistry I  
(4 Lec, 1 Lab; 5 Cr)  
This course in chemistry is a study of aliphatic and aromatic hydrocarbons with emphasis on reaction mechanisms and the characteristics of numerous functional groups.  
Prerequisite: CHEM 1522

CHEM 2513  
Organic Chemistry II  
(4 Lec, 1 Lab; 5 Cr)  
This course is a continuation in the study of aliphatic and aromatic hydrocarbons with emphasis on reaction mechanisms and the characteristics of numerous functional groups.  
Prerequisite: CHEM 2512

COMMUNICATION STUDIES

CMST 1550  
Introduction to Communication  
(3 Lec; 3 Cr)  
This survey course will introduce the student to the basic process of human communication in today’s diverse society by balancing scholarship and emphasizing skills. The primary topics covered will be interpersonal communication, public speaking, and small group communication.

CMST 1555  
Public Speaking  
(3 Lec; 3 Cr)  
This course provides practical experience for those who want to develop or improve their ability to speak in front of groups. The fundamentals of topic selection, organization, development, delivery and audience analysis are studied and utilized. Students engage in a number of public speaking experiences with emphasis on extemporaneous informative and persuasive speeches.  
Prerequisite: College level reading

CMST 1565  
Interpersonal Communication  
(3 Lec; 3 Cr)  
This course is designed to help students understand the process of interpersonal communication, to help them assess their strengths and weaknesses in interpersonal communication, and to assist them in acquiring and practicing skills that will make them better interpersonal communicators. The student will study pertinent research in the field of interpersonal communication and will make practical application of that research through individual and group situations.  
Prerequisite: College level reading
CMST 1575
Introduction to Mass Communication
(3 Lec; 3 Cr)
Goals 5 & 9
This course provides a survey of the theories and concepts important to understanding mass communications. A strong emphasis will be placed on the effects of newspapers, magazines, radio, television, Internet, and social media on a global society. The role and responsibility of the mass media in a free society will be
Prerequisite: College level reading

CMST 1585
Intercultural Communication
(3 Lec; 3 Cr)
This course is a study of the attitudes, beliefs, and values of people in intercultural/multicultural communication. This course is designed to cultivate, promote, and increase understanding and tolerance of people outside our immediate culture and to increase our skill in communicating with diverse populations. Emphasis will be placed on cultures within the U.S. as well as various international cultures.
Prerequisite: College level reading

CMST 1586
Leadership and Group Communication
(3 Lec; 3 Cr)
Goals 7 & 10
This course is intended to provide the student with the skills and understanding necessary to communicate in any small group, whether it is a social club, a community organization, classroom, or an executive committee connected with a career. Team theory and skills will be emphasized with segments on leadership, reasoning, decision making, rules of order, conflict management, creative thinking, listening, and verbal and nonverbal communication.

COMPUTER SCIENCE

CSCI 1455
Introduction to Computers
(3 Lec; 3 Cr)
This is an introductory course designed to give students a general knowledge of personal computers. It includes fundamental concepts on the design and uses of computers and opportunities for hands-on experience. No previous computer experience is necessary or assumed.
Prerequisite: Assumed keyboarding skills

CSCI 1466
Introduction to Programming – FORTRAN
(2 Lec, 1 Lab; 3 Cr)
This course introduces program structure and statements, logical and arithmetic operators, elements of structured programming, transfer of control, formatted and unformatted input/output, DO loops, multi-dimensional arrays, function and subroutine sub-programs, and input/output to external files.
CSCI 1468
COBOL Programming
(3 Lec, 1Lab; 4 Cr)
This course introduces COBOL program structure and statements, logical and arithmetic operators, elements of structured programming, transfer of control, arrays, sub-program structures, and input/output of external files.
Prerequisite: At least one programming class and consent of instructor

CSCI 1469
Introduction to Assembly Language Programming
(3 Lec; 3 Cr)
This course is an introduction to computer organization and structure, machine language, addressing techniques, internal representation of data, and low-level operating system interfacing.
Prerequisite: Two programming courses or consent of instructor

CSCI 1484
Introduction to Computer Operating Systems
(1 Lec, 1 Lab; 2 Cr)
This course introduces the student to the fundamentals of Windows software, working on and modifying Windows desktop; file-document-folder management in Explorer, customizing a computer, advanced document management and communication with other computers.

CSCI 1491
Visual Basic I
(2 Lec, 1 Lab; 3 Cr)
Visual Basic I introduces computer programming in the windows, graphical user interface (GUI), event driven Visual Basic programming language. Students will learn the programming concepts used to design, build and maintain their own on-line, windows programs.
Prerequisite: One previous programming language or consent of instructor

CSCI 1496
Internet Programming Languages
(3 Lec; 3 Cr)
This course is a survey of web programming languages including JavaScript, Java, HTML, CGI, and PERL. Basic programming techniques and design issues will be covered. Students will learn features and best applications for various languages.
Prerequisite: CSCI 1486 and CSCI 1487, or consent of instructor

CSCI 2455
Systems Analysis & Design
(3 Lec; 3 Cr)
This course is a survey of methods for investigating and designing computer information systems. Students will develop application programs from scenarios presented by the instructor or gathered by the student. Topics include the discussion, analysis, and actual design of a system using a five phase approach consisting of initiation, detailed investigation, system design, system development and implementation, and evaluation.
Prerequisite: Two programming courses or consent of instructor
CSCI 2461
Java Programming
(4 Lec; 4 Cr)
This course provides an introductory overview of the Java programming language including its main features and advanced constructs. The course covers programming fundamentals, compilation, and execution of Java programs and Java applets.
Prerequisite: Two programming courses or consent of instructor

CSCI 2471
C Language
(2 Lec, 1 Lab; 3 Cr)
This course is a study of the fundamentals of “C” language programming, data types and declarations, addresses, and pointers. This course includes conditional execution, flow control, functions and modularity, and complex data types: arrays, strings and structures, and data files.
Prerequisite: CSCI 1466 or consent of the instructor

CSCI 2481
Computer Science I
(4 Lec; 4 Cr)
This course introduces the advances of object-oriented programming (OOP) using C++. It compares procedural programming concepts with OOP. Students learn to use an integrated editor/compiler. Students also learn about control structure, data structures, and advanced topics such as class templates and recursion.
Prerequisite: CSCI 2471, MATH 1511, College Algebra

CSCI 2482
Computer Science II
(4 Lec; 4 Cr)
This course is a continuation of C++, object oriented design, object oriented programming overloading, template classes, inheritance, recursion, exception handling and software reuse. A final project using the concepts that have been covered will be a course requirement.
Prerequisite: CSCI 2481

CSCI 2492
Visual BASIC II
(3 Lec; 3 Cr)
This is the second course in Visual BASIC. The primary emphasis in this course is teaching students to create client applications that access and maintain data from a database. The students will look at Visual BASIC user defined classes, data files, grids, validation, sorting, drag and drop, and graphics.
Prerequisite: CSCI 1491
DRAFTING

DRFT 1355
Technical Drafting
(1 Lec, 2 Lab; 3 Cr)
This course introduces the fundamentals of drafting; careers in drafting, instrument drafting, technical sketching and lettering, basic and advanced geometry, orthographic projection, dimensioning rules, sectional views and pictorial drawing. Techniques used include sketching, hand/machine drafting and computer aided drafting.
Prerequisite: College Level reading, composition, and mathematics.

DRFT 1356
Introduction to Computer-Aided Drafting
(1 Lec, 1 Lab; 2 Cr)
Students enrolled in this course need no previous drafting experience. The course is designed for those seeking an introduction to the diverse and complex field of computer-aided drafting (CAD), but limited to affordable hardware and software.
Prerequisite: College-level reading, composition and mathematics.

DRFT 2246
Three Dimensional CAD for the Trades
(3 Lec; 3 Cr)
This course covers the basic areas of Computer Aided Design using Solid Works three-dimensional design software. Students will design and draw components and assemblies of mechanical and industrial products in animation. Students will also use this program to create detailed blueprints of the components and assemblies designed in this class. Three dimensional CAD design is becoming widely used in the industrial trades.
Prerequisite: Concurrent enrollment in WELD 2242 or consent of instructor.

ECONOMICS

ECON 1555
Survey of Economics
(3 Lec; 3 Cr)
Goals 5 & 8
This course is an introduction to economics including information on supply and demand, the consumer’s role, the producer’s role, impact of government, money and banking, and global trade.
Prerequisite: Reading- CPT score of 78 or higher

ECON 1556
Principles of Economics: Micro
(3 Lec; 3 Cr)
Goals 5 & 8
This course is an introduction to economics, including information on supply and demand, the consumer’s role, the producer’s role, impact of government, money and banking, and global trade.
Prerequisite: Knowledgeable in elementary algebra and CPT score in reading of 78 or higher
ECON 1557  
Principles of Economics: Macro  
(3 Lec; 3 Cr)  
Goals 5 & 8  
This course is a study of the economy as a whole, including national income analysis, fiscal policy, money and banking, monetary policy, and international trade.  
Prerequisite: Knowledgeable in elementary algebra, CPT score in reading of 78 or higher

ECON 1565  
Introduction to the World Economy  
(3 Lec; 3 Cr)  
Goals 5 & 8  
This course introduces the demographic, historical, economic, legal, and other social factors that continue to contribute to the World's increasingly connected economy. Trade in goods and services as well as trade in knowledge and capital are examined. International differences and the global money system are highlighted in international investment decision making. Case studies that describe best management practices for successful trade in the world economy are reviewed.  
Prerequisite: College level reading

ECON 1566  
Ecological Economics  
(3 Lec; 3 Cr)  
This course is a survey of the natural, social, and citizen-action context for environmental awareness. Issues affecting soils, forests, grasslands, fresh water, oceans, wildlife, mineral resources, and urbanization are considered. Economic approaches for improving environmental decision-making are emphasized.

EDUCATION

EDUC 1415  
Education in Modern Society  
(3 Lec; 3 Cr)  
This course is a comprehensive introduction to education. Students will gain an overview of the past, present, and the future of education, the teaching profession, the diverse learner, educational philosophies, educational policy, and curriculum design.  
Prerequisite: College level in reading and composition.

EDUC 1416  
Computers & Technology in Education  
(2 Lec; 2 Cr)  
This course provides a hands-on introduction to utilizing computers and technology to enhance teaching and learning in an educational setting. In addition, it addresses ways in which technology may be used as an effective tool to differentiate learning in order to meet the needs of all learners. A brief exposure to assistive and adaptive technologies will also be introduced.
EDUC 1425  
Introduction to Elementary Education  
(3 Lec; 3 Cr)  
This course provides education students with the skills necessary to select developmentally appropriate books and non-books for young children. Additionally, a whole language approach will be used as a progressive means of integrating children’s literature into the existing curriculum. Prerequisite: College level in reading and composition.

EDUC 1435  
Methods of Teaching Early Childhood Literature  
(3 Lec; 3 Cr)  
This course provides education students with the skills necessary to select developmentally appropriate books and non-books for young children. Additionally, a whole language approach will be used as a progressive means of integrating children’s literature into the existing curriculum. Prerequisite: College level reading and composition.

EDUC 1515  
Foundational Issues in Early Childhood  
(3 Lec; 3 Cr)  
This course will explore historical and cultural foundations of early childhood programs while examining theoretical models and strategies that will enable students to develop positive interactions with young children. Prerequisite: College level reading and composition.

EDUC 1516  
Human Diversity with Practicum  
(3 Lec; 3 Cr)  
This course will provide students with a basic understanding of cultural diversity and its implications for educators. Topics include culture, race, ethnicity, class, gender, language, and disability. Students will be required to complete a practicum of 30 hours in an appropriate setting. Prerequisite: College level reading and composition, EDUC 1515

EDUC 2414  
Infant & Toddler Strategies  
(3 Lec; 3 Cr)  
This course provides a framework for building on participant’s knowledge and skills in the area of early childhood special education. The content will focus specifically on infant/toddler development and how to work effectively with children who have disabilities or are at risk for disabilities. Parent-professional partnerships, interagency and interdisciplinary planning as well as the development of a comprehensive individual family service plan will be addressed. Prerequisite: TAIA 1202, college level reading

EDUC 2415  
Cognitive Development and Children’s Mental Health  
(3 Lec; 3 Cr)  
This course will explore the complexities of early brain development and address how early experiences are paramount in helping to shape optimal emotional development. In addition, this course will provide an overview of infant mental health and discuss the negative effects of trauma and stress during early development.
EDUC 2417
Effective Classroom Teachers
(4 Lec; 4 Cr)
This pragmatic course will provide classroom instructors with essential knowledge and skills in order to further their professional development as well as meet the state of Minnesota Clock Hour Requirements for K-12 licensed teachers in the areas of: positive behavioral intervention strategies, further reading preparation, recognizing key warning signs of early-onset mental illnesses, adapting the learning environment to meet the needs of diverse learners, and integrating technology in order to increase student engagement. 
Prerequisite: College level reading and composition

EDUC 2514
Preschool Strategies
(3 Lec; 3 Cr)
This course provides a framework for building on participant’s knowledge and skills in the area of early childhood special education. The content will focus specifically on children with special needs from 3-6 years of age. Participants will be required to plan and implement individual as well as group/inclusionary programming. Effective developmentally appropriate teaching strategies in all of the domains will be presented. 
Prerequisite: TAIA 1202, college level reading

EDUC 2516
Early Childhood Creative Expressions
(3 Lec; 3 Cr)
This course provides students with hand-on opportunities to explore the creative processes involved in working with young children. Students will learn how to adapt activities in the areas of art, music, creative drama, and movement to enhance learning and foster creativity. 
Prerequisite: College level reading and composition, EDUC 1515

ELECTRICAL CONTROLS AND MAINTENANCE

ECM 1233
Introduction to Solid State Electronics
(1 Lec, 3 Lab; 4 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This offering is designed as a foundational course for those entering electrical maintenance/engineering related fields. Basic solid state theory is studied with a focus on semiconductor materials, PN junction devices, discrete and integrated semiconductor applications, schematic symbols, device testing, and the mathematical and practical analysis of circuits from a troubleshooting perspective. Lab safety and the safe and proper use of tools and test equipment are emphasized.

ECM 1243
Introduction to Digital Electronics
(1 Lec, 2 Lab; 3 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This offering is designed as a foundational course for
those entering electrical maintenance/engineering related fields. Basic digital concepts are studied with a focus on basic logic gates, numbering systems, combinational logic circuits, circuit simplification, integrated logic circuits, schematic symbols, device testing, and the mathematical and practical analysis of circuits from a troubleshooting perspective. Lab safety and the safe and proper use of tools and test equipment are emphasized.

**ECM 1244**  
**Industrial Pneumatics**  
(2 Lab; 2 Cr)  
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course covers the general fundamentals of machine control utilizing pneumatics and electro-pneumatics. Concentrates on pneumatic systems, control devices and actuators related to machine control with practical applications involving robotic work cells, pick and place robots, parts handlers, motion control and interfacing of air and electrical circuits.

**ECM 1251**  
**Programmable Logic Controllers**  
(1 Lec, 2 Lab; 3 Cr)  
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course is an introductory class covering the installation, operation, and programming of industrial programmable logic controllers (PLCs). Lecture reviews a variety of PLC types/manufacturers and the components of a PLC system. Labs provide hands-on activities demonstrating the practical use of PLCs in industrial control.  
Prerequisite: ECM 1253, ECM 1243

**ECM 1252**  
**Intro to Ethernet Networks**  
(1 Lec, 2 Lab; 3 Cr)  
This course is designed to provide a foundational knowledge of the first three layers of the seven layer OSI Model. A particular focus will be the hardware and addressing requirements in an Ethernet network, and how this communication protocol applies to industrial control systems.

**ECM 1253**  
**Intro to DC/AC Electronics**  
(1 Lec; 3 Lab; 4 Cr)  
This course is a “Hybrid” or “Blended” course with the majority of the learning environment traditional in-class lectures and hands-on lab work but also includes Web-based learning activities to complement face-to-face work. This offering is designed as a foundational course for those entering electrical maintenance/engineering related fields. Basic DC/AC theory is studied with a focus on electrical quantities, circuit components, schematic symbols, measurement, and the mathematical and practical analysis of series, parallel, and series/parallel circuits from a troubleshooting perspective. Lab safety and the safe and proper use of tools and test equipment is emphasized.
ECM 1260
Electrical Safety
(1 Lec; 1 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course is designed to familiarize the student with the safety practices and procedures applied in the installation and maintenance of electrical systems and equipment. Instruction includes the identification of the hazards associated with working on electrical equipment and distribution systems, identification and use of Personal Protection Equipment (PPE) and safe and proper use of test equipment. In addition, the course presents information on general industrial safety practices such as lock-out-tag-out, material safety data sheets (MSDS) and confined space identification.

ECM 1264
Electrical and Electronic Theory
(2 Lec, 5 Lab; 7 Cr)
This course is designed to provide foundational knowledge of electronic/electrical theory to students preparing for entry level employment in the fields of industrial electrical maintenance and industrial process automation. Areas of focus will be the theory related to AC, DC, Solid State, and Digital circuits. The students will apply instruction received in the classroom to the construction, analysis and troubleshooting of circuits in a laboratory setting. This course is not designed to provide the level of expertise required to design, build or troubleshoot electronic circuits to the component level.

ECM 1265
National Electrical Code
(2 Lec, 1 Lab; 3 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands on lab work but also includes Web-based learning activities to complement face-to-face work. This course is an introduction to the National Electrical Code (NEC). The course covers the layout of the code book, definitions of terminology used in the NEC, and a review of code sections related to industrial wiring. The course provides practice in locating and applying articles from the NEC to solve specific electrical design problems and/or calculation parameters needed for the sizing and selection of equipment and material.

ECM 1266
Industrial Motor Control
(2 Lec, 4 Lab; 6 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands on lab work but also includes Web-based learning activities to complement face-to-face work. This course covers the design, wiring, and operation of AC motor control circuits from the power distribution system, or source, to the final control circuit and motor. The student will receive instruction in the installation, troubleshooting, and maintenance of equipment associated with motors and motor controls. Topics include three phase power, transformers, control devices, motor starters and motors. Students should possess knowledge of basic electricity and electronic fundamentals.
Prerequisite: ECM 1253, ECM 1243
ECM 1275
Introduction to Process Control
(1 Lec, 1 Lab; 2 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course is an introduction to industrial process control. The course will cover basic definitions, types of control, symbols and prints, instruments used in control, and elementary control loop design. The course will identify the duties and tasks performed by instrumentation technicians. The course is a prerequisite to additional instrumentation courses offered by Mesabi Range College.
Prerequisite: ECM 1233, 1243, 1244, 1253, and 1295

ECM 1276
Electrical/Mechanical Tools, Equipment, and Systems
(1 Lec, 2 Lab; 3 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course is designed to familiarize the student with tools, materials, and procedures used in the installation and maintenance of electrical systems and equipment. Instruction includes the safe and proper usage of specialized tools and test equipment used in electrical work. The student will gain a working knowledge of the specifications, application, and standards related to materials used in electrical distribution. The course examines the mechanical applications and procedures used in the installation of electrical equipment and systems.
Prerequisite: None

ECM 1295
Basic Soldering
(1 Lab; 1 Cr)
This offering is designed as a foundational course for those entering electrical maintenance/engineering related fields. Basic soldering concepts are studied with a focus on materials, equipment, and various soldering processes. Lab safety and the safe and proper use of tools and test equipment are emphasized.

ECM 2235
Industrial Data Communications
(1 Lec, 2 Lab; 3 Cr)
The course is a hybrid/blended course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This offering is designed to provide the student with a fundamental knowledge of industrial data transmission. Basic standards and protocols will be studied with an emphasis on Ethernet, DH+, Modbus, and Fieldbus. Lab safety and the safe and proper use of tools and test equipment are emphasized.
Prerequisite: ECM 1252

ECM 2245
Industrial PC Communications
(1 Lec, 2 Lab; 3 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to
complement face-to-face work. This offering is designed to provide the student with a fundamental knowledge of industrial personal computer based applications. PC based applications related to industrial controls will be studied with an emphasis on project/device documentation, data management and SCADA. Lab safety and the safe and proper use of tools and test equipment are emphasized.

**ECM 2252**  
**Advanced Programmable Logic Controllers**  
(1 Lec, 3 Lab; 4 Cr)  
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course is an advanced PLC course designed for students who have previous PLC programming experience or have completed the ECM 1251 Programmable Logic Controls course. The course covers advanced programming instructions such as sequencers, analog I/O, and PID control. The course develops a student’s understanding of the PLC’s file structure and organization of user programs. In addition, the course introduces the student to programming languages, communication protocols, terminology, and standards set by the IEC (International Electrotechnical Commission) Standard IEC1131-3. Lab exercises provide hands-on activities demonstrating the practical application of plant wide control systems.  
Prerequisite: ECM 1233, 1243, 1244, 1253, and 1295

**ECM 2253**  
**Automated Machine Control**  
(6 Lab; 6 Cr)  
This course is designed to facilitate the application of previous classroom/lab instruction on basic Programmable Logic controls(PLC’s), basic motor and motor control circuits, basic Ethernet networking, computer aided design, and on the associated discreet control devices typically applied to digital machine control systems. This lab course will require the students, working in small groups, submit for instructor approval a proposal for a curriculum appropriate project. Approved projects will then be designed, built, and commissioned by the students. Included in this project will be the requirement to plan and implement a project “timeline”, as well as the requirement that the final project be properly documented.  
Prerequisite: ECM 1215, 1252, 1266, 1276

**ECM 2264**  
**Automation Components & Equipment**  
(1 Lec, 2 Lab; 3 Cr)  
The course is a hybrid/blended course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course covers the discrete devices and integrated circuit components used in modern automated control systems. Topics include the components and design of systems for power distribution and control interfacing. The course details the operation, configuration, and installation of devices and equipment used for position, motion and speed control of motor drives. Course lab assignments provide hands’ experience in designing, wiring, and configuring system components into an integrated control system. Additional topics covered will include print reading, hazardous location wiring, and power quality analysis.  
Prerequisite: ECM 1266, 1275
ECM 2266
Temperature, Strain, and Analytical Instruments
(1 Lec, 2 Lab; 3 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course is designed to encompass three independent areas of instrumentation that utilize measurement methods that are similar in design and theory. The course covers the terminology, methods, and application of temperature, strain, and analytical measurement. The course provides the knowledge and skills required for operational understanding, proper installation and accurate calibration of the primary elements and transducers used in these measurement areas.
Prerequisite: ECM 1233, 1243, 1244, 1253, and 1295

ECM 2267
Pressure, Flow, and Level Instruments
(1 Lec, 2 Lab; 3 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course is designed to encompass three related areas of industrial instrumentation measurement. The course covers the terminology, mathematical relationships, and physical properties involved with the measurement of pressure, level, and flow. The course provides the knowledge and skills required for operational understanding, proper installation, and accurate calibration of the primary elements and transducers used in these measurement areas.
Prerequisite: ECM 1233, 1243, 1244, 1253, and 1295

ECM 2268
Automation Lab
(2 Lab; 2 Cr)
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course builds the principles and knowledge acquired in previous ECM course work and curriculum with an emphasis on actual application in the construction of an automated process or work cell. Students are asked to put forward a project idea and complete the tasks involved in designing, assembling, and installing electrical/mechanical components into a completely automated system. The projects require written descriptions and documentation including equipment lists, a "tag name" data base, control programs and electrical/mechanical prints. The design, assembly, and programming are required to simulate real world applications used in automated industrial manufacturing and process control. All projects are group assignments that require a teamwork approach.
Prerequisite: ECM 1233, 1243, 1244, 1253, and 1295

ECM 2276
Automated Industrial Control
(1 Lec, 6 Lab; 7 Cr)
This course is designed to facilitate the application of previous classroom/lab instruction on basic Programmable Logic controls(PLC's), analog measuring devices, basic Ethernet networking, computer aided design, and the basics of analog process control systems. This course will require the students, working in small groups, apply previous learned concepts to the design, configuration
and commissioning of a functionally correct PLC based control system to be implemented on existing biodiesel processing stations. Included in this project will be the requirement to plan and implement a project timeline, as well as the requirement that the final project be properly documented. Prerequisite: ECM 1251, 1252, 2264, 2266, 2267

**ECM 2277**

**Controllers and Control Loops**  
(1 Lec, 1 Lab; 2 Cr)  
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hand-on lab work which also includes Web-based learning activities to complement face-to-face work. This course covers the core of industrial process control, control loops and controllers. The course defines the components, configuration, installation, and I/O calibration of control loops. Analysis of control modes and algorithms for PID control are studied and practiced in a lecture/lab environment. Control mode design and system architecture completes the study.  
Prerequisite: ECM 1233, 1243, 1244, 1253, and 1295

**ECM 2295**

**Computer Aided Design**  
(2 Lab; 2 Cr)  
The course is a "Hybrid" or "Blended" course with the majority of the learning environment traditional in-class lectures and hands-on lab work which also includes Web-based learning activities to complement face-to-face work. This course covers the fundamentals of computer-aided design. Basic drawing commands are covered and understanding is reinforced through hands on drawing exercises. The content will be focused on drawing electronic, electrical, loop sheets and P&ID diagrams. The proper procedures for file management and printing/plotting of completed work are also covered.

**EMERGENCY MEDICAL SERVICES**

**EMSV 1488**

**Heartsaver First Aid with CPR and AED**  
(1 Lec; 1 Cr)  
This course is designed to meet the needs of those with limited or no medical training seeking the knowledge, or need a credential for First Aid and CPR (cardio-pulmonary resuscitation) with AED (automatic external defibrillator). This course is for laypeople or those who have the duty to respond in the workplace (non-healthcare professionals or those not seeking employment in the healthcare profession), who would like to have a well-rounded education and certification in First Aid, CPR and AED.

**EMSV 1656**

**Emergency Medical Technician (EMT)**  
(5 Lec, 3 Lab; 8 Cr)  
The Emergency Medical Technician course educates participants to be a part of the nation's Emergency Medical System. Emphasis includes scene control, patient assessment, triage, use of standard equipment, transport concerns, legalities, and physiological theory related to medical and trauma situations. EMT Certification requires ambulance time to encompass 10 patient contacts, skill test competencies, 71% passing
on the written final and on all sections of the National Registry Exam, and fee payments associated with the NREMT Exam.

EMSV 1658
Emergency Medical Responder (EMR)
(2 Lec; 1 Lab; 3 Cr)
The Emergency Medical Responder course educates participants to be a part of the nation’s Emergency Medical System. The EMR course is designed to train volunteers and professionals to deal with trauma and medical emergencies in the field of emergency medicine. Emphasis includes assessing the scene and preventing further harm, performing patient assessments, following protocols for equipment use, and working within the established EMS system to access medical care. EMR Certification through the EMSRB requires the ability to lift and carry (with a partner) up to 225 lb., skill test competencies and 70% passing on the written final.
Prerequisite: Age 16 when testing. Anyone with a felony record needs to have clearance to test and be certified through the EMSRB. CPR Certification is included within the course: AHA BLS Healthcare Provider.

EMSV 1926
EMT Basic Refresher
(2 Lec; 2 Cr)
The Emergency Medical Technician Refresher course provides updated course materials for participants to be re-certified as part of the nation’s bi-yearly Emergency Medical System re-certification process. Emphasis includes a review of scene control, patient assessment, triage, use of standard equipment, transport concerns, legalities, and physiological theory related to medical and trauma situations. EMT re-certification requires successful completion of the National Registry Practical Exam.
Prerequisite: Current EMT Certification (within 4 years) and current CPR card (Healthcare Provider or Professional Rescuer). Anyone with a felony record needs to have clearance to test and be re-certified.

EMSV 1954
First Responder Refresher
(1 Lec; 1 Cr)
First Responder Refresher courses are designed to update and refresh volunteers and professionals to deal with trauma and medical emergencies. Emphasis includes assessing the scene and preventing further harm, assessing patients, following protocols for equipment use, and working within the established EMS system to access medical care. First Responder Re-Certification and/or American Red Cross Emergency Response requires a skill test, 80% correct on a national written exam, and fee payment.
Prerequisite: ENGL or READ 0092 and current First Responder Certification

ENGINEERING

ENGR 1010
Introduction to Engineering
(2 Lec, 1 Lab; 3 Cr)
This course will provide students with an understanding of the different fields of engineering (Civil, Mechanical, Electrical, etc.) and professionalism in engineering (ethics, moral, and teamwork). Students will learn about an engineering design process from their work on project(s).
ENGR 1345  
**Fundamentals of Solid Modeling**  
(1 Lec, 2 Lab; 3 Cr)  
This course introduces the fundamentals of graphical communication for design and manufacturing with modern solids modeling software. Topics include basic 3D geometry construction, drawings, assemblies, parametric modeling, and geometric dimensioning and tolerance.

ENGR 1355  
**Engineering Drafting**  
(1 Lec, 2 Lab; 3 Cr)  
This course reviews the fundamentals of drafting with a review of technical sketching and lettering, orthographic projection, dimensioning rules, and sectional views. The course includes descriptive geometry including auxiliary views, revolution, intersection, developments, and technical drafting. Techniques used include hand/machine drafting and computer aided drafting.  
Prerequisite: College level reading, writing, and math

ENGR 1410  
**Introduction to Digital Logic and Logic Design**  
(2 Lec, 1 Lab; 3 Cr)  
This course is a basic study of the theory and applications of digital electronics. The course includes the study of and-or-not gates, flip-flops, counters, registers, combinational and sequential circuits, and their applications to the computer. This course includes an integral laboratory.  
Prerequisite: MATH 1521 or instructors consent

ENGR 2410  
**Statics**  
(3 Lec; 3 Cr)  
This course applies vector algebra to equilibrium analysis of structures, frames, and machines. It studies resultants of force systems, equilibrium of rigid bodies, and analysis of structures, centroids, moments of inertia, friction, and methods of virtual work.  
Prerequisite: PHYS 1571 and MATH 1561

ENGR 2420  
**Dynamics**  
(3 Lec; 3 Cr)  
This course applies vector algebra and vector calculus in the solutions of kinematic and dynamic problems. It uses conservation principles in dealing with the dynamics of particle and rigid body systems.  
Prerequisite: PHYS 1571 or instructor’s consent, and concurrent enrollment in MATH 1562 or 1542 or instructor’s consent

ENGR 2430  
**Mechanics of Materials**  
(3 Lec; 3 Cr)  
This course includes the study and analysis of simple stress and strain, shear and bending moment, flexural and shearing stresses in beams, combined stresses, deflection of beams, statically indeterminate members, and columns.  
Prerequisite: ENGR 2410
ENGR 2440
Fluid Mechanics
(3 Lec; 3 Cr)
This course covers fluid properties, fluid dynamics, transport theory and analogies, conservation of mass, energy, and momentum, dimensional analysis, boundary layer concepts, pipe flows, and compressible and open-channel flow. This course is intended for engineering majors and includes open-ended design.
Prerequisite: ENGR 2410

ENGR 2450
Thermodynamics
(3 Lec; 3 Cr)
This course covers basic thermal energy relationships, processes, and cycles, First and Second Laws of Thermodynamics, entropy, and availability. This course is intended for engineering majors and includes open-ended design.
Prerequisite: PHYS 1571

ENGR 2461
Circuit Analysis and Lab
(3 Lec, 1 Lab; 4 Cr)
This is the first course in electrical circuits for all engineering majors. Electrical engineering fundamentals are introduced and applied to basic circuit analysis, resistive circuits, independent and dependent current and voltage sources, operational amplifiers, phasors, network theorems, RL, RC, & RLC circuits, and natural and forced responses.
Prerequisite: PHYS 1572, PHYS 1582, and MATH 2564

ENGR 2462
Linear Electric Circuits with Laboratory
(3 Lec, 1 Lab; 4 Cr)
This course examines linear electric circuits in steady-state and transient conditions, single and polyphaser systems, transformers, filter design wave analysis, and semiconductor circuits. This course is intended for electrical and some mechanical engineering majors. The lab component provides hands-on learning of the lecture concepts and introduces proper use of the lab equipment.
Prerequisite: ENGR 2461

ENGLISH

ENGL 0071
Exploring Writing and Reading
(4 Lec; 4 Cr)
Students in this course will explore the various modes of college level writing through the lens of reading equivalent models. Through reading, understanding, analyzing and incorporating college level reading materials, students will recognize the point, purpose, and structure of writing modes while planning their own written responses to a variety of academic disciplines. Finally, students will continue to develop their proofreading skills for clarity and correctness.
Prerequisite: Placement by Accuplacer score
ENGL 0072
Application of Writing and Reading
Students in this course will develop the reading and writing skills necessary to craft and understand college-level texts. This course integrates reading and writing instruction to prepare students for composing academic essays as well as reading and comprehending academic essays. Upon completion of this course, students will have learned and refined the reading and writing skills necessary to be successful in their college-level coursework.
Prerequisite: Placement by Accuplacer score

ENGL 1511
College Writing I
(4 Lec; 4 Cr)
Goal 1
This course is a study of basic principles of writing. The course will cover the development of a thesis and supporting paragraphs, organization of ideas according to traditional writing patterns, examination of usage and grammatical problems most troublesome to students, and a study of prose models to develop writing techniques. Students will be required to use a simple word processing program.
Prerequisite: CPT score or a grade of “C” or better in ENGL 0072 (or previous course ENGL 0092, 096)
College –level reading – CPT scored of 78 or higher

ENGL 1512
College Writing II
(4 Lec; 4 Cr)
Goal 1
Students in this advanced freshman-level composition course will focus on the basic principles of argumentation and the ability to apply those principles in written argument. Basic concepts of reasoning, critical thinking, and problem solving are introduced and included in a variety of argument papers. In addition, students will learn to conduct thorough and meaningful research and to present the results of such research in a formal research paper that employs a standard documentation style in the presentation of sources.
Prerequisite: College level Reading, ENGL 1511 (or previous course ENGL 111)

ENGL 1532
Technical Writing
(3 Lec; 3 Cr)
Goal 1
This course is a study of the principles of clear writing. Analysis of audience and purpose, research methods, oral presentation, and visual aids are addressed. This course includes the study of business documents, types of reports, instructions and manuals, proposals, and brochures.
Prerequisite: ENGL 1511 (or previous course ENGL 111), CPT score of 72+, or “C” or better in ENGL or READ 0082 (or previous course READ 098)
ENGL 1559
Art of the Film
(3 Lec; 3 Cr)
Goal 6
The nature and possibilities of film as a story-telling art medium are examined. Emphasis is on improving critical analysis and evaluation skills so students may better understand and appreciate serious films. The relationship of film to print narrative is explored.

ENGL 1575
Introduction to Literature
(3 Lec; 3 Cr)
Goal 6
Introduction to Literature introduces students to three major genres of literature: fiction, poetry, and drama. A wide range of literary periods and authors will be examined as students develop their skills in critical reading and literary analysis. Students will also learn the literary terms and concepts that will aid their understanding and analysis of these various genres.
Prerequisite: CPT score of 72 or higher, or grade of "C" or better in ENGL or READ 0082 (or previous course READ 098), Completion of ENGL 1511 (or previous course ENGL 111) is helpful

ENGL 1576
The Literature of Science Fiction
(3 Lec; 3 Cr)
Goal 6
This course explores the origins, elements, and genres of science fiction. This course is designed to offer the student an understanding of the key concerns of science fiction, examining the relationship between man and his technology, the possibilities involved in alternate futures, and the ramifications of alternate value systems as reflected in literature.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098)

ENGL 1577
Mythology
(3 Lec; 3 Cr)
Goal 6 & 8
This course studies the major characters and events in the major mythologies of the world. The course also examines the symbolic, cultural and psychological aspects and functions of mythology. Emphasis is placed on classical mythology (Greek and Roman) as well as Norse, Celtic, Native American and other world mythologies.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098)

ENGL 1579
World Literature
(3 Lec; 3 Cr)
Goal 6 & 8
This course provides a survey of literature from such continents as Africa and the Middle East, Asia, North America, Latin America and the Caribbean Oceania, and Europe. Readings will introduce students to the rich diversity of cultures reflected in national literatures. The focus will be on reading and discussion, the elements of literature, and analysis, interpretation, and evaluation.
Prerequisite: College-level reading, completion of ENGL 1511 is helpful.
ENGL 2446
Critical Thinking
(2 Lec; 2 Cr)
This course teaches both critical thinking and problem solving by emphasizing awareness of the personal thinking process. From the training of personal awareness, it moves to the more advanced stages of analyzing the thinking of others. The course also encourages students to explore their basic attitudes toward life and education and fosters the development of qualities like initiative, maturity, and responsibility.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098)

ENGL 2515
Native American Literature
(3 Lec; 3 Cr)
Goal 6 & 10
This course uses creation stories, historic speeches and documents, poetry, fiction, and non-fiction by American Indian writers to enable students to better understand Native American culture and history. In addition to early speeches and stories which began as part of an oral tradition, works by various contemporary authors, including several from Minnesota and the upper Midwest, will be included in the reading. Focus will be on contextualizing each work studied in order to better appreciate and interpret in a still-emerging Native American literary tradition.
Prerequisite: College Writing I recommended, college-level reading

ENGL 2535
British Literature to the 18th Century
(4 Lec; 4 Cr)
Goal 6
This course is a chronological study of British language and literature in its historical and cultural setting from medieval times to the 18th century. This course traces the literature from the Old English period through the 18th century. Writers studied include Chaucer, Shakespeare, Donne, Jonson, Milton, Dryden, Swift, Pope, and Johnson. Students are introduced to relevant literary genre.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098)

ENGL 2536
British Literature 18th – 20th Century
(4 Lec; 4 Cr)
Goals 6
This course is a chronological study of British language and literature in its historical and cultural setting from the 18th century to the 20th century. This course traces the literature from the romantic period to the present. Writers studied include Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Arnold, Hardy, Hopkins, Conrad, Woolf, Joyce, Eliot, Yeats, and Auden. Students are introduced to relevant literary genre.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098), **Note:** ENGL 2535 is **NOT** a prerequisite for this course.
ENGL 2537
Survey of American Literature I
(3 Lec; 3 Cr)
Goals 6 & 7
This course is a study of American literature, from historical and genre perspectives, from its beginnings through the Civil War period. Writers include Bradstreet, Cooper, Thoreau, Poe, Dickinson, Hawthorne and Melville.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098), completion of ENGL 1511 (or previous course ENGL 111) is helpful

ENGL 2538
Survey of American Literature II
(3 Lec; 3 Cr)
Goals 6 & 7
This course is a continued study of American literature, from historical and genre perspectives, from the Civil War period to the late-twentieth century. Writers include Twain, DuBois, Chopin, Hemingway, Steinbeck, Hurston, Williams, Faulkner, Frost, Cather, Erdrich, and Cisneros.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098), completion of ENGL 1511 (or previous course ENGL 111) is helpful

ENGL 2545
Creative Writing
(3 Lec; 3 Cr)
Goal 6
This course focuses on the development of skills for writing short fiction and poetry, with emphasis on methods and techniques appropriate to each genre. This course includes writing description, narration, short fiction, and types of poetry. Drama and/or creative non-fiction may also be explored. Attention is given to developing critical judgments and to individual interest.
Prerequisite: CPT score of 72 or higher, or “C” or better in ENGL or READ 0082 (or previous course READ 098)

ENGL 2546
North American Nature Writers
(3 Lec; 3 Cr)
Goals 6 & 10
This course reviews the major texts and figures in the literature of nature. The course also examines the ethical, scientific, and philosophical underpinnings of the relationship between humans and the natural world. Among the authors to be studied are Thoreau, Emerson, Dickinson, Lewis and Clark, Muir, Leopold, Abbey, Dillard, Williams, Oliver, and McKibbon. Various local writers – Olson, Cook, Kerfoot, and Bly will also be covered.
Prerequisite: CPT score of 72 or higher, or “C” in ENGL or READ 0082 (or previous course READ 098), completion of ENGL 1511 (or previous course ENGL 111) is helpful

ENGL 2547
The Bible as Literature
(3 Lec; 3 Cr)
Goals 6 & 8
The Bible as Literature is designed to introduce the student to the literary qualities of the Bible. Students will examine the Bible’s use of language through a study of its various narratives, lyric
poetry, imagery, allegory and metaphor. The course will also examine the historical and cultural background of selected books of the Bible.

**ENGL 2577**  
*World Mythology*  
(3 Lec; 3 Cr)  
Goals 6 & 8  
This course studies the major characters and events in the major mythologies of the world. The course also examines the symbolic, cultural, and psychological aspects and functions of mythology. Emphasis is placed on classical mythology (Greek and Roman), as well as Norse, Celtic, Native American, and other world mythologies.  
Prerequisite: CPT score of 75.5 or higher, or “C” in ENGL or READ 0082

**ENGL 2578**  
*Literature by Women*  
(3 Lec; 3 Cr)  
Goal 6 & 7  
The course examines literature by and about women, and more importantly, explores how and why women write. Students will study the process of writing from a woman’s perspective and experiences—her problems, her aspirations, and her search for self-identification and self-determination as a writer. Writers studied may include Kate Chopin, Edith Wharton, Virginia Woolf, Marianne Moore, Katherine Mansfield, Eudora Welty, Doris Lessing, Flannery O’Connor, Maya Angelou, Toni Morrison, Sylvia Plath, Joan Didion, Joyce Carol Oates, Nikki Giovanni, and Alice Walker.  
Prerequisite: CPT score of 78 or higher, or grad of C or better in ENGL or READ 0082 (or previous course READ 098)

**GENERAL STUDIES**

**GECL 1400**  
*Computer Essentials*  
(2 Lec; 2 Cr)  
This is a beginning level course in computer essentials which teaches skills necessary to function in a work environment. Computer hardware, Windows Operating System, Internet access and electronic mail, Word Processing, Spreadsheets, File Management and Presentation Graphics software will be included.

**GECL 2175**  
*Job Search Strategies*  
(1 Lab; 1 Cr)  
This course introduces the student to a process for developing self-awareness, considering career opportunities, constraints, choices, and consequences; identifying career-related goals; and planning of work, education, and related experiences to attain specific career expectations. Students will also learn how to create job application correspondence and prepare for and participate in job interview questions.
GECL 2185
Human Dynamics
(1 Lec; 1 Cr)
This course covers the study of our own personal dynamics and how it influences our interaction with others. Students will gain knowledge about themselves and how we relate to others at home, with our co-workers, supervisors and customers. Students will evaluate, demonstrate, and practice skills to improve and strengthen their interaction with others.

GEDC 2176
Technical Communications
(2 Lec; 2 Cr)
This course provides the student with practical knowledge and experience in communication processes. It is also an opportunity to participate in various written and speaking situations he or she will find in business, industry, or trade. It is a study of the principles of clear speaking, listening and writing as they apply to job situations. The work will include the following: analysis of purpose and audience, effective organization and methods, the writing process, and the elements of formatting. Prerequisite: Passing score on CPT test as per program requirements

GEDM 1165
Technical Math
(2 Lec; 2 Cr)
This course includes a problem solving approach to technical applications using geometric and algebraic methods.

GEDM 1175
Applied Technical Math
(2 Lec; 2 Cr)
This course involves an integrated approach to higher order problem solving strategies involving algebra, geometry, and trigonometry. Prerequisite: Placement by CPT score

GEOGRAPHY

GEOG 1555
Physical Geography
(3 Lec; 3 Cr)
Goals 3 & 10
This course offers an introduction to the dominant spatial patterns of the physical earth with emphasis on weather and climate, oceanic currents, soil, weathering, and landforms. Prerequisite: CPT score in reading of 78 or higher

GEOG 1556
Human Geography
(3 Lec; 3 Cr)
Goals 5 & 8
This course is a systematic study of global spatial patterns concerning the cultural elements of geography including cultural diversity, economic activities, transportation, and rural and urban settlement patterns. Prerequisite: CPT score in reading of 78 or higher
GEOG 1557  
Conservation of Natural Resources  
(3 Lec; 3 Cr)  
Goals 5 & 10  
This course is a study of the interaction between man and nature with emphasis upon usage and planning of natural resources including soils, forests, grasslands, water, wildlife, mineral resources, and human population issues.  
Prerequisite: CPT score in reading of 78 or higher

GEOG 1558  
World Regional Geography  
(3 Lec; 3 Cr)  
Goals 5 & 7  
This course offers a geographical study of global regions with emphasis on internal spatial patterns and interrelations between regions.

GEOG 2455  
Fundamentals of Geographic Information Systems  
(3 Lec; 3 Cr)  
This course provides a broad introduction to cartography and Geographic Information Systems with emphases on both theory and practice. In addition it explores fundamental principles of numerical data entry, digitizing, data manipulation and analysis, and interpretation of spatially referenced data. The course includes cartographic basics such as mapping, coordinate systems, projections and remote sensing. Students are introduced to the skills necessary to run a vector-based GIS.  
Prerequisite: Introduction to Computers and one of Physical Geography, Human Geography, Conservation of Natural Resources, or Environmental Science, High School Algebra or CPT placement in a higher algebra or above

GEOLOGY

GEOL 1557  
Physical Geology  
(3 Lec, 1 Lab; 4 Cr)  
Goals 3 & 10  
This course offers a study of the structural evolution of the earth and its landforms: study of minerals and rocks, volcanic activity, earthquakes, continental drift, and the theory of plate tectonics with an emphasis on the geology of Minnesota.  
Prerequisite: Reading intensive

GRAPHIC DESIGN MEDIA

GRAP 1226  
Introduction to Media  
(1 Lec, 1 Lab; 2 Cr)  
This course provides students an overview of the Graphic/Design/Media industry. Through this course, students will discover and explore the job opportunities in the graphic communications industry. In addition, students will be introduced to all types of media and will gain a greater understanding of the role of graphic/media plays in society.
GRAP 1227
Layout and Imposition
(1 Lec, 2 Lab; 3 Cr)
This course will allow students to work on projects that meet their needs and special interests in developing basic layouts. Students will become familiar with basic layout techniques and learn the importance of pagination and imposition in the print and design industry.

GRAP 1228
Color Exploration
(1 Lec, 2 Lab; 3 Cr)
In this course students will study basic color theory and how colors interact with one another. Students will look at the mediums of digital photography, video and print, and how color affects differently each one of these outputs. Students will work with various outputs’ devices and gain a better understanding of color and the value it has on products in our industry.

GRAP 1235
Print Fundamentals for Graphic Design
(1 Lec, 2 Lab; 3 Cr)
Students in this course will be introduced to imaging on paper, other substrates, and digital printing methods from an output ready file. As students develop knowledge of these processes, they will also comprehend concepts of imaging systems, process control, densitometry, inks, toners, and substrates.

GRAP 1238
Video Editing and Lighting
(2 Lec, 2 Lab; 4 Cr)
Students in this course will develop skills in the production of digital videos, from pre-production through production, including storyboards and lighting set up. Through lectures lessons and hands on experiences, students will be initiated into the world of video editing.

GRAP 1245
Estimating for Media
(2 Lec, 2 Cr)
Students in this course will explore the fundamentals of estimating a job in the printing industry. Students will learn the importance of understanding the cost of any design or media project, including graphic design, video and production process.
Course Prerequisites: high school GED, Reading 54, Math 34

GRAP 1248
Video Production
(1 Lec, 2 Lab; 3 Cr)
The focus of this course is video production. Throughout the course, students will use video production hardware and software to explore how a production comes together. Working independently and with others, students will produce their own videos as they master skills in identifying and resolving quality issues before a video can go live.
Prerequisite: CPT Scores in Reading and Mathematics
GRAP 1256
Quality Control in Media
(1 Lec, 1 Lab; 2 Cr)
Students in this course will explore the importance of team building and working together in groups to solve quality control issues in media. In addition, students will be introduced to quality control procedures in a small/medium or large company and important concepts such as Deming, Lean Manufacturing, and ISO 9000 principles.

GRAP 1257
Motion Graphics
(1 Lec, 2 Lab; 3 Cr)
In this course students will learn the fundamentals of motion graphics and quickly move into compositing and keying. The course will also cover animation, motion graphic design, visual effects, and be introduced to the world of 3D.

GRAP 1266
Visual Communications
(1 Lab; 1 Cr)
This uniquely structured course will prepare all students for entry into the Graphic Design Media program. A general overview of the graphics field will be provided. Throughout the semester, students will be introduced to basic computer operation, photography, and editing software for both photography and video. Students will become familiar with these techniques so as to produce a project that integrates their newly developed skills. This course is open to Graphic Design Media students and non-majors.

GRAP 1267
Creative Copywriting
(2 Lec; 2 Cr)
Students in this course will learn basic copywriting skills in the graphics profession as they pertain to the creative process. Students will learn how to tell stories to engage audiences across a variety of mediums including radio, television, print and digital.

GRAP 1268
Photography
(1 Lec, 1 Lab; 2 Cr)
This hands-on course is designed to familiarize students with the industry standard Digital Single Lens Reflex (DSLR) camera. Coursework will cover operating automatic and manual-adjustment of the DSLR camera functions, such as controlling shutter speed, depth of field, ISO, and white balance through various indoor, outdoor, and natural lighting conditions. The key to this course will be gaining an understanding of the DSLR’s controls and adjustments. Students will be able to use their images to enhance their 2D and 3D products.

GRAP 1278
Leadership and Emerging Trends in Graphics
(2 Lec; 2 Cr)
In this course the student will gain a deeper understanding of the ever-changing world of graphics. The pace of change in this business is continually increasing. This course will focus on the changing environment of the graphics business and provide the student some strategies for ongoing skill development. The student will complete a project for the graphics program or the college.
GRAP 2245
Mobile App Development and Publishing
(2 Lec, 2 Lab; 4 Cr)
This course is an exploration of Adobe InDesign as an interactive software platform for producing websites, designing interactive forms and creating publications for the iPad and other tablet devices. Students will harness InDesign’s capabilities for designing complex layouts with images and illustration and typography, then redefine those layouts as websites. Students learn to export an InDesign layout and upload it to a web hosting service. Students create an iPad publication from scratch, implement classic iPad effects like page rotation, scrolling text, and interactive images, and then publish the document as an app on Apple’s App Store.

GRAP 2252
Design & Layout with InDesign
(1 Lec, 2 Lab; 3 Cr)
This course covers design and layout principles using Adobe InDesign: all palettes; how to flow and format text; import and manipulate text and graphics; illustrate objects; apply and set color, and how to print multiple page signatures and documents used in electronic publishing and variable data.
Prerequisite: GRAP 2251, 2252, 2253, 2254, 2261, 2262, 2263, 2264, 2271 and 2272

GRAP 2253
Elements of Design & Typography
(1 Lec, 1 Lab; 2 Cr)
This course covers how elements of design and principles work together to create effective communication which is at the core of what every graphic designer needs to know. This course is intended to teach visual fundamentals and examine the physiological and visual processes that are the basics for visual communications. This course covers additional content on color in design, typography, unity, balance and professional profiles.
Prerequisite: GRAP 2251, 2252

GRAP 2254
Adobe InDesign
(1 Lec, 2 Lab; 3 Cr)
This course allows the student to work on package design using Adobe InDesign. All software menus will be covered. The student will learn the essential layout and design procedures for packaging. Original idea of a new product will be researched for logo design, corporation identity, color, and all measurement parameters for folding, die-cutting and printing size per cut sheet stock.
Prerequisite: GRAP 2251, 2252, 2253

GRAP 2261
Illustration with Adobe Illustrator
(1 Lec, 2 Lab; 3 Cr)
This course covers Adobe Illustrator and all of the menu and sub-menu functions used in the Graphic Arts Industry for the purpose of desktop illustration, layout, design, advertising and printing preparations. This program will allow students to draw precise lines and shapes in any weight and style, to fill them with color or patterns and to use type as illustration elements. Illustrator will be used as an art production and illustration tool. Students will be creating original and composite artwork as a production artist designing and producing layouts & logos for print and web documents. Illustrator
will also be used to create and preview fine artwork & logos for service bureaus, and to create color separations.
Prerequisite: GRAP 2251, 2252, 2253, 2254

**GRAP 2264**  
**Advanced Design and Layout**  
(1 Lec, 2 Lab; 3 Cr)  
This course covers the advanced layout and design applications through the powerful application of Adobe InDesign. This course will cover the multiple page documents and the layout of newsletters, magazines, and books using color separations and direct to plate technology.  
Prerequisite: GRAP 2251, 2252, 2253, 2254, 2261, 2262 and 2263

**GRAP 2271**  
**Adobe Photoshop & Digital Photography**  
(1 Lec, 1 Lab; 2 Cr)  
This course covers an extremely powerful software package that fulfills the needs of two separate and distinct worlds: that of the graphic designer and that of the professional printer/publisher and photographer. The graphic designer utilizes Photoshop’s tools to create and manipulate images, retouch photographs, and prepare them for reproduction in print and web using various color and filter processes. Photo backdrops, cropping and display will be emphasized.  
Prerequisite: GRAP 2251, 2252, 2253, 2254, 2261, 2262, 2263, and 2264

**GRAP 2272**  
**Dreamweaver & Web Page Design**  
(1 Lec, 2 Lab; 3 Cr)  
This course covers the use of multimedia software used to create a website and web pages complete with graphics, photos, videos and animations. Student will utilize the powerful tools of Dreamweaver & Image Ready software.  
Prerequisite: GRAP 2251, 2252, 2253, 2254, 2261, 2262, 2263, 2264, and 2271

**GRAP 2274**  
**Industry Portfolio Capstone Project**  
(1 Lec, 1 Lab; 2 Cr)  
This course concentrates on one of two student-selected areas (with instructor recommendation).  
Track A: Students who select this track will complete portfolio building, preparing finished projects, and perfecting skills for the job market.  
Track B: Students who select this track will perform on the job tasks in a (SOE) Supervised Occupational Experience at the site selected in conjunction with the student, the employer, and the college.  
Prerequisite: GRAP 2251, 2252, 2253, 2254, 2261, 2262, 2263, 2264, 2271, 2272

**GRAP 2285**  
**Animate**  
(1 Lec, 1 Lab; 2 Cr)  
This course will utilize Animation software to create projects, concise instructions, and complete use of basic and advanced animation software. Students will learn the many skills to create interesting graphics – rich movies that include sound, animation and interactivity. In addition, you will learn how to publish your own Animated projects.
HEALTH

HLTH 1455
Personal & Community Health
(3 Lec; 3 Cr)
This course presents factors and conditions, both current and future, which affect the health and efficiency of the individual and the environment. In addition, the course will examine critical issues in our society and indicate possible directions students can go to confront the issues. (Meets Health Requirement of MTC)

HLTH 1458
Community CPR
(1 Lec; 1 Cr)
This course will review the “ABC’s” of emergency resuscitation with an emphasis on the development of the skills necessary to perform CPR, rescue breathing, and assist with airway obstructions on adults, children, and infants.

HLTH 1459
Introduction to Wellness
(3 Lec; 3 Cr)
This course presents an examination of the theories and practical skills associated with wellness and nutrition. Wellness and nutrition topics include fitness, cardio-respiratory endurance, cardio-vascular disease, weight control, flexibility, muscular strength, muscular endurance, diet, stress management, and relaxation. Students will be able to incorporate these principles into their lives.

HLTH 1655
Emergency Response
(3 Lec; 3 Cr)
This course teaches the skills a First Responder needs to act as a crucial link in the emergency medical services system. Upon successful completion, the student shall receive American Red Cross certification in Emergency Response and certification in Community CPR.

HLTH 1657
Responding to Emergencies
(2 Lec; 2 Cr)
This course prepares the student to assess and make appropriate decisions regarding first aid care in accidents and sudden emergencies. Upon successful completion, the student will receive American Red Cross certification in Responding to Emergencies and in Adult CPR.

HLTH 1975
HAZMAT Technician
(3 Lec; 3 Cr)
Participants of this course will learn to respond to and manage aggressively a release of hazardous materials, as well as a review of the basics of HAZMAT. The course includes classroom and hands-on experience in the aspects of controlling a HAZMAT emergency. Upon successful completion of this course, the participant will be issued a certificate recognized by OSHA for “HAZMAT Technician” that can be utilized in industry, as well as in emergency services. Prerequisite: SCBA qualifications preferred
HLTH 2459
Introduction to Nutrition
(3 Lec; 3 Cr)
This introductory course covers basic principles of nutrition and their relationship to human health. Students will discuss current trends in nutrition and develop positive nutritional behavior. Topics include introduction to the basic nutrients, nutrition and physical activity, dietary standards, weight management, and proper diet planning.

HISTORY

HIST 1555
History of Western Civilization – Paleolithic to 1500
(4 Lec; 4 Cr)
Goals 5 & 8
This course is designed to give an overview of events, societies, happenings, etc., that have had a significant impact on what is broadly referred to as the Western World. The semester will cover the Paleolithic era until the 1500’s AD.
Prerequisite: Reading - CPT score of at least 72 or letter grade of “C” or better in ENGL or READ 0082 (or previous course REAS 098)

HIST 1556
History of Western Civilization - 1500 to Present
(4 Lec; 4 Cr)
Goals 5 & 8
This course is designed to give an overview of significant world events from the 1500’s AD until contemporary times in the Western world. This is designed as a continuation of History 1555, but is a separate course.
Prerequisite: Reading - CPT score of at least 72, recommended score of 87 or letter grade of “C” or better in ENGL or READ 0082 (or previous course READ 098)

HIST 1565
American History – to 1877
(4 Lec; 4 Cr)
Goals 5
This course is a study of the major political, economic, social and cultural developments in the United States from aboriginal settlement and colonization through the Civil War. Special emphasis is placed on the interaction among people of Native American, African, and European origin and on issues related to race, ethnicity, class and gender.
Prerequisite: CPT score of 72; 87 recommended, or “C” or better in ENGL or READ 0082 (or previous course READ 098), writing intensive

HIST 1566
American History – 1877 to Present
(4 Lec; 4 Cr)
Goals 5 & 7
This course covers major political, economic, social and cultural developments in the United States from Reconstruction to the present. Special emphasis is placed on issues related to race/ethnicity, class, and gender.
Prerequisite: CPT score of 72; 87 recommended, or “C” or better in ENGL or READ 0082 (or previous course READ 098), writing intensive

**HIST 1567**  
**Native American History**  
(3 Lec; 3 Cr)  
Goals 5 & 7  
This course will cover the pre-history of North America; European contact with Native Americans and its effects; and the history and effects of various United States relations with and policies toward Native Americans which have led to present day problems and conflicts.  
Prerequisites: Reading - Minimum CPT score of 72 or a grade of C or better in READ 0092 (or previous course READ 095), Composition - Minimum CPT score of 49 or a grade of C or better in ENGL 0091 (or previous course ENGL 090)

**HIST 1568**  
**Minnesota History**  
(3 Lec; 3 Cr)  
Goals 5 & 10  
This course presents a survey of Minnesota’s historical development. The course focuses on the historic importance of Minnesota’s geography and environment, American Indian-white relations, the development of Minnesota’s rich political tradition, and the rise of Minnesota’s diverse society and economy.  
Prerequisite: College-level reading

**HIST 2555**  
**The Holocaust**  
(3 Lec; 3 Cr)  
The Holocaust will examine the many historical, social, religious, political, and economic factors that cumulatively resulted in the Holocaust

**HUMAN SERVICES**

**HSER 1231**  
**Introduction to Human Services**  
(4 Lec; 4 Cr)  
This is a course designed to investigate the nature and scope of public service careers in a contemporary society. The course also examines the organizational structure of public service agencies and the effect that agency organization has on policy making, planning, funding and relationships with other agencies. Specific rubrics are implemented to measure the student’s compatibility to the human services field. This course includes a 20-hour mini-internship, outside of class. A student must obtain a “C” or better to be officially admitted into the Human Services or Chemical Dependency Program.  
Prerequisite: College level reading and writing

**HSER 1232**  
**Helping Process**  
(3 Lec; 3 Cr)  
This course is presented as general helping skills which are useful in all professions and occupations whose task is to help people. It involves obtaining direct skills and knowledge in helping others deal
with their relationships to other people, solve problems which inhibit capacity for healthy growth and development, and cope with the many social and environmental concerns. The primary focus is on interpersonal and planning skills which help people to be more effective as practitioners within the human services.

Prerequisite: HSER 1231, College-level reading and writing

**HSER 1233**  
**Interviewing**  
(2 Lec; 2 Cr)  
This course provides an analysis of the principles of interviewing; how to observe and communicate effectively, obtain information, give and interpret information, sense the impact of the situation on both the interviewer and the person being interviewed. This course is intended to develop a skill in establishing an interpersonal relationship.

Prerequisite: HSER 1231, College level reading and writing

**HSER 1465**  
**Drug Use and Abuse**  
(2 Lec; 2 Cr)  
This course is a study of the problems associated with the current use of drugs and alcohol. In addition to discussing the basic informational aspects of drugs and alcohol, this course will also examine some of the social, psychological, legal, medical, and rehabilitative aspects of drug and alcohol abuse. (Meets Health Requirement of MRCTC)

**HSER 2234**  
**Crisis Intervention**  
(3 Lec; 3 Cr)  
This course is designed for the Human Services or Chemical Dependency career-oriented student. Students will learn to differentiate between crisis intervention strategies and normative intervention techniques. Theoretical perspectives of crisis intervention will be examined with the student encouraged to design his or her own hypothesis. Students will gain required knowledge and skills through lecture-discussion, structured experiential learning exercises and videotaping of “Pseudo” intervention situations.

Prerequisite: HSER 1231, HSER 1232, HSER 1233 (or previous courses HSER 106 and HSER 102), PSYC 2655 (or previous course PSYC 224 ) or SOC 2655, college-level reading and writing

**HSER 2240**  
**Human Services Internship**  
(2 or 4 Lab; 2 or 4 Cr)  
This course encompasses fieldwork experience in a Human Service agency. The emphasis is an ongoing practical experience in using the techniques and knowledge gained in the classroom. The level of work progresses from the simple to the more complex and is under the direct supervision of agency professionals and the field coordinator. A weekly seminar to discuss the field experience is also required. A total of four credits is required. Four credits may be taken in one semester or two credits may be taken in each of two semesters.

Prerequisite: Advanced standing in Human Services or Human/Service Chemical Dependency option program with instructor's consent, HSER 1231, HSER 1232, HSER 1233, college-level reading and writing
HSER 2245
Human Services Internship
(2 studio/demonstration; 2 Cr)
This course encompasses field work experience in a Human Service agency. The emphasis is an ongoing practical experience in using the techniques and knowledge gained in the classroom. The level of work progresses from the simple to the more complex and is under the direct supervision of agency professionals and the field coordinator. A weekly seminar to discuss the field experience is also required. A total of four credits is required. Four credits may be taken in one semester or two credits may be taken in each of two semesters.

INDUSTRIAL MECHANICAL TECHNOLOGY

IMT 1231
Industrial Accident Prevention I
(1 Lec, 1 Cr)
The main purpose of this course is to introduce the student to industrial accident prevention (safety). The students will learn how to make safety a part of their daily life.

IMT 1232
Industrial Accident Prevention II
(1 Lec, 1 Cr)
The main purpose of this course is to introduce the student to the practice of writing and implementing a safe working environment for all personnel. It will develop a student’s awareness to potential accident situations and help the student learn to avoid them.
Prerequisite: IMT 1231

IMT 1235
Basic Hydraulic Symbols & Components
(2 Lec; 2 Cr)
This course covers the basic hydraulic and pneumatic symbols used in industry. The student will learn how these symbols are used and why they are depicted as they are. The student will also learn the math needed in hydraulics.

IMT 1237
Elements of Mechanics – Equipment Operation
(1 Lec, 1 Lab; 2 Cr)
The main purpose of this course is to introduce the student to simple machines, how they operate, and how they are used in combination to become compound machines that are used in industry. The student will also learn the math and measuring skills required when dealing with the elements of mechanics and learn some of the equipment repair procedures as are found in industry. (This portion of the course is dependent upon equipment availability).

IMT 1238
Rigging
(1 Lec, 1 Lab; 2 Cr)
The main purpose of this course is to introduce the student to simple machines, how they operate, and how they are used in combination to become compound machines that are used in industry. The student will also learn the math and measuring skills required when dealing with the elements of the
mechanics and learn some of the equipment repair procedures as in found in industry. (This portion of the course is dependent upon equipment availability).

**IMT 1241**  
Basic Blueprint Reading and Sketching I  
(1 Lec, 2 Lab; 3 Cr)  
The main purpose of this course is to introduce the student to blueprints and sketches. The student will learn how and why blueprints are developed as well as their use in industry. The student will also learn math and measuring required to do blueprint reading.

**IMT 1242**  
Basic Blueprint Reading and Sketching II  
(1 Lec, 1 Lab; 2 Cr)  
The main purpose of this course is to introduce the student to blueprints and sketches. The student will learn how and why blueprints are developed as well as their use in industry. The student will also learn math and measuring required to do blueprint reading.  
Prerequisite: IMT 1241

**IMT 1245**  
Lubrication and Bearings  
(1 Lec, 1 Lab; 2 Cr)  
The main purpose of this course is to introduce the student to both lubrication and bearings. The lubrication portion will take the student from the beginning source of a lubricant right up to the selection and design of an automatic lubrication system set-up and operation. The bearing portion will allow the student to identify types of bearings and seals, and to know what functions he or she can expect from them, as well as proper mounting, operation, and inspection as is found in a variety of industries.

**IMT 1247**  
Hydraulic Basics  
(1 Lec, 1 Lab; 3 Cr)  
This course covers the basic use of hydraulic components used in industry. The student will learn how these components are used in a variety of applications. The student will also learn the math which is needed in this type of application.

**IMT 1251**  
Basic Maintenance Welding and Cutting I  
(1 Lec, 2 Lab; 3 Cr)  
The main purpose of this course is to introduce the student to welding and flame cutting. The student will learn how to weld and flame cut as is used in industry. The student will also learn the math required to do welding and cutting, and to allow the student the opportunity to learn and practice arc and oxy-acetylene welding techniques often found in industry and required of a maintenance mechanic.

**IMT 1252**  
Basic Maintenance Welding and Cutting II  
(1 Lec, 2 Lab; 3 Cr)  
The main purpose of this course is to allow the student to become acquainted with some of the different types and requirements of welding as used in industry. The student will also learn the math
and nomenclature used with arc welding and the math and blueprint reading needed to do arc welding and oxy-acetylene welding.
Prerequisite: IMT 1251

**IMT 1256**  
**Drive Components and Troubleshooting**  
(1 Lec, 2 Lab; 3 Cr)  
The main purpose is to introduce the student to drive components and equipment operation, and learn the how and why of checking equipment before, during and after operating. The student will also learn about the set-up and maintenance of many of the drive components which are used in industry. The student will learn the math and blueprint reading and sketching to perform basic troubleshooting.

**IMT 1257**  
**Measuring Tools and Layout**  
(1 Lab; 1 Cr)  
The main purpose of this course is to introduce the student to measuring with a variety of instruments used in industry and to familiarize the student with layout tools and practices used in industry. The student will also learn the math used with layout and precision measuring.

**IMT 2216**  
**Electrical Safety**  
(1 Lec, 1 Lab: 2 Cr)  
This course provides a general knowledge of industrial electrical systems. The curriculum encompasses electrical safety, fundamentals of electricity, and electrical distribution systems. The course focus is on electrical safety as it pertains to the millwright profession.

**IMT 2225**  
**Pumps**  
(1 Lec, 1 Lab; 2 Cr)  
This course describes the types of pumps and explains their operation and maintenance. It also tells about the packing, sealing, and lubrication, all of which are essential to good pump operation.  
Prerequisite: IMT I (MTMX) courses or approved equivalent experience

**IMT 2231**  
**Safety and Equipment Maintenance I**  
(3 Lab; 3 Cr)  
The main purpose of this course will be to identify and operate safely different types of lab equipment in a safe and proper manner.  
Prerequisite: IMT 1231, IMT 1232

**IMT 2232**  
**Safety and Equipment Maintenance II**  
(4 Lab; 4 Cr)  
The main purpose of this course will be to explain proper safety procedures in the lab and on the equipment, and to operate different types of lab equipment in a safe and proper manner.  
Prerequisite: IMT 1231, IMT 1232, IMT 2231
IMT 2242
Advanced Blueprint Reading
(1 Lec, 2 Lab; 3 Cr)
This course will acquaint the student with advanced drawing of equipment and machinery from and as used in industry.
Prerequisite: IMT 1241, IMT 1242

IMT 2251
Advanced Maintenance Welding and Cutting
(1 Lec, 2 Lab; 3 Cr)
This course applies advanced skills in oxyfuel burning, welding, arc welding, and arc welding as used by maintenance person.
Prerequisite: IMT 1251, IMT 1252

IMT 2261
Hydraulics and Schematics
(1 Lec, 2 Lab; 3 Cr)
This course covers the fundamentals of schematic diagrams. It is designed to provide the student with a strong foundation for advanced work. The student will learn piping diagrams and fluid power diagrams. The student will study fundamental hydraulic principles.
Prerequisite: IMT 1235, IMT 1247

IMT 2262
Pneumatic and Hydraulics Troubleshooting
(1 Lec, 2 Lab; 3 Cr)
This course is intended to provide the basis for the study course using models that are designed for “Hands On” learning with an actual working hydraulic system. The main purpose of this course will be to learn how to recognize the elements of a hydraulic system and how to blend your knowledge of the individual components into a comprehensive knowledge of the entire system and to be able to troubleshoot the systems.

IMT 2265
Alignment and Introduction to Conveyor Systems
(1 Lec, 1 Lab; 2 Cr)
This course is intended to provide the basis for the study course using models that are designed for “Hands On” learning, alignment and uses of conveyor systems.
Prerequisite: IMT 1256, IMT 1257

INDUSTRIAL TECHNOLOGY SAFETY

ITSF 1225
OSHA 30 Hour Construction
(2 Lec; 2 Cr)
An Authorized OSHA 30 Hour Construction course with a completion card issued by OTI (Outreach Technical Institute) Great Lakes located at the University of Cincinnati. This course is considered a supervisory level course that reviews OSHA standards under CFR 30 Part 1926 as well as general safety and health provisions in several areas of the construction industry. Upon completion, students are more knowledgeable about workplace hazards and their rights in the workplace. The
issued card is a permanent lifetime card within Minnesota that is required by construction company supervisors working with state and federal contracts.

**ITSF 1486**  
**MSHA New Miner**  
(1 Lec; 1 Cr)  
This course is a requirement for all newly hired mining employees. The content of this course is designed to familiarize the participants with the safety and health aspects of surface mining occupations.

**ITSF 1487**  
**MSHA Annual Refresher Training**  
(1 Lec; 1 Cr)  
This course is designed to update and refresh the students Mine Safety and Health Administration (MSHA) certificate, which is needed annually. Students will have the opportunity to receive information about the most current MSHA regulations and standards as well as to be certified in Basic First Aid. Students will receive a certificate which will allow access to mining industry employment, and the certificate will be valid for one year.  
Prerequisite: ITSF 1486 or current MSHA Certificate

**JOURNALISM**

**JOUR 1555**  
**Introduction to Mass Communications**  
(3 Lec; 3 Cr)  
Goals 5 & 9  
This course provides a survey of the theories and concepts important to understanding mass communications. A strong emphasis will be placed on the effects of newspapers, magazines, radio, and television on a global society. The role and responsibility of the mass media in a free society will be debated.  
Prerequisite: College-level reading desired

**LEARNING SKILLS**

**LSK 1455**  
**Studying in College**  
(3 Lec; 3 Cr)  
This course offers strategies for successful learning and problem solving in college and beyond. Students consider how knowledge is constructed (how the brain works) and become aware of different levels of thinking and learning from recall evaluation. The course stresses how to determine one’s own optimal learning styles and to use them to learn more effectively. Topics such as test taking, note taking, time management, problem solving, and decision making will be studied in depth. The course emphasizes taking control of one’s own education and educational directions.
LSK 1456  
Success in the Social Sciences  
(3 Lec; 3 Cr)  
This course is an introductory level bridge course with the intent of applying basic study skill strategies, such as SQ3R, to content area within the disciplines of social science. Basic vocabulary, concepts and theories will be discussed in each area.

LSK 2455  
Tutor Training  
(1 Lec; 1 Cr)  
This course is designed to prepare students to tutor as part of the MRCTC tutoring program. Prerequisite: Successful completion of course(s) for which she/he will tutor.

MASONRY

MASN 1221  
Blueprint Reading and Estimating  
(2 Lab; 2 Cr)  
The purpose of this course is to introduce the student to reading blueprints and estimating masonry jobs. Students will learn to design and read basic residential construction blueprints, identify symbols, interpret evaluations, interpret scale dimensions, understand floor systems and taper for in-floor drain systems. Students will learn the use of masonry opening schedules as compared to above grade construction with wood materials. Students will learn proper anchor placement. Students will also make a blueprint and a complete material list for two jobs to include cost, labor, and time frame.

MASN 1222  
Planning and Estimating  
(1 Lec; 1 Cr)  
This course will teach the student application of basic math and to use rule of thumb to estimate materials. Students will plan profitable ways to do jobs. They will be able to estimate a residential building plan and estimate the amount of masonry units and materials as well as the cost of labor for the project.

MASN 1223  
Principle of Block Laying  
(1 Lec, 4 Lab; 5 Cr)  
The purpose of this course is to introduce the student to pre-cast block laying. Students will learn block layout, block types, mortar recipes, window and door placement in masonry construction, reinforcement, anchor systems, core filling, header systems and linear measure. Students will learn the use of tools in the block laying trade.

MASN 1224  
Mortar/Concrete  
(2 Lab; 2 Cr)  
The development of mortars and cement will be discussed as well as the importance of mortar in head and bed joints. Students will learn to mix mortar for masonry and will also learn the importance of clean material (lime, sand, and water) in mortar and concrete. Students will learn the basics of how to place and finish concrete.
MASN 1225
Hand and Power Tools
(1 Lec, 1 Lab; 2 Cr)
This course focuses on the proper use of tools used in the masonry trade. The student will be able to identify and use basic masonry tools and gain knowledge necessary to purchase a set of tools for the trade.

MASN 1226
Math for Masons
(1 Lec, 1 Lab; 2 Cr)
This course covers math applications used in the masonry trade including fractions, percentages, area, volume, linear measure, square root and Pythagorean Theorem.

MASN 1227
Introduction to Building Codes
(1 Lec; 1 Cr)
This course is an introduction to building codes used in the masonry trade. The use and availability of the UBC codebook will be discussed and students will gain an understanding of how to access code books and learn how to use them.

MASN 1233
Principles of Bricklaying
(1 Lec, 5 Lab; 6 Cr)
Students will be introduced to the principles of brick laying. They will learn brick layout, brick types, mortar recipes, window and door placement in masonry construction, reinforcement, anchor systems, and header systems. Students will learn the types and uses of tools in the bricklaying trade.

MASN 1243
Principles of Stonework
(1 Lec, 5 Lab; 6 Cr)
This course will focus on the different types of stone. Selection of stone, types of joints of stone and discussion of different ways stone can be laid are included in the course. The students will be able to select, split, and trim stone. The student will learn to lay and tool natural split, field, and cultured stone. The student will also learn to estimate square feet of stone and tonnage.

MASN 2257
Scaffolding
(1 Lab; 1 Cr)
The purpose of this course is to introduce the student to residential and commercial scaffolding.

MATHEMATICS

MATH 0095
Intermediate Algebra
(4 Lec; 4 Cr)
This course is the study of operations on real numbers, manipulations of basic algebra expressions, operations with linear and absolute value expressions, solving linear equations and inequalities,
graphs, equations of lines, functions, operation on polynomials and polynomial functions which include factoring and applications, exponents, radicals and rational exponents.
Prerequisite: Placement by CPT score

MATH 0096
Advanced Algebra
(4 Lec; 4 Cr)
This course is a review of factoring, exponents and radicals. It is the study of rational expressions and equations, quadratic equations and inequalities, system of equations, graphing techniques and functions.
Prerequisite: MATH 0095, placement by CPT score or a grade of “C” or higher in MATH 0095

MATH 1415
Mathematics for Elementary School Teachers
(4 Lec; 4 Cr)
This is a course designed to give pre-service elementary teachers the opportunity to develop a clear understanding of the mathematical concepts, procedures, and processes they will be called on to teach. The course will have a balance between what to teach (content and concepts), and how to teach (processes and communication). Each student will be required to present a math lesson to the class. The use of manipulatives will be demonstrated
Prerequisite: Math 0093 (Beginning Algebra) or appropriate placement test score

MATH 1511
Foundations of Mathematics
(3 Lec; 3 Cr)
Goal 4
This course is designed to introduce fundamental math concepts such as sets and logic, develop geometric and quantitative skills and cover applications to probability and statistics.
Prerequisite: Placement by CPT score or a grade of “C” or higher in MATH 0095

MATH 1512
Foundations of Mathematics II
(3 Lec; 3 Cr)
Goal 4
This is a continuation course of Foundations of Math I. This course includes the study of operations with integers and applications to solving equations, simple geometric figures and calculations of area, perimeter, and volume, consumer application problems, and statistics.
Prerequisite: MATH 1511 or consent of instructor

MATH 1521
College Algebra
(4 Lec; 4 Cr)
Goal 4
The study of Algebra includes: real numbers, first degree equations and inequalities with word problem applications and linear graphs, second degree equations and inequalities in one and two variables with the quadratic formula and graphs, relations, functions, absolute value, variation problems, exponential and logarithmic functions with applications, polynomial functions, the theory of polynomial equations, and complex numbers, systems of equations and inequalities, and conic sections.
Prerequisite: Placement by CPT score or a grade of “C” or higher in MATH 0096 or instructor’s consent.

MATH 1545
Finite Math
(3 Lec; 3 Cr)
Goal 4
This course is primarily for students in the social sciences, behavioral sciences, and various business curricula. It provides an excellent background for statistics. Topics include set theory with operations and Venn diagrams; permutations, combinations and Binomial Theorem, probability; Baye’s Theorem, frequency functions, binomial probability; matrices operations, transposes, inverses, solutions of systems of equations, and Linear programming with Simplex Method.
Prerequisite: Placement by CPT score or a grade of “C” or higher in MATH 0094, or instructor’s consent; MATH 1521 recommended

MATH 1547
Trigonometry
(2 Lec; 2 Cr)
This course is the study of angles in degrees and radian measure; trigonometric functions of angles in a coordinate system and in triangles; solutions of triangles and applications. Students will examine solutions of trigonometric identities and equations and graphs of trigonometric functions and inverses.
Prerequisite: MATH 0096 or placement by CPT Score

MATH 1556
Survey of Calculus
(4 Lec; 4 Cr)
Goal 4
This course is offered for those wishing a brief survey of calculus including some integration. This course will include a review of real numbers, graphing, functions, and inequalities. There will be an introduction of limits, continuity, differentiation, and integration, applications of differentiation and integration from physics, business, social and behavioral sciences, logarithmic and exponential functions with applications of growth, decay, interest, and populations. Students planning to enroll in more than one semester of calculus should begin with Calculus I (MATH 1561).
Prerequisite: MATH 1521 (or previous course MATH 117) or appropriate test score (offered alternate years)

MATH 1561
Calculus I
(5 Lec; 5 Cr)
Goal 4
This course examines limits, continuity, fundamentals of differentiation and integration of functions of one variable, and applications of differentiation and integration.
Prerequisite: MATH 1521 (or previous MATH 117 or MATH 119) and MATH 1547, or satisfactory math placement scores.
MATH 1572  
Calculus II  
(4 Lec; 4 Cr)  
This course is a continuation of the study of Calculus, including differentiation and integration of the Transcendental functions: logarithmic, exponential, inverse trigonometric, hyperbolic, and inverse hyperbolic. This course covers techniques of integration, infinite series, conic sections, parameterized curves and polar coordinates.  
Prerequisite: MATH 1561

MATH 2535  
Linear Algebra  
(4 Lec; 4 Cr)  
Goal 4  
This course is a continuation of the Linear Algebra Topics mentioned in MATH 2544. It includes Matrices, Determinants, systems of Linear Equations, Vector Spaces, Linear Transformations, Eigenvalues/Eigenvectors, and characteristic value problems.  
Prerequisite: MATH 1572

MATH 2543  
Calculus III  
(4 Lec; 4 Cr)  
Goal 4  
This course covers vectors and analytic geometry in space; vector-valued functions and motion in space; calculus of functions of several variables; multiple integration and applications; vector analysis including line integrals, surface integrals, Green's Theorem, Stokes' Theorem, and Divergence Theorem. In addition, the student will study matrices and determinants and their use in solving systems of linear equations.  
Prerequisite: MATH 1572 or 1562

MATH 2544  
Differential Equations and Linear Algebra  
(4 Lec; 4 Cr)  
Goal 4  
This course covers ordinary differential equations with emphasis on solution techniques and applications. It includes first-order equations, linear equations of higher-order, Laplace Transforms, infinite series methods, and systems of differential equations. In the linear algebra component, it includes matrices and systems of linear algebraic equations, and determinant  
Prerequisite: MATH 1572

MULTICULTURAL STUDIES  

MCS 1555  
Multicultural Studies  
(3 Lec; 3 Cr)  
This course provides in-depth studies of foreign countries. The countries studied vary each time the course is offered, so students may opt to take this course more than once. Course curriculum focuses not only on the historical and architectural background of world famous sites, but also covers the social, political, and cultural life of the people who live in the country being studied. This course includes an optional national / international tour that focuses on the history, architecture, language, fine arts, and social life of the countries being toured.
MCS 1556
Culture through Film
(3 Lec; 3 Cr)
This course will examine the impact of cultural experiences on individual identity development. Through the use of films and essays, the course will provide students the opportunity to examine their own values, experiences, and beliefs while learning to consider and respect the traditions, experiences, beliefs, and opinions of diverse cultural groups (both domestic and international).

MUSIC

MUSC 1315, 1325, 1335, 1345, 1355, 1365, 1375, 1385, 1415
(1 to 4 Cr)
Piano (1315), Brass (1325) Woodwind (1335), Beginning Piano (1337), Percussion (1345), Strings (1355), Voice (1365), Guitar/Banjo (1375), Accordion (1385), Organ (1415)
This course provides weekly half-hour private music lessons for students who are interested in studying voice or in studying an instrument. Specific courses include piano (1315), brass (1325), woodwind (1335), beginning piano (1337), percussion (1345), strings (1355), voice (1365), guitar/banjo (1375), accordion (1385), organ (1415). Students may repeat this course up to four semesters for credit.

MUSC 1316
Group Piano
(3 Lec; 3 Cr)
Goal 6
This course is designed to provide students a relaxing and refreshing opportunity to learn to play the piano. Elements introduced include melody, harmony, rhythm and meter, dynamics, musical texture, and technique. Study pieces and exercises – also called etudes – reinforce skills such as sight reading, transposing, harmonizing, improvising, theorizing, memorizing, and performing.

MUSC 1336
Instrumental Ensemble
(1 and up to 4 Cr)
This course features a small instrumental ensemble allowing students to explore literature and performance options for their particular instruments. Brass, woodwind, percussion, string, or modern music ensembles are organized according to the interests of students. This course is taken by permission of the instructor. Students may repeat this course up to four semesters for credit.

MUSC 1366
Group Voice
(3 Lec; 3 Cr)
Goal 6
This course is designed to provide students a relaxing and refreshing opportunity to learn to sing. Elements introduced include melody, harmony, breath control, timbre, intonation, rhythm and meter, dynamics, musical texture, and technique. Study pieces and exercises – also called vocalizes – reinforce skills such as sight singing, harmonizing, vocalizing, increasing ones range and projection, improvising, theorizing, memorizing, and performing.
MUSC 1395
Music Technology
(3 Lec; 3 Cr)
This course is designed to provide students a relaxing and refreshing opportunity to learn music technology. Elements introduced include music recording, mixing, mastering, production, engineering, sound and lighting, and marketing. Melody, harmony, breath control, timbre, intonation, rhythm and meter, dynamics, musical texture, and technique are also addressed. Study pieces and engineering exercises that reinforce skills such as critical listening, equalization, compression, special effects, reverberation, industry standards, analog v. digital, mass production, sound reinforcement, lighting production, and marketing.

MUSC 1515
Jazz/Swing Choir
(1 Lab; 1 Cr)
This course is a jazz/swing choir which will perform a wide variety of popular music from the early 1900’s through today. Performances will be scheduled at the college and for area events as the need arises. This course is taken by permission of instructor and may be taken for credit, or as an activity (non-credit).
Prerequisite: Permission of instructor

MUSC 1525
World Music
(3 Lec; 3 Cr)
Goals 6 & 8
This course is an introduction and overview of music from around the world. Students will explore musical cultures, performance traditions, instruments and instructional methods from different ethnicities and cultural groups including Africa, North American/Native Americans, Central and Southeastern Europe, Latin America, and Indonesia. An understanding and appreciation for both our own “Western” musical roots, and the rich traditions other peoples from around the globe is the ultimate goal of this course.

MUSC 1526
Diversity in Music Theatre Production
(3 Lec; 3 Cr)
Goal 6
This course is designed to provide students a relaxing and refreshing opportunity to learn and participate in music theater production. Elements introduced may include creating and staging and acting in an original piece at the conclusion of the semester. Techniques studied may include script writing, songwriting, blocking, directing, producing, engineering, sound and lighting, acting, singing, technical crew, chorus, costumes, licensing, and marketing. Study pieces, monologues, dialogues and improvisatory exercises – also called practicum – reinforce skills such as critical listening, timing and pacing, facial expression, body language, stage presence, microphone technique, wedding the delivery to the character, memorization techniques.
**MUSC 1535**  
*Diversity of Music & Musicians in America*  
(3 Lec; 3 Cr)  
Goals 6 & 7  
This course is designed to provide students a refreshing and engaging opportunity to study our rich history of music and musicians in America. Elements introduced include how music has the power to capture and keep our attention, and to influence us to make positive decisions. The course will foster meaningful dialogue and study our present need for mutual understanding, respect, and inclusiveness. The class will survey and explore diverse volunteer and employment opportunities in the fields of music and the arts, including live performance, recording technology, sound and lighting engineering, graphic design, video production, mass duplication, songwriting and composing-arranging, entertainment law, multi-media marketing, teaching, producing-directing, authoring, social networking and activism.

**MUSC 1545**  
*Diversity of Music on Our World*  
(3 Lec; 3 Cr)  
Goals 6 & 8  
This course is designed to provide students a refreshing and engaging opportunity to study our rich and diverse history of music and musicians in our world. Elements introduced include how music has the power to capture and keep our attention, and to influence us to make positive decisions. The course will foster meaningful dialogue and study our present need for mutual understanding, respect, and inclusiveness. The class will survey and explore diverse volunteer and employment opportunities in the fields of music and the arts, including ethnomusicology, non-western theory, live performance, social networking and activism.

**MUSC 1555**  
*American Popular Music*  
(3 Lec; 3 Cr)  
Goals 6 & 7  
This course deals with the blues, country, gospel, jazz, folk, rock, and other contemporary music styles. The roots of these styles in 19th and early 20th century folk and popular music are also examined. The emphasis is on the recognition of inherent musical characteristics of the styles and on relating them to their historical and cultural settings.

**MUSC 1559**  
*Introduction to Music*  
(3 Lec; 3 Cr)  
Goals 6 & 8  
This course provides a general overview of the field of classical music with emphasis on the historical setting, the philosophical setting, stylistic characteristics, and listening techniques. It is recommended as a humanities elective in general education or liberal arts. This course is useful for music majors and minors as a preparatory study for more in-depth courses.
MUSC 1565
History of Rock and Roll
(3 Lec; 3 Cr)
Goal 6
This course will provide an overview of the history of rock, beginning with its roots in the Blues and the African American influence on this popular musical style. The impact that rock music has had on many other styles of music will also be discussed.

MUSC 1566
Fundamentals of Music Theory
(3 Lec; 3 Cr)
Goal 6
This course is specifically designed for students interested in music and its inner workings, including the needs and requirements of music majors or minors and for elementary education majors. The basic concepts of rhythm, melody, harmony, and music reading are studied. Students are introduced to fundamental musical structures such as key signatures, intervals, scale and chord construction, elementary harmonic analysis, basic time signatures, form, terminology, elementary keyboard, and transposition. Students are introduced to basic rhythm instruments, keyboard, autoharp, and recorder.

MUSC 1567
Music Theory II
(3 Lec; 3 Cr)
Goal 6
This course is a continuation of MUSC 1566. Course work includes harmonization and transposition of melodies using I, IV, V chord progressions; compound meters; syncopation; melodic repetition and sequence; chord symbols and their application in Jazz, Blues, and Popular Music; introduction to musical forms; and further harmonization using I, ii, iii7, IV, v, and V7 chords.
Prerequisite: MUSC 1566

NURSING

Nursing – Nursing Assistant

NUNA 1211
Introduction to Nursing
(1 Lec; 2 Lab; 3 Cr)
This course covers the introductory skills of nursing. The units of instruction include maintaining a safe and clean environment, communication, meeting basic human needs, providing personal care, activity and exercise, assisting with nutrition and elimination needs, and caring for clients with special equipment or procedures. The course teaches the student to be able to perform these skills in a long-term care or healthcare facility. Instruction is provided through lecture, video, and instructor demonstration. The students are given guided practice time in the lab then must give return demonstrations of the skills learned. The students will experience practical application of the skills learned by participating in a clinical experience at the end of the course.
NUNA 1212
Introduction to Home Health Aide
(1 Lec; 1 Cr)
This course covers the introductory skills of nursing. The units of instruction include maintaining a safe and clean environment, communication, meeting basic human needs, providing personal care, activity and exercise, assisting with nutrition and elimination needs, and caring for clients with special equipment or procedures. The course teaches the student to be able to perform these skills in a home environment. Instruction is provided through lecture, video, and instructor demonstration. This is an elective add on course to the 3 credit Nursing assistant course. At completion of this course added to the 3 credit course, the student will be eligible to take the combination NA/HHA certification exam.
Prerequisite: NUNA 1211

NUNA 1215
Introduction to Nursing
(2 Lec, 2 Lab; 4 Cr)
This course covers the introductory skills of nursing. The units of instruction include maintaining a safe and clean environment, communicating information, meeting basic human needs, providing personal care (including activity and exercise), assisting with nutrition and elimination needs, obtaining/measuring vital signs, understanding mental health and social service needs, and caring for a client with special equipment or procedures. The course teaches the student to be able to perform these skills in a long-term care facility or in a home environment. Instruction is provided through lectures, video, and instructor demonstration. The students are given practice time in the lab and subsequently must give return demonstrations of the skills learned. The students will experience practical application of the skills learned by participating in client cares at the clinical site.

Practical Nursing

NURS 1227
Medical Terminology
(1 Lec; 1 Cr)
The course covers word analysis, spelling and usage of word roots, prefixes, suffixes, and abbreviations common to the medical profession. Emphasis is placed on information needed for nursing and on diagnostic terms and abbreviations.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS); Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra Accuplacer Test score >=55 or MATH 0095

NURS 1231
Pharmacology
(2 Lec; 2 Cr)
Included in this course is information on pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications to drug use. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS) NURS 1227, NURS 1230, NURS 1233, NURS 1234, NURS 1239; Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra Accuplacer Test score >=55 or MATH 0095
NURS 1233
Mental Health Nursing
(2 Lec; 2 Cr)
Mental Health Nursing focuses on the care of patients with psychiatric and behavioral disorders. Emphasis is placed on common psychiatric and behavioral disorders as well as promoting and maintaining the mental health of individuals.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS); Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra Accuplacer Test score >=55 or MATH 0095

NURS 1234
Nursing Care of the Older Adult
(3 Lec; 3 Cr)
Nursing Care of Older Adults introduces students to the care of geriatric patients with a focus on health promotion, society's perception of the elderly and safety. Emphasis is on common health problems of the older adult in restorative and residential facilities as well as safety and end-of-life care. Application of pathophysiology, nutrition and pharmacology are applied to common diseases within each topic area.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS); Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra Accuplacer Test score >=55 or MATH 0095

NURS 1239
Clinical I
(3 Lab; 3 Cr)
Clinical I provides the student an opportunity to apply nursing judgment using the nursing process to implement safe, patient/relationship centered care in selected settings. The clinical student focuses on assessing and collecting data, implementing skills learned in the lab setting, documenting findings and reinforcing teaching plans for patients with common problems. The student develops communication and customer service skills working with individual patients, families, and team members.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS); Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra Accuplacer Test score >=55 or MATH 0095

NURS 1240
Transition into Practice
(1 Lec; 1 Cr)
This course facilitates the transition of the student to the role of an LPN. Concepts related to career development options that enhance career mobility are reviewed. Standards of practice and the importance of practicing according to state regulations and statutes for the scope of practice for the LPN are examined.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS) NURS 1227, NURS 1230, NURS 1233, NURS 1234, NURS 1239; Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra Accuplacer Test score >=55 or MATH 0095
NURS 1241
Maternal/Child Health Nursing
(3 Lec; 3 Cr)
Maternal/Child Health Nursing provides an integrative approach to the care of the childbearing woman, newborns, and children. Prominence is placed on normal and high-risk pregnancies, normal growth and development, and common pediatric disorders.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS), NURS 1227, NURS 1230, NURS 1233, NURS 1234, NURS 1239; Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra
Accuplacer Test score >=55 or MATH 0095

NURS 1243
Nursing Care of the Adult
(4 Lec; 4 Cr)
Nursing Care of the Adult focuses on the care of adults and older adult patients with common medical/surgical health problems. Emphasis is placed on physiological disorders that require management in an acute care facility. Application of pathophysiology, nutrition and pharmacology are applied to co-morbid diseases within each topic area.
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS) NURS 1227, NURS 1230, NURS 1233, NURS 1234, NURS 1239; Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra
Accuplacer Test score >=55 or MATH 0095

NURS 1249
Clinical II
(4 Lab; 4 Cr)
Clinical II provides the student an opportunity to apply nursing judgment to implement safe, patient/relationship centered care to patients across the lifespan. The clinical student reflects on the value of patient centered care, teamwork and collaboration, informatics, quality improvement, safety, managing care, and nursing judgment/evidence based care in his/her career as a LPN.
Prerequisite: Per program plan
Prerequisite: BIOL 1415 or BIOL 2551 and 2552, PSYC 2551, NUNA 1215 or Current MN CNA Registry, CPR (BLS) NURS 1227, NURS 1230, NURS 1233, NURS 1234, NURS 1239; Reading: Accuplacer score of >=78; Composition: ENGL 1511; Mathematics: Elementary Algebra
Accuplacer Test score >=55 or MATH 0095

NURS 1275
NCLEX Review
(2 Lec; 2 Cr)
The purpose of this course is to prepare nursing students for the practical nursing licensure exam. Test taking tips related to multiple choice testing and other testing styles are covered. Multiple areas of nursing are reviewed including: pharmacology, nutrition, medical/surgical nursing, mental health nursing, maternal and child health nursing. The review method will be through practice, exams, and group and individual work.
Prerequisite: As per program plan
PARAMEDIC

EMTP 1120
Paramedicine I
(3 Lec; 3 Cr)
At the completion of this course, the paramedicine student will understand the roles and responsibilities of a paramedic within an EMS system, apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, and communicate effectively with patients. Additionally the paramedicine student will be able to take proper history and perform comprehensive physical exam on any patient, communicate the findings to others, integrate pathophysiological principles and assessment findings to formulate a field impression and understand how to implement the treatment plan for the trauma patient and safely manage the scene of an emergency.
Prerequisite: Current EMT-B license or certification and instructor approval

EMTP 1220
Paramedicine Skills I
(3 Lab; 3 Cr)
After completing this course the paramedic student will be able to apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, be able to properly administer medications, and communicate effectively with patients, will be able to establish and/or maintain a patient airway, oxygenate, and ventilate a patient, will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient, and communicate the findings to others, will be able to safely manage the scene of an emergency.
Prerequisite: EMTP 1120

EMTP 1225
Pharmacology
(2 Lec; 2 Cr)
This course is an introduction to pharmacological interventions commonly used in the prehospital environment. It covers pharmacokinetics and pharmacodynamics of medications, administration routes, techniques and dosage calculations. Major categories of medications such as antiarrhythmic, analgesics, catecholamine, etc. will be introduced along with specific medications in each group.
Prerequisite: EMTP 1120

EMTP 1235
Drug Dosage Calculations for the Paramedic
(2 Lec; 2 Cr)
This course addresses the need for emergency care providers to be able to learn the areas that pose consistent challenges to both students and practicing emergency healthcare providers. The following three areas are discussed and practiced throughout the course in order to meet the needs in the field of emergency medicine administration. Mathematics and fractions review, systems of measurement and drug dosage calculations.
EMTP 1246
Introduction to Prehospital Advanced Life
(1 Lab; 1 Cr)
This course will provide the student with an introduction to the role of the Advanced Life Support Provider, prehospital operations, and fundamental principles and skills involved in patient care. This will allow the student to observe and participate at a Basic Life Support level in giving prehospital patient care. This introduction allows students to experience and develop the psychomotor, cognitive and affective skills needed to become an entry level paramedic.
Prerequisite: MN EMT-B, AJA CPT Healthcare Provider, enrolled in EMTP 1120 or 1220.

EMTP 1247
Prehospital Advanced Life Support Orientation
(1 Lab; 1 Cr)
This course will provide the student with an orientation to the role of the Advanced Life Support Provider, prehospital operations, and fundamental principles and skills involved in patient care. This will allow the student to observe Advanced Life Support and participate at a Basic Life Support level in providing prehospital patient care. Students will have an opportunity to acclimate to the Advanced Life Support setting while developing the psychomotor, cognitive and affective skills needed to prepare for their clinical experiences in the second semester.

EMTP 1256
Paramedic Clinical 1
(1 Lab)
This course provides the student a comprehensive hospital experience that provides the student an opportunity to apply didactic knowledge and obtain competence in skills learned in the classroom/lab setting while in a controlled clinical setting.

EMTP 1420
Paramedicine II
(3 Lec; 3 Cr)
At the completion of this course, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with respiratory problems and/or cardiovascular disease.
Prerequisite: EMTP 1120, EMTP 1220; Co-requisite: EMTP 1520

EMTP 1520
Paramedicine Skills II
(3 Lab; 3 Cr)
Skills covered include the basic and advanced skills required to manage properly respiratory and cardiac patients in the prehospital environment. These skills include, but are not limited to, respiratory assessment, cardiac assessment, defibrillation, cardioversion, medication administration, cardiac rhythm interpretation and 12 lead monitoring.
Prerequisite: EMTP 1120, EMTP 1220; Co-requisite: EMTP 1420

EMTP 1650
Paramedic Clinical II
(4 Lab; 4 Cr)
This course provides a comprehensive hospital experience that allows the student to apply program skills and knowledge with actual patients in a controlled clinical setting. This course covers clinical
areas but not limited to include medical, cardiac, surgical, intensive care units, emergency department, and telemetry. The student will be exposed to areas such as respiratory, PAR, anesthesia, which vary year to year.

Prerequisite: EMTP 1120, 1220, 1225, 1235, 1246

**EMTP 1800**  
**ALS (Advanced Life Support) Ambulance Clinical**  
(4 Lab; 4 Cr)  
This course is designed to introduce the paramedic student to an Advanced Life Support ambulance service. The student will become familiar with the operations, procedures and care provided by the paramedic in the field. The student will be involved with BLS and ALS patient care and treatment provided under the supervision of a staff paramedic.

Prerequisite: EMTP 1120, 1220, 1225, 1420, 1520

**EMTP 2020**  
**Paramedicine III**  
(4 Lec; 4 Cr)  
At the completion of this course, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with a neurological problem, endocrine problem, an allergic or anaphylactic reaction, a gastroenterological problem, a renal or urologic problem, a toxic exposure, an environmentally induced or exacerbated medical or traumatic condition, with infectious and communicable diseases, with behavioral emergencies, experiencing a gynecological emergency, experiencing normal or abnormal labor.

Prerequisite: EMTP 1600, EMTP 1700 and EMTP 1800

**EMTP 2120**  
**Hazardous Materials**  
(1 Lec; 1 Cr)  
This course covers hazardous materials scene management for EMS personnel. Topics include identifying hazardous materials, scene safety, scene management, decontamination and scene access among others.

Prerequisite: Current EMT-B licensure/certification

**EMTP 2220**  
**Paramedicine IV**  
(3 Lec; 3 Cr)  
This course will introduce the paramedic student into the operations and management of an Advanced Life Support Ambulance service. It will additionally discuss certain types of Rescue Operations which will be necessary for successful patient outcomes in the prehospital environment.

Prerequisite: EMTP 2020

**EMTP 2300**  
**ACLS (Advanced Cardiac Life Support) Provider**  
(1 Lec; 1 Cr)  
This course will result in the certification of Advanced Cardiac Life Support Provider from the American Heart Association. It covers all of the aspects of treating cardiac patients at the advanced
level to include basic and advanced airway control, cardiac rhythm interpretation, medication administration, and post resuscitation management.
Prerequisite: Current CPR-Experienced Health Care Provider certification, current RN, Paramedic, or Paramedicine, Cardiovascular Tech, or Respiratory Care student, and have the approval of the instructor

EMTP 2320
ITLS International Trauma Life
(1 Lec; 1 Cr)
This course will provide certification as an Advanced Trauma Life Support Provider. It will cover areas such as Kinematics, various injury pathologies and mechanisms, and trauma patient management priorities.
Prerequisite: Current EMT-Intermediate, or EMTP 1420 and EMTP 1520, and instructor approval

EMTP 2340
PALS (Pediatric Advanced Life Support) Provider
(1 Lec; 1 Cr)
This course follows the course standards of the American Heart Association for PALS. The course leads to certification as a PALS provider upon successful completion.
Prerequisite: Current CPR-Experienced Health Care Provider certification, RN, Paramedic, Respiratory Care Therapist; or current second year Paramedic student, and approval of the instructor

EMTP 2360
NRP (Neonatal Resuscitation Program) Provider Course
(1 Lec; 1 Cr)
This course will result in the certification from the American Heart association for NRP. The course leads to awarding of a certification upon successful completion of the class.
Prerequisite: Current CPR-Experienced Health Care Provider certification, RN, Paramedic, Respiratory Care Therapist; or current second year Paramedic student, and approval of the instructor

EMTP 2380
AMLS (Advanced Medical Life Support) Provider Course
(1 Lec; 1 Cr)
This course follows the course standards of the American Heart Association for PALS and NRP. The course leads to the awarding of certificates of successful completion.
Prerequisite: Current CPR-Health Care Provider certification, equivalent experience/education as a current RN, Paramedic, Respiratory Care Therapist or current second year NTC health career student, and approval of the instructor

EMTP 2450
Paramedic Clinical III
(6 Lab; 6 Cr)
This course is a comprehensive hospital experience that allows the student to apply skills and knowledge gained in a controlled clinical setting. This course covers clinical areas to include (but may not be limited to) medical, cardiac, surgical, and intensive care units, emergency department, and telemetry. This course will include clinical rotations through labor and delivery, pediatrics, geriatrics, and other areas. The students will be exposed to areas such as respiratory, PAR, anesthesia, which vary year to year.
Prerequisite: EMTP 1120, 1220, 1225, 1236, 1246, 1650
EMTP 2600
Paramedic Internship
(6 Lab; 6 Cr)
This course covers the application of advanced level skills and knowledge in the evaluation and care of the prehospital patient. The paramedic student will be involved in providing patient care as a team member and as a team leader under the direct supervision of a staff paramedic along with all the typical “follow-up” procedures prior to and after a response.
Prerequisite: Instructor permission

PHILOSOPHY

PHIL 1551
Introduction to Ethics
(3 Lec; 3 Cr)
Goals 6 & 9
This course is designed to develop students’ capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life. The course will provide students with a survey approach to definitions, terminology, topics, and the basics of reasoning involved in this branch of philosophy. This course will help students understand the argumentation of historic ethical theories and apply those theories to current moral issues.
Prerequisite: ENGL 1511 is recommended prior to taking this course

PHIL 1556
World Religions
(3 Lec; 3 Cr)
Goals 6 & 8
This course is designed to introduce students to the major religions of the world. In the first unit of the course, students will examine definitions and assumptions relevant to the study of religion and primal religions. The second unit will focus on the major religions of the east: Hinduism, Buddhism, Confucianism, and Taoism. The third unit will discuss the Abrahamic religions of the western world: Judaism, Christianity, and Islam.

PHIL 1565
American Indian Philosophy
(3 Lec; 3 Cr)
Goals 6 & 10
This course will offer an examination of Native American world view in its historical and contemporary context by exploring the beliefs, religion, and ceremonial practices of the American Indian. Emphasis will be placed on the Ojibwa people of the region by study of their legends, myths, sacred stories, and religious beliefs that provided the foundation for Ojibwa philosophy and world view. Philosophy terms and definitions will be studied and applied.

PHIL 1575
Introduction to Philosophy
(3 Lec; 3 Cr)
Goal 6 & 9
This course is an introduction to philosophical inquiry. The student will gain an introduction to the major ideas, arguments, and philosophers in various categories of philosophical thinking, including: epistemology, ontology, ethics, logic, religion, political and social philosophy, and aesthetics.
Prerequisite: ENGL 1511 is helpful, but not required
PHIL 1585  
**Ethics and Issues in Regional Development**  
(3 Lec; 3 Cr)  
Goals 6 & 10  
This course provides a broad overview of the ethical perspectives regarding our proper relationship with the natural world. Ethical considerations are applied to environmental issues pertinent to development in rural areas. Students will become familiar with the environmental/political climate and are encouraged to develop a heightened awareness of the natural environment and how the two interrelate.

PHIL 2552  
**Ethics**  
(3 Lec; 3 Cr)  
Goals 6 & 9  
This course expands student’s knowledge of the human condition/culture in relation to choosing good and evil in human behavior, ideas and values. This process involves reading selected articles and engaging in critical analysis and interpretation of the articles. There will be guest speakers on specific ethical concerns (medical, legal, business, education). Students are required to articulate responses in verbal and written work.  
Prerequisites: PHIL 1575, ENGL 1511 is strongly recommended

**PHYSICAL EDUCATION**

PHED 1410  
**Conditioning for Athletics**  
(1 Lab; 1 Cr)  
This course allows for students to engage in physical fitness conditioning for interscholastic sports. Students are required to participate actively in an athletic conditioning program which is sport specific that will increase strength as well as aerobic capacity through a variety of activities. The student will build an understanding of sport specific training principles using various training methods. Overall, the course will help develop and prepare students to compete in interscholastic sports.

PHED 1415  
**Weight Training**  
(1 Lab; 1 Cr)  
This course will present fundamental concepts and techniques of weight training. Safety, proper lifting techniques, and overall fitness are specifically emphasized topics in this exercise activity.

PHED 1416  
**Aerobic Fitness**  
(1 Lab; 1 Cr)  
This course will follow the standards and guidelines of the American Council on Exercise (ACE). This will include a definition of aerobic exercise, medical considerations of the participant, body composition, nutrition needs, endurance development, flexibility, injury prevention and treatment, and in-class participation in aerobic exercise.
PHED 1417  
**Treatment of Sport Injuries**  
(3 Lec; 3 Cr)  
This course provides students with the basic principles of treating sports injuries. Students will learn about the prevention, recognition, treatment and rehabilitation of athletic injuries and wounds. This will include the organization and administration of athletic training. Students will also learn and perform basic taping techniques.

PHED 1418  
**Physical Fitness**  
(1 Lab; 1 Cr)  
This course presents basic skill development for lifelong fitness. Physical Fitness will introduce the student to the basic components of fitness including cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. Each student will develop personal skills for a lifetime fitness program.

PHED 1419  
**Introduction to Recreation**  
(2 Lec; 2 Cr)  
This course provides an introduction to the field of organized recreation and leisure services. The course will examine the history of leisure and recreation as well as past and present trends.

PHED 1420  
**Principles of Coaching**  
(3 Lec; 3 Cr)  
This course is designed to prepare students for successful entry into the coaching profession. Major emphasis is placed upon coaching philosophy, sport psychology, group dynamics, and public relations.

PHED 1421  
**Beginning Snowboarding**  
(1 Lab; 1 Cr)  
This course provides basic skills for lifelong participation in snowboarding. This class will begin at the non-snowboarding level and progress through parallel turns. The class will meet at Giants Ridge Ski Resort, one day a week for eight weeks (2 hour sessions).

PHED 1422  
**Intermediate Snowboarding**  
(1 Lab, 1 Cr)  
This course will expand on basic snowboarding skills. This class will start at beginning parallel turns and will progress through advanced parallel turns. The class will meet at Giants Ridge Ski Resort, one day a week for eight weeks (2 hour sessions).

PHED 1425  
**Beginning Tennis**  
(1 Lab; 1 Cr)  
This course is designed to develop skills from the beginning through the intermediate level. The student will develop a knowledge of playing rules, strategy in singles and doubles, and several scoring procedures.
PHED 1427  
Bowling  
(1 Lab; 1 Cr)  
Skills start at the beginning level with much emphasis given to fundamental technique. The objective is to try to combine a well-rolled ball with consistent aiming. Knowledge of the sport as a whole should be acquired.

PHED 1428  
Country Western Dance  
(2 Lab; 1 Cr)  
This course will introduce a variety of Country Western dances including Texas Schottische, San Antonio Stroll, Cotton-Eyed Joe, Texas Two-Step, Cowboy Polka, Cowboy Jitterbug, Country Waltz, and various line dances. The essential elements of dance and dance etiquette will be studied.

PHED 1429  
Social Dance  
(1 Lab; 1 Cr)  
Starting at the beginning level, students will learn the basic steps to popular social dances such as east coast/west coast swing, waltz, traditional slow dance, polka, salsa, rumba, tango, fox trot, schottische, “Electric Slide” and “Saturday Night Fever.” The definition and principles of social dancing will be explored through timing, posture, balance, experiencing different styles of music, technique, and ballroom etiquette. Social dance can also be a great form of exercise as well as a useful social tool.

PHED 1430  
Disc Golf  
(1 Lab; 1 Cr)  
The course offers the student the opportunity to develop basic skills for lifelong participation in disc golf. The purpose of this class is to present the playing skills, rules, and knowledge of the game of disc golf to the beginner in such a manner that he/she can develop skills to advance to the intermediate level.

PHED 1434  
Analysis of Sport – Golf  
(1 Lec; 1 Cr)  
This course provides students with the basic principles of golf coaching. This course is designed to prepare students for successful entry into the golf coaching profession. Major emphasis will be placed upon golf fundamentals and drills, strategies, practice organization, and in-match management.

PHED 1435  
Beginning Golf  
(1 Lab; 1 Cr)  
The purpose of this class is to present the playing skills, rules, and knowledge of the game of golf to the beginner in such a manner that he/she can develop skills to the intermediate level.
PHED 1436
Advanced Golf
(1 Lab; 1 Cr)
A course for those interested in developing golfing skills beyond the beginning level.

PHED 1440
Varsity Women’s Basketball
(1 LAB; 1 Cr)
The student in this course must be able to meet NJCAA rules of eligibility for participation, participate in all scheduled practices, and be available for games during the entire season as required by the coach.

PHED 1444
Analysis of Sport – Volleyball
(1 Lec; 1 Cr)
This course provides students with the basic principles of volleyball coaching. This course is designed to prepare students for successful entry into the volleyball coaching profession. Major emphasis will be placed upon position fundamentals and drills, offensive/defensive strategies and preparation, practice organization, and in-game management.

PHED 1449
Walking for Fitness
(1 Lab; 1 Cr)
This course will develop lifetime learning in the basic skills of walking with an emphasis on developing a healthy lifestyle, while gaining the benefits of physical fitness. Key components of the course include monitoring heart rate, walking techniques, and fitness walks.

PHED 1454
Analysis of Sport – Softball
(1 Lec; 1 Cr)
This course provides students with the basic principles of softball coaching. This course is designed to prepare students for successful entry into the softball coaching profession. Major emphasis will be placed upon position fundamentals and drills, offensive/defensive strategies and preparation, practice organization, and in-game management.

PHED 1464
Analysis of Sport – Football
(1 Lec; 1 Cr)
This course provides students with the basic principles of football coaching. This course is designed to prepare students for successful entry into the football coaching profession. Major emphasis will be placed upon position fundamentals, offensive/defensive strategies and preparation, practice organization, special teams and drills.

PHED 1467
Beginning Downhill Skiing
(1 Lab; 1 Cr)
This course will present basic skills needed for lifelong participation in skiing. This class will begin at the non-skier level and progress through the basic skills of balance, rotary, edging, pressure skills, and wedge and parallel turns. The language of ski safety will also be discussed. The course will be divided into ability levels as needed. The class will meet at Giants Ridge Ski Resort.
PHED 1468
Intermediate Downhill Skiing
(1 Lab; 1 Cr)
This course presents basic skills for lifelong participation in skiing. This course focuses on the advanced skills and techniques of downhill skiing. Technique and skill development in traversing, turning, speed control and stopping will be included. This course is geared to those with skiing experience, with students having mastered beginning skiing skills. The class will meet at Giants Ridge Ski Resort.

PHED 1474
Analysis of Sport – Basketball
(1 Lec; 1 Cr)
This course provides students with the basic principles of basketball coaching. This course is designed to prepare students for successful entry into the basketball coaching profession. Major emphasis will be placed upon position fundamentals and drills, offensive/defensive strategies and preparation, practice organization, and in-game management.

PHED 1477
Archery
(1 Lab; 1 Cr)
This is a beginning class of indoor archery target shooting, using recurve bows of light to medium weight.

PHED 1479
Curling
(1 Lab; 1 Cr)
This course provides personal development of the basic fundamental skills for the lifelong participation in the sport of curling. Additional emphasis will be placed on the rules, scoring, strategy, and etiquette of the game of curling. On-ice drills and games will be performed in the class.

PHED 1484
Analysis of Sport – Baseball
(1 Lec; 1 Cr)
This course provides students with the basic principles of baseball coaching. This course is designed to prepare students for successful entry into the baseball coaching profession. Major emphasis will be placed upon position fundamentals and drills, offensive/defensive strategies and preparation, practice organization, and in-game management.

PHED 1487
Danceline
(1 Lab; 1 Cr)
This course is designed for those interested in various forms of dance. The group will practice approximately three times per week and perform at various athletic events and/or school functions. Students will actively participate in choreographing dances with supervision of instructor. Practices and performances are required.
PHED 1489
Introduction to Physical Education
(3 Lec; 3 Cr)
This course will present an introduction to the history and philosophies of physical education. This class is a critical examination of the history, people, events, programs, and philosophical positions that have led to the current status of physical education, fitness, and sport in the United States.

PHED 1493
Varsity Golf
(1 Lab; 1 Cr)
The student in this course must be able to meet NJCAA rules of eligibility for participation, participate in all scheduled practices, and be available for games during the entire season as required by the coach.

PHED 1495
Varsity Football
(1 Lab; 1 Cr)
The student in this course must be able to meet NJCAA rules of eligibility for participation, and participate in all practices and games.

PHED 1496
Varsity Volleyball
(1 Lab; 1 Cr)
Students in this course must be able to meet NJCAA rules of eligibility for participation, participate in all scheduled practices, and be available for games during the entire season as required by the coach.

PHED 1497
Varsity Men’s Basketball
(1 Lab; 1 Cr)
Students participating in this course must be able to meet NJCAA rules of eligibility for participation, participate in all scheduled practices, and be available for games during the entire season as required by the coach.

PHED 1498
Varsity Baseball
(1 Lab; 1 Cr)
Students in this course must be able to meet NJCAA rules of eligibility for participation, participate in all scheduled practices, and be available for games during the entire season as required by the coach.

PHED 1499
Varsity Softball
(1 Lab; 1 Cr)
Students in this course must be able to meet NJCAA rules of eligibility for participation and participate in all practices and games.
PHED 2417  
Exercise and Fitness Assessments  
(3 Lec; 3 Cr)  
This course is designed to acquaint the student with the creation, evaluation, and interpretation of tests and measurements used in the fields of physical education and exercise science settings. Basic statistical analysis will be discussed.  
Prerequisite: PHED 2415, Math 1521 or Math 1545

PHED 2418  
Group and Individual Exercise Instruction  
(3 Lec; 3 Cr)  
The course covers the advanced theory and professional practice of exercise leadership, design of group and individual exercise sessions, supervision of participants, and modification of exercise prescriptions. It includes techniques of exercise adherence and practicum experience with cardiovascular and resistance programs.  
Prerequisite: PHED 2415, PHED 2417

PHED 2425  
Social and Ethical Aspects of Sport and Physical Activity  
(3 Lec; 3 Cr)  
This course will focus on the sociological and ethical aspects of sport and physical activity. This class will investigate the American value system of competition and sport. The social influences will be examined in the following areas: children, religion, interscholastic and intercollegiate sport, politics, and race and gender issues.

PHED 2426  
Psychology of Sport and Physical Activity  
(3 Lec; 3 Cr)  
This course will focus on the psychological issues of sport and physical activity. Research, principles and issues will be presented. Further study will involve the effects physical activity has on performance enhancement, communication, attitudes, and motivation.

PHED 2451  
Advanced Weight Training  
(1 Lab; 1 Cr)  
Students are expected to be familiar with the fundamentals of weight training. Advanced Weight Training will provide a thorough education of the proper mechanics of weight lifting. The course will also demonstrate how to effectively plan training programs and assessments based on individual goals. The class will consist of 20% lectures and 80% weight training, where students will apply what they have learned. There will be skills tests, physical assessments, and goal setting papers. Students will be introduced to advanced forms of weight training, powerlifting, bodybuilding, and sport-specific training. Proper technique, exercise selection, programming, nutrition, and anatomy/physiology of weight training will be discussed.  
Prerequisite: PHED 1415 or consent of instructor
PHYSICS

PHYS 1541
Physical Science
(3 Lec, 1 Lab; 4 Cr)
Goal 3 & 10
This course will cover four areas of physical science: physics, chemistry, atmospheric science, and geology. The physics portion will cover measurements, motion, forces, energy, heat, and electricity and magnetism. The chemistry portion will cover chemical bonding, chemical reactions, and gases. The atmospheric science portion will cover Earth’s atmosphere and its dynamics. The geology portion will cover surface processes, plate tectonics, minerals, and rocks
Prerequisites: Math 0095, CPT placement, or instructor’s consent

PHYS 1551
Introductory Physics
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course covers the basic principles of physics from a conceptual and practical viewpoint with a minimal amount of math. Topics generally include mechanics, waves and sound, fluids, thermodynamics, electricity, magnetism, and light. It is designed for students in general education and those who are preparing to take the College Physics sequence or the Engineering Physics sequence.
Prerequisite: Higher Algebra

PHYS 1561
College Physics I
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course will cover kinematics, Newton’s Laws, circular motion, linear momentum, rotation motion and dynamics, elasticity, fluids, wave motion, and sound with a potential section on thermodynamics.
Prerequisite: College Algebra

PHYS 1562
College Physics II
(3 Lec, 1 Lab; 4 Cr)
Goal 3
This course will cover thermodynamics (if not already covered in the previous semester), electricity and magnetism, optics, and the wave nature of light.
Prerequisite: PHYS 1561 or consent of instructor

PHYS 1565
Astronomy: The Solar System
(2 Lec; 2 Cr)
Goal 3
This course is a non-mathematical study of the Solar System: the sun, the planets, the asteroids, and the comets. This is a study of their present structure and origin.
**PHYS 1566**  
Astronomy: The Universe  
(2 Lec; 2 Cr)  
Goal 3  
This course is a non-mathematical study of the Universe outside the Solar System. Properties of different stars, galaxies, neutron stars, black holes, evolution of the Universe are covered in this course.

**PHYS 1567**  
Introductory Astronomy  
(3 Lec; 3 Cr)  
Goal 3  
This course is an introductory study of the universe. It covers development of astronomy as a science, the scale structures and evolution of the solar system, stars, stellar evolution, galaxies, and cosmology.

**PHYS 1571**  
Engineering Physics I  
(4 Lec; 4 Cr)  
Goal 3  
This course will cover kinematics, Newton’s Laws, circular motion, gravity, mechanical energy, linear momentum, rotation motion and dynamics, elasticity, fluids, waves, sound, and thermodynamics.  
Prerequisite: Concurrent enrollment in MATH 1561 or instructor’s consent

**PHYS 1572**  
Engineering Physics II  
(4 Lec; 4 Cr)  
Goal 3  
This course will cover electricity and magnetism, electromagnetic waves, optics, interference, and diffraction. In addition, the course will cover some modern physics, if time permits.  
Prerequisite: PHYS 1571, and concurrent enrollment in MATH 1562 or 1542, or instructor’s consent

**PHYS 1581**  
Engineering Physics Lab I  
(1 Lab; 1 Cr)  
Engineering Physics I Lab - required as part of Engineering Physics I.

**PHYS 1582**  
Engineering Physics Lab II  
(1 Lab; 1 Cr)  
Engineering Physics II Lab - required as part of Engineering Physics II.

**PHYS 2430**  
Modern Physics I  
(3 Lec; 3 Cr)  
Modern Physics is the third course in the physics sequence for students majoring in physics or engineering. This course focuses on physical discoveries made during the 20th century, including relativity, particle physics, quantum mechanics, and nuclear physics.  
Prerequisite: PHYS 1572 Engineering Physics II
POLITICAL SCIENCE

POLS 1556
American Government
(3 Lec; 3 Cr)
Goals 5 & 9
This course is a study of the structure and function of the national government of the United States including political theory, political parties, elections, civil rights, and the three branches of government.
Prerequisite: College level reading

POLS 1557
State and Local Government
(3 Lec; 3 Cr)
Goals 5 & 9
This course is a study of the structure and functions of state and local governments with emphasis on Minnesota.
Prerequisite: College level reading

POLS 1558
Intro to Political Science
(3 Lec; 3 Cr)
Goals 5 & 8
This course deals with a number of topics that are part of the academic discipline of political science, including political theory, political ideologies, government, political culture, politics of diversity, politics of media, politics of change, political economy, international politics, and comparative government. The course also requires students to examine their own political experience, political ideas, political culture, and political socialization in the context of considerations of alternative diverse opinions, interests, and ethical views. The course also introduces the study of comparative systems through consideration of other governments and thus is viewed not only as a general introductory course, but also counts as a Global Perspective course.

POLS 1559
International Relations
(3 Lec; 3 Cr)
Goals 5 & 8
This course is a study of contemporary and historical international relations, foreign policy and international organizations.
Prerequisite: College level reading

POLS 2459
Political Science Internship
(1-3 Cr)
The political science internship will provide the student with supervised work experience in any political setting. Examples (not exhaustive) include local government councils, local government agencies, state government including Minnesota House and Senate, and the federal government level. Consent of instructor is required.
Prerequisite: Past or current enrollment in POLS 1556 or POLS 1557. Consent of instructor.
PROCESS AUTOMATION SYSTEMS (currently ECM – Electronics Control & Maintenance)

PAS 1225
Electrical & Industrial Automation Projects
(2 - 8 Cr)
This course is designed to cover learning related to special assignments, independent study, internships and industrial work experience directly related to the curriculum objectives of the Process Automation Systems. The course content will be determined on an individual basis dependent on student needs and departmental requirements. The ECM department, in coordination with the student, will design an individual plan that meets specified objectives.
Prerequisite: Industrial electrical experience, previous electrical related course work.

PAS 1253
Introduction to DC/AC Electronics
(1 Lec, 3 Lab; 4 Cr)
This offering is designed as a foundational course for those entering electrical maintenance/engineering related fields. Basic DC/AC theory is studied with a focus on electrical quantities, circuit components, schematic symbols, measurement, and the mathematical and practical analysis of series, parallel, and series/parallel circuits from a troubleshooting perspective. Lab safety and the safe and proper use of tools and test equipment are emphasized.

PAS 1256
Process Control for Operators
(3 Lec, 1 Lab; 4 Cr)
This course provides an overview of the system and process controls. The course outlines common system control configurations, equipment layouts, and quality control strategies. Included in the coursework is a general overview of control standards, flow meters and calibration, radioactive safety, instrumentation components, process parameters and terminology, operator interface and system troubleshooting. The course focus is on practical application from an operational viewpoint.
Prerequisite: EIAT/ PAS 1255

PAS 2261
Electrical Safety
(1 Lec, 1 Lab; 2 Cr)
This course provides a general knowledge of industrial electrical systems. The curriculum encompasses electrical safety, fundamentals of electricity, and electrical distribution systems. The course focus is on electrical safety as it pertains to the millwright profession.

PAS 2265
Electrical Control of Machines
(1 Lec, 1 Lab; 2 Cr)
This course covers the discrete and integrated circuit elements used in modern control systems. The course includes the expanding use of solid-state and microprocessor control of systems, and the use of fluid and electrical-mechanical power. Topics covered will include machine control power courses, control system and machine environments, motion control of machines, and complex control situations.
Prerequisite: EIAT/PAS 1233, 1243, 1244, 1253, and 1295
PAS 2275
Robotic Work Cells
(4 Lab; 4 Cr)
This course covers basic robot principles through applied theory and practical lab applications. The course will cover all of the individual components that it takes to make up a total robotic system. The construction, programming, and operation of the training robot used is identical to most industrial robots which are being used in industry. The training robot will be integrated into work cells with actual industrial sensors and equipment.
Prerequisite: EIAT/PAS 1233, 1243, 1244, 1253, and 1295

PSYCHOLOGY

PSYC 0096
Goals Clarification
(1 Lec; 1 Cr)
This course is designed for those students who have been readmitted to school after academic suspension. The two main goals of the course are to: (a) monitor the academic progress of each student according to the terms his/her readmission contract; (b) focus on factors that lead to suspension, future academic goals and ways to achieve those goals. Topics will include: attitudes, behaviors, self-discipline, focus of control, procrastination, accountability, decision-making, and goal setting.
Prerequisite: Instructor permission to enroll in course

PSYC 1415
Freshman Year Experience
(1 Lec; 1 Cr)
This course is designed to assist first year students to identify educational goals, career paths, and transfer options. In addition, the course will address social concerns that affect the first year student with the goal of promoting student success.
This course is mandatory for all new entering degree seeking students who are not enrolled in a technical program. Students transferring from another institution will be evaluated on a case by case basis.

PSYC 1555
Psychology of Men
(3 Lec; 3 Cr)
Goals 5 & 7
This course is an introduction to the study of men’s lives. Topics include boyhood, the privileges and perils of collegiate masculinities, fears about men’s friendships, men and work, men and health, intimacy and poser issues with women, male sexualities, male violence, and men in families. This course is designed for both women and men about men’s issues.

PSYC 2551
General Psychology
(4 Lec; 4 Cr)
Goal 5
This course is an introduction to the scientific study of human behavior: history, background and methods, development, perception, learning, thinking, motivation, emotion, intelligence, personality, adjustment, mental health and social psychology.
Prerequisite: Recommend CPT score of 72, or “C” or better in ENGL or READ 0082, reading and writing intensive

**PSYC 2555**
**Psychology of Aging**
(3 Lec; 3 Cr)
Goals 5 & 7
This course provides an overview of the developmental period from early adulthood through death, with emphasis on the aging process with an in-depth examination of the theories of adult change or development. The following areas are included: personal maturity, psychological concerns of the aged, counseling the elderly, and how to deal with grieving and death.
Prerequisite: PSYC 2551

**PSYC 2556**
**Industrial/Organizational Psychology**
(4 Lec; 4Cr)
Goals 5 & 7
This course is an introduction to the study of human behavior in the work environment. Topics for discussion will include the nature of work in the modern world, organizational theory and culture, personnel selection, personnel training, work efficiency, human motivation, performance appraisal, leadership and supervision, teams, job satisfaction, employee safety and health, stress, human engineering, and consumer psychology.
Prerequisite: Reading and writing intensive

**PSYC 2558**
**Abnormal Psychology**
(3 Lec; 3 Cr)
Goals 5 & 7
This course examines mental disorders and behavioral deviations with primary emphasis on etiology, classification, symptomatology, and alternative therapeutic approaches.
Prerequisite: PSYC 2551; reading and writing intensive

**PSYC 2565**
**Child and Adolescent Development**
(3 Lec; 3 Cr)
Goal 5
This course provides an overview of human development from conception through adolescence. Major theories and research are used to examine physical, perpetual, emotional, cognitive, linguistic, social and moral development.
Prerequisite: PSYC 2551 (or previous course PSYC 220), reading and writing intensive

**PSYC 2567**
**Lifespan Development**
(4 Lec; 4 Cr)
Goals 5 & 7
This course is a scientific and theoretical examination of the physical, social, cognitive, and psychological dimensions of development throughout the lifespan.
Prerequisite: PSYC 2551; reading and writing intensive
PSYC 2575
Introduction to Co-Occurring Disorders
(4 Lec; 4 Cr)
Goals 5 & 9
Significant numbers of chemically-dependent individuals have one or more mental disorders. This introductory course is designed to help students become familiar with the most common mental disorders, the interrelationship between mental disorders and substance abuse as well as the various counseling methods and treatment approaches for the dually-diagnosed client.
Prerequisite: PSYC 2551 and, either HLTH 1465, HSER 1465 or CDEP 1255

READING

READ 1455
Critical Reading Skills
(2 Lec; 2 Cr)
This is a course designed to help student's master college-level reading materials. The assignments are taken from all academic levels. The reading skills emphasized are fundamental to intelligent reading of college-level material including literal and inferential comprehension, making connections, understanding figurative language, and evaluating ideas. Multicultural reading selections are assigned to provide class participants the opportunity to recognize and share the concerns and experiences of ethnically diverse Americans.
Prerequisite: CPT score of 72, or "C" or better in ENGL or READ 0082

SOCIOLOGY

SOC 1452
Crime and Delinquency
(3 Lec; 3 Cr)
Goal 5
Students will study crime and delinquency from both the social and psychological view. Emphasis will be placed upon the definition, nature, causes, and degree of criminal and delinquent behavior and its effect upon society. An overview of the juvenile justice system will also be presented.
Prerequisite: College level reading and writing

SOC 1551
Introduction to Criminal Justice
(3 Lec; 3 Cr)
Goals 5 & 9
This course is an analysis of the criminal justice system in the United States. It deals with criminal law and the roles and relationships of the four institutions in the criminal justice system: law enforcement, criminal bar, courts, and corrections.
Prerequisite: College level reading and writing

SOC 1555
Introduction to Sociology
(3 Lec; 3 Cr)
Goals 5 & 7
Survey of characteristics of human group life with emphasis on the structure of the social environment and its influence upon the individual.
SOC 1556
Introduction to Community Organizing and Development
(3 Lec; 3 Cr)
Goals 5 & 9
This course will introduce students to community based organizing and the development and maintenance of community based development organizations. The class covers the history of organizing, the role of community organizing in a democratic society, solving social problems through community organizing, the concept of empowerment, and the structure of community based organizations.

SOC 1557
Courtship, Marriage and Family
(3 Lec; 3 Cr)
Goals 5 & 7
This course is a sociological study of dating, mate selection, and marital and non-marital relationships. Special emphasis is placed on gender and diversity in family arrangements: race, class, ethnicity, and sexual preference.

SOC 1558
Human Relations
(3 Lec; 3 Cr)
Goals 5 & 7
Designed to introduce students to the breadth and depth of the field of human relations. Emphasis is on the processes of communication, problem solving, decision making, conflict and change as they occur in individuals, interpersonal, group and intergroup relations.
Prerequisite: College level reading and writing (writing intensive)

SOC 1559
Human Sexuality: Sex, Romance, and Relationships
(3 Lec; 3 Cr)
Goals 5 & 7
This course explores psycho-social sexual development with emphasis on developing and maintaining meaningful, enjoyable and responsible sexual relationships throughout life. Students will explore childhood, adolescent and adult sexual behavior; dating and mate selection; marital, extramarital sex; sexual variation; and cultural, religious and societal influences on sexual values and behavior.

SOC 1565
Social Problems
(3 Lec; 3 Cr)
Goals 5 & 10
This course is a sociological study of causes, consequences, and solutions of major social problems such as racism, crime, poverty, mental and physical illness, and environmental issues.
Prerequisite: CPT score of 72, or “C” or better in ENGL or READ 0082, writing intensive
SOC 2655
Group Dynamics
(3 Lec; 3 Cr)
Goal 5
Through lectures and actual participation in facilitation of the small group process, students will become familiar with the skills and techniques common to working with groups. Participation will include group dynamics, determining group purpose, basic group roles, stages of group development, group members’ roles, group leader roles, and functions.
Prerequisite: None for non-Human Service majors; HSER 1232 Helping Process for Human Service majors, college level reading and writing

SPANISH

SPAN 1451
Conversational Spanish I
(2 Lec; 2 Cr)
This is a basic course in communicative Spanish. Areas of special interest such as law enforcement, social work, and travel are integrated into this course.

SPAN 1452
Conversational Spanish II
(2 Lec; 2 Cr)
This course is a continuation of the basic communicative Spanish course (SPAN 1451). Areas of special interest such as law enforcement, social work, and travel are integrated in this course.
Prerequisite: SPAN 1451

SPAN 1461
Spanish I
(4 Lec; 4 Cr)
Goal 8
This is a functional course in speaking, listening, reading, and writing the Spanish language. Learners will be given the opportunity to grasp the challenge of a foreign language. Pronunciation, practical vocabulary, grammar, reading and conversation are an integral part of this course.
Prerequisite: College level reading

SPAN 1462
Spanish II
(4 Lec; 4 Cr)
Goal 8
This is the second semester of a functional course in speaking, listening, reading, and writing Spanish. The learners will have the opportunity to grasp the challenge of a foreign language and culture. Pronunciation, practical vocabulary, grammar, reading and conversation are an integral part of this course.
Prerequisite: SPAN 1461 and college level reading

SPAN 1540
Culture and Civilization of Spain
(3 Lec; 3 Cr)
Goal 6 & 8
Explore the culture and civilization of Spain including its history, music, dance, art, literature, film, architecture, and cuisine. This course will give students an appreciation for the fascination and mystery of the Iberian Peninsula and its role in Western Civilization from Roman times to the present. In developing their understanding of Spanish culture students will gain a better understanding of their own culture. Taught in English. Prerequisite: College-level reading and writing.

**SPAN 1550**

**Culture and Civilization of Hispano-American**

(3 Lec; 3 Cr)
Goal 6 & 8
Explore the culture and civilization of Hispano-American. Students will gain an appreciation for the mixture of indigenous, colonial, and modern cultures that has produced the countries of Latin America. Topics include music, dance art, literature, film, architecture, history, and cuisine. Examination of the similarities and differences between United States culture and that of Hispano-American will give students a better understanding of their own culture. Prerequisite: College-level reading and writing.

**SPAN 2463**

**Spanish III**

(3 Lec; 3 Cr)
Goal 8
Students further develop their skills in listening, speaking, reading, and writing Spanish. Students will review various aspects of Spanish grammar and style as well as read and analyze selected texts of modern prose. An awareness and appreciation of Hispanic cultural values and patterns of behavior are an integral part of this course. Prerequisite: SPAN 1416 (or previous SPAN 102 and 103), college level reading

**SPAN 2464**

**Spanish IV**

(3 Lec; 3 Cr)
Goal 8
A continuation of Spanish III. Students continue to develop their skills in listening, speaking, reading, and writing Spanish. Students will review various aspects of Spanish grammar and style as well as read and analyze selected texts of modern prose. An awareness and appreciation of Hispanic cultural values and patterns of behavior are an integral part of this course. Prerequisite: SPAN 2463 (or previous course SPAN 203) and college level reading

**STATISTICS**

**STAT 2551**

**Statistics I**

(4 Lec; 4 Cr)
Goal 4
This course is an introduction to descriptive and inferential statistics for averages, probability, random variables, interval estimation, and population hypothesis tests. The course includes use of computer programs. Prerequisite: MATH 0094 (MATH 1521 is recommended, but not required), reading intensive
STAT 2552
Statistics II
(3 Lec; 3 Cr)
This course is an introduction to design of experiments, two population hypothesis testing, regression and correlation, analysis of variance, time series analysis, and decision theory. The course includes use of computer programs.
Prerequisite: STAT 2551 (MATH 1521 is recommended, but not required.), reading intensive

STUDENT SUPPORT SERVICES

SSS 1435
Understanding Relationships
(1 Lec; 1 Cr)
This workshop will introduce students to the stages and nature of interpersonal relationships. Through a variety of formats, participants will explore relationship issues and develop the skills needed to build healthier interactions with friends, peers, and family members. Conflict management and the grieving process will be explored to improve healthy coping skills. This course is open only to Student Support Services students.

SSS 1455
College Survival Seminar
(2 Lec; 2 Cr)
This course offers an orientation to the college and its services designed to give new students a positive introduction to academic life. Topics will include college expectations, academic services, campus orientation, educational goals, financial aid, and barriers to college success. Students will develop a personal academic plan for themselves at Mesabi Range College. This course is open only to Student Support Services students.

SSS 1465
Resume Works
(1 Lec; 1 Cr)
This course is a resume preparation course that guides students to assess their job-related skills and abilities, define job objectives, and prepare a finished resume that will meet employers’ expectations. The course will focus primarily on resume writing, with other aspects of the job search covered, briefly. This course is open only to Student Support Services students.

TEACHER ASSISTANT / INSTRUCTIONAL AIDE

TAIA 1202
Guiding Children’s Development & Behavior I
(4 Lec; 4 Cr)
Students will develop a basic knowledge and understanding of child development with an intensive focus on children, birth to eight years of age. Redirection of children’s behavior and additional guidance techniques will be presented. In addition, students will learn how to use indoor and outdoor space effectively in order to meet children’s growing developmental needs.
TAIA 1204  
Engaging Families in Culturally Responsive Practice  
(3 Lec; 3 Cr)  
This course introduces and explores myriad culturally responsive strategies to prepare students to engage in responsive communication, care, and instruction with children and families from cultures other than their own.

TAIA 1208  
Guiding Children’s Development & Behavior II  
(3 Lec; 3 Cr)  
Students will develop a basic knowledge and understanding of child development with an intensive focus in the preschool through adolescence years. Social skill development and strategies for managing behavior will be addressed. Students will learn how to use space and materials to develop a positive learning environment inclusive of all children/youth.

TAIA 1210  
Historical & Legal Foundations of Education  
(2 Lec; 2 Cr)  
This course is designed to provide knowledge about the legal and historical foundations of education. It defines the necessary roles and responsibilities of parents, children, youth, educators and educational systems. Students will develop a practical knowledge of relevant laws, rules, regulations, policies, and procedures that are necessary to perform their role as a teacher’s assistant or instructional aide in the public school setting.

TAIA 1212  
Environments for Learning  
(3 Lec; 3 Cr)  
Students will develop a basic understanding of a child’s physical, social, emotional, and cognitive development. Students will apply their knowledge of child development to create a stimulating learning environment which incorporates the use of developmentally appropriate activities, materials, and equipment.

TAIA 1214  
Exploring Careers in Education  
(3 Lec; 3 Cr)  
This course provides students the opportunity to explore various career options in the field of Education - specifically Early Childhood, Elementary Education and an area of their own interest. Students will conduct action research and participate in practicum experiences (volunteer in classrooms) in order to gain a greater knowledge about the attributes and skills required to be successful in these career pathways.

TAIA 1216  
Professionalism on the Education Team  
(3 Lec; 3 Cr)  
This course provides a comprehensive overview regarding the roles and responsibilities of becoming a member of a professional education team. Students will receive technical assistance and guidance in preparing for the National Council for Professional Recognition CDA TM Professional Portfolio requirements which include: a cover sheet, summary of education, family questionnaires, six-
reflective statements of competence, related resource collection items, and a professional philosophy statement

TAIA 1218
Health, Safety and Nutrition
(3 Lec; 3 Cr)
This course provides focused training in recognizing and caring for child breathing and cardiac emergencies as well as basic first-aid. Environmental health and safety are addressed with an emphasis on prevention. A basic nutritional component is integrated which provides a basis for students to understand appropriate food handling and sanitation.

TAIA 1220
Teaching Young Children with Challenging Behaviors
(3 Lec; 3 Cr)
This course introduces participants to universal promotion, secondary prevention, and tertiary intervention approaches to educate and care for children with challenging behaviors. In addition, participants will learn how to conduct a functional behavior assessment and provide positive behavior support. Physical space, appropriate routines, and a myriad of transition and teaching strategies will also be addressed.

TAIA 1221
Observation & Assessment in Early Childhood
(3 Lec; 3 Cr)
This course will introduce various methods of child study, observation, portfolio development, and other assessment methods in order to measure children’s growth and development so that educators can plan for, and provide the optimal Early Childhood learning experience for each individual child.

TAIA 2202
Foundations in Assessment & Special Education
(4 Lec; 4 Cr)
This course explores the purpose of designing student learning outcomes as well as introduces multiple modes of assessment in order to measure student learning. In addition, it provides an overview of Special Education laws in the United States as well as defines the role of the Paraprofessional on the education team.

TAIA 2206
Trauma Informed Teaching
(3 Lec; 3 Cr)
Students will be able to articulate the essential findings from the Adverse Childhood Experiences (ACEs) Kaiser Research Study as well as be able to recognize ACEs in children and families. Students will develop the necessary skills to become mandated reporters, which include the ability to identify and report what constitutes child abuse, and neglect in the state of Minnesota. In addition, students will learn how to identify and make appropriate referrals when working with families. Furthermore, students will explore successful intervention approaches to working with children who have experienced trauma.
TAIA 2208  
**Assisting with Language & Literacy**  
(3 Lec; 3 Cr)  
This course will explore the development of language and literacy for children birth through adolescence. Instructional strategies for developing an effective reading program will be addressed.

TAIA 2212  
**Assisting with Math & Science**  
(3 Lec; 3 Cr)  
This course will provide students with a basic understanding of teaching methods used in the areas of math and science.

TAIA 2214  
**Positive Behavior & Guidance Techniques**  
(2 Lec; 2 Cr)  
This course introduces students to a variety of positive guidance techniques when working with children birth to eight years of age. These strategies include redirection, encouraging cooperation, problem solving and conflict resolution skills; and promoting positive social/emotional development. Strategies to engage families in the guidance process are also addressed.

THEATRE

THTR 1555  
**Introduction to Theatre**  
(3 Lec; 3 Cr)  
Goal 6  
This course surveys theatre as an art form and a medium of communication. It examines theatre from primitive rites to contemporary forms and includes architecture, lighting, scenery, costuming, makeup, plays, directing, acting, and criticism.  
Prerequisite: CPT score of 72 or “C” or better in ENGL or READ 0082

THTR 1557  
**Applied Acting Techniques**  
(3 Lec; 3 Cr)  
Students in this course will explore basic acting concepts and will develop an awareness of themselves, others, the actor’s discipline, and the nature of stepping into a role. Students applying the concepts of this course have the potential to become better, more effective learners and/or beginning actors.

THTR 1565  
**Acting for the Stage**  
(3 Lec; 3 Cr)  
Goal 6  
Students in this course will explore basic acting concepts including improvisation, characterization, vocal control, movement, performance preparation, and relaxation techniques. Further, students will explore objective, intention, and motivation as means to understanding character and creating a believable onstage performance.
THTR 2315
Theatre Practicum
(1 Lab; 1 Cr)
The Theatre Practicum credit is available for students who participate in the theatre productions on campus at Mesabi. Students can experience backstage areas and front-of-house operations or rehearsal and performance of a role in Mesabi theatrical or musical productions. Credit can be received for work in one of the following areas: performance, box office/marketing, costumes, scenery, properties, lighting/sound, makeup and stage management before/during performance runs for Mesabi Theatre productions.

THTR 2555
Introduction to Play Directing
(3 Lec; 3 Cr)
Goal 6
This course is designed to familiarize the student with different concepts of play directing. Special emphasis will be placed on production procedures, central staging, and the fine fundamentals of play directing.
Prerequisite: THTR 1565, CPT score of 72 or “C” or higher in ENGL or READ 0082

WELDING TECHNOLOGY

WELD 1220
Basic Welding Skills
(2 Lab; 1 Lec)
The purpose of this course is to build skills in welding mild steel using E6010 and/or E6011 electrodes with the Shielded Metal Arc Welding Process and GMAW Process. The student will become familiar with SMAW and GMAW principles and techniques, practical safety standards, and filler metals and how to apply them according to AWS D1.1 Code in 1F, 2F, 3F, 4F, 1G, 2G, 3G, & 4G positions. Students will be evaluated on their performance in a work-like environment.

WELD 1221
Intro to SMAW
(1 Lec; 1 Cr)
The purpose of this course is to introduce the student to the Shielded Metal Arc Welding Process and the related safety practices through National Skills Standards established by the federal government and the American Welding Society. These standards are referenced in AWS EG2.0, Guide for Training and Qualification of Welding Personnel – Entry Level Welder. The student will become familiar with SMAW principles and techniques, ANSI/AWS Z49.1 safety standards, metallurgy, electrical principles, and filler metals and how to apply them to all weld types in all welding positions. Welding terminology and typical job communications will be covered.

WELD 1222
Basic SMAW Skills
(2 Lab; 2 Cr)
The purpose of this course is to build skills in welding mild steel using E6010 and/or E6011 electrodes with the Shielded Metal Arc Welding Process. The student will become familiar with SMAW principles and techniques, practical safety standards, and filler metals and how to apply them according to AWS D1.1 Code in 1F, 2F, 3F, 4F, 1G, 2G, 3G & 4G positions. Students will be evaluated on their performance in a work-like environment.
Prerequisite: Concurrent enrollment in or previous completion (GPA 2.0) of WELD 1221
WELD 1223  
SMAW Low Hydrogen Skills  
(2 Lab; 2 Cr)  
The purpose of this course is to build skills in welding mild steel using E7018 (Class F4) electrodes with the Shielded Metal Arc Welding Process. The student will become familiar with SMAW principles and techniques, practical safety standards, and filler metals and how to apply them according to AWS D1.1 Code in 1F, 2F, 3F, 4F, 1G, 2G, 3G & 4G positions. Students will be evaluated on their performance in a series of visual tests and bend tests conducted in a work-like environment.  
Prerequisite: Concurrent enrollment in or completion (GPA 2.0) of WELD 1221  

WELD 1224  
SMAW Alloyed Metals Skills  
(2 Lab; 2 Cr)  
This course covers the AWS National Skills Standards related to welding alloyed materials and dissimilar metals with the Shielded Metal Arc Welding Process. The student will become familiar with SMAW principles and techniques, practical safety standards, and Stainless Steel filler metals and how to apply them according to AWS D1.1 Code in 1F, 2F, 3F, 4F, 1G, 2G, 3G & 4G positions. Students will be evaluated on their performance in a series of visual and destructive tests conducted in a work-like environment.  
Prerequisite: Concurrent enrollment in or completion (GPA 2.0) of WELD 1221

WELD 1231  
Intro to Thermal Cutting Processes  
(1 Lec; 1 Cr)  
This course covers the AWS National Skills Standards related to Thermal Cutting Processes and the related safety practices. The student will become familiar with process components, limitations, advantages and disadvantages of the OFC, PAC, CAC-A, and other various types of thermal cutting processes.  

WELD 1232  
Flame Joining Processes  
(1 Lab; 1 Cr)  
This course covers the AWS National Skills Standards related to Oxy-fuel welding and brazing processes and the related safety practices. The student will practice the various processes on applicable materials in various positions. Students will be evaluated on their performances in a work-like environment.  
Prerequisite: Concurrent enrollment in or previous successful (GPA 2.0) of WELD 1231

WELD 1233  
Cutting and Gouging Processes  
(4 Lab; 4 Cr)  
This course covers the AWS National Skills Standards related to OFC, PAC-A and CAC-A Cutting and Gouging processes and the related safety practices. The student will practice the processes on carbon steel, stainless steel, and aluminum. Students will be evaluated on their performances in a work-like environment.  
Prerequisite: Concurrent enrollment in or previous successful (GPA 2.0) of WELD 1231
WELD 1234
**Metal Prep Equipment, Operation & Safety**
(.5 Lec; .5 Lab; 1 Cr)
The purpose of this course is to introduce the student to the equipment and safety practices necessary to prepare metals satisfying joint design and joint testing requirements as described by the American Welding Society. The student will become familiar with the use of equipment in a safety focused environment. Welding terminology and typical job communications will be covered.

WELD 1241
**Blueprint Reading**
(1 Lec; 1 Cr)
This course covers the AWS National Skills Standards for acquiring the basic knowledge and skills in practical blueprint reading and interpretation. Welding symbols and industrial welding and assembly prints are studied.

WELD 1251
**Assigned Projects**
(1 Lab; 1 Cr)
This course covers the knowledge and skills to complete a typical job order as required by industry. The student will be assigned a project that expands upon the competencies learned in Weld 1221, Weld 1231, Weld 1261, Weld 1271, Weld 1281, depending on applicability.
Prerequisite: Concurrent enrollment in or previous successful completion (GPA 2.0) of courses pertinent to the welding process (Weld 1221, Weld 1231, Weld 1261, Weld 1271, Weld 1281) to be used to complete the project

WELD 1255
**Welding Mathematics**
(1 Lec; 1 Cr)
This course covers the AWS National Skills Standards related to the mathematics involved in typical everyday usage in the field of welding.

WELD 1261
**Gas Metal Arc Welding I**
(.5 Lec; .5 Lab; 1 Cr)
This course covers the AWS National Skills Standards related to the Gas Metal Arc Welding Process and the related safety practices. The student will become familiar with fundamentals, techniques, equipment, and shielding gases related to GMAW-S. Light to heavy ferrous materials will be welded in the 1F, 2F, 1G, & 2G positions in a work-like setting.

WELD 1262
**Gas Metal Arc Welding II**
(2 Lab; 2 Cr)
This course covers the AWS National Skills Standards related to the Gas Metal Arc Welding Process and the related safety practices. The student will become familiar with GMAW fundamentals, equipment, metal transfer processes and shielding gases related to GMAW. Light ferrous and non-ferrous materials will be welded in the 1F, 2F, 3F, 4F, 1G, 2G, 3G, & 4G positions utilizing various techniques.
Prerequisite: Concurrent enrollment in or previous successful (GPA 2.0) of Weld 1261
WELD 1271
Gas Tungsten Arc Welding I
(1 Lec; 2 Lab; 3 Cr)
This course introduces the student to the background information and theory related to the Gas Tungsten Arc Welding Process and the related safety practices. The student will become familiar with GTAW fundamentals, equipment, filler metals and shielding gases related to GTAW. Mild steel will be welded in multiple positions.

WELD 1272
Gas Tungsten Arc Welding II
(2 Lab; 2 Cr)
This course covers the AWS National Skills Standards related to the Gas Tungsten Arc Welding Process of non-ferrous materials and the related safety practices. The student will become familiar with GTAW fundamentals, equipment, filler metals and shielding gases related to GTAW. Stainless steel and aluminum will be welded in multiple positions.
Prerequisite: Concurrent enrollment in or previous successful completion (GPA 2.0) of Weld 1271

WELD 1281
Flux Core Arc Welding I
(2 Lab; 2 Cr)
This course covers the AWS National Skills Standards related to the Flux Core Arc Welding Process and the related safety practices. The student will become familiar with FCAW fundamentals, equipment, metal transfer processes and shielding gases related to FCAW. Mild steel will be welded in the 1F, 2F, 1G, & 2G, positions.

WELD 1282
Flux Core Arc Welding II
(2 Lab; 2 Cr)
This course covers the AWS National Skills Standards related to the Flux Core Arc Welding Process and the related safety practices. The student will become familiar with FCAW fundamentals, equipment, metal transfer processes and shielding gases related to FCAW. Mild steel will be welded in the 3F, 4F, 3G, & 4G positions.
Prerequisite: Concurrent enrollment in or previous successful (GPA 2.0) of Weld 1281

WELD 2240
Properties of Welding I
(1 Lec; 1 Cr)
The purpose of this course is to continue the students' understanding of the Shielded Metal Arc Welding processes as applied to pipe and stainless steel welding. It will also expand the students' knowledge in the metallurgy of carbon and stainless steels. In addition, this course will also cover the AWS Standards (AWS D1.1, D1.6, API 1104) pertaining to plate, pipe and stainless steel certification.
Prerequisite: A 2.0 average or better in Weld 1253, or consent of instructor

WELD 2241
Shielded Metal Arc Welding - Pipe
(5 Lab; 5 Cr)
The purpose of this course is to afford the student the opportunity to become proficient welding pipe to AWS D1.1 and API 1104 codes using the Shielded Metal Arc process.
Prerequisite: A 2.0 average or better in Weld 1222 and Weld 1223, or consent of instructor
WELD 2242
Advanced Blueprint Reading
(1 Lec; 1 Cr)
This course covers mechanical drafting and welding symbols, sketching and drawing of simple assemblies and subassemblies, and applied metrics dimensioning and testing. This course will also cover the principles and methods of layout fabrication by means of scaling and modeling. Prerequisite: A 2.5 average or better in Weld 1241 or consent of instructor.

WELD 2243
Flux Core Arc Welding III
(4 Lab; 4 Cr)
The purpose of this course is to afford the student the opportunity to become proficient welding plate and structural steel in all positions using Flux Core Arc Welding (self and dual shield) processes. AWS D1.1 and D1.6 codes will be followed. Prerequisite: A 2.5 average or better in Weld 1281a, 1281b, or consent of instructor.

WELD 2244
Shielded Metal Arc Welding-Structural
(2 Lab; 2 Cr)
The purpose of this course is to acquire the skills necessary to weld Low-Hydrogen electrodes in all positions to the profiles and acceptance criteria of AWS D1.1-Structural and AWS D1.5-Bridge. Prerequisite: A 2.0 average or better in Weld 1223, or the consent of instructor.

WELD 2245
Gas Tungsten Arc Welding – Pipe & Tube
(3 Lab; 3 Cr)
The purpose of this course is to afford the student the opportunity to become proficient welding carbon steel pipe roots and tube using the Gas Tungsten Metal Arc (TIG) process to the standards prescribed in the appropriate AWS, API, and ASME codes. Prerequisite: A 2.0 or better in Weld 1271, 1271b, or consent of instructor.

WELD 2251
Gas Metal Arc Welding III
(4 Lab; 4 Cr)
The purpose of this course is to afford the student the opportunity to become proficient welding plate, pipe, and sheet steel, stainless steel and aluminum in all positions using Gas Metal Arc Welding (spray, short circuit) processes. AWS D1.1 and AWS D1.7 codes will be followed. Prerequisite: A 2.0 or better in Weld 1261, 1261b, or consent of instructor.

WELD 2252
Gas Tungsten Arc Welding III
(3 Lab; 3 Cr)
The purpose of this course is to afford the student the opportunity to become proficient with the welding tube and sheet steel, stainless steel, and aluminum in all positions using Gas Tungsten Arc Welding processes. AWS D1.1 and 1.7 codes will be followed. Prerequisite: A 2.0 or better in Weld 1271, 1271b, or consent of instructor.
WELD 2253
Template Development
(2 Lec; 2 Cr)
The purpose of this course is to acquire the skills necessary to develop templates used for pipe joint geometry layout and fabrication. Duct layout for welding will also be performed. Prerequisite: A 2.0 in Weld 1255 or equivalent, or consent of instructor.

WELD 2257
Rigging for Welders
(.5 Lec, 5 Lab; 1 credit)
The main purpose of this course is to introduce the student to simple machines, how they operate, and how they are used in combination to become compound machines that are used in industry. The student will also learn the math and measuring skills required. (This portion of the course is dependent upon equipment availability).

WELD 2265
CNC Programming and Cutting
(.5 Lab, 2.5 Lec, 3 Credits)
This course provides studies in CNC programing and cutting commonly done in fabrication shops.

WELD 2275
Stainless Steel Welding
(2 Lab; 2 Cr)
This course covers the physical and mechanical properties of stainless steel as applicable to the welder. A variety of stainless steel weldments will be made in all positions. Destructive testing will be done on some weldments and the effects of technique, heat, and metallurgy will be examined. Prerequisite: A 2.0 GP in Weld 1224 or consent of instructor.
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