

The logo for Rainy River Community College features a red, stylized horizontal bar at the top that tapers to a point on the right. Below this bar, the words "RAINY RIVER" are written in a large, bold, red, sans-serif font. Underneath "RAINY RIVER", the words "COMMUNITY COLLEGE" are written in a smaller, black, all-caps, sans-serif font with wide letter spacing.

RAINY RIVER

COMMUNITY COLLEGE

2017-2018

CURRICULUM CATALOG

RAINY RIVER COMMUNITY COLLEGE

2017-2018

CURRICULUM CATALOG

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RAINYRIVER.EDU

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It is our intent to provide resources relevant to the academic, extracurricular, and social lives of students. Every effort has been made to ensure the accuracy of the material contained within this catalog as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the College administration, the Minnesota State Board of Trustees or the Minnesota Legislature without prior notification. The provisions of the catalog do not constitute a contract between the student and the College. The information in this catalog is for use as an academic planning tool and is subject to change at any time. Upon printing of this catalog, all previous issues are revoked.



Rainy River Community College is a member of the Northeast Higher Education District and Minnesota State.

Minnesota State 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, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law or familial status is prohibited.

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, Minnesota State 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.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

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Upon request, this publication is available in alternative formats.

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SEMESTER START DATES
Fall 2017 – Spring 2023

Academic Year	Fall	Spring
2017-2018	August 21, 2017	January 8, 2018
2018-2019	August 27, 2018	January 14, 2019
2019-2020	August 26, 2019	January 13, 2020
2020-2021	August 24, 2020	January 11, 2021
2021-2022	August 23, 2021	January 10, 2022
2022-2023	August 22, 2022	January 9, 2023

DIRECTORY OF COLLEGE AND STUDENT SERVICES
(Area Code 218-)

Academic_Advising	Student Services Building	285.7722
Admissions Registration Records	Student Services Building	285.2207
Adult Basic Education - AEOA	Library	285.6179
Bookstore	Library	285.2250
Bus Service	Arrowhead Transit	800.862.0175
Business Office Cashier's Office	Bookstore Library	285.2250
Campus Tours Visits	Student Services Building	285.7722
Continuing Education	AdvancedMN	262.7270
Custom Training	AdvancedMN	262.7270
Disabilities Services	Student Services Building	285.2226
Diversity Officer	Student Services Building	285.2208
Facility Use and Rental	Student Services Building	285.2204
Financial Aid	Student Services Building	285.2205
Info Technology Services	Student Services Building	285.7722
Library	Library	285.2250
Placement Testing	Student Services Building	285.7722
Proctoring Services	Student Services Building	285.7722
Registration Records	Student Services Building	285.2207
Student Housing	Rainy Hall	285.2330
TRiO Student Support Services	Administration Building	285.7722
Veterans Services	Student Services Building	285.2207

GENERAL INFORMATION

Mission

Rainy River Community College serves its communities by guiding learners to achieve their educational, career, personal, and civic goals.

Vision

Rainy River Community College will inspire learners and their communities to achieve their full potential.

Guiding Principles

Rainy River Community College **LEADS** the way in education:

Learner-Centered: We recognize that the College exists to support learning, and we make decisions based on what is best for our learners.

Evaluate and Improve: We evaluate the quality of services, programs, and courses. We use evidence to make improvements.

Academic Excellence: We value teaching and learning in all forms, and we support and promote student success and achievement.

Diversity: We recognize and appreciate diverse experiences, cultural and ethnic backgrounds, opinions, beliefs, and worldviews.

Shared Leadership and Stewardship: We share responsibility with students and the community to lead and manage the College and its resources.

Goals

The goals complete the phrase, "Rainy River Community College will..."

- recruit and retain the students best served by the College.
- review and develop academic and technical programs that best serve the College's students and communities.
- pursue collaboration with community, government, business, and educational organizations to continually improve teaching and learning and enhance community vitality.
- encourage and empower faculty, staff, students, and community members to guide the College.

RRCC Core Outcomes

1. Personal and Social Responsibility
 - a. Demonstrate citizenship responsibilities by participating in the community
 - b. Analyze community, state, national, and global issues and develop strategies for action
 - c. Analyze social and environmental issues and develop strategies for action
 - d. Demonstrate ethical decision making, responsibility, and respectful interactions with others
2. Critical Thinking
 - a. State the problem or issue and possible assumptions
 - b. Collect, analyze, and synthesize appropriate information
 - c. State and discuss the results and support opinions with appropriate evidence
 - d. Evaluate problems in an interdisciplinary context, considering multiple perspectives

3. Effective Communication
 - a. Read and apply information from a variety of sources
 - b. Write and speak clearly and accurately using language appropriate for personal, academic, and professional settings
 - c. Demonstrate a visual means of communication
 - d. Demonstrate respectful and active listening skills in small and large group discussions
4. Mathematical and Logical Reasoning
 - a. Summarize the problems and gather pertinent data
 - b. Identify possible problem-solving strategies and apply appropriate computational skills
 - c. Explain problem-solving processes and solutions
5. Professional and Personal Development
 - a. Demonstrate keyboarding techniques and basic computer application skills
 - b. Access information electronically
 - c. Demonstrate ability to effectively utilize technology and equipment
 - d. Demonstrate ability to work with others cooperatively and effectively as a team
 - e. Develops and works to attain personal goals (academic, occupational, health/wellness)
6. Diversity and Cultural Competence
 - a. Identify one's unique attitudes and beliefs that shape behavior
 - b. Experience and appreciate the differences of others
 - c. Develop skills needed to live and work effectively in an increasingly diverse society

Leadership

Rainy River Community College is one of five colleges in the Northeast Higher Education District (NHED), with leadership provided by President William Maki; college leadership is provided by Provost | CAO Dr. Roxanne Kelly. Rainy River Community College is a member of Minnesota State, which is governed by the Minnesota State College and University Board of Trustees.

Accreditation

Rainy River Community College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413. Phone: 800.621.7440 or 312.263.0456 Fax: 312.263.7462
info@hlcommission.org

Diplomas, professional certificates, and associate degree programs are approved by the Minnesota State Board of Trustees.

Nondiscrimination in Employment and Education Opportunity

Rainy River Community College is a two-year community college with open access to enrollment. Offerings include occupational and general education areas of study that transfer to four-year colleges and universities. Key instructional programs include the Associate of Arts (AA) degree in Liberal Arts and Sciences as well as certificate, diploma and associate degree programs in the following areas:

- Accounting | Bookkeeping
- Coaching
- Fitness Specialist
- Health Science
- Indigenous Studies
- Nursing Assistant | Home Health Aide
- Truck Driving - CDL

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination based on membership or activity in a local commission as defined by law or familial status is prohibited.

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, Rainy River Community College 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.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers, we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

If you experience or witness harassment or discrimination, please report it to:

Complaints of acts of discrimination or harassment by employees:

Affirmative Action Officer

Carmen Bradach, Chief Human Resources Officer

C.Bradach@mesabirange.edu

218.749.7743

Complaints of acts of discrimination or harassment by students:

Scott Riley, Financial Aid and Facilities Director

scott.riley@rainyriver.edu

218.285.2205

Student Services, SS122

or

Tammy Wood, Executive Assistant

tammy.wood@rainyriver.edu

218.285.2204

Student Services, SS111

Mel Millerbernd, Title IX Coordinator

mel.millerbernd@rainyriver.edu

218.285.2240

Student Center, SC112

If you require an accommodation for a disability, please contact:

Amy Amundsen

amy.amundsen@rainyriver.edu

218.285.2226

Student Services, SS136

This information is available in an alternative format. Call 218.285.2226 or TTY/Minnesota Relay at 1.800.627.3529. A copy of this policy is contained at <http://www.mnscu.edu/board/policy/1b01.html>

Rainy River Community College is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical under-representation of persons of color, women, and persons with disabilities in the workforce.

Valuing Diversity

Rainy River Community College has accepted a special role and responsibility in fostering diversity in our community. As a representative of higher education in Minnesota, we publicly declare our intentions:

- To work to eliminate violence in all its forms
- To continue the development of multi-cultural learning communities that will not tolerate acts of harassment and intolerance
- To establish, communicate, and enforce standards of behavior for students, staff, and faculty that uphold our academic values and our legal obligations
- To promote acceptance and respect for individuals in an atmosphere of caring for others

All members of the College community have a responsibility to ensure that Rainy River Community College is an open and welcoming community for all who enter.

Rights and Protections Provided by the Americans with Disabilities Act (ADA)

Rainy River Community College provides services to people with disabilities, ensuring equal access to the College and our programs. We also assist faculty and staff in understanding and arranging for academic accommodations when needed.

The Disability Services Office is dedicated to providing access to our diverse student body. We recognize disability as a social identity that is a vital element of our campus community. Furthermore, we are committed to providing equal access and opportunity to all qualified students with disabilities.

The Disability Services Office supports students with documented disabilities by insuring that they:

- Have equal access to educational programs and college courses
- Can obtain materials and publications in alternate formats
- Can utilize academic support and other services
- Can fully participate in college sponsored events and activities

Section 504 of the Rehabilitation act of 1973

"No otherwise qualified handicapped individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act (ADA)

In July of 1990, the United States Congress passes ADA (P.L.101-136), which gives civil rights protections to people with disabilities and prohibits discrimination on the basis of disability.

Arrangements for classroom accommodations are made with the Disabilities Services Coordinator each semester. To be successful in college and in life, you need to learn to discuss your disability needs and become your own best advocate.

Applying for Accommodations

Below are steps students must follow to apply for services:

1. Provide updated documentation of disability that has been completed by a medical professional (EX: medical doctor, licensed mental health counselor or licensed physiologist) **within the last 3 years.**

Documentation of Disability Guidelines

The following factors should be included in a student's documentation of disability form:

- The credentials of the evaluator
- A diagnostic statement identifying the disability
- A description of the current functional limitations
- A description of the expected progression or stability of the disability
- Suggestions for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.
- Be signed and dated by a medical professional

Important Note: Rainy River Community College does *not* accept a high school IEP or 504 Plan as appropriate documentation of disability, **but** will accept the Evaluation Summary Report that is associated with the IEP, as long as it has been completed in the last three years and meet the documentation of disability guidelines.

2. Schedule an appointment with Amy Amundsen, Disability Services Coordinator to discuss needs and develop a reasonable accommodation plan if qualifying for services.

Academic accommodations for students with disabilities are not a special privilege; they are a right under the law. Since every student's situation is unique, specific accommodations for their disability is discussed during a confidential intake meeting with the Disability Services Coordinator. We will obtain the student's permission before entering into discussions with parents, advocates, transition coordinators, rehabilitation services counselors, or other professionals. Most accommodations can be coordinated and provided in a confidential manner.

Students often request these services:

- Testing accommodations
- Note-taking services / recording of a lecture
- Materials in alternative formats
- Assistive technology
- Specific seating

Continuing to Receive Accommodations

Students who are already registered with the Disability Services Office must follow the following steps in order to continue to receive accommodations:

- Check in with the Disability Services Office at the beginning of each semester to update their letter of accommodation.
- Students are responsible for providing a copy of their letter of accommodation to their instructors, if they would like to utilize accommodations for that course.

Process for transfer students

If students are transferring from another college, it is important to note that accommodations do not automatically transfer from school to school. In order to get set up with our Disability Services Office and accommodations as soon as possible, please follow the steps listed in the **applying for accommodations** section.

Rainy River Community College does not discriminate based on disability in admission, access to treatment, or employment in its programs or activities. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided therein, is available from the ADA Coordinator, Rainy River Community College, 1501 Highway 71, International Falls, Minnesota 56649. Phone 218.285.7722 (voice) or MN Relay 711.

Individuals with a documented disability may request reasonable accommodations from the ADA Coordinator at the above address and phone number. Students who have any disability that might affect their performance in a class are encouraged to seek help from their instructor and/or the ADA Coordinator.

Harassment and Violence

It is the policy of Rainy River Community College to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. It shall be a violation of this policy for any student, instructor, administrator, or other College personnel to harass a student, instructor, administrator, or other College personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. For purposes of this policy College personnel includes College employees, agents, volunteers, contractors, or persons subject to the supervision and control of the College.

Students receive information about campus policies regarding harassment and violence in the Rainy River Community College Student Guide. This publication is available upon request and on the Web at: www.rainyriver.edu

Statement of College Philosophy with Regard to Conduct

The College Code of Conduct that governs the behavior of students at Rainy River Community College is based upon these principles, "The College is...

- a purposeful community. Intellectual life is central and faculty and students work together to strengthen teaching and learning.
- a just community where dignity of all individuals is affirmed and equality of opportunity is maintained.

- an open and honest community where freedom of expression is protected and civility is maintained.
- a disciplined community where individuals accept obligations to the group and defined governance procedures guide behavior for the common good.
- a caring community where the well-being of each member is sensitively supported and service to others is encouraged.

From Ernest Boyer, 1990 / Campus Life: In Search of Community

Campus Security Report

Pursuant to the Student Right to Know and Campus Security Act, RRCC monitors criminal activity and publishes an annual report. The College maintains a three-year statistical history on the campus, the residence hall, and off-campus property or facilities owned or used by the College, or those recognized Rainy River Community College organizations. This report is available on the website: www.rainyriver.edu

ACADEMIC POLICIES

Admissions

Rainy River Community College has an open admissions policy. You will not be refused admission based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission. A lack of English skills will not be a barrier to admission and participation.

Admission to RRCC:

You can enroll if you have a high school diploma or a GED. Even without those, you may be admitted if you demonstrate potential for success in college. NOTE: In order to be eligible for Title IV funds, you must have either a GED or high school diploma.

You do not have to take a standardized test to be admitted, and your high school grades and class rank are not considered.

Students will be granted resident tuition if they meet the following criteria:

1. Have resided in Minnesota for at least one calendar year immediately prior to applying for
2. admission.
3. Residence in Minnesota must not be merely for the purpose of attending a college or university.
4. Sources for financial support are generated within Minnesota.

To determine eligibility, a written request for resident tuition should be submitted to the Registration Office. Students wishing to appeal resident status may do so by petition.

Canadian students receiving an I-20 form are required to have it processed by the U.S. Customs Office at the International Bridge in International Falls where they will be issued a student J-1 VISA to cross the International Bridge daily to attend classes.

International students must follow international student admission guidelines to receive an Immigration I-20 form to enter the U.S. An I-20 form can be requested from the Registration Office. If international students leave the U.S. for college breaks, etc., they must secure the Registrar's signature on the backside of the form so they may reenter the U.S.

[General Student Admission Procedure](#)

[Canadian/International Student Admission Procedure](#)

[Post Secondary Enrollment Options Student Admission Procedure](#)

Academic Readiness

Students who are admitted to or enrolled at Rainy River Community College must demonstrate their academic readiness to enroll in credit bearing college courses that require college level reading, writing, and/or math skills. Students can demonstrate their academic readiness through multiple options of assessments:

- Students can submit subject area test scores from a nationally-normed college entrance exam, such as the ACT or SAT, to demonstrate academic readiness to enroll in college level courses and waive Accuplacer testing. Check with local campuses on the benchmarks required for college level course placement.
- Beginning during the 2017-2018 academic year, students can submit subject area test scores from the high school Minnesota Comprehensive Assessments (MCA) in reading and math to demonstrate academic readiness to enroll in college level courses and waive Accuplacer testing. Students whose grade 10 MCA Reading and/or grade 11 MCA Mathematics scores that meet the designated benchmark in the subject area, within the validation window, are not required to take a developmental level course in that subject area. This link provides more information for Minnesota State campuses and secondary schools on how the MCAs are used.
- Students can complete an assessment for course placement called the Accuplacer. Subject area test scores from the Accuplacer are used to demonstrate academic readiness to enroll in college level courses. This link provides more information on the Accuplacer.

If a student does not meet the guideline scores as referenced above, they may require additional coursework in foundational academic skills to improve their likelihood of success prior to enrolling in a credit bearing college level class. In these instances, a student may be recommended or required to enroll in a developmental level course and successfully complete the course prior to enrolling in the college level course. Developmental courses are designed to build academic readiness in reading, English and math. These courses are eligible for financial aid, are credit bearing, but cannot be used to count towards a college degree. Thus, although RRCC is open access, course placement potentially does have impact on the number of courses a student may be required to take to complete their identified degree pathway.

Identification and Assessment of Limited English Proficiency Students

Limited English Proficiency students are identified through the assessment process or by self-identification. Students scoring below the developmental course placement level on reading or writing assessments meet with an Academic Advisor to discuss possible reasons, pre-requisites, alternatives, resources, and support services available.

Students may self-identify as Limited English Proficiency through the questions accompanying the assessment or directly to an Academic Advisor.

An Academic Advisor meets with all students identified as LEP, regardless of assessment scores, to ensure students are aware of community and College resources and services available (English as a Second Language [ESL] classes through the Adult Basic Education, literacy centers in the area, RRCC learning center, developmental courses, peer and professional tutors, course pre-requisites, etc.).

The Academic Advisor monitors students' progress. LEP students meet at least twice per semester with the Academic Advisor to assess progress and review academic planning. Additional appointments may be required during the semester. Students are directed to appropriate developmental courses in reading, basic English, and study skills. Instructors provide mid-term reports and academic alerts for students having difficulty in their coursework. Academic Advisors discuss concerns with the students to determine possible remedial action.

Classification of Students

- First Year: A student who has earned 30 or fewer semester credits
- Second Year: A student who has earned 31 or more semester credits
- Full-Time: A student carrying 12 or more credits per semester (recipients of a MN Grant must take 15 credits or more to be considered full-time); 6 or more credits in the summer term
- Part-Time: A student carrying 11 or fewer credits per semester

Credit Load

Students are not required to take a minimum number of credits, but 15 college-level credits are needed each semester to complete a degree or program in two years. Full-time status is 12 or more credits. The number of credits required to qualify for financial aid programs or medical insurance programs should be checked by each individual student.

Transfer of Credit

College level credits and courses completed at other colleges, universities or institutions are evaluated for transfer to Rainy River Community College based on official transcripts received from institutions you previously attended. Rainy River Community College determines which credits will transfer after careful review of course information.

Rainy River Community College follows the [Minnesota State Colleges and Universities policy 3.21](#) on undergraduate course credit transfer.

Transfer of credit will be considered for college level coursework completed at accredited institutions:

Regionally Accredited: Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States conferred by the [Higher Learning Commission](#) (a Commission of North Central Association of Colleges and Schools) and/or parallel accrediting agencies in other regions of the United States.

Non-Regionally Accredited: Specialized institutions, including distance learning providers and freestanding professional schools recognized by the [Council of Higher Education Accreditation](#) (CHEA). Coursework will be considered on a course-by-course basis through a petition process and will be judged comparable or equivalent to courses offered at Rainy River Community College.

Courses will be considered for transfer after they have been evaluated by Rainy River Community College's transfer specialist.

- Coursework completed at Minnesota State Colleges and Universities that fulfill the Minnesota Transfer Curriculum (MnTC) will be accepted at Rainy River Community College based on the completion of the MnTC at the originating college or university.
- Coursework completed at accredited institutions outside the Minnesota State Colleges and Universities system will be evaluated against equivalent coursework at Rainy River Community College.
- Rainy River Community College will accept a maximum of 16-semester credits of college-level vocational or technical courses offered by technical colleges with regional accreditation. In addition, Rainy River Community College will consider the transfer of vocational technical credits

- from technical colleges for those courses, which are judged comparable, or equivalent to courses offered at the college.
- Transfer credit may be granted for work completed at other accredited institutions when:
 - a grade of "C" (2.0) or higher has been earned; if a student's cumulative GPA at the originated institution is 2.0 or above, D grades will be accepted as earned credits;
 - all MnTC courses earned at sending institution will be accepted, including "D" grades if credit given at original institution;
 - at least 75% of course content requirement is met;
 - course number is 1000 or higher.

Aspects affecting transfer evaluation may include the time lapse of the course work, the equivalency of the coursework, and the technical and general education content of the courses. Students are encouraged to contact the Registration Office 218-285-2207 should they have any questions regarding the evaluation of transfer credits.

Resources: MnTransfer (<http://www.mntransfer.org>)
Transferology (<https://www.transferology.com/state/mn>)

International Credit Transfer Evaluation

Rainy River Community College does award transfer credit for international credit earned at eligible colleges and universities outside of the United States. If you have attended a college or university outside of the United States, you will need to obtain an International Credential Evaluation by contacting one of these International Credential Evaluation Services.

World Education Services, Inc.
WES Website: www.wes.org
WES Main Office:
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: (212) 966-6311
Fax: (212) 966-6395
Toll Free: 1-800-937-3895, ext. 2

WES Midwest Office:
P.O. Box 11623 Chicago IL 60611-0623
Phone: (312) 222-0882
Fax: (312) 222-1217
Toll Free: 1-800-937-3899

Educational Credential Evaluators, Inc.
ECE Website: www.ece.org
P.O. Box 92970 Milwaukee, WI 53202-0970
Phone: (414) 289-3400
Fax: (414) 289-3411

Global Credential Evaluators, Inc.

Website: www.gcevaluators.com

GCE Mid-Atlantic

P.O. Box 36

28 Westhampton Way

Richmond, VA 23173

Phone: (804) 639-3660

GCE Southwest

P.O. Box 9203

College Station, TX 77842 Phone: (409) 690-8912

Fax: (409) 690-6342

Foundation for International Services, Inc.

Website: www.fis-web.com

P.O. Box 19015

North Creek Parkway, Suite 103 Bothell, WA 98011-8029

Phone: (425) 487-2245

Fax: (425) 487-1989

These organizations will examine your transcript and prepare a report that will help us understand how your international coursework compares to courses at Rainy River Community College. Rainy River Community College will accept evaluations performed by any of these agencies; however, you may want to contact more than one of them to compare costs and processing time. It is important that we appropriately grant you credit for your previous studies and this type of evaluation will allow us to do just that.

The following checklist will help you to complete this process:

1. Determine which service you would like to use from the list provided.
2. Complete their required application form.
3. Request a Subject Analysis. If the evaluating agency cannot produce a Subject Analysis, it is expected that the student furnish original course descriptions and/or syllabi for any courses they would like evaluated. If a student cannot obtain either of these, the course will be transferred in as elective credits
4. Request that your evaluation be sent to:

RAINY RIVER COMMUNITY COLLEGE Registration

1501 Hwy 71

Int'l Falls, MN 56649

Credit for Military Experience

Any enrolled student may request an evaluation of military experience and schooling for college credit. This credit is evaluated and awarded by the college according to the standards of the American Council on Education (ACE).

International Baccalaureate (IB)

Credit will be granted, as determined by the College transfer specialist, for students who complete an International Baccalaureate (IB) diploma.

College Level Exam Program (CLEP)

Standardized proficiency examinations such as the College Level Examination Program (CLEP) are recognized by Rainy River Community College. CLEP is a national program of credit-by-examination that offers the opportunity to obtain recognition for college-level achievement. The College reviews these credits on an individual basis. A minimum score of three or better is required. Find out more about CLEP on the internet at www.collegeboard.org

Advanced Placement (AP)

Rainy River Community College will award credit for Advanced Placement testing providing the student earned a score of 3 or higher on the exam. Approved credits will be transcribed as "Advanced Placement" credits. Students wishing to apply for Advanced Placement credit should request to have test results mailed to the Admissions/Registration Office.

Transfer Rights and Responsibilities

To learn about your rights and responsibilities as a student related to transfer of credit, please see the Minnesota State Colleges & Universities Board Policy 3.39.

Appeal Process for Course Transfer Decisions

If a student does not agree with the outcome of the course transfer evaluation, a Transfer Credit Evaluation Appeal form may be submitted to the College Dean. Students should supply supplemental information needed for review, including a course outline, a syllabus, and the course description. The Dean will confer with the discipline faculty and/or program coordinator. Once a decision is reached, the student will receive the outcome of the appeal. If the student is not satisfied with Rainy River Community College's appeal decision, the student may submit a system level appeal.

Students planning to continue their studies through transfer to a two or four-year college or university are strongly encouraged to plan with their counselors or advisors when selecting classes.

Activity Participation Credit

A student may register for activity credit only during the semester in which the activity is completed. This must be done during the first five days of the semester. Students must go to the Registration window to enroll in an activity credit. Credits earned in activity courses may be used only as elective credits in any program.

Registration

Students are expected to register for classes and pay tuition before an academic semester begins. The last day to register is the fifth day of classes for full semester courses. (There are different drop/add time-periods for night, late-start and block schedule classes. Contact the Registration office for these dates.)

Student Access Codes

Students must make an appointment with their advisor to obtain their registration Access Code prior to registering for classes each semester.

On-Line Registration

Returning students who have completed one term or more will have the opportunity to register in person or on-line via the campus Web site (www.rainyriver.edu). New Students, PSEO and technical program participants must register in person. Contact an academic advisor for details.

Address and Name Change

Students who have changed their name or address after registration should submit a Name and Address Change Form to the Registration Office. Address changes can be made online in a student's eServices account. Documentation is required for a name change. Any communication from the college using the name and address on file is considered to be properly delivered.

Preferred Name Change Procedure

Rainy River Community College hereby adopts Minnesota State Board Procedure 1B.1.2 Preferred Name Procedure.

- **Part 1. Purpose**

Minnesota State recognizes and supports the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which an employee in the system may designate a preferred name to be used in the course of system business and education.

- **Part 2. Definition**

Preferred Name: A preferred name is a name that a person has chosen to identify themselves within the College that different, in whole or in part, from their legal name.

- **Part 3. Procedure**

Access the Preferred Name Request Form is on the NHED Human Resources web page
<http://www.nhed.edu/human-resources/hr-home.html>

Complete and submit Preferred Name and Request Form. Students will complete the form and submit to the Registrar. Employees will complete the form and submit to the Human Resources office.

Human Resources or Registrar will approve or deny request. Requester will be notified only if the Preferred Name is denied. Notification will include the reason for the denial.

Appeals: Student appeals are to be filed with the Provost/Chief Academic Officer. Employee appeals are to be filed with the Chief Human Resources Officer. Appeals must be filed within 10 days of denial notification. Appeal should be a written statement including the reason for the appeal.

- **Part 4. References**

[Minnesota State System Procedure 1B.1.2](#)
[Minnesota State System Policy 1B.1](#)

Schedule Changes

- **Drop/Add:** The first five days of each semester are reserved for students to make changes to their schedules. Students are allowed to add or drop classes without penalty during these first five days of regularly scheduled

courses. These changes to the schedule should be done in consultation with an Academic Advisor to avoid problems with degree or program completion. For courses other than full-term, please see the Admissions/Registration Office for drop/add rules and deadlines.

- **Partial Withdraw:** If, following the fifth day of the semester, a student is unable to complete a course, they may Withdraw from the course and receive a grade of "W". There is no refund for withdrawing from a class, except:
 - When a student's course schedule is reduced for the convenience of the College
 - In the case of College error
 - Documented student injury or illness requiring extensive hospital or convalescent care
 - If a student wishes to appeal for a tuition refund following withdraw, they must see their Academic Advisor to initiate the appeal process. Withdraws must be completed within the allowed period of time. The last day to withdraw is listed in the class schedule. Withdraws may affect satisfactory academic progress and financial aid.
- **Total Withdraw from College:** Students who wish to withdraw from all College courses must complete the Total Withdraw form, obtain the required signatures, and submit it to the Admissions/ Registration Office. Failure to comply with the proper steps for withdraw can result in failing grades.
 - The College will refund tuition for students who totally withdraw from registered classes during terms at least 10 weeks in length according to the following schedule:
 - 1st through 5th class day of the term 100%
 - 6th through 10th class day of the term 75%
 - 11th through 15th class day of the term 50%
 - 16th through 20th class day of the term 25%
 - After the 20th class day of the term 0%
 - The College will refund tuition for students who totally withdraw from registered classes during terms at least three weeks but less than ten weeks in length according to the following schedule:
 - 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%
- **For courses other than full-term, please see the Admissions/Registration Office for withdraw rules and deadlines.**
- **Closed Classes:** Students may check the status of closed classes at www.rainyriver.edu and if an opening occurs, they may add themselves. PSEO participants should check with the Registration Office regarding status of closed classes.
- **Cancelled Classes:** Classes that are published in the semester schedule are subject to cancellation as deemed necessary by the College administration due to low enrollment or other valid reasons. Every effort will be made to notify students in the event of class cancellations prior to the start of the semester.

Data Privacy Policy/Disclosure of Student Information

Rainy River Community College considers the following directory information and MAY RELEASE WITHOUT student's written consent. *Student may submit written request to withhold this information from being released.*

- | | | |
|-----------------------------|------------------------------|------------------------------|
| * name | * address | * field of study |
| * date of birth | * e-mail address | * dates of attendance |
| * weight/height of athletes | * previous colleges attended | * full-time/part-time status |
| * telephone number | * StarID | * degrees/awards |

Prior consent from the student is not required by the college to disclose information to the following:

- school officials
- schools in which a student seeks or intends to enroll
- to Federal, State and local authorities involving an audit or evaluation of compliance with education programs
- financial aid authorities
- organizations conducting studies for or on behalf of educational institutions

The following information Rainy River Community College MAY RELEASE WITHOUT student's written consent. *Student may submit written request to withhold this information from being released.*

- * disciplinary action taken against student (only to another institution student plans on attending)

The following directory information Rainy River Community College WILL NOT RELEASE WITHOUT student's written consent.

- | | | |
|--------------------------------------|------------------------|----------------------------------|
| * social security number | * grades | * semester grade point average |
| * academic skills assessment results | * immunization records | * cumulative grade point average |
| * student identification number | * transcript | * cumulative credits earned |

Student Records

Students may request to inspect their educational records at any time by submitting a written request to the Registration Office. Requests will be complied with no later than 45 days from the date of the student's request.

If, after reviewing their educational records, a student believes there is inaccurate or misleading information on record, the student may submit a written appeal requesting the contested matter be changed or purged. After reviewing the student's appeal RRCC will inform the student of their decision regarding the appeal. If the student does not agree with the decision of the college, they have the right to insert a written statement in their academic record explaining the discrepancy.

Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law prohibiting educational institutions from releasing non-directory information without students' written consent.

Solomon Amendment effective March 29, 1997, states that schools that receive federal funds must comply with the Department of Defense's request for directory information for students admitted and/or enrolled. *Students who have submitted a request to have directory information withheld will not be included in information forwarded to the Department of Defense.*

Rainy River Community College does not publish a student directory.

Grading Policy

Grades are assigned by faculty following each semester of enrollment. The following grades can be earned by students.

GRADE	MEANING	GRADE POINTS
A	superior achievement	4
B	above average	3
C	average	2
D	below average	1
F	inadequate achievement (failing)	0
NC	failing (for classes below 1000 level)	0
P (pass)	average (C or better –a grade of P counts as earned credit)	0
AU	audit a class (Auditing a course does not count as earned credit)	0
I	work is not complete (Incomplete assigned only with a signed contract and converts to F if work is not completed when promised)	0
*	instructor did not assign grade	0
W	withdraw (counts as a registered credit)	0

Grade Point Calculation

To graduate from Rainy River, students must have at least earned a 2.0 (C) or better cumulative grade point average and a MNTC GPA of 2.0 (C). GPA is figured by taking a total of the number of credits times the number of grade points for each course, and dividing by the total number of credits. Cumulative GPA is the total number of credits registered for divided by the total number of grade points earned.

Grade Reports

Students may receive semester grade reports via the web at www.rainyriver.edu, click on e-Services.

Grade Appeals

Grade appeal policy and forms are available at the Registrar's office and must be submitted to the Director of Instructional Services within 30 days of final grade posting.

Dean's List

The Dean's List will be published after each semester and will include all full-time students that have taken 12 or more graded credits during the semester and have attained a semester grade point of 3.25 or higher.

Repeating A Course

A course may be repeated for an improved grade. Only the most current grade earned will be counted toward degree credit and in the computation of the overall grade point average. All grades will appear on the transcript. Tuition and fees will be charged each time.

Auditing A Course

Registration for a course without credit or audit (AU grade) carries the same tuition and fees as courses taken for credit. Students must consult with the instructor concerning audit requirements and submit a special form with the instructor's signature to the Registration Office during the first five days of the semester or the first week of summer school. Once the registration is completed, the student cannot earn a letter grade. A course that has been previously audited may be taken later for credit and a letter grade.

Transfer-Out of Credits

It is the transfer institution that determines application of credits from Rainy River Community College. Students are advised to obtain the curriculum catalog of their transfer institution early in their first year, and discuss their transfer plans with an Academic Advisor. A two-level appeal process is available through which students may appeal transfer decisions made by a Minnesota State College or University regarding courses completed within the Minnesota State system.

Transcript Release

Students wishing to have their Rainy River Community College transcript sent to another institution must complete a transcript release form or submit a written request with their signature to the Admissions/Registration Office. There is a fee for both official and unofficial transcripts. In accordance with the Data Privacy Act, transcripts are legal documents and cannot be released without the student's signature. A faxed request is acceptable. Transcripts are processed within 48 hours of receipt of the request and payment.

For students transferring to a Minnesota State College or University, contact that institution for their requirements.

Academic Holds

When a student owes the College money for any outstanding balance, including overdue library materials, an academic hold is placed on the student's permanent record. This means the student's academic transcript will not be released from the College and they will not be allowed to register for future classes. The Office of Financial Aid, Cashier, and Admissions/Registration Office have a copy of all student holds. Students are mailed a copy of the hold form when it is attached to their academic transcript. Any questions regarding holds should be addressed to the Admissions/Registration Office.

Satisfactory Academic Progress (SAP) Policy

Rainy River Community College and Minnesota State Board Policy 2.9 requires that all students make satisfactory academic progress toward a degree, diploma, or certificate to remain in good standing.

Additionally, federal and state laws require that a recipient of financial aid must make the minimum satisfactory academic progress standards to remain eligible for financial aid. The College believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. The following academic standards are required of all students.

Satisfactory Academic Progress (SAP) measurements.

Part 1. SAP Qualitative Measure of Progress (GPA). All students are required to maintain a 2.0 cumulative grade point average (GPA). Students who do not meet the 2.0 minimum cumulative GPA standard will be placed on

warning after they have attempted/registered for 1 or more credits. The College monitors student's GPA each term. Grades of A, B, C, D and F will be included in the GPA calculation.

Part 2. SAP Quantitative Measure of Progress.

Subpart A. Required Completion Percentage. All students are required to complete a minimum of 67% of their cumulative attempted-registered credits. Students who do not meet the 67% cumulative completion percentage will be placed on warning after they have attempted/registered for 1 or more credits.

Subpart B. Maximum Time Frame. All students are expected to complete their degree, diploma, or certificate within an acceptable time frame. The maximum time frame in credits for financial aid recipients is 150% of the published credit length of the program major. For example, if a student's program is 60 credits in length, the student can receive aid through 90 credits.

Part 3. SAP Evaluation Period. The College evaluates Satisfactory Academic Progress at the end of each term; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated within the term in which they are transcribed (i.e. sessions that do not follow the normal start and end dates for the term).

Part 4. Failure to Meet SAP Standards

Subpart A.

- Maximum Time Frame (150%). If at the end of the term a student has exceeded the standard for measurement of maximum time frame (equal to 150% of their program length), the student will be suspended from financial aid eligibility.
- Suspension for Inability to Meet Program Requirements within the Maximum Timeframe. If at the end of the evaluation period the institution determines it is not possible for a student to raise their GPA or course completion percentage to meet the institutions standards before the student completes their program of study at RRCC, the student shall be immediately suspended from financial aid.
- Qualitative (GPA) or Quantitative (completion) Percentage. If a student has failed to meet the Qualitative and/or Quantitative standard, they will be placed on warning.
- Reinstatement of Students on warning Status. If a student who has been on warning status has met the cumulative GPA and Completion Percentage standards, the student will be removed from warning status.
- Suspension of Students on warning Status. If a student on warning status has not met the cumulative GPA or Completion Percentage standards after the term of warning, RRCC will suspend the student upon completion of the evaluation.

Subpart B. Suspension of Students for Extraordinary Circumstances. Any student may be immediately suspended from RRCC and/or financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Part 5. Notification. The College will notify a student in writing any time they are placed on a warning or suspension status. If a student is suspended, he or she will be provided information on how to appeal the suspension status.

Part 6. Appeals and Probation.

Appeals. A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on specific, unusual or extenuating circumstances such as: a death in the family, students' injury or illness or other specific circumstances as determined by the institution.

The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.

The appeal must include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress standards at the end of the next evaluation period.

Supporting documentation beyond the written explanation is strongly encouraged.

Initial consideration of appeals will be undertaken by an Appeal Committee. If appeal is denied, it may be resubmitted for consideration by the Provost or Dean.

Appeals that are approved must contain an academic plan that, if allowed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

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

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards, but has met the conditions specified in their academic plan, the student shall retain their registration and financial aid eligibility under a probationary status for subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in their academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

Part 7. Reinstatement. To reinstate enrollment, a student must either meet the cumulative GPA and completion rate standards, or have an approved appeal. Neither paying for their own classes nor sitting out a period of time is sufficient to re-enroll in classes.

Part 8. Additional elements.

Subpart A. Treatment of grades.

- Earned credits: Courses for which a student receives a letter grade of A, B, C, D, S, or P are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of I, IP, NC, W, or Z will be treated as credits attempted but not successfully completed.
- Attempted credits: Credits for which a student is officially registered at the end of the drop period each term.
- Grade Point Average (GPA): Calculated using a grade point value for grades of A, B, C, D, and F. (P counts as credit earned, but carries no grade point value)

Subpart B. Academic Forgiveness (forgiveness of prior grades). This is not available for financial aid recipients.

Subpart C. Audited Courses. Audited courses will not be funded by financial aid and are not included in satisfactory academic progress measurements.

Subpart D. Consortium Credits. Credits for which financial aid is received under a consortium agreement are included in the cumulative GPA, completion percentage, and maximum time-frame calculations.

Subpart E. Remedial/Developmental Credits. Remedial/developmental credits are included in the cumulative GPA and completion percentage. Up to 30 developmental credits will be excluded from the maximum time frame calculation.

Subpart F. Repeated Courses. Courses may be repeated indefinitely for an improved grade. Only the highest grade attained will be counted on the student's transcript. All attempts at a course are considered when calculating the completion rate.

Subpart G. Transfer Credits. During the admission application process, student academic transcripts from prior colleges attended are requested and reviewed. Minnesota State Procedure 3.4.1 indicates that students who have been placed on academic suspension at one Minnesota State institution shall not be eligible for admission at ANY Minnesota State institution until they have successfully appealed the suspension status to the new school they wish to attend. If it is determined that a student is on academic suspension at another Minnesota State college/university, the following will occur:

Active Suspension. When a student is on an active suspension at another Minnesota State college/university and attempts to enroll at RRCC prior to serving the prior school's required suspension period (if applicable), RRCC will deny admission and registration eligibility until the student has served the prior school's suspension period or until the student successfully appeals that suspension status.

Inactive Suspension. RRCC will admit and allow a new RRCC student to register for classes if that student had been suspended from another Minnesota State college/university but served the former school's required suspension period (if applicable). A student in this situation will not be placed on Warning, Suspension or Probation. Credit transfer and credit transfer completion percentage calculations from prior school earned credits (if applicable) do apply in RRCC Satisfactory Academic Progress calculations.

Transfer credits accepted by RRCC are not counted as credits attempted for calculation of cumulative completion percentage, and grades associated will not be used in calculating cumulative GPA but transfer credits accepted by RRCC and applied toward a student's degree requirements will apply toward the maximum time-frame calculation (i.e. 150%).

Subpart H. Withdrawals. Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. Thus, a "W" does not impact the GPA but does negatively impact the cumulative completion percentage

Student Appeals and Petitions

Students seeking an exception to any academic or student services rule, policy or procedure may submit a Student Petition form to the Petition Committee. Forms may be obtained from academic advisors, and submitted to the Registration Office.

Suspension of Students for Extraordinary Circumstances

Any student may be immediately suspended from RRCC and/or financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for

courses and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Notification of Probation or Suspension

The College will notify a student in writing any time they are placed on a probationary or suspension status.

Reinstatement

To reinstate enrollment, a student must go through the SAP appeal process. Neither paying for their own classes nor sitting out a period of time is sufficient to re-enroll in classes. Successful appeals will reinstate the student under probationary status.

Student Rights and Responsibilities

As an institution dedicated to teaching and learning, Rainy River Community College has a vested interest in maintaining an environment where students and staff are free to pursue their academic and professional interests and goals. Conduct that unreasonably restricts such freedom and interferes with the College's mission of promoting student learning is subject to regulation and/or sanction by the College.

The rights of students derive both from their status as students and as citizens of the state and nation. These rights include, but are not limited to, the following:

- Students have the right to freedom from discrimination or harassment 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 as defined by law.
- Students should expect accurate and timely information regarding academic issues such as course requirements and expectations and graduation requirements.
- Students should expect that all of their records will be maintained in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) and the Minnesota Data Privacy Act.
- Students have the right to fair and impartial treatment and due process in the investigation of any alleged violation.
- Students have the right to expect fair, consistent, and appropriate discipline in line with the disciplinary policies authorized by the Minnesota State College and University Board if they are found guilty of violating a rule or regulation.
- Students have the right to grieve actions and policies that they consider unfair and inconsistent.
- Students have the right to freely engage in inquiry and discussion — the cornerstone of education at Rainy River Community College.

Students are responsible to be aware of and abide by all rules and regulations of Rainy River Community College. They are also responsible for abiding by the Standards of Student Conduct found in the Student Guide.

Statement of Academic Integrity

Student responsibilities include attending class on-time and prepared, having completed (or at least attempted) all assignments, ready to discuss and explore pertinent issues, and raise questions about matters of interest or issues that you do not understand. Your accomplishments will be a function of your enthusiasm and your efforts.

Academic Misconduct and Academic Dishonesty

Academic misconduct is any act that violates the rights of another student in academic work or that involves misrepresentation of personal work. Academic dishonesty includes, but is not necessarily limited to, the following:

- cheating and plagiarizing (as defined in the student code of conduct)
- submitting the same, or substantially the same, work to meet the requirements of more than one course (unless such submission is approved by the concerned faculty)
- depriving another student of necessary course materials, or interfering with another student's work

Transcript Holds

Official transcripts of students with financial obligations to the institution will not be released to third parties. Obligations may include but are not limited to, library and media materials, unpaid tuition and fees or other charges, and physical education or athletic equipment not returned. Administrative hold status can be viewed online on a student's E-services account. Any questions regarding administrative holds should be directed to the Registration Office.

ACADEMIC AND INSTRUCTIONAL INFORMATION

Graduation Requirements

Degrees, diplomas, and certificates awarded by RRCC meet the following requirements:

- Associate in Arts (AA) is awarded for successful completion of programs primarily intended to provide a broad liberal education background, and to constitute the first two years of four-year degree programs. Associate in Arts requirements include 60 semester credits at college level (courses numbered above 1000) with a grade point average of 2.0 or better. At least 40 of these credits must be within the Minnesota Transfer Curriculum. A grade point average of at least 2.0 must be maintained within these 40 credits. In addition, at least 20 credits of the degree must be taken from Rainy River Community College.
- Associate in Science (AS) is awarded for successful completion of programs with highly structured requirements. Recipients of the AS will be prepared for transfer to baccalaureate programs in a defined major as per articulation agreements that are campus specific. AS programs require 60 semester college level credits with a grade point average of 2.0 or better. At least 20 of these credits must be earned from RRCC.
- Associate in Applied Science (AAS) is awarded for successful completion of programs primarily intended to prepare people for employment. AAS programs include 60 semester college-level credits with a grade point average of 2.0 or better. At least 20 credits must be earned in the RRCC program awarding the degree.
- Diplomas are awarded for successful completion of a program intended to provide students with either entry-level employment skills or upgraded employment skills. A diploma includes 30-64 semester college-level credits. At least one-third of the credits are taught by the faculty recommending the award of the diploma.
- Certificates are awarded for successful completion of occupational programs, which are 9-30 semester credits with an earned cumulative grade point average of 2.0 or better. Students must earn at least the lesser of one-third of the program requirements or 9 credits in the RRCC program awarding the certificate.

Application for Graduation

Students must meet with their advisor one semester prior to graduation to complete an application for graduation. Students must have a 2.0 grade point average or higher overall AND in the Minnesota Transfer Curriculum at the end of the semester prior to graduation. Associate Degree seeking students must be within 6 credits of completion, and have the majority of the Minnesota Transfer Curriculum completed to remain on the graduation list and be eligible to attend the graduation ceremony.

Students have up to five years to graduate under the degree plan in which they initially begin their college studies. Some programs may have more stringent requirements. Any variations from a published catalog or most recent degree plan must be documented by petition.

Honors at Graduation

Highest honors are awarded to those students graduating with an RRCC cumulative grade point average of 3.75 or greater. Honors go to those students graduating with an RRCC cumulative grade point average of between 3.25-3.74.

DEGREES, DIPLOMAS, AND CERTIFICATES

[Associate of Arts Degree \(AA\)](#)

The AA degree provides a liberal arts and science education, including the [Minnesota Transfer Curriculum](#) (MnTC), which satisfies general education requirements at every public university in Minnesota.

[Associate of Science Degree: Health Sciences](#)

The Associate of Science Health Science Degree is a general introductory program in health sciences that prepares students for transfer to a variety of baccalaureate degree programs. The program includes instruction in the basic sciences and aspects of the subject matter related to various health occupations. The AS Health Degree is designed to transfer to various health science related baccalaureate programs at all seven Minnesota State universities.

[Certificate: Accounting | Bookkeeping](#)

The Accounting/Bookkeeping certificate is designed to prepare students for entry-level careers in the bookkeeping and accounting fields. Students will learn how to use computers and financial software to organize and analyze financial data, federal income taxation, payroll taxation, computerized accounting systems, and other computerized business applications.

[Certificate: Coaching](#)

The Coaching Certificate program prepares students to be a head varsity coach in the Minnesota public school system and meets Minnesota State High School League and Minnesota Statute 122A.33 requirements. This program is a great addition to the Associate of Arts degree.

[Certificate: Commercial Truck Driving \(CDL\)](#)

This certificate program covers rules and regulations of the Federal Motor Carrier Administration. The program includes: classroom education, behind the wheel training, additional classes for commercial trucking, and general education classes suited towards the trucking industry.

[Certificate: Fitness Specialist](#)

The Fitness Specialist Certificate will equip students with the knowledge, skills, and understanding to enhance employment prospects in the health and fitness business, sports and leisure industry, coaching, and associated fields. The Certificate is a great addition to the Associate Degree!

[Certificate: Indigenous Studies](#)

The Indigenous Studies Certificate program endeavors to affirm the significance of indigenous knowledge, theory, and wisdom by facilitating a culturally balanced and relevant learning experience. Curriculum emphasizes an appreciation and understanding of indigenous language, history, culture, and philosophy.

[Certificate: Nursing Assistant | Home Health Aide](#)

Nursing Assistant/Home Health Aide, is a four-credit certificate that will give you the basic nursing skills and theory needed for employment in a variety of health care settings such as a Minnesota Nursing Assistant Registered

(NAR) and Home Health Aide (HHA). If you are considering nursing as a career, you may use this course to explore the nursing field.

COURSE DESCRIPTIONS

[RRCC Common Course Outlines](#): Search by semester and subject

ACCOUNTING

ACCT 1000 Introduction to Accounting / 3 cr.

This course is designed to give a general overview of the accounting field. The concepts of assets, liabilities, equity, revenue, and expenses will be discussed. Financial statements will be examined and interpreted. Practical applications like budgeting and reconciling bank statements will be performed. Journals, ledgers, and basic bookkeeping functions will be performed.

ACCT 1020 Payroll Accounting / 2 cr.

This course is designed for technical proficiency in federal payroll and employment regulation and reporting. Various federal and state forms are discussed, demonstrated, and prepared. General ledger concepts and the timing and accuracy of payroll reporting are stressed.

ACCT 1045 Introduction to Business and Professional Income Tax / 2 cr.

The class is recommended to anyone who wants to explore a computerized application in bookkeeping. The student learns to use an educational version of a commercial general ledger system. The accounting cycle is performed. The steps to initially establish accounting records for a computerized system are also performed.

ACCT 1050 Computerized Accounting / 1 cr.

This course is recommended to anyone who is considering utilizing computer software programs for business or personal applications. Students are encouraged to complete projects that have practical significance to them.

ACCT 1100 Principles of Accounting I / 4 cr.

This course is designed to meet introductory accounting requirements for business and accounting majors seeking a bachelor's degree. The course begins with the fundamental accounting equation and the system for recording financial transactions. Basic financial reports are examined and the difference between accrual and cash accounting is explained. Time value of money is studied and the concept is used to amortize bonds. The impact of financing and investing activities on the financial reports is examined and common ratios are used to interpret financial information. The effect of financial leverage on risk and return is explained.

ACCT 1200 Principles of Accounting II / 4 cr.

This course is designed to meet the introductory accounting requirement for business and accounting majors seeking a bachelor's degree. This course focuses on reporting considerations for operating activities, inventory valuation, gain and loss on sale, cost-volume profit relationships, and reporting variances. Accounting functions as they apply to the management of a business are discussed in detail. Budgeting, job costing, and variance analysis and report structuring are some of the topics covered. Prerequisite or equivalent: ACCT 1100.

ANISHINAABE LANGUAGE

ANSH 1010 Anishinaabe Language I / 4 cr.

This is the first course in an introductory Ojibwe language sequence emphasizing listening, understanding, vocabulary, speaking, reading, and writing. Topics include work using the double vowel writing system, grammar and the Ojibwe culture. MnTC: 2/8

ANSH 1020 Anishinaabe Language II / 4 cr.

The second course in an introductory Ojibwe language sequence emphasizes listening, understanding, vocabulary, speaking, reading, and writing. Topics include work using the double vowel writing system, grammar and the Ojibwe culture. Prerequisite or equivalent: ANSH 1010. MnTC: 2/8

ANSH 2010 Anishinaabe Language III / 4 cr.

The third semester in a sequence of courses is designed for advanced students who want to increase their complex sentence building skills, analysis skills and complex phrase skills leading to delivery of short speeches and short stories. Prerequisite or equivalent: ANSH 1020. MnTC: 2/8

ANSH 2020 Anishinaabe Language IV / 4 cr.

This is the fourth semester in a sequence of courses and is designed for advanced students who want to increase their complex sentence building skills, analysis skills, and complex phrase skills leading to delivery of short speeches and short stories. Prerequisite or equivalent: ANSH 2010. MnTC: 2/8

ANTHROPOLOGY

ANTH 1102 Cultural Anthropology / 3 cr.

Cultural Anthropology is the study of human cultures and the relationship of culture to human behavior. Emphasis is placed on interrelationships of the elements of culture, the similarities and differences among cultures, and the basic theory and terminology of cultural anthropology. MNTC: 2/5/8

ART

ART 1000 Introduction to Drawing / 1 cr.

This is a community focused art course designed to introduce new drawing students to the uses of various drawing tools and media. Students will be provided a short-term intensive drawing experience designed to improve a student's abilities or to provide beginning art students the skills necessary to develop as an artist. MnTC: 2/6A

ART 1005 Introduction to Painting / 1 cr.

This course is designed to introduce semi-skilled or unskilled art painters to the materials and media necessary to create their own art paintings. Students will be provided an intensive short-term emersion style program designed to allow a student to sample art painting as a future prospective life skill. MnTC: 2/6A

ART 1010 Community Ceramics, Glass Slumping, and Metal Clay / 1 cr.

This course is intended as a survey course to provide new or experienced artists with the skills necessary to intelligently design and privately use ceramic wall tiles, slumped stained glass, and precious metal clay. Students will gain skills in the formation and art of heat formed stained glass, jewelry from precious metal clay, and ceramic tiles for personal residential use. MnTC: 2/6A

ART 1015 Introduction to Ceramic Wall Tiles / 1 cr.

This course is designed to introduce students and potential artists to the basic abilities of clay, glaze, and kiln use. This course will provide beginning art students an opportunity to create basic ceramic sculpture and pottery items. There will be a heavy influence on community art expansion. MnTC: 2/6A

ART 1030 Art Appreciation / 3 cr.

This is a general overview art course that explores theoretical, cultural, and historical aspects of the visual arts, including the elements and principles of design. Students will develop visual and aesthetic awareness, relating art to themselves as individuals. MnTC: 2/6B

ART 1040 Introduction to Art / 3 cr.

This is a combination lecture-studio course that includes an exploration of the visual form of the modern era of art and the prominent artists of that time. Students will devote the majority of the course to studio projects as a basic introduction to materials, tools, and artistic process. A discussion of contemporary issues and personal application of art is included. MnTC: 2/6B

ART 1130 Introduction to Design / 2 cr.

In Introduction to Design, students are introduced to two-dimensional design through a variety of studio projects. Students will discover line, shape, texture, color, and space as visual tools and will develop an awareness and appreciation of design as an important part of their lives. MnTC: 2/6B

ART 1420 Drawing / 3 cr.

Students in Drawing are introduced to and explore the basic skills needed for creative, self-satisfying drawing. Media include pencil, charcoal, ink, and pastels. Emphasis is placed on increasing individual perception and fostering a sense of visual awareness. Subjects include still life, imagination drawing, and figure drawing. Matting work for display is also covered. MnTC: 2/6A

ART 1520 Introduction to Sculpture / 3 cr.

This studio course is an introduction to basic sculptural concepts accomplished through a variety of materials and processes, and is designed to help students develop a basic vocabulary related to sculpture. The assignments and demonstrations help students expand their ability to think "visually" and "three dimensionally" by providing hands-on experiences in the classroom. MnTC: 2/6A

ART 1610 Introduction to Watercolor Painting / 2 cr.

This studio course introduces the basic techniques and skills used in watercolor painting for the beginning or limited experience student. Students will learn basic techniques through demonstration and experience. MnTC: 2/6A

ART 2520 Ceramics / 3 cr.

In this introductory ceramics class, students are introduced to clay as a medium for creating both functional and decorative pieces. Projects include exploring decorative techniques, basic hand processes, and throwing on the pottery wheel. Students will experience basic glazing, kiln loading, and firing. MnTC: 2/6A

ART 2610 Advanced Watercolor Painting / 2 cr.

This studio course further develops watercolor painting skills introduced in Art 1610. Emphasis is on professional instructional assistance for the experienced watercolor painter who desires additional instruction, but who also can work independently. Students independently select and plan their paintings while exploring technique and color. This course focuses on how to use resource materials to create successful compositions for more creative and expressive paintings. Prerequisite or equivalent: ART 1610. MnTC: 2/6A

ART 2720 Painting / 3 cr.

This studio course introduces students to painting with acrylics. Students explore basic visual characteristics through a series of exercises and subject matter. Class discussions focus on resource materials and compositional organization. Basic framing is discussed. MnTC: 2/6A

BIOLOGY

BIOL 1030 Student Research in Biology I / 1 cr.

Student Research in Biology I is an independent study course in which students are given the opportunity to complete a small-scale research project of their own design or participate in an ongoing research project in the lab or in the field under the supervision of an instructor. Upon completion of the project, the student will document the project by writing a professional report in the format of a scientific journal article. Prerequisite: Permission of instructor.

BIOL 1050 Conservation Biology Experience / 1 cr.

This course provides students with an opportunity to learn about conservation issues in an outdoor setting such as Voyageurs National Park and/or other locations. Students select a field or service learning experience with approval of the instructor, and participate in conservation activities at the location(s) and work with park employees and other wilderness and conservation experts on projects. Students will also read, discuss, and reflect on conservation-related readings and learn about the natural history of and environmental and conservation issues faced by national parks and other federal and state natural areas.

BIOL 1085 Introduction to Biology / 3 cr.

This is an introductory level course in which students will explore basic theories and concepts important to biological science. Students will apply these concepts to current issues related to biology, including genetics, cloning and stem cells, evolution, cancer, emerging diseases, endangered species, and conservation biology. This course does not have a scheduled lab, but activities and simulations similar to labs will be completed during the semester. No credit can be earned if student has earned a grade of C or better in BIOL 1015 General Biology I. Hours per week: Lecture-3. MnTC: 2/3/10

BIOL 1110 Human Biology / 4 cr.

Human Biology is an introduction to concepts in biology with a focus on human anatomy and physiology. Topics include cell structure and function, gene expression and inheritance, cell metabolism and nutrition, and structure and function of the major organ systems with a focus on maintaining homeostasis and changes that occur throughout the stages of life and in the case of disease. In lab, students will utilize the scientific method to design and carry out experiments relating to physiology, and use models to identify anatomical structures. Prerequisite or equivalent: none. Hours per week: Lecture-3; Lab-2. MnTC: 2/3

BIOL 1200 Environmental Science / 4 cr.

In Environmental Science, students will be introduced to the fundamentals of environmental science by exploring basic ecological principles, human population, energy and natural resources, major environmental concerns, and environmental sustainability. The laboratory component of the course will engage students in the scientific method and introduce them to a variety of techniques to measure and assess their own use of natural resources, monitor and assess environmental impact, and investigate local environmental issues. Field trips and laboratory sessions are required. Hours per week: Lecture-3; Lab-2. MnTC: 2/3/10

BIOL 1500 Biology of Cells / 4 cr.

Biology of Cells is one course of a two-course sequence in general biology. It introduces the structure and function of cells, genetics and heredity, applications of biotechnology (stem cells, cloning), and evolution. This course is intended for any student interested in further life science, health science, or liberal arts students. Hours per week: Lecture-3, Lab-2. MnTC: 2/3

BIOL 1550 Biology of Organisms / 4 cr.

Biology of Organisms is one course of a two-course sequence in general biology. The main topics of this course are biodiversity (classification, morphology, and natural history of bacteria, protists, fungi, animals, and plants), an introduction to anatomy, physiology, and behavior of animals, structure and function in plants, and ecology. Prerequisite or equivalent: college level reading. Hours per week: Lecture-3; Lab-2. MnTC: 2/3/10

BIOL 2000 Human Anatomy and Physiology I / 4 cr.

BIOL 2000 is a general survey of the structure and function of human organ systems, with emphasis on the concept of homeostasis. Cell structures and functions, including signaling and metabolism, tissues, and structures (microscopic and gross anatomy) and functions and physiological mechanisms of the integumentary, skeletal, muscular, and nervous systems will be studied. This is the first course in a two-semester sequence. The course is designed for students interested in health-related professions, biological sciences, science education, and physical education programs, as well as liberal arts students. Hours per week: Lecture-3, Lab-2. MnTC: 2/3

BIOL 2010 Human Anatomy and Physiology II / 4 cr.

BIOL 2010 is a continuation of the survey of the structure and function of human organ systems, with emphasis on the concept of homeostasis. Structures (microscopic and gross anatomy) and functions and physiological mechanisms of the endocrine, cardiovascular, lymphatic, respiratory, urinary, digestive, and reproductive systems will be studied. Multi-system processes of fluid and electrolyte balance, acid-base balance, embryological development and pregnancy will also be included. This is the second course in a two-semester sequence. The course is designed for students interested in health-related professions, biological sciences, science education, and physical education programs, as well as liberal arts students. Prerequisite or equivalent: BIOL 2000. Hours per week: Lecture-3, Lab-2. MnTC: 2/3

BIOL 2030 Student Research in Biology II / 1 cr.

Student Research in Biology II is an independent study course in which students are given the opportunity to complete a larger-scale research project of their own design or participate in an ongoing research project in the lab or in the field under the supervision of an instructor. Upon completion of the project, the student will document the project by writing a professional report in the format of a scientific journal article. Prerequisite: Permission of instructor.

BIOL 2040 Ecology / 4 cr.

Ecology is the study of the relationships between organisms and the environment. In this course, students will be introduced to the major themes of ecology, which include energy and nutrient cycling, distribution of organisms in the environment, population dynamics, interactions within and among species, evolution and adaptation, communities, and ecosystems. Special focus will be on the aquatic and terrestrial plant and animal communities and geological features of the Rainy River Basin and Voyageurs National Park. Hours per week: Lecture-3; Lab-2. MnTC: 2/3/10

BIOL 2100 Human Anatomy / 4 cr.

Human Anatomy is a general survey of the structures of the human body. Cells, tissues, blood, and the structures of the integumentary, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, endocrine, reproductive, and urinary organ systems are studied. The course is for liberal arts and sciences students, as well as students preparing for careers in health-related professions, biological sciences, science education, and physical education programs. Hours per week: Lecture-3; Lab-2. MnTC: 2/3

BIOL 2200 Human Physiology / 4 cr.

Human Physiology is a general survey of the functions of cells, tissues, and organ systems in the human body, with an emphasis on homeostasis (the body functioning properly as a whole) and disease as a departure from homeostasis. Transport of molecules across membranes will be studied as the basis of how cells function together as tissues and tissues function together as organs. The course is designed for liberal arts and sciences students as well as students preparing for careers in health-related professions, biological sciences, science education, and physical education programs. Prerequisite or equivalent: BIOL 2100. Hours per week: Lecture-3; Lab-2. MnTC: 2/3

BIOL 2300 Microbiology / 4 cr.

Microbiology focuses on the classification, structure and function of microorganisms. Emphasis will be on bacteria, but the course also includes the fungi, protozoa, viruses, and parasitic helminth worms. Pathogenic organisms, the diseases they cause, the human immune response, and methods for controlling microbes are discussed, as well as environmental and applied (industrial) microbiology. Lab work includes aseptic procedures for working with living cultures, preparing microscope slides with staining techniques, and identification of microorganisms using various growth media and diagnostic tests. Prerequisite or equivalent: BIOL 1500 or BIOL 1550 or BIOL 1110 or BIOL 2000. Hours per week: Lecture-3; Lab-2. MnTC: 2/3

BUSINESS

BUS 1000 Keyboarding for College / 2 cr.

Students will develop touch control of the keyboard and proper keyboarding techniques, building basic speed and accuracy skills. Practice in applying basic skills to the formatting of letters, reports, and memos is provided. Course content includes keyboarding the alphabet, the numbers, and the symbols.

BUS 1015 Intermediate Keyboarding with Microsoft Word / 2 cr.

Students will develop touch control of the keyboard and proper keyboarding techniques; build basic speed and accuracy skill; and provide practice in applying those basic skills to the formatting of letters, reports, tables, memos, and other kinds of personal-business and business communications. Course content consists of keyboarding the alphabet, the numbers, and the symbols. Skill development in horizontal, vertical, and block centering. Prerequisite or equivalent: BUS 1000.

BUS 1030 Word Processing Applications / 2 cr.

A business application course designed to give the student competence in using Microsoft Word, a word processing software. Students will create, edit, format print, and save files. Other functions covered include macros and styles, merging documents, footnotes, columns and tables, and integrating text and graphics.

BUS 1060 Business Communications / 3 cr.

Topics in Business Communications include a review of grammar rules, using the direct, indirect, and persuasive approaches to letter writing, report writing, writing interoffice memorandums, and preparing job application documents. Prerequisite or equivalent: BUS 1015.

BUS 1160 Excel Spreadsheet Applications / 2 cr.

Excel is a business application course designed to give students competence in using Microsoft Excel spreadsheet software.

BUS 1200 Access Database Management / 2 cr.

Access is a business application course designed to give students competence in using Microsoft Access database software. Students will organize, set up, maintain, edit, query, and index a database and create reports using Microsoft Access.

BUS 1220 PowerPoint Presentations / 2 cr.

This course introduces students to designing, developing, and delivering business presentations using Microsoft PowerPoint application software. Students will work with complex animation and sound effects, as well as Web presentations.

BUS 1240 Workplace Business Skills / 3 cr.

This course introduces the student to workplace business skills, including people and telephone skills. Other topics include filing and records management, mail, meetings and travel, ergonomics, and financial documents. The student will practice these skills in a business simulation that integrates technology tools and communication skills. Prerequisite or equivalent: BUS 1015.

BUS 1460 Introduction to Business / 3 cr.

Introduction to Business is designed to introduce the student to the concepts and practices of the modern business community. It is recommended for all students interested in a business major or for those individuals desiring to know more about business.

BUS 2000 E-Business: Telecommunications and Internet / 3 cr.

This technology-based course is an introduction to telecommunications and electronic business. The focus will be on business use of the Internet and electronic voice, data, and video communications.

BUS 2070 Legal Environment of Business / 3 cr.

Legal Environment of Business is designed to help the student gain a greater understanding of the legal and regulatory environment in which businesses function. The student should develop an awareness of the legal issues that commonly confront businesses and an ability to apply concepts and practices discussed in this course to resolve those issues.

CAREER DEVELOPMENT

CDEV 1010 Career Planning and Exploration / 1 cr.

This course includes a variety of exercises designed to assist students in researching personal and career traits - leading to the development of an educational and career plan for the student.

CDEV 1020 Science and Math Experience Seminar / 2 cr.

The Science and Math Experience Seminar course is designed to provide students who are interested in science and math to explore potential careers and academic program options early in their academic career. The seminar will include reading, evaluating, and discussing current and future opportunities in science and math fields, including teaching (elementary and/or secondary), health-related careers (including pharmacy, nursing, physical therapy, dentistry, chiropractic, etc.), research careers, and others of interest to the students. Professional skills, including communication, organization, teamwork, and project management, will also be introduced and practiced. Students will put these skills to use through interviewing and job shadowing people who work in various science and math related careers in the community. Students will also gather information about academic programs of interest and improve scholarship application skills.

CHEMISTRY

CHEM 1050 Introduction to Chemistry / 4 cr.

This class will serve as a survey course for non-majors as well as a preparatory course for those wanting to go on to CHEM 1090. The preparatory part of the course covers the basic principles of inorganic and organic chemistry with an emphasis on the structure of the atom, elements and compounds, solution chemistry, stoichiometry, and the mathematical relationships found in chemical problem solving. The survey part of the course deals with everyday topics such as air and water pollution, food additives, drugs, plastics, the environment, and some biochemical topics. The importance of chemical nomenclature for inorganic compounds will be covered. A chemistry background is not required in order to take this course. No credit can be earned if student has earned a grade of C or better in CHEM 1090 Principles of Chemistry I. Hours per week: Lecture-3; Lab-2. MNTC: 2/3/10

CHEM 1090 Principles of Chemistry I / 5 cr.

This is the first course in a two-semester sequence that examines the basic theories and principles of chemistry that are central to our understanding of the natural world. The emphasis of this class is on chemical nomenclature, science and the scientific method, chemical structures, bonding, and reactivity. Laboratory emphasizes the skills of observation, data collection, and report writing. This class is for liberal arts and sciences students as well as students interested in life sciences, health sciences, and physical sciences. Prerequisite or equivalent: MATH 1005, or placement. Hours per week: Lecture-4; Lab-2. MNTC: 2/3

CHEM 1100 Principles of Chemistry II / 5 cr.

This is the second course in a two-semester sequence that examines the basic theories and principles of chemistry that are central to our understanding of the natural world. The emphasis of this class is on intermolecular forces, kinetics, equilibria, acid-base chemistry, thermodynamics, nuclear, organic, and polymer chemistry. Laboratory emphasizes experimental design, qualitative analysis, and solution chemistry. This course is for liberal arts and sciences students, and students interested in life sciences, health sciences, and physical sciences. Prerequisite or equivalent: CHEM 1090. Hours per week: Lecture-4; Lab-2. MNTC: 2/3

CHEM 1500 Health Science Chemistry / 5 cr.

This course is primarily designed for students in the allied health sciences field. This course is also an excellent prerequisite for a course in physiological chemistry or biochemistry. It is a one-semester survey course, covering a broad range of topics. Lectures and laboratory experiences cover the fundamental aspects of inorganic chemistry followed by the essentials of organic and biological chemistry. Topics include metric conversions, atomic structure, periodicity and chemical bonding, chemical reactions and energy changes, solutions and colloids, inorganic nomenclature, organic functional groups and their reactions, carbohydrates, lipids, proteins, enzymes, basic metabolism, and nucleic acids. Prerequisite or equivalent: MATH 0955, or concurrent enrollment. Hours per week: Lecture-4; Lab-2.

CHEM 2610 Organic Chemistry I / 5 cr.

This course is an introduction to the study of chemical compounds that contain carbon. The emphasis of this course is on naming, drawing structures, the properties and reactions of organic chemicals, how they are prepared and purified in the laboratory, and why they are so important in our lives. Laboratory exercises will focus on the development of techniques used in chemical purification, synthesis, and identification. Organic chemistry is required for chemistry, pharmacy, and pre-medical majors and recommended for all science majors. Prerequisite or equivalent: CHEM 1090 and CHEM 1100. Hours per week: Lecture-4; Lab-2.

CHEM 2610 Organic Chemistry II / 5 cr.

Organic Chemistry II is a continuation of the study of carbon compounds. The emphasis of this course is on the properties, reactions, and syntheses of a variety of organic compounds. Laboratory exercises will focus on more advanced synthesis and purification techniques and on the identification of unknown chemicals. This course is required for chemistry, pharmacy, and pre-medical majors and recommended for all science majors. Prerequisite or equivalent: CHEM 2610. Hours per week: Lecture-4; Lab-2.

COMMERCIAL DRIVERS LICENSE (CDL)

CDL 1500 State Laws and Federal Regulations / 4 cr.

This course provides an understanding of Minnesota and federal motor vehicle traffic laws, highway traffic regulations, and driver's license laws needed to understand and demonstrate the ability to drive within the laws and regulations.

CDL 1510 Behind the Wheel Training / 2 cr.

Behind the Wheel Training provides students the hands-on experience needed to operate a semi-truck and trailer. Students will gain behind the wheel experience, drive various routes and in multiple conditions.

CDL 1520 Calculations for Commercial Trucking / 2 cr.

Calculations for Commercial Trucking is designed to give drivers the skills necessary to properly manage fuel, loads, and log books, and many other operations that require calculating skills to make informed decisions.

CDL 1530 Hazard Materials Training | Transportation / 1 cr.

This course presents the requirements for the transportation of hazardous materials by private, common, and contract motor carriers.

CDL 1540 CDL Pre-Trip / 1 cr.

CDL pre-trip will prepare students to perform the pre-trip inspection efficiently and safely. Topics include proper wheel chocking, current brake inspection procedures and walk around requirements.

COMMUNICATIONS

COMM 1050 Strengths and Wellness / 3 cr.

This course will introduce students to their unique talents, and help them discover how to best use and develop talents in academics, career, and life. Students will explore career paths, motivation, and examine personal strengths using the StrengthsQuest tool, and learn to develop life skills using the Five Essential Elements of Well-Being. This course is designed to provide meaningful and relevant information to promote academic and life success, and will benefit all learners. MnTC 1/ 2.

COMPUTER SCIENCE

CSCI 1050 Computer Applications / 2 cr.

Computer Applications is a hands-on course covering basic information about the use of computer software as a productivity tool. Students are given hands-on training in Windows, word processing, databases, and spreadsheet software applications, using the most up-to-date software.

CSCI 1100 Introduction to Computer Technology / 3 cr.

Introduction to Computer Technology is an introductory course to provide the student with a basic understanding of a computer system and how it works. The course also introduces the student to the most commonly used application software for word processing, spreadsheet, and presentations.

ECONOMICS

ECON 1010 The American Economy / 3 cr.

The American Economy provides a basic introduction to the operation of the American economic system and the dynamics of this economy within the larger global system. Students are introduced to measures of production, employment, and income. In addition, students will become familiar with the role of money and its effect on the economy, business fluctuations, current economic activity, and how these current policies and activities affect business management decisions. MNTC: 2/5/8

ECON 2060 The Principles of Economics: Macro Economics / 3 cr.

Macro Economics is a general survey of the operation of the economy. Students are introduced to U.S. economic theory and learn about the U.S. economic system, national income, employment, and fiscal policy, as well as money, banking, and monetary policy. In addition, problems and controversies in macroeconomics are discussed. Through this course, students gain an appreciation for international economics and the world economy. MNTC: 2/5/8

ECON 2070 Principles of Economics: Micro Economics / 3 cr.

Micro Economics analyzes the nature and method of fundamental economic concepts. Students learn about the principles and techniques of economic analysis within the market system. Core concepts covered in this course include supply, demand, and elasticity, forms of monopoly and competition as well as the pricing of land, labor, and capital. In addition, students learn about international trade, balance of payments, trade deficits, the comparative advantage, and protectionism. This course focuses on economies currently in transition, offering students a global perspective of the fluctuating economic world. MNTC: 2/5/8

EDUCATION

EDUC 1000 Pre-Education Seminar I / 1 cr.

This course is the first of two seminar courses to be taken by students interested in careers in education. Designed as an introductory education cohort course, students will begin to explore topics that affect professional educators and examine how their personal beliefs and values are connected with educational issues. Students will also participate in a service-learning practicum experience in the local elementary or high school classrooms. Discussion and research topics include educational values/conflict of values; historical, political, and sociological perspectives in education today; roles, responsibilities, and functions of a professional educator; child development and learning; the importance of diversity in the classroom; classroom management and discipline; fundamentals of cooperative learning; and observation and documentation.

EDUC 1100 Science and Math Education Seminar I / 1 cr.

The Science & Math Education Seminar series is designed to prepare students for entry into a teacher preparation program. SME Seminar I will include reading, evaluating, and discussing current issues in science and math teaching, and secondary education in general, as well as introduce students to the five National Board of Professional Teaching standards. Professional dispositions for undergraduate education students will also be introduced. Students will be expected to put the standards and dispositions into practice throughout participation in the SME program. Students in SME Seminar I will also begin to assemble an online teaching portfolio (eFolio) and prepare for classroom "teaching lab" time in a high school setting.

EDUC 1200 Science and Math Education Seminar II / 1 cr.

The Science & Math Education Seminar series is designed to prepare students for entry into a teacher preparation program. SME Seminar II will include reading, evaluating, and discussing current issues in science and math teaching, and secondary education in general, as well as introduce students to the five National Board of Professional Teaching standards. Introductory examination of secondary education standards in science and math will be included, as well as beginning preparation for successful completion of the Minnesota Teacher Licensure Exam. Students in SME Seminar II will continue to assemble an online teaching portfolio and participate in a classroom "teaching lab" experience in a high school setting, working with a current high school teacher.

EDUC 1300 Science and Math Education Seminar III / 1 cr.

The Science & Math Education Seminar series is designed to prepare students for entry into a teacher preparation program. SME Seminar III is the culminating course in the series, and will include reading, evaluating, and discussing current issues in science and math teaching, and secondary education in general, as well as help students apply and practice the five National Board of Professional Teaching standards and professional dispositions for undergraduate education students. Introductory examination of secondary education standards in science and math will be included, as well as continued preparation for successful complete of the Minnesota Teacher Licensure Exam. Students in SME Seminar III will continue to assemble an online teaching portfolio and critically reflect on their previous classroom "teaching lab" experience.

EDUC 2000 Pre-Education Seminar II / 1 cr.

This course is the second of two seminar courses to be taken by students interested in careers in education. Students will continue their personal exploration in the topics that affect professional educators and examine issues relating to the educational field. Students will participate in a service-learning component at local elementary and high schools. Discussion and research topics include assessment methods; learning styles; educational resources; technology in education; personal goal setting; job-seeking skills/communication; and specialization in the education field.

ELECTRICAL

ELEC 2100 Basic Electronics and PLC Principles / 2 cr.

This course introduces the student to basic electrical principles of both AC and DC electrical systems. The course includes the study of electrical measuring instruments, electrical safety and protection, DC control equipment, AC control equipment, programmable logic controllers, and electrical troubleshooting. Hours per week: Lecture-1;Lab-2.

ENGINEERING

ENGR 1010 Engineering Graphics / 3 cr.

This course is designed to introduce the process of Computer Aided Drafting and Design (CADD). Students will learn how to run a CADD drafting program, learn the process of three-view orthographic projection by completing a series of drawings, explore the fields of engineering by drawing and building a model bridge, and study architecture by planning and drawing a complete set of plans for a simple residential building.

ENGR 1300 Computer Aided Drafting / 2 cr.

This course takes the student through the basic functions of producing simple CAD generated drawings, understanding use of function libraries, as well as plotting various standard size prints. Hours per week: Lecture: 1; Lab-2.

ENGLISH

ENGL 0975 Accelerated, Integrated Reading and Writing / 5 cr.

AIRW is an integrated course with no minimum placement score. Students who do not meet the minimum Accuplacer scores for college English place into this one-semester 5-credit course. A reading component requires 500-600 pages of challenging text, including non-fiction, scholarly and critical articles, and possible fictional tie-ins. Students will practice fluency, comprehension, and discussion techniques that echo college-level coursework. Written work and assessment include practice with grammar and syntax, the writing process, paragraph-to-essay development, and personal, expository, and reflective essays.

ENGL 1010 English Composition I / 3 cr.

This course teaches techniques of expository writing and the construction of formal essays, focusing on grammar and diction, the sentence, the expository paragraph, the essay, research skills, and the writing process. The course will prepare students in the basic elements of critical thinking (analyzing and evaluating evidence), the elements of expository writing (the paragraph, the sentence, punctuation, and grammar), essay construction (structure, organization, and point of view) as well as the writing process. Prerequisite or equivalent: "C" or better in ENGL 0975 or equivalent, or placement score. MNTC: 1/2

ENGL 1020 English Composition II / 3 cr.

An introduction to research, this course provides practical instruction and guided experience in the process of gathering research material, evaluating that material for its credibility and usefulness, and molding that material into a readable, well-developed argument paper. Students will be required to complete their papers on a word processor. Prerequisite or equivalent: ENGL 1010. MNTC: 1/2

ENGL 1150 Creative Writing / 3 cr.

This course focuses on a variety of creative writing forms: memoir, poetry, short fiction and nonfiction, as well as the option of exploring drama, children's fiction, science fiction, and fantasy. Students will use the elements of style (character, plot, theme, language, etc.) to develop each focused type and style of writing. MNTC: 2/6A

ENGL 1160 Creative Writing Genres / 3 cr.

This course focuses on one or two genres of creative writing: poetry, short fiction, nonfiction, drama, children's fiction, or science/fantasy fiction. Students will use the elements of style (character, plot, theme, language, etc.) to develop the focused genre(s) of writing. Course focus will be predetermined by the instructor and student interest prior to scheduling. MNTC: 2/6B

ENGL 1200 Introduction to Literature / 3 cr.

Introduction to Literature introduces students to literature through analysis of literary forms, themes, styles, and perspectives. A wide range of literary periods and authors are examined. Students explore short stories, poetry, non-fiction, and drama. Students also study literary terms, writing styles, themes, symbolism, structure, points of view, and other aspects of writing. MNTC: 2/6B

ENGL 1300 Environmental Literature / 3 cr.

This course will introduce students to American literature that deals with the changing relationship between humans and the rest of the natural world. The course, which is designed to appeal to students interested in science as well as in literature, will show students how literature can add to our understanding of nature. Lectures will give students an understanding of the development of American nature writing. Class discussions will analyze nature writing as works of literature and will consider the contributions that environmental literature can make to science and society. MNTC: 2/6B/10

ENGL 1400 World Literature / 3 cr.

This course is a study of literature from around the world. Students examine a variety of modern, internationally diverse literary pieces that speak to cultural issues and concerns of global importance. Students will extend their understanding of world cultures through analyzing the perceptions and writing styles of international authors and examining differing human experiences. Basic literary principles and themes will be discussed. MNTC: 2/6B/8

ENGL 1500 Women's Literature / 3 cr.

Students study literature by women and trace the historical contributions of women writers. Students gain a better understanding of women's voices in literature and their roles in the development of our literary canon and culture. This course highlights women's issues, themes, and styles. Students will extend their understanding and appreciation of the contributions made by women in literature. Throughout, basic literary principles and themes will be discussed. MNTC: 2/6B

ENGL 1600 Multicultural American Literature / 3 cr.

In this course students will explore diversity by reading multicultural short stories, poetry, non-fiction, and novels. Works by Hawaiian, Alaskan, African American, Asian American, Latin American, and Native American authors will be sampled. By investigating the poetry and prose of these cultures, students will gain a better understanding of the issues affecting these multiethnic groups in our global world. MNTC: 2/6B/7

ENGL 2130 Basic Technical Writing / 3 cr.

Students learn the objectives of technical writing, clarity, accuracy, and simplicity, through a series of structured writing assignments. Some of these assignments include descriptions of mechanism, processes, abstracts, business letters, informative summaries, and formal reports. Students learn to interpret and construct basic visual aids, such as graphs, tables, and diagrams often used in technical reports.

ENGL 2210 Shakespeare on Love / 3 cr.

This course is an introduction to Shakespeare's dramatic works. Comedies, tragedies, and historical plays will be analyzed and discussed. The thrust of the course will be to explore the language, images, and situations Shakespeare uses to develop the themes of love, fate, and so on. Students will read plays, analyze them, as well as watch performances of those plays and perform scenes from them. MNTC: 2/6B

ENGL 2300 African American Literature / 3 cr.

Starting with the Harlem Renaissance and ending with contemporary authors, students are exposed to the drama, poetry, essays, and autobiographies that have shaped not only black American culture, but popular American literature and culture. Students will gain an appreciation of the modern history of black Americans and will come to recognize the distinctive flavors of black American expressionism with regard to historical context. MNTC: 2/6B/7

ENGL 2310 American Literature of the 19th Century / 3 cr.

Students study classic works from several authors: short stories, essays, poetry, and selections from novels. Students will write research reports of the life and works of 19th Century American authors. Throughout the course, fundamentals of literary perspectives and criticism will be discussed, as well as the impact of science, technology, and war upon American life. MNTC: 2/6B

ENGL 2330 Science Fiction / 3 cr.

This is a survey course in science fiction and fantasy literature, focusing on readings related to issues of historical and contemporary importance, such as environmentalism, politics, religion, ethics, technology, economics, and sociology. By examining these issues, students will gain an appreciation for alternative perspectives within these disciplines and for their influences on culture. MNTC: 2/6B/9

ENGL 2350 Classical Mythology / 3 cr.

Greek and Roman mythology and legends, as well as legends and folklore from other cultures, will be explored. Students learn the basic purposes and truths common to most myths. Students study the history of the progression of human thought from early beliefs about nature to modern views of nature. Written work includes research papers on assigned topics or topics chosen by the student, and worksheets based on assigned readings. MNTC: 2/6B

ENGL 2380 Popular Literature / 3 cr.

Popular Literature is a study of the magazines and "best seller" literature of today. The course will include study of the rise in popularity of this literature (both fiction and nonfiction), why it appeals to readers, and what effects it has on readers.

ENGL 2390 Survey of American Indian Literature / 3 cr.

Students read, study, discuss, and write about literature written about American Indians, by Indians and non-Indians. Students gain a better understanding of Indian roles, issues, and themes in the development of Indian literature and culture. Students will broaden their understanding and appreciation of the contributions made by American Indians in American life. Throughout, basic literary principles and themes will be discussed. Students will gain insight regarding the American Indian response to acculturation. MNTC: 2/6B/7

FILM

FILM 1020 The American Cinema / 3 cr.

This introductory course in film studies examines American movies as a unique art form that communicates records, shapes, and challenges aspects of American society. MNTC: 2/6B

GEOGRAPHY

GEOG 1100 Introduction to Map Use / 3 cr.

This is an introduction to the characteristics and use of maps, compasses, and global positioning systems. Topographic maps will be used for physical analysis as well as to discern cultural and economic features of landscapes. Thematic maps and their use and applications will also be presented. Students will gain useful application skills through field activities and basic map design.

GEOG 1200 World Regional Geography / 3 cr.

World Regional Geography is a geographical analysis of the physical and cultural landscapes of countries of the world by region. Students will examine contrast in the world between various regions in terms of quality of life, level of economic development, form of government and other characteristics important in today's world. MNTC: 2/5/8

GEOG 1700 Geography of Northeastern Minnesota / 3 cr.

This course is an active geographical survey of the physical, cultural, economic, and recreational aspects of Northeastern Minnesota. Included in the 9-day course are 2 days in the classroom and 7 days in Voyageurs National Park with 6 hours of curriculum each day.

GEOG 2100 Introduction to Physical Geography / 3 cr.

This course is a dynamic survey of the Earth's natural landscapes, atmosphere, climate, environment, and biosphere. Students will demonstrate a basic understanding of physical geographical investigation and analysis. MNTC: 2/5/10

GEOG 2200 Introduction to Human Geography / 3 cr.

This course focuses on the study of geographical relationships and interactions of cultural, social, ethnic, and political factors around the world. Students will develop a basic understanding of population subgroups, religions, languages, urban and rural settlements, and other attributes of the cultural landscape. MNTC: 2/5/8

GEOG 2300 Economic Geography / 3 cr.

This course is a spatial structure study of world economic activities including agriculture, forestry, fishing, mining, industry, and trade. Students will develop a basic understanding of geographical investigation of specific economic features and variations throughout the world. MNTC: 2/5/8

HEALTH

HLTH 1200 Medical Terminology / 1 cr.

Based on Greek and Latin roots, medical terminology is a consistent and uniform vocabulary used throughout the health care profession for effective and accurate communication to interpret and understand medical and pharmaceutical terminology.

HLTH 1500 First Aid and CPR / 1 cr.

This course will introduce the student to basic first aid concepts to care for him or herself and others in case of injury or sudden illness. Students will identify various first aid problems and be able to apply proper first aid procedure. Students will possess the basic skills to effectively administer CPR in an emergency situation. Hours per week: Lecture-1; Lab-1.

HLTH 1810 Lifetime Wellness / 2 cr.

This course provides information about health and wellness issues. Students learn about stress management, physical fitness, nutrition, sexuality, disease prevention, and overcoming obstacles. The theme of taking responsibility for one's own health is reinforced throughout the semester.

HLTH 1850 Introduction to Nutrition / 2 cr.

This course investigates the science of food and the study of nutrients and their role in growth, development and promotion of health, and the nutritional needs of various individuals of different cultures. This course also includes a discussion of nutritional issues as related to common disease conditions.

HLTH 2010 Chemical Abuse Education / 3 cr.

This course provides information about the use and abuse of chemicals. Students learn about drug identification, physical and psychological effects on the individual and society, and chemical abuse prevention. Throughout the semester, students learn strategies for being responsible for their own health.

HLTH 2100 Nutrition / 3 cr.

This course investigates the science of food and the study of the digestion, absorption, and metabolism of nutrients, and the nutritional needs of individuals throughout all stages of life. The relationship between nutrition and health will be explored, along with food choices, nutritional needs, and diet planning given economic, health, cultural, and other concerns.

HISTORY

HIST 1000 A Video History of the Vietnam War / 1 cr.

This video survey course of the Vietnam War covers the period of 1946 through the United States' "pullout" and the defeat of South Vietnam. The Time-Life series on the Vietnam War and the video series entitled "Vietnam: The Ten Thousand Day War" will be used. Students will explore long- and short-term causes of the war, trends and developments that occurred during the war, and its impact on contemporary world developments. MNTC: 2/5

HIST 1050 A Video History of Sports / 1 cr.

This video survey course of sports examines various aspects of sports during the ancient to present-day period. Students will explore trends and developments pertaining to culture, race, gender, and entertainment. Topics include ancient Roman gladiatorial games, Native American athletics, tennis, golf, basketball, football, baseball, and automobile racing. MNTC: 2/5

HIST 1100 A Video History of the American Frontier West / 1 cr.

This video survey course of the American Frontier West examines the pre-Columbian to 1900 C.E. period. Topics include pre-Columbian indigenous culture and history, the various experiences between indigenous peoples and Europeans, and the hypotheses about the influence of the frontier experience on American culture. Students may choose pass/fail grading in this class. MNTC: 2/5

HIST 1121 World History I / 3 cr.

This course surveys the history of world civilizations from prehistoric societies up to 1500. Principal topics include the development of the political, social, and economic structures of individual world civilizations and the cultural exchanges between different societies in the pre-modern world. MNTC: 2/5/8

HIST 1122 World History II / 3 cr.

This course surveys the history of world civilizations from 1500 up to the present through politics, economics, and culture. Principal topics include the development of the political, social, and economic structures of the individual world civilizations and the cultural exchanges between different societies from 1500 to present, the influence of European expansion and colonialism, democratic revolutions, industrialization, movements for national liberation, and the rise of the global economy. MNTC: 2/5/8

HIST 1245 Modern European History to 1815 / 3 cr.

This course surveys the European historical period from the Renaissance to 1815. The emphasis is on political, economic, social, and cultural trends and developments. Students will learn about the late Middle Ages, Renaissance, Reformation and Counter-Reformation, French Revolution, and Napoleonic era, as well as the struggle for wealth and empire. Students will also become familiar with the Age of Discovery, the Age of Enlightenment, the age of religious wars, and scientific developments. MNTC: 2/5/8

HIST 1255 Modern European History from 1815-Present / 3 cr.

This course surveys the European historical period from 1815 to the present. The emphasis is on political, economic, social, and cultural trends and developments. Students will learn about the Industrial Revolution, ideological developments, revolutions, emergence of nation states, late nineteenth century imperialism, the background of World War I, World War I, revolution and peace after the war, the Great Depression, World War II and its aftermath, the Cold War and post-Cold War Europe. MNTC: 2/5/8

HIST 1345 American History to 1865 / 3 cr.

Students will study the development of American political, social, and economic institutions and practices. This course surveys the period of American development from pre-Columbian America through the Civil War. Topics include colonization, the American Revolution, the early national period, the War of 1812, nationalism, and early American presidents and their respective policies. MNTC: 2/5/7

HIST 1355 American History from 1865-Present / 3 cr.

American History from 1865 to the Present examines the development of American political, social, and economic institutions and practices. Survey topics include reconstruction, industrialization, late nineteenth century politics, urbanization, America as a world power, World War I, the "Roaring Twenties," the Great Depression, World War II, the baby boom, Vietnam War, and late twentieth century socio-economic developments. MNTC: 2/5/7

HIST 1400 History of World War II / 3 cr.

This course surveys World War II, focusing on its origins, background, major military confrontations and events, conclusion of the conflict, and the advent of the Cold War. Included in the course is the study of the rise of the dictators; diplomacy in the 1930's and 1940's; the major land, air, and sea battles; the great leaders; the "Home Front" and the East-West divergence after 1945. MNTC: 2/5/8

HIST 1500 Native American History / 3 cr.

Native American History surveys the pre-Columbian period to the present, with an emphasis on Native Americans in the present-day United States. Topics include theories of Native American origin; Native American social and political systems; the positive and negative experiences between Native Americans and Europeans in present-day Mexico, United States, and Canada; reservation systems; and Native Americans in the twentieth century. MNTC: 2/5/8

HIST 1550 History of Frontier America / 3 cr.

The History of Frontier America is a survey course beginning with the trans-Appalachian West and proceeding to the trans-Mississippi West, from the pre-Columbian period to 1900. Topics include the physical features of the frontier, pre-Columbian Native American culture and history, the positive and negative experiences between Native Americans and Europeans, the role of women on the frontier, and hypotheses about the influence of the frontier on American culture. MNTC: 2/5/9

HIST 1600 Vietnam War, 1950-1975 / 3 cr.

This course surveys the United States' involvement in Vietnam, including the French colonial era, the Diem regime, the United States' combat commitment, the "Home Front," the United States' withdrawal, the fall of South Vietnam and the reactions. MNTC: 2/5/8

HIST 1650 20th Century World History / 3 cr.

Twentieth Century World History is a survey course with emphases on how the world was linked through the following developments: cultural, racial, and religious contacts and clashes; migration; industrialization; and imperialism. Topics include industrialization in Africa and Asia during the early to middle twentieth century, World War I and World War II, the Great Depression, the Cold War, and rapid urbanization and overpopulation during the late twentieth century. MNTC: 2/5/8

HIST 2000 Minnesota History / 3 cr.

This course surveys the political, economic, and social growth of Minnesota from the period of pre-European-Native American contact to the present. Students will learn about physical features of Minnesota, Native Americans in Minnesota, the influx of Europeans into Minnesota, Minnesota's political boundaries, ethnic groups in Minnesota, and Minnesota economics and politics. MNTC: 2/5/9

HIST 2105 20th Century American History / 3 cr.

Twentieth Century American History is a survey course of United States history. Included will be the following topics: the United States' international expansion in the 1890s, World War I, American culture during the 1920s, the Great Depression and the New Deal, World War II, American and Soviet relations during the Cold War, the Korean and Vietnam wars, American culture and politics during the 1950s-1970s decades, the resurgence of conservatism in the United States in the 1980s and 1990s, and the American outlook at the end of the twentieth century. MNTC: 2/5/9

HUMANITIES

HUM 1100 Multicultural Studies / 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. MnTC Goals: 5/8.

HUM 2010 Individual Service Project / 2 cr.

Students select individual service projects such as volunteering with people off campus in the community as teacher-aids, tutors, or volunteers for other non-profit agencies. Students attend an orientation conference, followed by individual conferences by appointment. Students keep journals of events related to their project. At the end of the course, students share their experiences at an oral seminar. Students also write a personal experience essay to be kept on file in the RRCC library. Prerequisite or equivalent: Cumulative GPA of 3.0 or greater.

INDIGENOUS STUDIES

INDG 1010 Introduction to Indigenous Studies / 3 cr.

This course is designed to introduce the student to the diversity of North America's Indigenous people. Emphasis will be on comparing and contrasting the values, beliefs, histories, and cultures of Indigenous people to that of mainstream society. The course will give attention to the following three components: pre-contact, colonialism, and contemporary issues encountered by Native Americans. This course is recommended for any liberal arts and science student, as well as students going into education or social science fields. MNTC: 2/5/7

INDG 1020 Native American Arts & Practices / 3 cr.

This is a lecture-studio course in Native American art and practices from multiple North American tribes, focusing on the Ojibwe. Students will identify and compare Indigenous art and explore its history while creating multiple art projects. The course will also develop an understanding of traditional games and activities with the opportunity to participate. Completion of projects, involvement in the activities and a research paper are required to complete the course. MNTC: 2/6A

INDG 1070 Indigenous People and the Environment / 3 cr.

This course is designed to convey the Native American perspective on the environment and environmental issues. Through a series of guest lecturers and speakers, students will understand the interrelationships of human society and the natural environment. A comparison of Indigenous knowledge, theory, wisdom, and the conventional western scientific methodology will be conducted. MNTC: 2/5/10

INDG 1500 Survey of Bilingual and Indian Education / 2 cr.

This course is a survey of Indian education with emphasis on historical precedents leading to the present-day Indian education programs. Guest lecturers currently working in the field are invited to present in this class. Group dynamics are emphasized while students consider the changes in legislation covering Indian education in the United States and Canada. MNTC: 2/5

INDG 2010 Indigenous People and the Federal Government / 3 cr.

This course encompasses a study of the relationships among the federal governments of Canada and the United States and North American Indigenous people. Students will explore the treaty making process, government policies, land claims, sovereignty, treaty rights, and other related topics. MNTC: 2/5/9

INDG 2070 Anishinaabe Philosophy / 3 cr.

The purpose of this course is to provide knowledge and understanding of the Anishinaabe perception of worldview, dream reality, imagery, and symbols. Students will investigate the relevance of Anishinaabe philosophy in contemporary matters. Students are also expected to compare and contrast world philosophies to that of the Anishinaabe philosophy. MNTC: 2/6B

INDG 2500 Contemporary Issues of Indigenous People / 3 cr.

This course offers the student an in-depth study of contemporary issues affecting Indigenous people. Explored topics include loss of language, racism, education, identity, urbanization, and other related issues. An investigation of current legislation and government programs affecting tribal governments will also be a significant element of this course. MNTC: 2/5/7

INDUSTRIAL MAINTENANCE

INDT 1200 Industrial Safety I / 3 cr.

This course will introduce the importance of safety in the workplace. It will further familiarize the student with economic, social, environmental, and regulatory components of safety and accident prevention. The student will also learn proper and safe use of hand and power tools used in industry. Hours per week: Lecture-2; Lab-2.

INDT 1215 Blueprint Reading for Industry I / 2 cr.

Utilizing CAD software, this course provides the foundations of blueprint reading and the importance in industry, as well as how to communicate ideas through the use of sketches. Hours per week: Lecture-1; Lab-2.

INDT 1400 Basic Mechanics / 3 cr.

This course introduces the students to force, motion, work, energy, and fluid mechanics as applied to industrial maintenance. It explains the basic elements of industrial machines. Hands on lab assignments allow the student to apply these disciplines using lab machinery. Hours per week: Lecture-2; Lab-2.

INDT 1450 Lubrication and Bearings / 3 cr.

This course focuses on the heart of rotating equipment, lubrication, and bearings. The student is introduced to the elements, production, application, and selection of lubricants commonly used in industry today. Students will become familiar with the various styles of bearings and their uses in a wide range of industrial applications. They will further learn the proper methods for mounting and dismounting bearings, setting mounted clearances, and the important economic role bearings play in industry. Hands-on lab assignments include automatic lube systems and their operations and components. Hours per week: Lecture-1; Lab-4.

INDT 1500 Industrial Fluid Power I / 2 cr.

The student will learn the fundamental principles and laws of fluid power, related math, symbols and components commonly used in industrial hydraulic and pneumatic systems. The student will also learn to associate standard fluid power symbols with their related system components and how each functions. Hours per week: Lecture-1; Lab-2.

INDT 1610 Rigging and Equipment Installation / 2 cr.

The student will learn fundamentals of safe rigging practices, load estimation, calculating center of gravity of lifts, and proper use and care of rigging hardware, slings, wire ropes, chains, and equipment. In this course, the safe operation of mobile equipment such as forklifts, carry deck cranes, and JLG machines will be conducted hands-on using live equipment on an outdoor structured course. The student will also learn installation procedures for large plant equipment and preparatory, anchoring, aligning, and test-run requirements. Hours per week: Lecture-1; Lab-2.

INDT 1700 Precision Measuring and Layout / 1 cr.

This course will introduce the student to accurate measuring with various mechanical instruments used in industry. The course also covers layout tools, math formulas used in common fabrication practices, and the use of precision measuring devices. Hours per week: Lecture-1; Lab-1.

INDT 1750 Drive Components and Alignment / 3 cr.

This course introduces the student to the installation and maintenance of mechanical drives, such as chain drives, belt drives, and open and closed gear drives, including drive couplings. The course provides an in-depth study of troubleshooting procedures and the critical need for precision alignment of rotating equipment in today's industry. Hours per week: Lecture-1; Lab-4.

INDT 2105 Material Handling Conveyor Systems / 2 cr.

This course focuses on the importance of Conveyor safety, terminology, belting and drive systems. Hands-on lab assignments will be performed on actual live industrial conveyor trainers allowing the student to experience all aspects of conveyor systems installation, repair, and maintenance. Hours per week: Lecture-1; Lab-2.

INDT 2215 Print Reading for Industry II / 2 cr.

This course provides the student with a thorough explanation of how blueprints are structures and the conventions used to create them. These principles are applied to detail drawings, assembly drawings of mechanical components and equipment, and construction drawings. The student will develop the ability to accurately read and comprehend prints and drawings. Hours per week: Lecture-1; Lab-2.

INDT 2220 Industrial Safety II / 2 cr.

This course will instill in the student safe workplace behavior. The student will be required to practice safe behavior in the lab setting on a daily basis and learn how to identify potentially unsafe conditions and actions. Creating safe work-task procedures and proper personal protection equipment use will be a particular focal point for the course. Hours per week: Lecture-1; Lab-2.

INDT 2240 Blueprint Reading for Industry III / 4 cr.

This course will introduce the student to advanced drawing interpretation of equipment, machinery, geometric tolerances, X/Y coordinate layout, and welding symbols. Hours per week: Lecture-2; Lab-4.

INDT 2310 Pump Maintenance and Seals / 2 cr.

This course introduces the student to the principles governing efficient pump operations in industry. The student will become familiar with a wide range of pumps and their industrial applications, installation of mechanical seals, manual packing, impeller types and setting of clearances, pump lubrication, pump bearing maintenance, and pump repair. Hours per week: Lecture-1; Lab-2.

INDT 2510 Industrial Fluid Power II / 3 cr.

This course is intended to provide a hands-on learning environment utilizing an active hydraulic system. The purpose of this course will be to recognize the elements of a hydraulic system and blend the student's knowledge of the individual components into a comprehensive knowledge of the entire system, and demonstrate the ability to troubleshoot the system. Hour per week: Lecture-1; Lab-4.

INDT 2700 Maintenance Machining Practices / 3 cr.

This course introduces the students to the fundamentals of machining processes and standard practices. The student will learn the safe operation of lathes, milling machines, band saws and drill presses. Hands on assignments to create a wide variety of machine replacement parts and repair techniques. As well as, precision boring, reaming, thread cutting and layout of jigs and fixtures. Emphasis is placed on skills development. Hands on lab assignments allow the student to apply these disciplines using lab machinery. Hours per week: Lecture-1; Lab-4

INDT 2720 Production Maintenance and Safety / 2 cr.

This course introduces the student to safe job practices and developing safety awareness while performing routine maintenance tasks on common industrial machines, automated and robotic production equipment. This course has a strong focus on PPE, lockout/tag out, elevated work safety, confined spaces, scaffolding, and plant traffic awareness. Hours per week: Lecture-1; Lab-4.

INDT 2730 Production Maintenance Skills / 3 cr.

This course will focus on industrial safety while working on and around industrial machinery in the task of performing maintenance and troubleshooting. This course also introduces the student to vibration analysis and computer maintenance management software data collecting. Hours per week: Lecture-1; Lab-4.

MANAGEMENT

MNGT 2010 Principles of Management I / 3 cr.

This course is designed as an introduction to management principles and practices as they apply to public and private organizations. Topics include methods and dynamics used by managers, leadership styles, management effectiveness, and the basics of decision-making. Other areas of study include ethics and social responsibility, goal setting, innovation, motivation and communication. There are four themes woven throughout the course: managing diversity, managing change and innovation, global perspectives, and valuing quality.

MARKETING

MKTG 1100 Principles of Marketing / 3 cr.

This course is designed as an introduction to marketing principles and practices as they apply to public and private organizations. Topics include marketing perspectives and strategies, communication, consumer behavior, pricing concepts, ethics, and global concerns.

MASS COMMUNICATIONS

MCOM 1000 Introduction to Mass Communications / 3 cr.

This course covers the impact of the mass media on world societies and cultures as well as in the United States. Perspectives of the media include history, development of media systems, mediums of mass communications, media theories and models, and the process of communications.

MATHEMATICS

MATH 0925 Pre-Algebra / 5 cr.

Topics in pre-algebra include integers, variables, simple equations, exponents, polynomials, operations with rational numbers, percent equations, graphing linear equations, and applied problem solving.

MATH 0955 Elementary Algebra / 5 cr.

Topics in Elementary Algebra include real numbers, linear equations and inequalities in one variable, linear equations and inequalities in two variables, graphing, exponents and polynomials, factoring, and applied problem solving. Prerequisite or equivalent: CPT placement.

MATH 1002 Technical Math / 2 cr.

This course provides a refresher in basic mathematics and introduces the student to fluid power math, weight estimation formulas, and common math used in fabrication, such as calculating area, volume, and trig functions. Hours per week: Lecture-1; Lab-2.

MATH 1005 Beginning College Algebra / 4 cr.

Students will review algebra concepts to prepare them for College algebra. Topics in Beginning College Algebra include basic concepts, equations and inequalities, the rectangular coordinate system and graphs of equations, functions, roots and radicals, quadratic equations, and inequalities.

MATH 1010 Principles of Mathematics I / 3 cr.

This course is designed to fulfill the needs of prospective elementary education majors or those who require a general course in mathematics. Topics include sets, logic, methods of numeration, finite mathematical systems, systems of counting numbers, whole numbers, integers, rational numbers, real numbers, and an introduction to algebra.

MATH 1013 Principles of Mathematics II / 3 cr.

This is a second mathematics course providing the background for teaching in the elementary school. Topics include probability, statistics, percents, ratio and proportion, solutions of linear equations, geometric shape, measurement, triangle congruence and similarity, coordinate geometry, and transformational geometry. Prerequisite or equivalent: MATH 1010.

MATH 1070 TI-92 Graphing Calculator / 1 cr.

This course is a "hands-on" class that focuses on teaching students how to use the TI-92 hand-held symbolic algebra computer to enhance classroom learning, from algebra through calculus. Applications, problem solving, group learning, and implementation will be important parts of this course.

MATH 1145 College Algebra / 4 cr.

In this course, students receive a basic understanding of algebraic manipulations. Students gain an understanding of the real number system, exponents and radicals, algebraic expressions, the Binomial Theorem, equations and inequalities, functions and graphs, polynomial functions, rational functions, conic sections, and exponential and logarithmic functions. Systems of equations and inequalities are also discussed. Prerequisite or equivalent: MATH 1005 or appropriate placement determined by computerized placement assessment. MNTC: 2/4

MATH 1170 Pre-Calculus / 5 cr.

Pre-calculus is the study of algebraic, logarithmic, and exponential and trigonometric functions. Topics covered in this course include linear, quadratic and higher degree equations and inequalities; systems of equations; trigonometric equations; and the study of graphs in each area. Students will also concentrate on the use of algebra and trigonometry in problem solving. Prerequisite or equivalent: MATH 1145 or appropriate placement determined by computerized placement test. MNTC: 2/4

MATH 1200 Liberal Arts Math / 4 cr.

Liberal Arts Math is a comprehensive mathematics course for non-science majors. The course consists of a variety of topics including problem solving strategies, logic, number theory and mathematical systems, algebra, functions and graphs, geometry, and probability and statistics. Prerequisite or equivalent: MATH 0955 or appropriate placement determined by computerized placement test. MNTC: 2/4

MATH 2200 Probability and Statistics / 4 cr.

This course is an introduction to sampling distributions and the laws of probability. Students will study topics such as frequency distributions, measures of central tendency, mathematical expectations and random variables. Students also learn how to use these theories to predict future occurrences. Prerequisite or equivalent: MATH 1140 or instructor discretion. MNTC: 2/4

MATH 2220 Calculus I / 5 cr.

This is the first course in a three-semester calculus sequence. Students will review functions and their graphs, and will learn about limits, differentiation, and integration of algebraic and trigonometric functions. Students will also learn applications of differentiation and integration. Prerequisite or equivalent: MATH 1170 or appropriate placement determined by computerized placement test. MNTC: 2/4

MATH 2230 Calculus II / 5 cr.

In this course, students will learn about differentiation and integration of transcendental functions, more techniques and applications of integration, infinite sequences and series, parametric equations, polar coordinates, and vectors. Prerequisite or equivalent: MATH 2220. MNTC: 2/4

MATH 2240 Calculus III / 4 cr.

In the final course of the calculus sequence, students will learn about vector-valued functions, multivariable functions and partial derivatives, multiple integration, and vector analysis including Green's and Stokes' theorems. Prerequisite or equivalent: MATH 2230. MNTC: 2/4

MATH 2280 Differential Equations with Linear Algebra / 4 cr.

Topics in Linear Algebra will include vectors, matrix algebra, and Eigen values. Topics in Differential Equations will include linear differential equations and systems of linear differential equations, phase space, qualitative analysis of nonlinear systems, and Laplace transforms. Prerequisite or equivalent: MATH 2230. MNTC: 2/4

MUSIC

MUSC 1050 Beginning Guitar / 1 cr.

This course covers an introduction to the acoustic guitar and the music written for this instrument. MNTC: 2/6A

MUSC 1150 Instrumental Ensemble / 1 cr.

This course will provide students with knowledge of music through the direct application of their skills. Students will participate as members of an instrumental group at a variety of college activities, such as athletic competitions and academic ceremonies.

MUSC 1200 Fundamentals of Music / 3 cr.

A general course in music including basic theory, singing, piano keyboard, and recorder. This course is for any liberal arts and science student and is a required course for many elementary education majors. MNTC: 2/6A

MUSC 1220 Introduction to Music / 3 cr.

This basic course combines music fundamentals, listening skills, and a review of music history. Emphasis is on identification of vocal and instrumental musical groups and styles, aural recognition of the various periods of music, and knowledge of the lives and compositions of selected performers and composers. The historical perspective covers ancient music through the 20th Century. MNTC: 2/6B

MUSC 2010 String Orchestra / 1 cr.

Students meeting the background and audition requirements play in a string orchestra with up to four recitals. All stringed orchestral instruments are utilized. The repertoire covers a broad spectrum of orchestral literature from medium to difficult. This class is not for beginners. MNTC: 2/6A

MUSC 2020 Intermediate Full Orchestra / 2 cr.

Students meeting the audition requirements play in a full orchestra with up to four recitals. All standard orchestral instruments are utilized; however, not all instruments are required each semester. The repertoire covers a broad spectrum of orchestral literature from medium to difficult – this class is not for beginners. MNTC: 2/6A

NURSING

NSG 1000 Nursing Assistant / 3 cr.

This course is the study of basic nursing skills, including health and basic human needs, the health care system, common patient care equipment, healthful environments, medical asepsis, body mechanics, personal care, nutrition/feeding, elimination, communication and principles related to long-term care. This course is intended to prepare students for practice at the Nursing Assistant level and to serve as an introduction to the nursing sequence. The curriculum meets state and federal requirements and is approved by the Minnesota Department of Health. Successful completion of this course prepares the participant to take the state-approved competency evaluation and seek employment in a variety of health care settings.

NSG 1010 Nursing Assistant / Home Health Aide / 4 cr.

This course is the study of basic nursing skills, including health and basic human needs, the health care system, common patient care equipment, healthful environments, medical asepsis, body mechanics, personal care, nutrition/feeding, elimination, communication, and principles related to home care/long term care. This course is intended to prepare students for practice at the Nursing Assistant and Home Health Aide level and serve as an introduction to the nursing sequence. The curriculum meets State and Federal requirements and is approved by the Minnesota Department of Health. Successful completion of this course prepares the participant to take the state approved competency evaluation and seek employment in a variety of health care settings.

NSG 1011 Home Health Aide / 1 cr.

This course is the study of basic nursing skills, including health and basic human needs, the health care system, common patient care equipment, healthful environments, medical asepsis, body mechanics, personal care, nutrition, elimination, communication, and principles related to home care. This course is intended to prepare the student to work as a Home Health Aide. The fifteen-hour curriculum meets state and federal requirements, and is approved by the Minnesota Department of Health. Successful completion of this course prepares the participant to take the state approved competency exam for the Home Health Aide. Prerequisite: NSG 1000.

PHILOSOPHY

PHIL 1010 Death, Dying, and Grief / 2 cr.

From a philosophical, historical, and cultural setting, this course is designed to help a person come to terms with the reality of death. Topics covered include the stages of dying, grief, social and religious dynamics of death, significance of funerals, and death and the law. MNTC: 2/6B

PHIL 1020 Foundations of Philosophy / 3 cr.

This survey course in classical and modern philosophical thinking from Western civilization, studies some ways in which human questions about reality, religious traditions, and knowledge have been considered. The course offers topical backgrounds of philosophy while providing the tools to make reasonable, rational, and logical assessments of issues. MNTC: 2/6B/9

PHIL 1050 Introduction to Ethics / 3 cr.

Focusing on the general area of social ethics, the course is a survey of historical and contemporary materials, concepts, ideas and methods that inform and shape the way people make choices concerning problems and issues of society and act upon them. MNTC: 2/6B/9

PHIL 1060 Exploring the World's Religions / 3 cr.

This course is an intellectual and comparative journey through the world's living religions, including Buddhism, Confucianism, Judaism, Christianity, Islam, and more. The future of religion will also be considered and discussed. MNTC: 2/6B/8

PHIL 1070 Exploring Spirituality / 3 cr.

Students will examine spiritual traditions, including eastern, western, and Native American practices. Through reading, journaling, and experimenting with spiritual practices, students will seek to discover more about themselves, a deeper understanding of reality and life, the oneness of all things, and a spiritual path that takes concrete expression in one's daily life. MNTC: 2/6B/8

PHYSICAL EDUCATION

PHED 1010 Beginning Yoga / 1 cr.

PHED 1020 Beginning Yoga / 1 cr.

This course is an introduction to yoga and will focus on basic yoga postures, proper alignment and breathing techniques and will include an overview of yogic philosophy and the mind-body connection. The course will progress from introductory poses to flow classes and cover basic standing, seated and floor postures, breathing techniques, twists, relaxation and meditation. This class offers effective relaxation techniques while building balance, flexibility and strength. The class will help students develop a home practice and/or proceed safely and intelligently toward more advanced levels of study.

PHED 1030 Bowling / 1 cr.

This course will introduce students to the basic skills and fundamental techniques of bowling. Selection and care of equipment, etiquette, safety, instruction, and practice at the bowling alley will be included.

PHED 1040 Introduction to Cross Country Skiing / 1 cr.

This course is an introduction to the fundamentals and basic techniques of cross-country skiing. Topics include traditional and skating methods, equipment selection, winter safety, waxing, and flatland, uphill and downhill techniques. Students will make one full day outing during the course.

PHED 1070 Cardio Kickboxing / 1 cr.

Cardio Kickboxing is a high-intensity activity class that introduces students to the benefits, safety, basics, and principles of kickboxing and exercise. This course also teaches proper form and basic anatomy. Students learn the aspects of kickboxing such as kicks, jabs, and hooks. This course will include a warm-up, full-body aerobic and strength training, and stretching; all to increase cardiovascular health, physical strength, and range of motion.

PHED 1080 Fitness Walking / 1 cr.

Cardio Kickboxing is a high-intensity activity class that introduces students to the benefits, safety, basics, and principles of kickboxing and exercise. This course also teaches proper form and basic anatomy. Students learn the aspects of kickboxing such as kicks, jabs, and hooks. This course will include a warm-up, full-body aerobic and strength training, and stretching; all to increase cardiovascular health, physical strength, and range of motion.

PHED 1090 Shotgun Sports / 1 cr.

This course is designed to explore fundamentals of shotgun sports as a life skill. Topics include safety, equipment, shooting fundamentals, shotgun games, etiquette, rules, and scoring. This course will present topics including personal, civic, and ethical values. Required course activities include: Proper demonstration of safety and etiquette, as well as a live experience with both trap and skeet. Students are required to provide their own 12-gauge shotgun and have current firearm safety certification.

PHED 1100 Golf / 1 cr.

This course is an introduction to the basic skills and fundamentals of golf. Selection and care of equipment, rules of the game, etiquette, instruction, and practice will be included.

PHED 1190 Weight Training / 1 cr.

This course is an introduction to the principles of weight training. Students gain a basic understanding of procedures, safety, and equipment used in developing an individualized structured weight program for strength and development.

PHED 1200 Fitness and Conditioning / 1 cr.

This course will introduce students to the basics of fitness and conditioning. Major components include agility, speed training, flexibility, plyometrics, aerobic training, and core strength development.

PHED 1210 Exercise Testing / 2 cr.

This course is an introduction to basic physical fitness assessment. Exercise prescriptions for both healthy and special populations will be discussed.

PHED 1220 Softball / 1 cr.

This course is an introduction to the rules and fundamentals of softball. Students will become familiar with the basic skills, rules, and strategies of the sport.

PHED 1230 Volleyball / 1 cr.

This course is designed for the beginning player. Emphasis will be placed on developing the skills of passing, setting, serving, and spiking as well as team concepts and rules. Students will participate in game situations.

PHED 1270 Intermediate Volleyball / 1 cr.

This course is designed for the intermediate volleyball player. Emphasis will be placed on improving basic skills and learning advanced skills. Team offenses and defenses will be studied. Team concepts and strategies will be reviewed. Prerequisite or equivalent: PHED 1230 Volleyball or participation in high school varsity volleyball.

PHED 1280 Basketball Fundamentals / 1 cr.

Basketball Fundamentals is designed for the beginning player. Emphasis will be placed on developing the skills of dribbling, passing, and shooting as well as team concepts and rules. Students will participate in game situations.

PHED 1290 Sports Physiology / 2 cr.

Sports Physiology will introduce students to issues that relate to training, conditioning, and participation in sports. Many aspects of fitness and its relationship to health and performance will be discussed.

PHED 1310 Anatomy for Sports / 2 cr.

Anatomy for Sports is an introduction to human anatomy. An emphasis will be placed on the musculoskeletal system and an understanding of its relationship to human movement.

PHED 1340 Aerobics / 1 cr.

PHED 1350 Aerobics / 1 cr.

This course is an aerobic fitness course designed to improve cardiovascular endurance, muscular strength, muscle tone and flexibility through movement exploration and dance activities.

PHED 1380 Introduction to Canoeing / 1 cr.

This course is an introduction to the basics of canoeing. Topics include basic strokes, water safety techniques, tandem and solo paddling, launching and entering, as well as reading several canoe essays. Students will make one full day outing during the course.

PHED 1400 Tae Kwon Do I / 1 cr.

This course is an introduction to basic Tae Kwon Do forms and techniques. Students will learn various kicks, blocks, punches and forms associated with Tae Kwon Do. The course will be physically demanding. We will cover some self-defense techniques and concepts. Tae Kwon Do can be a lifelong hobby. Successful students will earn their gold belt in Tae Kwon Do.

PHED 1500 Varsity Basketball / 1 cr.

PHED 2500 Varsity Basketball / 1 cr.

Co-curricular credit is earned in this course for participation in varsity basketball. This activity course prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1530 Varsity Volleyball / 1 cr.

PHED 2530 Varsity Volleyball / 1 cr.

Co-curricular credit is earned in this course for participation in varsity volleyball. This activity course prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1550 Varsity Softball / 1 cr.

PHED 2550 Varsity Softball / 1 cr.

Co-curricular credit is earned in this course for participation in varsity softball. This activity course prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1570 Varsity Baseball / 1 cr.

PHED 2570 Varsity Baseball / 1 cr.

Varsity baseball prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1600 Aerobic Circuit Training / 1 cr.

PHED 1610 Aerobic Circuit Training / 1 cr.

This course introduces students to the principles and benefits of exercise programs designed to develop endurance, strength and flexibility. Students rotate from one exercise station to another, alternating between aerobic and strength-training equipment.

PHED 1720 Step Aerobics / 1 cr.

PHED 1730 Step Aerobics / 1 cr.

Step Aerobics is a high-intensity activity used to promote cardiovascular fitness with low-impact safety measures. This course includes warm-up, aerobic stepping to music, isolation work and slow stretches to increase flexibility. Students will do the natural stepping technique to advance their own fitness level.

PHED 1800 Tae Kwon Do II / 1 cr.

This course is the second course in the Tae Kwon Do sequence, and builds on the skills learned in Tae Kwon Do I. Students will demonstrate improved skill level by achieving the rank of green belt. This requires performing Chong Bong 1, Chong Bong 2, four new one-steps, and sparring.

PHED 1900 Introduction to Physical Education / 2 cr.

This course will introduce students to the field of physical education. Program development, objectives, values, issues, qualifications, and opportunities will be discussed.

PHED 1920 Introduction to Coaching / 2 cr.

Introduction to Coaching is a general overview of coaching with an emphasis on teaching appropriate techniques and skills, as well as practice and game organization.

PHED 2010 Intermediate Yoga / 1 cr.

PHED 2020 Intermediate Yoga / 1 cr.

This course offers a continuation of yoga study to those with experience with yoga. The classes will include basic yoga postures and will progress to level II techniques. Classes will feature advanced pranayama (breath) practices, sitting, standing, balancing, twisting, and strengthening postures as well as back bends, inversions, and bhandas (locks). Each class will include meditation and relaxation and an integration of yogic philosophy. The class will support the intermediate student as he or she explores more advanced levels of yoga study.

PHED 2030 Coaching Practicum / 1 cr.

PHED 2035 Coaching Practicum / 1 cr.

This course is designed to provide students the opportunity to gain knowledge and experience through coaching in a practical environment.

PHED 2100 Prevention and Care of Athletic Injuries / 2 cr.

This introductory course covers the study of preventative techniques of injuries that occur during recreational activities and athletic contests. Students will acquire practical experience in the care of athletic injuries, including athletic taping. Additional topics include supplies and equipment used in the care of athletic injuries and new techniques involved in athletic training. This course is a preparatory course and does not include any athletic training or coaching certification.

PHED 2400 Tae Kwon Do III / 1 cr.

This course is the third second course in the Tae Kwon Do sequence, and builds on the skills learned in Tae Kwon Do I and II. Students will demonstrate improved skill level by achieving the rank of purple belt. This requires performing Chong Bong 1, Chong Bong 2, Chong bong 3, a kicking demo, and improved sparring abilities.

PHED 2600 Basketball Officiating / 1 cr.

This course is an introduction to the rules and mechanics of basketball officiating. This course will help prepare class members for officiating intramural, junior varsity, or varsity basketball competition. Lecture, lab, and AV materials combined with actual on-the-court training will assist aspiring officials in acquiring the necessary skills to become qualified officials. This course will also prepare students to take a certification test sanctioned by the Minnesota State High School League (MSHSL) should they choose to become certified.

PHED 2610 Baseball/Softball Officiating / 1 cr.

Baseball/Softball officiating is an introduction to the rules and mechanics of baseball/softball officiating to help prepare class members for officiating intramural, junior varsity, or varsity baseball/softball competition. Lecture, lab, and AV materials combined with actual on-the-field training will assist students in acquiring the skills to become qualified officials. This course will also prepare students to take a certification test sanctioned by the Minnesota State High School League (MSHSL) should they choose to become certified.

PHED 2800 Tae Kwon Do IV / 1 cr.

PHED 2810 Tae Kwon Do IV / 1 cr.

PHED 2820 Tae Kwon Do IV / 1 cr.

This course is the fourth course in the Tae Kwon Do sequence and can be repeated for mastery. This course builds on the skills learned in Tae Kwon Do I, II, and III. Students will continue to build on foundations of prior semesters and demonstrate improved skill level by working toward higher belt rankings (brown belt or black belt). Earning a brown belt or black belt requires more than a semester; class content and goals will be arranged with the instructor.

PHYSICS

PHYS 1060 Introduction to Physics / 4 cr.

This is an introduction to the principles of physical science. Topics include methods of scientific discovery, description of force and motion, energy, heat and thermodynamics, electricity and magnetism, and wave phenomena including sound and light. The course has a scheduled lab component where students will investigate the concepts from lecture using basic math relationships in the quantification of these concepts. No credit can be earned if student has earned a grade of C or better in PHYS 1100 Principles of Physics I or PHYS 2100 General Physics I. Prerequisite or equivalent: MATH 0955. Hours per week: Lecture-3. MNTC: 2/3

PHYS 1100 Principles of Physics I / 4 cr.

This is the first in a full-year sequence in introductory physics. The first semester covers the description of motion, the causes of motion, gravitation, and work and energy. The course includes a laboratory where students learn about the process of scientific discovery, measurement techniques, data analysis techniques, and experimental design. Hours per week: Lecture-3; Lab-2. Prerequisite or equivalent: high school algebra. MNTC: 2/3

PHYS 1200 Principles of Physics II / 4 cr.

This is the second in a full-year sequence course in introductory physics. Topics covered include electricity and magnetism, waves, and optics. The course includes a laboratory where students will design experiments and analyze and infer from experimental data. Hours per week: Lecture-3; Lab-2. Prerequisite or equivalent: PHYS 1100. MNTC: 2/3

PHYS 2100 General Physics I / 4 cr.

This is the first in a full-year sequence in general physics using calculus. The first semester covers topics in mechanics including descriptions of motion and Newton's Laws of motion. In the laboratory portion of the course, students will learn measurement techniques and basic uncertainty analysis as well as experimental design. This course is for any qualified liberal arts and sciences students, and the PHYS 2100-2200 sequence should be completed by students interested in physical science and engineering. Hours per week: Lecture-3; Lab-2. Prerequisite: MATH 2220. MNTC: 2/3

PHYS 2200 General Physics II / 4 cr.

This is the second in a full-year sequence in general physics using calculus. Topics covered include electricity and magnetism and optics. The course is accompanied by a laboratory in which students will learn experimental design and will carry out a minor research project. Hours per week: Lecture-3; Lab-2. Prerequisite or equivalent: PHYS 2100 and MATH 2230. MNTC: 2/3

POLITICAL SCIENCE

PSCI 1310 American Government and Politics / 3 cr.

This course is designed to supply students with an overview of American government and politics. The topics include American federalism, constitutionalism, civil rights, public opinion and interest groups, political campaigns, voting behavior and elections, the executive branch, Congress, and the federal judicial system. MNTC: 2/5/9

PSCI 1350 State and Local Government / 3 cr.

This course is a study of the basic functions, structure, procedures and problems of American state and local government, with emphasis on intergovernmental relations. Topics include state constitutions, governors, financing state governments, and state legislatures. Special emphasis will be given to Minnesota government and politics. MNTC: 2/5/9

PSCI 2000 International Relations / 3 cr.

This course is designed to supply the student with an overview of politics and governments globally. Overall, International Relations is a survey of the various theories explaining the behaviors of political systems and governments. We will explore economic, political, cultural and technological interdependencies, including topics such as power, diplomacy, intelligence, and war. MNTC: 2/5/8

PSYCHOLOGY

PSYC 1000 Psychology Applied to Modern Life / 2 cr.

Psychological principles and their impact on lives will be studied in this course. Exploration of the contributions of psychology in areas such as stress management, academic and vocational adjustment, marriage and intimate relationships, behavior disorders, developing a positive self-concept, and improving one's psychological health will also be covered.

PSYC 1020 General Psychology / 3 cr.

This course introduces students to the study of human behavior of living organisms, with emphasis on human beings. Students develop an understanding of general psychology and the terminology associated with the discipline. Topics include the biological roots of behaviors, operant and classical conditioning, memory, motivation, emotions, stress and health, personality, psychological disorders, therapy, social psychology and social diversity. MNTC: 2/5/7

PSYC 2050 Psychology of Personal and Social Adjustment / 3 cr.

Personality adjustment in normal persons will be the focus of this course. Emphasis will be placed on adjustment in college and the adult years. Students will examine, study, and evaluate the problems of today, and learn more effective methods of coping successfully. MNTC: 2/5

PSYC 2300 Abnormal Psychology / 3 cr.

This course is a study of abnormal behavior including classification of various disorders, description of causal factors, methods of assessment, and prevention and treatment from the various psychological perspectives. Prerequisite or equivalent: PSYC 1020 recommended, but not required. MNTC: 2/5

PSYC 2400 Lifespan Development / 3 cr.

This course covers a survey of the cognitive, social, physical, and intellectual development of the person from conception through adolescence and adulthood to old age. Major theories of learning, cognitive, contextual, and sociobiological development will be emphasized for each development stage from infancy to the last days of adulthood. Topics include personality development in the growing child, learning and memory, intelligence, psychological changes, sexuality, vocation and retirement, marriage and family, patterns of personality change, and death, as well as the related developmental challenges and psychopathologies. Research methods and ethics will be addressed, along with reading and evaluating information from multiple sources. MNTC: 2/5/7

PSYC/SOC 2000 Research Methods in the Social Sciences / 3 cr.

This cross-disciplinary course focuses on the major research methods used by social scientists. It will introduce students to the philosophy of science, principles of research design, modes of observation, the analysis of data, and ethical issues surrounding social research. Cross-listed with SOC 2000. MNTC: 2/5/9

PSYC/SOC 2020 Social Psychology / 3 cr.

This cross-disciplinary course examines how situational variables influence people's thoughts, feelings, and behavior. It will introduce students to the major social psychological theories, methods, concepts, and research findings. Topics to be covered include the self, group dynamics, social perception, leadership, conformity, aggression, altruism, and prejudice. Cross-listed with SOC 2020. MNTC: 2/5/9

PULP AND PAPER

PAPR 1100 Introduction to Pulp and Paper Technology / 3 cr.

This course provides an introduction to the technology of pulp and paper manufacturing and is intended to provide a basic foundation in this field. Terminology and key parameters are introduced, as well as stepwise descriptions of processes from harvesting of trees to the final product.

SCIENCE

SCI 1020 Scientific Inquiry / 4 cr.

Scientific Inquiry is a hands-on course designed to introduce students to the process of science, including experimentation, observation, research methods, and critical thinking. Key scientific discoveries in all scientific disciplines, including physics, chemistry, and biology, will be introduced as examples of how scientific advances are made. Mathematical applications will also be introduced and applied in each scientific discipline. Through the investigation of major scientific principles, students will learn how to distinguish authentic scientific reports from pseudo-scientific claims, and evaluate the limitations and applications of science in regard to public policy. MnTC 2/3

SCI 1100 Student Internship in Science I / 1 cr.

Student Internship in Science I is an independent study course in which students are given the opportunity to earn college credit for a paid or unpaid laboratory or field work internship with a science-based organization or company under the supervision of an instructor. During the internship, the student will document the work completed by writing reports or weekly journal entries. A final narrative report will be submitted at the conclusion of the internship. Prerequisite: Permission of instructor.

SCI 1140 Forensic Science / 4 cr.

Forensic Science is the application of basic principles and laboratory methods in chemistry, biology, and physics, to solving problems related to criminal justice and civil issues. This course emphasizes the scientific basis behind forensic applications such as identification of unknown substances, blood type and DNA comparisons, analysis of trace evidence (hair and fiber samples, biological tissues and fluids), environmental forensics (entomology, microbes, soil, tracing pollutants to a source), as well as crime scene analysis and proper collection of evidence. Hours per week: Lecture-3; Lab-2. MNTC: 2/3/10

SCI 1200 Science & Society / 3 cr.

Science & Society is an interdisciplinary course that allows students to investigate current and historical issues in a variety of scientific fields through the lenses of ethics and impacts on society. Students will learn how to research topics using a variety of sources, analyze and validate information, distinguish between scientific evidence and pseudoscientific claims, and use evidence to support arguments. The process of scientific investigation, potential sources of bias and error, and the meaning of scientific consensus will be discussed, along with the roles and responsibilities of the media and government in both oversight and direction of research and of communicating scientific information to the public.

SCI 1300 Earth Science / 4 cr.

This course is a survey of the components of Earth Science including aspects of physical geology, historical geology, astronomy, and meteorology. Topics include volcanoes and earthquakes, plate tectonics, planetary science, phases of the moon, stories told by minerals and rocks of the Earth, how weather features form and move, and Earth's climate. Prerequisite: College level reading and writing. Hours per week: Lecture-3, Lab-2. MNTC: 2/3

SCI 2100 Student Internship in Science II / 1 cr.

Student Internship in Science II is an independent study course in which students are given the opportunity to earn college credit for a paid or unpaid laboratory or field work internship with a science-based organization or company under the supervision of an instructor, and is for students who have already completed NSCI 1100 Student Internship in Science I. During the internship, the student will document the work completed by writing reports or weekly journal entries. A final narrative report will be submitted at the conclusion of the internship. Prerequisite: Permission of instructor.

SOCIOLOGY

SOC 1100 Introduction to Sociology / 3 cr.

This course is a scientific study of major theories, methods, concepts, and research findings related to human social interaction and social organization. This course includes the study of culture and social structure; class, gender, race; and social institutions such as the family, the educational system, and the economic and political order. MNTC: 2/5/7

SOC 1200 Introduction to Criminal Justice / 3 cr.

This course is designed to introduce students to the study of criminal justice. The administration of justice, law enforcement, law generation, post-arrest and pre-trial process, adjudication, post-conviction process, appellate court systems, societal reactions, and juvenile systems will be covered. MNTC: 2/5/9

SOC 2010 Population Issues / 2 cr.

Population Issues is the study of essential demographic concepts and the issues and impact of population growth and change on our lives. MNTC: 2/5/10

SOC 2100 Mass Media Studies / 3 cr.

This course is designed to introduce students to the study of mass media from a sociological perspective. It will critically examine the social bases of message construction and dissemination; the role of media in promoting social stability and social change; the process and outcomes of media concentration; social class, racial, gender, and other forms of inequality as they relate to media content; and the consequences of mediated communication for self- and group-identity. MNTC: 2/5/7

SOC 2200 Social Problems / 3 cr.

This course is an introduction, using a critical thinking approach, to causes and effects of the major social problems of American society. The course includes such social issues as global inequality, population and the environment, poverty, group prejudice, family problems, and health care. Prerequisite or equivalent: SOC 1100. MNTC: 2/5/7

SOC 2260 Gender Roles and Society / 3 cr.

Students will critically evaluate the gender structure and its consequences for individuals and society. Students will examine the influence of society and its institutions on the lives of men and women. MNTC: 2/5

SOC 2270 Sociology of Food / 2 cr.

This course examines the social and cultural dimensions of the production, distribution, preparation, and consumption of food. It explores the social significance of food, including the determinants of what and how people eat, social meanings associated with certain foods, how food norms reflect and perpetuate forms of social stratification, the rationalization of food-related processes, and the consequences of food conventions for the health of people and the environment. MNTC: 2/5/9

SOC 2500 Sociocultural Diversity / 3 cr.

This course covers an analysis of the intersection of race, class, gender, and other diverse groupings with each other and the social system. Attention is given to personal and institutional aspects of the connections, tensions, and issues arising from barriers to the equality of diverse groups. Students will understand the meaning of diversity, identify and explain societal and personal barriers that prevent full participation of social groups, and examine ways to eliminate these barriers. MNTC: 2/5/7

SOC 2700 Criminology / 3 cr.

Criminology is the scientific study of crime and public legal law enforcement reactions to it. This course surveys the social side of crime and criminal justice, and suggests how we can think about crime from a sociological perspective. MNTC: 2/5/9

SOC/PSYC 2000 Research Methods in the Social Sciences / 3 cr.

This cross-disciplinary course focuses on the major research methods used by social scientists. It will introduce students to the philosophy of science, principles of research design, modes of observation, the analysis of data, and ethical issues surrounding social research. Cross-listed with PSYC 2000. MNTC: 2/5/9

SOC/PSYC 2020 Social Psychology / 3 cr.

This cross-disciplinary course examines how situational variables influence people's thoughts, feelings, and behavior. It will introduce students to the major social psychological theories, methods, concepts, and research findings. Topics to be covered include the self, group dynamics, social perception, leadership, conformity, aggression, altruism, and prejudice. Cross-listed with PSYC 2020. MNTC: 2/5/9

SPANISH

SPAN 1010 Beginning Spanish I / 4 cr.

This course will open the communication door for the learner to the Spanish-speaking world. The learner will communicate at a very basic level in spoken Spanish and will learn about the customs and language usage of different Hispanic cultures. Through a systematic manipulation and practice of vocabulary, simplified grammar, and exercises within authentic contexts, students will develop guided active conversational skills and the ability to personalize and apply the language to realistic business and travel situations. MNTC: 2/8

SPAN 1020 Beginning Spanish II / 4 cr.

Beginning Spanish II will expand and strengthen the ability of the learner to communicate in spoken Spanish and learn more about the customs and language usage of different Hispanic cultures. Students will develop guided active conversational skills and the ability to personalize and apply the language to realistic business and travel situations through a systematic manipulation and practice of vocabulary, simplified grammar, and exercises within authentic contexts. Prerequisite or equivalent: SPAN 1010 or consent of instructor. MNTC: 2/8

SPAN 2020 Intermediate Spanish I / 4 cr.

Intermediate Spanish I will provide students a review and strengthening of fundamental Spanish language concepts. Increased writing and speaking skills will be developed with vocabulary building and improved pronunciation. An awareness and knowledge of Hispanic cultures, literature and civilizations will be fostered and explored. Prerequisite or equivalent: SPAN 1020, or consent of instructor. MNTC: 2/8

SPAN 2030 Intermediate Spanish II / 4 cr.

Intermediate Spanish II extends and deepens awareness and use of linguistic functions in Spanish. Topics include the history, culture, and literature of Hispanic countries. This course is appropriate for students with significant prior experience in Spanish and for students who are highly motivated. Prerequisite or equivalent: SPAN 2020 or consent of instructor. MNTC: 2/8

SPEECH

SPCH 1000 Introduction to Communication / 3 cr.

This is a broad-based communication course that introduces the student to three areas of skills: interpersonal communication, public speaking, and small group communication. This course is designed to help students become more effective communicators, in a variety of contexts. It introduces students to fundamental elements and models of communication, basic communication theory, interpersonal communication, small group communication, and public speaking. Students will perform at least one speech, participate actively as a member of an audience, study relational communication, and help make a small group presentation. MNTC: 1/2

SPCH 1010 Interpersonal Communications / 3 cr.

The course covers a study of person-to-person and small-group oral communication skills. It covers the development of these skills, and how they affect self-concept, relationships, and emotions. Participation in small-group discussions, as well as classroom activities and exercises are used to demonstrate practical applications of talking-listening skills. Examinations of family, gender, and intercultural oral communication skills are included. This is not a public speaking course. MNTC: 1/2

SPCH 1020 Public Speaking / 3 cr.

This communication course focuses upon the research, development, content, and delivery of oral presentations to a particular audience. Methods and techniques for preparing and delivering a variety of effective speeches, listening skills and critiquing speeches will be learned and practiced in this course. Various aspects of oral communication theory will be studied in order to provide students with insights into the speaker/audience situation. MNTC: 1/2

SPCH 1030 Oral Interpretation / 3 cr.

This course covers an examination and analysis of selections from prose, poetry, and drama that are suitable for communicative reading. Methods and techniques for using voice, body, and manuscript will be practiced and performed. Verbal and nonverbal aspects of effective presentations of literature are studied and adapted to a particular audience. MNTC: 1/2

SPCH 1040 Intercultural Communication / 3 cr.

Students will study verbal and nonverbal communication theory as it relates to communicating effectively with people from diverse cultures and co-cultures. Methods and techniques for achieving success and competence as an intercultural communicator will be provided and practiced. Assigned readings are followed by a wide variety of exercises, activities, and projects designed to heighten intercultural communication skills. MNTC: 1/2/7

STUDY SKILLS

STSK 1010 Study Skills for College / 3 cr.

In this course, students will develop study skills for college: time management, reading strategies, vocabulary development, note-taking, test-taking, managing stress, and test anxiety. Students will also assess their individual learning styles, set personal and academic goals, explore careers, and learn to access campus resources (advising, library, and career center).

STSK 1030 Transition to College / 1 cr.

The purpose of this course is to help students become more effective in the college setting. During the course, students will learn about the college experience - experiences unique to first year students, transitional stages that students may undergo, and coping strategies that can help new and returning students maneuver through various phases of college life. Students will learn how to use and locate important campus resources, manage stressors, and create academic expectations that will assist students in achieving their career goals. Students will also learn how their own unique attitudes and beliefs shape behavior as well as appreciating the difference of others.

STSK 1040 Approach to Learning Strategies/ 1 cr.

In this course, students will advance on the skills introduced in STSK 1030 Transition to College: time management, reading and writing strategies including paraphrasing, plagiarism and vocabulary development, critical thinking, note-taking, test-taking and test anxiety. Students will also set personal and academic goals, explore careers and learn more about accessing campus resources (library, advising and career center).

STSK 1200 College Success / 3 cr.

In this course, students will develop skills and discover resources that will help them be successful in higher education: time management, reading strategies, vocabulary development, note-taking, test-taking, managing stress, basic computer skills (word processing, RRCC email), and test anxiety. Students will also assess their individual learning styles, set personal and academic goals, explore careers, and learn to access campus resources (advising, library, and career center). Students will also complete service learning projects in the community.

THEATER

THTR 1210 Introduction to Theater Arts / 3 cr.

This course is designed to increase the student's appreciation and understanding of theatre as an art form. Highlights include an examination of the various artists of the theatre - playwright, director, actor, designer, technician - as well as the history of theatrical productions. MNTC: 2/6B

THTR 1220 Fundamentals of Theater / 3 cr.

Students will read and analyze a variety of play scripts for their potential artistic and practical value for theatrical production. Attention is given to the practical aspects of how each play script would be successfully produced for a particular audience. MNTC: 2/6B

THTR 1230 Beginning Acting / 3 cr.

This is a practical performance course designed to introduce and train students in the fundamental processes of acting. The course includes exercises and practice in the expressive skills of voice and movement, and a study of the analytical skills necessary to understand the dramatic text. Students will study twelve basic guideposts to good acting and apply the guideposts to a variety of practical acting activities. MNTC: 2/6A

THTR 1250 Theater Production I / .5 cr.

THTR 1260 Theater Production II / .5 cr.

These courses provide students with practical participation in the technical, artistic, acting, and stage managing phases of an RRCC theatrical production. Thirty hours of hands-on production work is required. Permission of the instructor is also required prior to registering for this course.

WELDING

WELD 1100 Metal Welding and Cutting Technology / 2 cr.

The purpose of this course is to introduce the students to the fundamentals of welding. Focus is on the various types of welding processes, welding machines, metallurgy and electrode selection. This course also provides the opportunity for the student to develop their individual welding technique in the lab. Hours per week: Lecture-1; Lab-2.

WELD 2110 Welding and Cutting / 2 cr.

This course introduces the student to all position structural welding. Students will become familiar with welding symbols, print reading, AWS standards, and destructive and non-destructive test methods. The lab assignments allow the student to develop and hone individual welding techniques and skills. Students will also demonstrate awareness in welding safety and oxy-fuel operations. Hours per week: Lecture-1; Lab-2.

WELD 2200 Advanced Welding / 3 cr.

This course applies advanced skill development of all aspects of welding including pressure vessel and branch and header welds. This course is based on training for entry level welder. Hours per week: Lecture-1; Lab-4.

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