



COURSE DESCRIPTIONS

Courses projected to be offered during the next three school years are listed in this section.

ACCOUNTING

The mission of the Accounting department is to provide students with an opportunity to be trained in the broad range of accounting skills necessary for the business marketplace. Students will be provided with necessary accounting and analytical skills within a professional and ethical learning environment that will prepare them for the modern business world.

ACCT 1099 **1–3 credits**
Special Topics
Study of special topics in Accounting. Special course topics will be announced in the class schedule.

ACCT 2001 **3 credits**
Financial Accounting I
Accounting is the language of business. It is a means of communicating financial information to external parties through financial statements. This course focuses on the process of how to record, classify, measure, and report business and small business data.

ACCT 2002 **3 credits**
Financial Accounting II
As a continuation of ACCT 2001, this course introduces accounting concepts needed for measuring and reporting long-term assets and liabilities, price level changes, partnerships and corporations, statement of cash flows, financial statement analysis, present value concepts, and other special business topics. (Prerequisite: ACCT 2001 or consent of instructor)

ACCT 2005 **3 credits**
Managerial Accounting
This course focuses on decision-making accounting. The course emphasizes the analysis and use of accounting information from the internal manager's perspective. (Prerequisite: ACCT 2002 or consent of instructor)

ACCT 2010 **2 credits**
Computerized Accounting Applications

A concentrated course in computerized software packages available to solve accounting problems. General ledger and spreadsheet packages are emphasized with applications in computerized payroll, depreciation, budgets, and cash flow areas. Students will gain practice in setting up and solving accounting problems. (Prerequisite: ACCT 2001 and 2002, or consent of instructor)

AMERICAN INDIAN STUDIES

The mission of the American Indian Studies department is to provide for an understanding of the historical and contemporary issues surrounding the Anishinaabe people of Minnesota. Issues include, but are not limited to, the history, migration, culture, and traditions of the Anishinaabe of Minnesota and surrounding states. Other issues explored include treaty rights, myths, customs, and philosophy of the Anishinaabe way of life.

AMIN 1050 **3 credits**
Anishinaabeg of Lake Superior
This course explores the past and contemporary history of the Anishinaabeg people of the Lake Superior region, including the migration to the area, conflicts and treaties, customs, and the spiritual and philosophical perspectives of the culture. The course includes a focus on local history of the Fond du Lac Reservation and Fond du Lac Tribal and Community College, as well as an exploration of contemporary urban and reservation life as it pertains to the area. This course is a degree requirement for all students entering Fall 2001 and after.

AMIN 1060 **3 credits**
Traditional Subsistence Patterns of the Anishinaabe

This course will examine and demonstrate the traditional food gathering and preservation techniques that served the Anishinaabe people for thousands of years. These systems distinguished the traditional native way of life and allowed the people to exist in harmony with the natural surroundings. Students will gain hands-on experience in both traditional and contemporary methods of collection, processing, and preservation.

AMIN 1062 **2 credits**
(1 lecture, 1 lab)

Manoominike-Giizis, Moon of the Wild Rice Harvest
This course will introduce the student to an important Anishinaabe tradition, the manomin (wild rice) harvest and share this tradition by examining the cultural and historical significance of wild rice to Anishinaabe people. Students will learn harvesting techniques and gain hands-on processing experience.

AMIN 1099 **1–3 credits**
Special Topics
Study of special topics in American Indian Studies. Special course topics will be announced in the class schedule.

AMIN 2001 **3 credits**
Federal Laws and the American Indian
An initial examination of the history of the United States Government's relationship with American Indian people as reflected in federal laws. Issues and topics covered include sovereignty, treaties, U.S. Supreme Court case law, and federal statutes. Course will cover the time period between the 1500s and 1950s. Contemporary issues and recent court decisions and how they affect present day situations will also be explored.

AMIN 2010 **2 credits**
Survey of Bilingual American Indian Education

This course is a survey of American Indian Education, with emphasis on historical precedents leading to the present day American Indian Education programs.

AMIN 2030/SOC 2030 **3 credits**

Contemporary Indian Concerns

This course is an introductory overview of American Indian culture, history, and traditions. It includes philosophical, religious, and contemporary issues.

AMIN 2040 **5 credits**
Museum Practices

Museum practices will include basic instruction in a spectrum of museum related skills including conservation, documentation, and display of cultural objects as well as exploring the role of the curator in exhibit development, description, design, fabrication, museum management, and fundraising.

AMIN 2050 **1 credit**
Field Work

Students will gain practical experience in elementary and secondary schools by volunteering as tutors with American Indian students. A weekly seminar intended for reflection and learning is also required. (Prerequisite: consent of instructor.)

AMIN 2090 **1–3 credits**
Practicum

Students will serve as a paraprofessional in their major field. A weekly meeting will be scheduled to discuss the student's progress. (Prerequisite: consent of instructor.)

ANISHINAABE LANGUAGE

The mission of the Anishinaabe language department is to introduce students to and expand their knowledge of Anishinaabe language in a conversational and written form. Students will learn to converse in Anishinaabe as well as attain an understanding of the complexity and beauty of the Anishinaabe language. Analysis of sentence structure will be introduced and expanded at the introductory and advanced levels to lead to the delivery of oral presentation.

ANSH 1001 **4 credits**

Introduction to Anishinaabe Language

This course will introduce students to the Anishinaabe language. Conversational and writing skills will be learned, leading to an oral presentation. Analysis of sentence structure will be utilized in attaining an understanding of the complexity and beauty of the Anishinaabe language. Students will write and speak simple sentences.

ANSH 1002 **4 credits**

Anishinaabe Language II

This course will continue to reinforce the conversational and writing skills which began in ANSH 1001. New vocabulary, grammatical concepts, and utilization of acquired skills will be emphasized. (Prerequisite: ANSH 1001)

ANSH 1010 **1 credit**

Examination of Anishinaabe Language

An overview of the Anishinaabe language at an introductory level.

ANSH 1099 **1–3 credits**

Special Topics

Study of special topics in Anishinaabe language. Special course topics will be announced in the class schedule.

ANSH 2001 **4 credits**

Anishinaabe Language III

This course is designed for advanced students of the Anishinaabe language who wish to increase their knowledge of complex sentence structure building and analysis skills. The goal of this course is to develop oral and written fluency. (Prerequisite: ANSH 1002)

ANSH 2002 **4 credits**

Anishinaabe Language IV

This course will continue to build on the advanced skills presented in ANSH 2001. The focus will be upon analysis of short stories and the delivery of oral presentations in the Anishinaabe language. (Prerequisite: ANSH 2001)

ANTHROPOLOGY

The mission of the Anthropology department is to provide for the study of human nature, society, and culture, focusing on the American Indian and world perspectives.

ANTH 1001 **3 credits**

Introduction to American Indian Studies

This course will look at the various American Indian cultures of North America. North American prehistory and the historic period from contact to the present will be addressed. Indian history, religion, and philosophy will be studied with an emphasis on the Anishinaabe people of Minnesota.

ANTH 1005 **1 credit**

Cultural Diversity

This course is designed to help students understand cultural differences that exist and multiculturalism as it relates to the world today. The course offers an overview of cultural structure and context as it relates to people of different cultures, and provides a hands-on experience to aid in the understanding of other cultures. Course topics include terms that relate to cultural diversity, multiculturalism in the workplace, differences that exist between cultures and the problems that arise as a result of these differences, and general principles for cultural sensitivity.

ANTH 1010 4 credits**Native Skywatchers**

A cross-disciplinary study of the practical and spiritual role of the sky in the indigenous cultures of the continental Americas. Astronomical and meteorological-inspired art, architecture, and mythologies will be examined, with special emphasis on the Great Lakes Region.

ANTH 1020 3 credits**Cultural Anthropology**

A survey of cultural development from the beginning of human history to the present. Ancient, preliterate and modern societies are compared and contrasted, pointing out the differences and similarities that have been used in solving human problems.

ART

The mission of the Art department is to provide students with an awareness and understanding of how art functions in society emotionally, psychologically, and spiritually. The courses provide an environment that encourages risk taking and exploration as well as refining and redefining necessary skills and techniques. An emphasis on problem solving enables students to diversify and to make the tools applicable to other venues. These introductory courses are designed for students with little or no experience in creative art.

ART 1001 3 credits
(1 lecture, 2 lab)**Introduction to Art**

An orientation to art-related problems, techniques, and materials as well as an introduction to the principle elements of two- and three-dimensional design. For students with little or no experience in creative art.

ART 1010 3 credits
(1 lecture, 2 lab)**Drawing**

This course presents the fundamentals of representative freehand drawing with emphasis on expression and organization.

ART 1020 3 credits
(1 lecture, 2 lab)**Design**

This course examines the fundamentals of two- and three-dimensional design with an emphasis on the elements of graphic design.

ART 1030 3 credits
(1 lecture, 2 lab)**Painting**

This course provides an orientation to painting in acrylics, including the study and exploration of principle elements of painting.

ART 1040 3 credits
(1 lecture, 2 lab)**Watercolors**

This course consists of painting demonstrations, painting sessions, and the study of the newest ideas using design in watercolor.

ART 1060 3 credits
(1 lecture, 2 lab)**American Indian Art**

This course is designed to increase awareness of American Indian culture through the study of the basic elements of creative art. The relationship between elements of design and traditional art from the Anishinaabe culture will be stressed.

Art 1070 3 credits
(1 lecture, 2 lab)**Introduction to Jewelry**

This course consists of an exploration of the design, materials, and technical processes of jewelry fabrication. The focus will be on use of natural materials as well as found objects. (This course does not address silver smithing techniques.)

ART 1080 3 credits**Art History I**

A survey of ancient, medieval, and Gothic art with emphasis on architecture, sculpture, and painting from both a Western European and non-Western cultural and historical viewpoint.

ART 1081 3 credits**Art History II**

A survey of Renaissance through 20th century art with emphasis on architecture, sculpture, and painting from both a Western European and non-Western cultural and historical viewpoint.

ART 1090 3 credits
(1 lecture, 2 lab)**Photography I**

Designed for the beginning photographer, this course concentrates on the fundamentals of black and white photography; explores camera operation, film processing, contact prints, the print process, cropping, and dry mounting. A strong emphasis is placed on artistic expression via photographic composition: effective cropping, rule of thirds, depth of field, and contrast. (The student must provide their own camera, film, and photographic paper.)

ART 1091 3 credits
(1 lecture, 2 lab)**Photography II**

Designed for students with a basic knowledge of black and white photography. There is a strong emphasis on photo journalism projects, photographic composition and artistic expression, and special emphasis on individual projects including photo documentation of news events, human interest/event documentary and mechanical processes of special application to news, public relations and multimedia production. (Prerequisite: Art 1090)

ART 1095 3 credits
(1 lecture, 2 lab)**Digital Photography**

An introductory course in digital photography and image editing. The basic ideas of photography will be examined such as cropping, color, content and scale, as well as the basic tools of image editing including adjusting images, working with colors, layers, saving and printing images.

ART 1099 1–3 credits
Special Topics

Study of special topics in Art. Special course topics will be announced in the class schedule.

ART 2010 3 credits
(1 lecture, 2 lab)**Sculpture**

This course consists of an exploration of three-dimensional art forms, its various materials, specific techniques and principle elements. Developed for students with little or no experience in creative art.

ART 2020 3 credits
(1 lecture, 2 lab)**Ceramics**

This course is an introduction to building pottery by hand and its varied techniques and principle elements. Students will experiment with decoration on clay body through texturing, and on bisque-ware pottery with glazes. Potter's wheels are available but not a requirement.

BIOLOGY

The mission of the Biology department is to provide quality instruction in the biological and environmental sciences that can transfer to bachelors degree programs, as well as to teach all students the relevance of biology and the use of the scientific method in everyday activities.

BIOL 1005 1 credit
Medical Terminology

A self-contained on-line tutorial program designed to enhance basic word attack skills and medical vocabulary for students and workers in the allied health sciences.

BIOL 1010 4 credits
(3 lecture, 1 lab)**Aspects of Biology**

Principles of modern biology stressing the origin and nature of life, evolution and taxonomy of the living kingdoms, developmental biology, population dynamics, ecology, and other biological issues focusing on the human as a model organism.

BIOL 1060 4 credits
(3 lecture, 1 lab)**Environmental Science**

A detailed study of the ecology of natural systems, pollution, solid and liquid wastes, and energy.

BIOL 1099 1–3 credits
Special Topics

Study of special topics in Biology. Special course topics will be announced in the class schedule.

BIOL 1101 5 credits
(4 lecture, 1 lab)**General Biology I**

Fundamental concepts of biology, including chemical basis of life, cell structure and function, energy transformations, photosynthesis, cellular respiration, genetics, molecular biology, DNA technology, development, origin of life, and evolution.

BIOL 1102 5 credits
(4 lecture, 1 lab)**General Biology II**

Fundamental concepts of biology, including classification and diversity of life, anatomy, physiology, and development of prokaryotes, protists, fungi, animals and plants: behavior; population, community and ecosystem ecology. (Prerequisite: BIOL 1101)

BIOL 2010 4 credits
(3 lecture, 1 lab)**Microbiology**

An introduction to the basic characteristics of micro-organisms and their beneficial and detrimental effects on their environment, including disease and pollution. This study includes viruses, bacteria, fungi, algae, and protozoa. (Prerequisite: BIOL 1101)

BIOL 2015 3 credits
Pathophysiology

Pathophysiology involves the study of functional or physiologic changes in the body that result from disease processes. This course focuses on essential concepts of disease processes, etiology, clinical manifestations, significant diagnostic tests, common treatment modalities and potential complications. (Prerequisite: BIOL 1101)

BIOL 2020 4 credits
(3 lecture, 1 lab)**Human Anatomy and Physiology I**

Structural and functional aspects of selected human body systems with a strong emphasis on lab dissections and study. Designed for students majoring in nursing, medical technology and related health sciences as well as physical education and liberal arts. (Prerequisite: BIOL 1101)

BIOL 2021 4 credits
(3 lecture, 1 lab)**Human Anatomy and Physiology II**

Structural and functional aspects of the organ systems in man with a strong emphasis on lab experimentation. Intended to include a study of those body systems not previously covered in Biology 2020. (Prerequisite: BIOL 2020)

BIOL 2030 3 credits
(2 lecture, 1 lab)**Botany**

A survey of the plant kingdom including taxonomy, morphology, physiology, ecology, and evolution of plants. (Prerequisite: BIOL 1101 and 1102)

BIOL 2031 3 credits
(2 lecture, 1 lab)**Zoology**

A survey of the animal kingdom including taxonomy, comparative anatomy, physiology, ecology, and evolution of animals. (Prerequisite: BIOL 1101 and 1102)

BIOL 2040 3 credits
(2 lecture, 1 lab)**Native Plant Identification**

Students will identify and classify common vascular and non-vascular plants of the Lake Superior Region with regard to floristic taxonomy, habitat requirements, and roles in various ecosystems. The course also emphasizes the ethnobotanical values of these plants for such uses as tools, foods, medicines, art, and cultural/spiritual significance. Lab includes field trips and laboratory time to collect, identify, and preserve specimens. (Prerequisite: BIOL 1101)

BIOL 2050 4 credits
(3 lecture, 1 lab)**Principles of Ecology**

Students are introduced to ecological principles demonstrating the relationship between organisms and their environment with special emphasis on ecosystems, energetics, population dynamics, and Native American philosophy of the natural environment. Labs include surveying environmental factors of local ecosystems and preparing one research paper. (Prerequisite: BIOL 1101)

BIOL 2060 4 credits
(3 lecture, 1 lab)**Aquatic Biology**

This course is an introduction to the biology, chemistry, and physics of lakes and streams. Students will describe and analyze lakes and other aquatic environments. Field and lab methods will be used to obtain information on environmental conditions in aquatic environments and measure the abundance of aquatic organisms, especially plankton, using field/lab instruments, sampling devices, microscopy, water chemistry, data analysis. (Prerequisites: BIOL 1101)

**BUSINESS
AND OFFICE
TECHNOLOGY**

The mission of the Business department is to provide its students with an opportunity to be trained in a broad range of business skills designed to allow the student to adapt to the multi-disciplinary conditions which are experienced in workplace environments within society. Students will be provided with analytical and communications skills within an enriched professional and ethical learning environment that will prepare them to become leaders in the modern world.

BUS 1001 3 credits
Introduction to Business

This course is designed to give students an introduction to contemporary business concepts in such areas as business management, human resource management, marketing, accounting, finance, and the future scope of business. Students will receive a broad overview as to what is involved in the various areas of business as well as the ability to experience how these concepts relate to the real world.

BUS 1030 3 credits
Data Processing

The essentials of information and data processing systems. An overview of the information revolution, management information systems, computer hardware, managing computer resources with operating systems and application programs are included. Students will sort with electronic spreadsheets, database management systems, data communications, computer graphics and accounting software.

BUS 1035 3 credits
**Database and
Data Spreadsheets**

Provides hands-on computer experience to learn the commands, functions, database capabilities, and use of macros (short programs) of an electronic software program. These spreadsheets are useful for business, accounting, engineering, science, and personal record-keeping. Introduces the concept of a computerized data base management system and how this powerful management tool can be used in various business applications, data base concepts, and its practical application to business problems. The student will build and maintain a number of databases utilizing a popular Data Base Management System (DBMS).

BUS 1040 3 credits
Word Processing Concepts

A comprehensive overview of all aspects of word processing. Includes intensive hands-on experience using personal computers and popular word processing software.

BUS 1041 3 credits
Word Processing Applications

Advanced word processing applications on the IBM computer using the most popular word processing programs. (Prerequisite: BUS 1040 or consent of instructor)

- BUS 1045** **2 credits**
Desktop Publishing
 The purpose of this course is to introduce students to desktop publishing principles and practices including design and layout, placement and control of text, typography and fonts, graphics, file formats, and the evaluation and use of necessary software and hardware and their basic requirements for desktop publishing.
- BUS 1050** **2 credits**
Business Mathematics
 A thorough review of fundamental operations with special emphasis on the practical application of mathematics, decimals, fractions, and percentages.
- BUS 1055** **3 credits**
Business Communication
 This course encompasses the various elements that produce effective business letters, memorandums, reports, and resumes. Emphasis is placed on developing effective and positive communication through the written message. Various aspects of oral communication are also covered. (Keyboarding skills are strongly recommended)
- BUS 1056** **1 credit**
Introduction to Grant Writing
 The purpose of this course is to develop successful grant writing skills in the following areas: funding sources, research, project concept, proposal components, and developing a competitive application.
- BUS 1058** **3 credits**
Tribal Management
 This course will examine the basic management and organizational principles of tribal governments. Topics of discussion include a thorough coverage of the functions of management within the Minnesota Chippewa Tribe, reservation tribal councils and tribal casinos.
- BUS 1060** **2 credits**
Introduction to the Gaming Industry
 This course offers a student an introduction to the world of casino gaming; history of the gaming industry, gaming laws and regulations, types of games and an introduction to casino marketing will be addressed.
- BUS 1061** **2 credits**
Casino Operation and Management
 The purpose of this course is to examine the duties and responsibilities of casino personnel and the management structure existing at various casinos.
- BUS 1062** **2 credits**
Casino Security Practices
 This course offers a student training in the fundamentals of a casino security officer's duties and responsibilities.
- BUS 1063** **3 credits**
Cashiering/Vault Management Techniques
 This course covers the basic casino cashiering skills and knowledge. Currency, chip and coin counting and handling, balancing, window opening and closing, security procedures, as well as customer relations and professionalism will be addressed.
- BUS 1064** **1 credit**
Customer Service
 The purpose of this course is to develop the student's ability to treat customers properly and respectfully. Topics include: telephone courtesy, listening under pressure, assertive problem solving, dealing with the irate customer, winning customers through service, and games customer and customer service people play.
- BUS 1072** **2 credits**
Topics in Successful Native American Entrepreneurs
 The purpose of this course is to introduce students to successful Native American entrepreneurs. This is a study of how a group of Native Americans combined traditional Native values with contemporary business practices and were successful. Students will demonstrate knowledge by developing a major case study of an area Native American entrepreneur.
- BUS 1080** **3 credits**
Personal Finance
 An overview of personal and family financial planning with an emphasis on financial record keeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing decisions, purchasing insurance, selecting investments, and retirement and estate planning.
- BUS 1099** **1-3 credits**
Special Topics
 Study of special topics in Business. Special course topics will be announced in the class schedule.
- BUS 2020** **3 credits**
Principles of Management
 A broad-based course in management fundamentals as they apply to management as a career. Includes the study of current philosophies and approaches as they apply to the successful practice of this profession. This course is designed to give a foundation in basic management practices. The course includes a study of current management principles and motivational/leadership skills that may be utilized in the business world.
- BUS 2025** **3 credits**
Labor Relations
 A survey of the history of the labor movement as well as current practices and trends in labor relations. The impact of collective bargaining on employers, unions, and the public are covered.

BUS 2030 2 credits**Personnel Administration and Supervision**

A study of the policies and practices used in the effective utilization of human resources — including such management functions as selecting staff, training, communication, motivation, and compensation.

BUS 2035 3 credits**Principles of Financial Management**

This course is designed to provide exposure to the broad range of topics and techniques found in financial management. The major areas covered include: the financial environment, financial statements, analysis, and planning, working capital management, stocks and bonds, capital budgeting, and capital structure.

BUS 2036 3 credits**Money and Banking**

An exploration of the role of financial institutions and markets with discussions regarding the Federal Reserve system and its control of the commercial banking system, monetary theory and policy, and international economics.

BUS 2037 2 credits**Topics in Tribal Finance**

The course will examine the basic financial management of tribal organizations. An extensive examination of historical documents; treaties, acts of Congress, etc. will be presented to ensure the student's understanding of the unique relationship that exists between American Indian tribes and federal government. Topics of discussion will also include a comparison of tribal and non-tribal organizations.

BUS 2038 2 credits**Financial Statement Analysis**

This course covers the basic principles used in analyzing borrower financial statements and budgets as performed by a credit analyst. Upon completion the student will be proficient in reading and analyzing financial statements. Topics include analysis of income statements, balance

sheets, funds flow, risk, cash flow projections, capital accounts and financial ratios.

BUS 2040 3 credits**The Legal Environment of Business**

This course focuses on the consideration of the forms and functions of law in society with an emphasis on public law and the regulation of business activities.

BUS 2045 3 credits**Principles of Insurance**

A study of the basic principles of risk insurance and their application to business management and personal affairs. Includes risk management, loss payment, life insurance, annuities, health, fire, transportation, general liability, and automobile insurance.

BUS 2046 3 credits**Employee Benefits and Group Insurance**

The course focuses on the student developing and designing an employee benefit plan. Contract provisions, group life and health coverage, pension plans, and cost containment will also be covered.

BUS 2047 2 credits**Life and Health Insurance**

A study of individual life and health insurance and employee benefits plans. In addition, estate and financial planning, insurance company management and operations and regulations are covered.

BUS 2048 2 credits**Property and Liability Insurance**

Property and liability risks; contracts, insurance law and regulation; company management and operations.

BUS 2055 3 credits**Principles of Real Estate**

An introduction to the study of real estate. Presented are the various perspectives from which people have viewed, and continue to view, real estate. A discussion of the different conceptual foundations for real estate analysis and the importance of

real estate in the world economy. An overview of the investment, market, mortgage finance, and legal perspectives of real estate.

BUS 2056 3 credits**Real Estate Finance & Investment**

This course is a study of valuation, financial analysis, and investment analysis of real estate. Real estate development and financing sources are examined.

BUS 2057 3 credits**Real Estate Appraisal**

A study of the principles and techniques of real estate valuation. The market, cost and income methods for the basic structure of the course. A professional appraisal report is required.

BUS 2058 2 credits**Topics in Reservation Housing and Real Estate**

A study of past, present, and future housing and real estate issues in regard to reservation lands. An extensive study of the Department of Housing and Urban Development (HUD) practices and guidelines. An in-depth study of relevant treaties between the federal government and the various tribes, especially regarding issues on land and land use.

BUS 2060 3 credits**Introduction to Business Plan Development**

The purpose of this course is to familiarize students with how small businesses are created, operate, and function in the American economy. Students will demonstrate knowledge by developing a formal business plan suitable for a small business start-up.

BUS 2090 1–4 credits**Practicum**

This course consists of on-the-job-training in a business establishment. This is an opportunity for the student to learn the functional organization of a business, to apply classroom theory to hands-on learning experiences and to participate in the total merchandising process. (Prerequisite: consent of the instructor)

CAREER PLANNING

The mission of the Career Planning department is to encourage an ongoing process of self-evaluation that leads to accurate self-awareness which promotes rational job and career decisions.

CAOR 1005 1 credit Career Exploration

Effective career decision-making and life planning requires skills. In this course, students will learn about their interests, values, and abilities and how these elements are related to a career choice. Techniques for researching occupations will be taught as well as skills for effective decision-making and goal setting.

CAOR 1010 1 credit Job Search Skills

This course will provide students with simple, proven methods for finding employment. Topics include: understanding employer expectations, identifying skills and qualifications, preparing effective written tools (applications, resumes, letters), developing job leads, improving interviewing skills, and surviving on a new job.

CAOR 1099 1–3 credits Special Topics

Study of special topics in Career Planning. Special course topics will be announced in the class schedule.

CHEMICAL DEPENDENCY

The mission of the Chemical Dependency department is to prepare students for entry-level positions in the field of chemical dependency intervention and counseling. The department will assist students to obtain current knowledge of drug use and abuse, the major theories of addiction, dependency, and treatment; to develop the assessment and counseling skills appropriate to the field; and to grow in personal and cultural awareness and effectiveness.

CDEP 1099 1–3 credits Special Topics

Study of special topics in Chemical Dependency. Special course topics will be announced in the class schedule.

CDEP 2001 4 credits Introduction to Chemical Dependency and Addiction

This course is designed as a survey approach to the major theories and treatment approaches to chemical dependency and other addictions. The course describes the typical behavior patterns of the chemically dependent/addicted person and the bio-psycho-social factors behind those patterns as well as the relationship between theory and practice. Topics will include historical development of current theories and treatment methods, the major approaches to progression, intervention, assessment, and treatment, including bio-psycho-social, behavioral, psychological, disease, 12-Step, and cultural influences.

CDEP 2020 4 credits Chemical Dependency Assessment and Counseling

This course is designed to give students an operational understanding of current assessment methods and tools including ASI, Rule 25, and DSM as such are used for both referral and treatment planning, as well as a practical understanding of

treatment planning, counseling methods and case management. Through the use of case study, class participation, and professional interviews, students will be given an opportunity to incorporate practical procedures within the theoretical framework of chemical dependency service delivery. (Prerequisite: HSER 1010, CDEP 2001, or consent of instructor)

CHEMISTRY

The mission of the Chemistry department is to provide quality instruction dealing with chemistry topics to all students, provide a strong chemical background for all students, and to teach all students the relevance of chemistry in everyday activities.

CHEM 1001 4 credits (3 lecture, 1 lab)

Aspects of Inorganic Chemistry
A presentation of the principles of inorganic chemistry, including atomic structure, periodic classification of the elements, chemical bonding, matter and energy changes, solutions, electronic structure, and acid base theory. Designed for students who are not science majors, it fulfills the needs of those in elementary education and various health fields. It is also for those students not adequately prepared for CHEM 1010. (Recommended: MATH 0020)

CHEM 1002 4 credits (3 lecture, 1 lab)

Organic Chemistry
A survey of organic chemistry for students in science-related fields who need only one quarter of organic chemistry. Topics include hydrocarbons, alcohols, ethers, aldehydes, ketones, acids, acid derivatives, fats, and carbohydrates. (Prerequisite: CHEM 1001)

CHEM 1010/1011 5 credits
per course
(4 lecture, 1 lab)**General Chemistry I and II**

An in-depth study of the principles of chemistry with emphasis on atomic and molecular structure, periodic relationships, stoichiometry, structural concepts, bonding, the geometry of molecules, gaseous, liquid and solid states, energetics, theory of solutions, kinetics, equilibrium, acids and bases, aqueous equilibria, chemistry of selected cations and anions, environmental concerns, electrochemistry, nuclear chemistry and coordination complexes.

(Prerequisite: high school chemistry or CHEM 1001)

CHEM 1099 1–3 credits
Special Topics

Study of special topics in Chemistry. Special course topics will be announced in the class schedule.

CHEM 2010/2011 5 credits
per course
(4 lecture, 1 lab)**Organic Chemistry I and II**

Chemistry of aliphatic and aromatic hydrocarbon with emphasis on reaction mechanisms and the characteristics of numerous functional groups. Laboratory work consists of standard preparation and purification procedures, organic qualitative analysis, and individual synthesis projects. (Prerequisite: CHEM 1011)

COMPUTER SCIENCE

The mission of the Computer Science department is to provide students an opportunity to gain in-depth, rigorous instruction in all nine areas of computer science as well as e-crime. Students are prepared in contemporary computing practices and for transfer to high-quality, four-year degree programs in computer science and engineering.

CSCI 1001 2 credits
Computer Literacy

An introduction to computing applications, history, and elementary theory requiring no prior computer experience or knowledge. The basic design of computer systems is covered, and a survey of computing history puts the present and future of computing in perspective. Students have a hands-on experience learning and using common applications such as word processors, spreadsheets, graphics editors, and Internet tools.

CSCI 1020 3 credits
Introduction to Programming

An introduction to programming using a high-level language, such as C++ or Java. Programming techniques such as modularization, stepwise refinement, development of algorithms, documentation, and program testing will be covered. A hands-on approach using the high-level language to solve problems will be done in a laboratory setting. (Prerequisite: MATH 1010 or equivalent)

CSCI 1050 3 credits
Computer Education for Teachers

This course is an introductory-to-intermediate-level computer course for educators. It is designed for those new to computers, as well as those who want to learn more about how computers can be integrated effectively into the classroom.

CSCI 1070 2 credits
Introduction to Computer Security

This is an introductory course in computer security that will provide students with an understanding of the issues corporate security officers face every day. The course will cover the information warfare that exists in the corporate environment today and what measures are taken to reduce the risk of attack and exposure. This course is a prerequisite for most of the other computer crime courses offered.

CSCI 1072/LAWE 1072 3 credits
E-Crime: Detection and Prosecution Issues

This course is an introduction to the current topics in computer crime, the issues involved in investigation of these crimes, and the corporate perspective of these crimes-how corporate America views them and investigates them.

CSCI 1074 3 credits
Introduction to Computer Forensics

This course will provide a deeper look at how security is handled in the corporate environment. The course covers the tools and technology of forensics investigation at a very basic level. This course is an introduction to computer forensics for anyone wishing to enter the degree program, certificate program, or simply to determine whether or not forensics is of interest.

CSCI 1076 3 credits
Identity Theft

This course is an introduction to one of the most talked about crimes of the millennium. Identity theft is one of the fastest growing crimes, exacerbated by the Internet. The amount of information found in dumpsters, trash cans, PCs, and on the Internet provides criminals with all of the elements needed to assume someone else's identity. (Prerequisite: CSCI 1072 or instructor's approval)

CSCI 1101 **3 credits****Introduction to Inter-networking**

This course is designed to introduce students to inter-networking computers in order to create a collaborative environment across multiple platforms. Topics to be covered include operating systems such as Linux, Windows 9x, 2k, XP, Mac OS 9 and X, and the technologies and protocols necessary to integrate these disparate platforms. Students will master the skills necessary to integrate multiple platforms to create a cohesive shared resource base. (Prerequisite: CSCI 1001 or instructor's approval)

CSCI 1105 **3 credits****Interactive Multimedia Design**

This course is designed to introduce students to multimedia design and development. As an introductory course, topics to be covered include Internet services, learning principles, learning methodologies, and design and development. Students will learn by doing through the use of tools such as Macromedia's Flash MX and Dreamweaver MX. (Prerequisites: CSCI 1001 or instructor's approval)

CSCI 1099 **1-3 credits****Special Topics**

Study of special topics in Computer Science. Special course topics will be announced in the class schedule. Possible topics include Windows, Internet, and desktop publishing.

CSCI 2010 **4 credits****Introduction to Computer Science I**

Programs, computers and problem solving; an introduction to a high level language, such as C++ or Java, and development of programming skills. Provides an introduction to computer organization, machine and assembly language exercises. Introduction to algorithmic problem solving. Overview of social and ethical issues with technology and computing, both with historical review and examination of contemporary issues.

CSCI 2011 **4 credits****Introduction to Computer Science II**

Algorithms and data structures; fundamental data structures such as stacks, queues, trees, and graphs are introduced and explored through exercises. Computational complexity is studied through analysis of standard searching and sorting algorithms. A high level language, such as C++ or Java, is used for exercises with attention to developing good object oriented programming style. (Prerequisite: CSCI 2010)

CSCI 2070 **3 credits****Advanced Computer Security**

This course will provide the person having taken the Introduction to Computer Security course a deeper look at how security is handled in the corporate environment. Topics covered include development of security policies, cryptography, access control mechanisms, vulnerability analysis, network intrusion, and security auditing. (Prerequisite: CSCI 1070 or instructor's approval)

CSCI 2072 **3 credits****Cybersleuthing**

This course will cover what to do if a network has been compromised, from data recovery techniques to reconstructing the events. It will assist the student in laying out the facts for a law enforcement officer to be able to move forward with crime resolution. (Prerequisites: CSCI 1070 and CSCI 2070 or instructor's approval)

CSCI 2074 **4 credits****Computer Crime Scene Investigation**

This course will provide the student with the skills to organize, implement and work to completion, a computer crime scene investigation. This course will cover computer crime scenes, how to preserve the evidence, tools that can enhance the investigation, and how to follow the virtual leads that the systems will give out to try and find the perpetrator. (Prerequisites: CSCI 2070 and 2072 or instructor's approval.)

CSCI 2076 **3 credits****Tools and Tactics of the Black Hat Hacker**

This course is designed to identify the types of tools hackers use to access a system. Those trying to thwart these criminals can also use these tools to gather evidence and investigate the alleged crime. This course will show the student what tactics the hackers use to gain entry, how some of the tools used in the attacks can also be used to investigate the crimes, and how to set the trap for hackers in an attempt to not only catch them, but to watch them work before releasing the trap to gain additional knowledge on the dark underworld of the Black Hat Community. (Prerequisite: CSCI 1072 or instructor's approval)

CORRECTIONS

The mission of the Corrections department is to provide students an opportunity to gain in-depth knowledge, skills, and abilities in the field of Corrections. Upon completion of the curricula, students are prepared to seek employment opportunities or transfer to a four-year institution.

CORR 2001 **3 credits****Legal Issues in Corrections**

This course will research and address the legal rights of staff and incarcerated individuals confined in public and private facilities. Constitutional issues such as privacy, search and seizure, correspondence, medical treatment and religious practice will be investigated. Agency procedures and existing laws will be used to analyze these issues.

CORR 2005 **3 credits****American Jail and Prison Systems**

This course will explore the role of the correctional system in society. Students will examine the history and evolution of corrections; the different ideologies and goals of incarceration (punishment; retribution; deterrence; incapacitation; reform and prevention) and the role of society in determining how those goals are manifested. Students will look into the various components of the correctional system; jails, diversion programs, probation, and examine the functions of each.

CORR 2010 **4 credits****Clinical Skills for Corrections**

The nature of this course is to impart to the student the basic physical procedures encountered by correctional personnel. Paramount in the course are basic jail safety/security principles and practices; intake and release of prisoners; contraband control; patrol and escort procedures; medication disbursement; the use of force continuum; and jail communications.

CORR 2030 **1 credit****Corrections Seminar:
Interpersonal Communication
in a Correctional Setting**

This course will prepare students for the specific communications skills needed in a correctional setting. Content will focus on evaluating situations through positioning, posturing, observing and distancing. Communicating with offenders through responding or asking questions; and controlling behavior through handling requests, making requests, and reinforcing behavior.

CORR 2040 **1 credit****Corrections Seminar:
Diversity Issues in
Corrections Facilities**

This course will explore ethnic and cultural differences experienced in correctional facilities. The course will aid the student in contrasting diversity issues in society and how issues of diversity affect correctional facilities. Myths and stereotypes are discussed with emphasis on how these impact facilities in the forms of prejudice and discrimination by individuals and the institution itself.

CORR 2050 **1 credit****Corrections Seminar:
Social Problems in
Correctional Facilities**

This course will examine issues related to incarcerated populations and offenders with emphasis on the correctional social culture. Topics that will be discussed include security threat groups, chemically dependent, mentally ill, sex offenders, special needs, gender, juveniles, elderly, emotionally disturbed, and vulnerable adults.

CORR 2090 **2 credits****Corrections Internship**

The purpose of the internship is to introduce students to the correctional environment. Students will be expected to analyze the correctional setting from the different perspectives outlined. Students will be required to keep a journal of their experiences. Minimum internship is 100 hours in one correctional facility completed over two months or less. (Prerequisite: CORR 2010. Open to second-year students only)

**EARLY
CHILDHOOD
DEVELOPMENT**

The mission of the Early Childhood Development department is to provide students with opportunities for learning experiences that encompass all aspects of child development and to facilitate and encourage personal application of developmentally appropriate practice in the care and education of children from birth through school age.

ECD 1001 **3 credits
(2 lecture, 1 lab)****Overview of Child Development**

This course focuses on human development. It provides an overview of development from conception through adulthood, examining the patterns and theories of human development. Content will include physical, intellectual, and social-emotional development with emphasis given to the periods of early childhood through late childhood. Knowledge of developmental stages will be integrated with developmentally appropriate practices in education and care settings.

ECD 1010 **3 credits
(2 lecture, 1 lab)****Child Care Issues and
Program Practice**

This course is for child care providers interested in learning more about child care as a profession, key elements include program management, and issues in family communications. Curriculum includes job descriptions, licensing requirements, developmentally appropriate learning environments, program routines, accreditation process, anti-bias program planning, reporting and planning for children with special needs.

ECD 1020 **3 credits
(2 lecture, 1 lab)****Guidance Issues for
Child Care Staff**

This course provides students with an overview of major theories, prin-

principles, and techniques of positive discipline. We will also examine the adult's role and reflect on how our own unique experience with punishment, anger and control affect our discipline style.

ECD 1030 **3 credits**
(2 lecture, 1 lab)

Preschool Development and Learning Experiences

This course provides an exploration of active learning environments for preschool-aged children. It includes the examination of physical, intellectual and social-emotional learning needs of children. Students apply their knowledge of child development to creating and guiding active learning in the child care setting.

ECD 1040 **3 credits**
(2 lecture, 1 lab)

Infant and Toddler Development and Learning Experiences

This course provides an overview of infant/toddler theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods.

ECD 1050 **3 credits**
(2 lecture, 1 lab)

School Age Development and Learning Experiences

This course provides an overview of school-age theory and development in school, home, or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods.

ECD 1080 **3 credits**
(2 lecture, 1 lab)

Culturally Sensitive Caregiving

This course is designed to provide an overview of culturally sensitive caregiving by assisting students to identify the influence of culture on childcare practices. Identifying and negotiation of conflicts based on cultural values can help caregivers form partnerships with families that lead to more culturally consistent care for

children and help strengthen the child's feelings of security and developing identity.

ECD 2010 **2 credits**
Brain Development and Early Childhood

This course assists childcare providers and individuals who provide services to young children and their families by using information about the brain to facilitate the growth and development of the young child.

ECD 2020 **3 credits**
(2 lecture, 1 lab)

Professional Observation

This course provides an overview of observation methods used in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods.

ECD 2030 **3 credits**
(2 lecture, 1 lab)

Play and Learning

This course provides an overview of creative/aesthetic learning experiences in either home or center-based settings. Students will integrate knowledge of child development, learning environments, and teaching methods to promote children's artistic, musical, movement, and dramatic abilities.

ECD 2040 **3 credits**
(2 lecture, 1 lab)

Literature and Language Development

This course provides an overview of language and literacy learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote conversation, literature, literacy, and bi-lingualism.

ECD 2050 **3 credits**
(1 lecture, 2 lab)

Conflict Management for Early Childhood

This course is designed to assist teachers and caregivers to teach and implement conflict management

skills with children. Areas covered will include empathy training, impulse control/behavioral skills, and anger management. The majority of the course will be implementation of conflict management skills in a children's setting.

ECD 2060 **3 credits**
(2 lecture, 1 lab)

Integrating Children with Special Needs

This course examines the development of children with special needs and prepares caregivers to integrate children with special needs into child development settings.

ECONOMICS

The mission of the Economics department is to provide students with an opportunity to be trained in economic skills adaptable to the needs of business in our society. Students will be provided with the basic economic knowledge, analytical, and communication skills necessary in the business world.

ECON 1099 **1-3 credits**
Special Topics

Study of special topics in Economics. Special course topics will be announced in the class schedule.

ECON 2010 **3 credits**
Principles of Economics: Microeconomics

A study concerning the individual units of our economic system, including supply and demand, production and cost, output and input analysis, and other applications of microeconomics.

ECON 2020 **3 credits**
Principles of Economics: Macroeconomics

A study concerning the economy as a whole which includes national income analysis, fiscal policy, money and banking, monetary policy, international trade, and analysis of economic problems.

ENGLISH

The mission of the English department is to provide opportunities to explore, understand, appreciate, and effectively use the English language through reading, writing, and research.

ENGL 0090 3 credits**Refresher English**

Refresher English is a developmental writing skills course whose purpose is to help students prepare for college-level writing. Course content includes review of English grammar, usage, and punctuation rules and practice of sentence and paragraph construction, leading up to writing the basic essay.

ENGL 1001 4 credits**College Writing I: Composition and Research**

College Writing is a freshmen-level writing course, the core of a two-semester English requirement. This course is a prerequisite for all English courses above 1001. Thesis development, idea organization, grammar and usage problems, and library research are studied and practiced. Students will be required to use a simple word processing program. (Prerequisite: ENGL 0090 or appropriate ASAP score)

ENGL 1010 3 credits**College Writing IIA:****Introduction to Literature**

Introduction to Literature is an introductory literature-based course in which students will read, discuss, and write about essays, poems, short stories, plays, and novels. Writing critical and reflective papers is an important aspect of this course of study. (Prerequisite: ENGL 1001)

ENGL 1020 3 credits**College Writing IIB:****Writing for Work**

Students will study the principles of clear writing. Analyzing audience and purpose, students will write letters, reports, and documents commonly used in the workplace; in addition, they will do a short research project and/or service learning project. Students will be required to use a simple word processing program. (Prerequisite: ENGL 1001)

ENGL 1030 3 credits**College Writing IIC:****Creative Writing**

Writing descriptions and simple narration of general interest with emphasis on methods and techniques-processes, sketches, biography, travel, and expanded incident. Attention is given to the development of critical judgement and to individual interest. (Prerequisite: ENGL 1001)

ENGL 1040 3 credits**College Writing IID:****American Indian Literature**

A course designed to acquaint students with literature written by American Indians. The course will take a historical approach, tracing American Indian Literature from its beginnings to present. It will examine stories, poems, novels, etc., from various male and female American Indian authors. The course will help students build skills in literary analysis through critical reading and writing. Students will be able to discuss the goals of the writers, the influences on their work, and the literary quality of those works. (Prerequisite: ENGL 1001)

ENGL 1099 1-3 credits**Special Topics**

Study of special topics in English. Special course topics will be announced in the class schedule.

ENGL 2010 3 credits**Modern Short Story**

Study of the short story as a specific artistic genre with each story read as a unique literary experience which affords a special vision of human experience. Attention is given to fictional elements which enable each story to achieve its purpose. (Prerequisite: ENGL 1001)

ENGL 2015 3 credits**Modern Novel**

Designed to teach critical reading skills and the process of literary analysis. Particular attention is paid to theme, artistic style, and literary techniques. Students should gain an understanding of and an appreciation for good literature. (Prerequisite: ENGL 1001)

ENGL 2020 3 credits**Poetry**

Study of selected poetry read to understand, appreciate, and enjoy this literary form. Attention is given to major techniques and mechanics of the poetic art. (Prerequisite: ENGL 1001)

ENGL 2025 3 credits**Modern Drama**

Survey of plays from Ibsen to present. Almost every kind of writer in the modern theatre is represented: realistic, expressionistic, and absurd. Emphasis on summation of man as he has come to sense himself in the nineteenth and twentieth centuries. (Prerequisite: ENGL 1001)

ENGL 2030 3 credits**Film as Art**

The nature and possibilities of film as an art are examined in this course so that the spectator may gain a better understanding and appreciation of how the art works. Emphasis is centered on the relationship between the techniques of film making and their creative application. Also emphasized are the affinities film shares with literature. In addition, the student will investigate the history of cinemas, become acquainted with contemporary film makers, and will be exposed to critical approaches to film viewing. (Prerequisite: ENGL 1001)

ENGL 2035 3 credits**The Literature of Science Fiction**

Designed to offer the student an understanding of the key concerns of science fiction, the course examines the relationship between humans and technology, the possibilities involved in alternate futures, and the ramifications of alternate value systems as reflected in the literature. (Prerequisite: ENGL 1001)

ENGL 2040 3 credits**Mythology**

An overview of myths from around the world. The student will be introduced to their place in literature and will examine allegorical, symbolic, and psychological aspects of myths. Myths of the American Indian, Middle East, Greek and Roman, European, and African cultures will be studied. (Prerequisite: ENGL 1001)

ENGL 2045 3 credits**Literature by Women**

An examination of literature by and about women which explores how and why women write about their problems, aspirations, and search for self-identification and self-determination as writers. (Prerequisite: ENGL 1001)

ENGL 2050 3 credits**Introduction to Language**

Students taking this course will learn to think about the nature of language and to develop skills of linguistic analysis through lectures, readings, writing exercises and other activities. (Prerequisite: ENGL 1001)

ELECTRIC UTILITY TECHNOLOGY

The mission of the Electric Utility Technology department is to provide students educational opportunities in electric energy, distributed and renewable energy sources, and electric utility technologies.

EUT 1001 3 credits**Introduction to Electric Utilities**

Students will learn the history, terminology, concepts, business structures, governmental regulations, technologies, and future of the electric power utility industry. Activities will include Internet and library research, class discussions, and tours of electric utility sites. Students will learn how electricity affects their lives and culture. The technical skills needed by electric utilities will be discussed.

EUT 1010 3 credits**Introduction to Alternative and Renewable Energy Systems**

Students will become acquainted with the background issues, scientific concepts, and technologies of alternative and renewable energy systems. The different types of systems will be surveyed and compared, and their future discussed.

**EUT 1020 4 credits
(1 lecture, 3 lab)****DC & AC Circuits and Devices**

Students will be introduced to electric circuits and devices from the perspective used in the electric power industry. DC and AC circuits, motors, generators, and other topics will be introduced through hands-on activities. (Prerequisites: PHYS 1001 and 1002, MATH 1010)

**EUT 1030 4 credits
(1 lecture, 3 lab)****Transmission, Distribution, and Metering of Power**

Students will be introduced to transmission, distribution, and metering systems used in the electric power industry. Electrical equipment, theory of operations, system behavior, and other topics will be introduced through hands-on activities. (Prerequisite: EUT 1020)

**EUT 1040 4 credits
(1 lecture, 3 lab)****Power Electronics and Communications Equipment**

Students will be introduced to power electronics and communications equipment from the perspective used in the electric power industry. Equipment and topics will be introduced through hands-on lab activities. (Prerequisite: EUT 1020)

**EUT 1050 3 credits
(1 lecture, 2 lab)****Protective Relaying**

Students will be introduced to the technologies of protective relaying, and the activities encountered by relay technicians. Relay components, relay types, fault simulation, and maintenance techniques will be taught by an experienced electric utility relay professional. (Prerequisites: EUT 1020, EUT 1040)

FRENCH

The mission of the French language department is to introduce students to and expand their knowledge of the French language in a conversational and written form. Students will learn to converse in French as well as attain an understanding of the complexity of the French language. Grammar and analysis of sentence structure will be an integral part of all levels.

FREN 1001 **4 credits** **Introduction to French**

This course will introduce the student to the French language. Grammar, conversational, and written skills will be addressed.

FREN 1002 **4 credits** **French II**

This course will build on previous knowledge of French as students use more complex vocabulary and sentence structures to speak and write in French. Students will also become familiar with French language authors. (Prerequisite: FREN 1001 or a minimum of one year of high school French.)

FREN 2001 **4 credits** **French III**

Students will have the opportunity to further develop their skills in listening, speaking, reading, and writing French. Grammar will be reviewed. This course will be taught primarily in French. (Prerequisite: FREN 1002 or a passing score on a designated proficiency exam.)

FREN 2002 **4 credits** **French IV**

The student will continue to build on skills acquired in previous classes. The focus will be on reading French literature, writing, and speaking. This course will be taught in French. (Prerequisite: FREN 2001)

GEOGRAPHY

The mission of the Geography department is to emphasize the importance of places and the links between them in the past, the present, and the future. These links include such things as geographic information systems, cartography, environment, natural resources, communities, and cultures.

GEOG 1010 **3 credits** **Physical Geography**

An introduction to the spatial patterns of the earth's physical environment highlighting maps, earth-sun relationships, weather, climate, water resources, soil, vegetation, and landforms.

GEOG 1020 **3 credits** **Cultural Geography**

A systematic study of spatial patterns concerning the cultural elements of geography including: cultural diversity, population, migration, agriculture, industrialization, urbanization, and resource problems.

GEOG 1030 **3 credits** **Environmental Conservation**

Integrated hands-on study of the physical, economic, social, and political aspects of natural resource management. Emphasis on identifying environmental problems and evaluating alternatives for resolution through data collection and critical thinking.

GEOG 1040 **3 credits** **World Regional Geography**

A geographical study of world regions with emphasis on internal spatial patterns and the interrelations of regions.

GEOG 1050 **3 credits** **(2 lecture, 1 lab)**

Introduction to Geographic Information Systems (GIS)
This course will introduce concepts of GIS theory. Hands-on applications will be used, primarily consisting of ArcGIS software. Students will complete lab assignments within appropriate topics and fields. Topics could range from land use analysis

to crime analysis. Other topics may be explored as necessary and as deemed appropriate by the instructor. (Recommended: BUS 1035 or CSCI 1001)

GEOG 1052 **3 credits** **(2 lecture, 1 lab)**

Computer Cartography
Students will apply principles and techniques using computer software to produce effective thematic maps. Both qualitative and quantitative types of thematic maps will be examined and created. (Recommended: BUS 1035 or CSCI 1001)

GEOG 1054 **1 credit** **Introduction to the Global Positioning System**

This course will give students knowledge of the Global Positioning System (GPS) with both conceptual and hands-on applications. GIS software and real-world applications will also be introduced.

GEOG 1056 **3 credits** **(2 lecture, 1 lab)**

Data Acquisition in GIS
Students will learn about and engage in the acquisition, conversion, and creation of digital data. Equipment used will include but not be limited to digitizers, scanners, utilization of remote sensing data, and a Global Positioning System (GPS). (Recommended: BUS 1035 or CSCI 1001)

GEOG 1099 **1-3 credits** **Special Topics**

Study of special topics in Geography. Special course topics will be announced in the class schedule.

GEOG 2050 **3 credits** **(1 lecture, 2 lab)**

Practical Applications in GIS
This course will give students either a real-world project using GIS in conjunction with a public/private agency or a project suitable to the student's field of interest. The instructor must approve all independent projects before the student begins working on it. (Prerequisite: GEOG 1050 or permission of the instructor)

GEOG 2052 **3 credits**
(1 lecture, 2 lab)**Visualization in GIS**

In this course, students will examine and apply 3-D GIS technology. Students will use ArcGIS software along with the 3-D Analyst extension. Additionally, students will utilize a GeoWall for 3D visualization. (Prerequisite: GEOG 1050 or permission of instructor.)

GEOLOGY

It is the mission of the Geology department to provide introductory coursework in the geological sciences to meet the needs of students in liberal arts and pre-professional programs as well as of students who wish to pursue careers in these fields.

GEOL 1001 **4 credits**
(3 lecture, 1 lab)**Introductory Geology**

An introduction to the composition, structure, and dynamics of the Earth including the study of minerals, rocks, and volcanic and tectonic processes, presented in the framework of plate tectonic theory. The geology of northern Minnesota will be emphasized.

GEOL 1099 **1–3 credits**
Special Topics

Study of special topics in Geology. Special course topics will be announced in the class schedule.

GEOL 2010 **4 credits**
Geomorphology

A study of landforms and the geologic processes that create and modify them. Topographic maps and aerial photographs are used as tools for interpreting the origin and geologic history of landscapes.

HEALTH

The mission of the Health department is to provide students with opportunities for learning experiences that encompass all aspects of well-being, and to facilitate and encourage the development of healthy behaviors and life-styles through a variety of course offerings in an environment that is conducive to personal application of health goals for a lifetime.

HLTH 1001 **3 credits**
Introduction to Nursing

This course introduces the concepts of basic human needs, health/illness continuum and basic nursing skills. It is designed to prepare the student for entry level employment as a Nursing Assistant and serves as an introduction to the nursing sequence for students who decide to advance in the nursing profession. This course meets the Minnesota Department of Health requirements. Successful completion of this course prepares students for the Minnesota Nursing Assistant Test-out. Students must take the state test to be registered as a Nurse Assistant.

HLTH 1002 **1 credit**
Home Health Aid

This course is designed to instruct students in the application of basic nursing principles when caring for the client at home. This course continues from the 84-hour Introduction to Nursing (HLTH 1001) course. Students are prepared for entry-level employment. Successful completion of the Minnesota Nursing Assistant Test-out is required for a Home Health Certificate. (Concurrent enrollment in HLTH 1001)

HLTH 1010 **3 credits**
Personal, Tribal and Community Health

Frank, open discussions of current health issues affecting today's society, both as an individual and as a member of the community.

HLTH 1020 **3 credits**
Drug Use and Abuse

A study of the pharmacology, physiological, psychological, behavioral, and societal effects of mood-altering chemicals. In addition to studying the effects of chemicals on the human body, the course will also examine some of the social, behavioral, and psychological, legal, medical, and rehabilitative aspects of drug use and abuse.

HLTH 1050 **3 credits**
**Emergency Response/
First Responder**

The content and activities of this course will prepare participants to make appropriate decisions about the care required in an emergency. The course teaches the skills a First Responder needs to act as a crucial link in the emergency medical services system. Upon successful completion the student shall receive American Red Cross certification in Emergency Response. (Required for Law Enforcement)

HLTH 1099 **1–3 credits**
Special Topics

Study of special topics in Health. Special course topics will be announced in the class schedule.

HLTH 2010 **3 credits**
Fundamentals of Nutrition

The study of the basic principles and concepts of nutrition. Topics covered include carbohydrates, fats, proteins, vitamins, minerals, energy balance, and nutrition through the life cycle. Personal nutrition analysis and the relationship between diet and disease are also addressed.

HLTH 2015 **3 credits**
**Food: Safety, Risks,
and Technology**

Introduction to the risks and safety of the food supply, including the use of public policy and food technology to reduce or control those risks. The course will cover microbiological, chemical, and environmental risks with our food supply. Review of government and industry controls that are used to ensure food safety will be discussed.

HISTORY

The mission of the History department is to increase student understanding of the modern world through an examination of economic, social, and political history.

HIST 1010 4 credits**History of Western Civilization I**

This course examines the history of western civilization to 1776 with a focus on economic, social and political developments. Topics include Ancient Civilizations, Ancient Greece and Rome, the Middle Ages and the Renaissance.

History 1011 4 credits**History of Western Civilization II**

This course examines the history of western civilization from 1776 to the present. The scope of the course includes economic, social and political developments. Topics include: political and economic revolution, the industrial age, the world wars and the cold war.

HIST 1030 4 credits**History of the United States I**

This course examines the history of the United States to 1876. The scope of inquiry includes economic, social and political developments. Topics include: the colonial era, foundation of the American Republic, westward continental expansion and the Civil War.

HIST 1031 4 credits**History of the United States II**

This course examines the history of the United States from 1876 to present. The scope of inquiry includes economic, social and political developments. Topics include: industrialization, the depression and New Deal, the world wars and the cold war.

HIST 1050 4 credits**American Indian History I**

This course examines American Indian history to 1840. The course includes an examination of traditional American Indian cultures before contact and an examination of the conflict between American Indians and the expanding United States.

HIST 1051 4 credits**American Indian History II**

This course examines American Indian History from 1840 to present. Topics include: westward expansion and conflict, the reservation system, federal Indian policy, the termination era and the current movement towards self governance.

HIST 1099 1-3 credits**Special Topics**

Study of special topics in History. Special course topics will be announced in the class schedule.

HUMAN SERVICES

The mission of the Human Services department is to assist students to grow in personal and cultural awareness and effectiveness; to acquire accurate and current knowledge of human services issues and practice; to develop listening, influencing, critical thinking, and counseling skills; and to prepare for employment or transfer through academics and field practicums.

HSER 1001 4 credits**Introduction to Human Services**

This course provides a theoretical overview of beginning concepts in human services including the history and future of human services, the social welfare system, strategies of intervention, the helping role, values and human services.

HSER 1010 4 credits**The Helping Process**

An introduction to counseling theories and techniques, the course surveys the basic concepts and major theories of counseling. The student will develop an individual approach to counseling and an understanding of relationship building skills and counseling techniques pertaining to special populations and situations, including crisis intervention, and cultural and gender issues.

HSER 1099 1-3 credits**Special Topics**

Study of special topics in Human Services. Special course topics will be announced in the class schedule.

HSER 2010 4 credits**Counseling Skills**

The course is designed to increase the student's level of competency in conducting effective counseling interviews and establishing and developing counseling relationships. Using case study, classroom participation, and videotape, the student will develop competency in listening, influencing, and intervention skills, basic counseling skills, and the skills involved in conducting full interviews, including skills in working with special populations and situations, including cultural and gender issues. (Prerequisite: HSER 1010 or consent of instructor)

HSER 2020 4 credits**Family Dynamics**

The course is designed as an introduction to the study of family systems theory, family dynamics, and the major theories of family counseling. Students will develop an understanding of family systems, develop basic skills in counseling family systems, and participate in classroom and outside assignments designed to increase awareness of the development of family dynamics within their own family system and across the changing sociological and cultural spectrum. (Prerequisite: HSER 1010 or consent of instructor)

HSER 2090/2095
(2 credits/4 credits)**Practicum**

This course is the off-campus experiential learning component of the program. The emphasis is on gaining practical experience in using the techniques and knowledge gained in the classroom. Students will complete the contracted hours of supervised experience at the selected practicum site. Students will choose, with instructor approval, the site for the practicum, and determine the

objectives and goals of the practicum with the field supervisor and the instructor. Students will complete all requirements of the written contract, plus arrange and meet with the instructor on a weekly basis. (Prerequisites: advanced standing in the Human Services Program, concurrent registration for completion of core courses, and consent of instructor)

JOURNALISM

The mission of the Journalism department is to provide students with the basic skills to pursue a career in journalism.

JOUR 1001 3 credits

Mass Communication

A survey of the theories and concepts important to understanding mass communication. A strong emphasis will be placed on the effects of newspapers, magazines, radio, and television on society. The role and responsibility of the mass media in a free society will be debated.

JOUR 1010 4 credits

Introduction to News Writing and Reporting

This course is designed to help the student write for the print media. The course will cover the study of format and style used by newswriters; an examination of the role of interpretative and investigative news writing and reporting; the ethical responsibilities of a journalist; and the study of communication law. Participation in the school newspaper will be required.

JOUR 1020 2 credits

Public Relations

An introduction to the broad field of public relations and related careers. An overview of relations with the press, community, government and consumers, with emphasis on the news writing skills needed by a public relations person.

JOUR 1030 2 credits

Photojournalism

A survey of theories, concepts and practices important to the photo journalist. A strong emphasis will be placed on acquiring a professional portfolio and publication of photos.

JOUR 1099 1–3 credits

Special Topics

Study of special topics in Journalism. Special course topics will be announced in the class schedule.

JOUR 2090 1–4 credits

Journalism Practicum

Specialized study and practice in journalism activities. These will include: interviewing, reporting, proofreading, copy editing, layout and design, editorial and feature writing, photography, photo development, advertising, and experience handling the ethical, moral, and business issues involved in reaching editorial decisions. Minimum requirement of 15 hours per credit, and attendance at one staff meeting each week. (Prerequisite: consent of instructor)

LAW ENFORCEMENT

The mission of the Law Enforcement department is to provide a comprehensive approach to law enforcement focusing on current and past practices in enforcement: problem solving and conflict resolution; and community involvement and partnerships. Special attention is paid to police and public safety ethics.

LAWE 1001 3 credits

Introduction to Criminal Justice

An analysis of the criminal justice system in the United States, including criminal law and the roles and relationships of agencies of crime and delinquency prevention, police, courts, and corrections.

LAWE 1005 3 credits

Seeking Careers in the Criminal Justice System

An in-depth examination of the hiring processes and practices unique to criminal justice agencies. All areas and professions within the criminal justice system are discussed. Students will participate in a simulated hiring situation, beginning with an investigation of career goals, the application process, undergoing a comprehensive background investigation, and participation in mock interviews with professional representatives from a variety of criminal justice organizations. This course is recommended as both a career preparatory experience and as a career screening opportunity.

LAWE 1010/SOC 1010 3 credits

Crime and Delinquency

A study of crime and juvenile delinquency. Emphasis is placed on the juvenile justice system and upon the definition, nature, and causes of criminal behavior and the effect this has upon society.

LAWE 1020 4 credits

Criminal Investigation

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.

LAWE 1072/ CSCI 1072 3 credits

E-Crime: Detection and Prosecution Issues

This course is an introduction to the current topics in computer crime, the issues involved in investigation of these crimes, and the corporate perspective of these crimes—how corporate America views them and investigates them.

LAWE 1099 1–3 credits

Special Topics

Study of special topics in Law Enforcement. Special course topics will be announced in the class schedule.

LAWE 2010 **3 credits****Criminal Procedure and Evidence**

The study of executive, legislative, and judicial regulation of the criminal justice system under the federal and Minnesota constitutions with particular emphasis upon the police role in arrests, searches and seizures, interviews and interrogations, and identification procedures. The course also examines the rules of evidence which control criminal litigation. (Prerequisite: passage of LAWE 1001 and LAWE 1010 with a grade in each of those courses of at least 2.00 and an overall college grade point average of at least 2.00 or permission of the instructor and the Law Enforcement Program Coordinator)

LAWE 2020 **4 credits****Minnesota Statutes and Traffic Law**

An introduction to substantive criminal law. Includes the classification and analysis of crimes and criminal acts, and the studying of criminal law as a means of preserving and protecting life and property. The course focuses on the provisions of the Minnesota Criminal and Traffic Code. (Prerequisite: passage of LAWE 1001 and LAWE 1010 with a grade in each of those courses of at least 2.00 and an overall college Grade Point Average of at least 2.00 or permission of the instructor and the Law Enforcement Program Coordinator)

LAWE 2030 **3 credits****Critical Issues and Community Relations in the Criminal Justice System**

An examination of issues in law enforcement embracing the following: community-based policing; law enforcement and First Amendment rights; police ethics; community relations and crime prevention; crisis intervention; stress management; civil and criminal liability of officers; and selected judicial decisions and statutes. (Prerequisite: passage of LAWE 1001 and LAWE 1010 with a grade in each of those courses of at least 2.00 and an overall college

grade point average of at least 2.00 or permission of the instructor and the Law Enforcement Program Coordinator)

LAWE 2050 **3 credits****Use of Force I: Basic Defense Tactics**

Discussions and demonstrations of the continuum of force. This course will prepare students for verbal and physical encounters. Minnesota statutes regarding the use of force are discussed. Applicable federal case law is also discussed.

LAWE 2051 **4 credits****Use of Force II: Firearms**

This course involves firearms familiarization and use of lethal force on policing. Instruction on handguns, shotguns, and tactical weaponry, along with practical applications at a shooting facility. Alternative means of non-lethal force are discussed and demonstrated as well. Judgmental shooting scenarios are provided via Firearm Training Simulator (FATS) and live-fire scenarios are facilitated via Simunition. (Prerequisite: LAWE 2050)

LAWE 2052 **2 credits****Leadership, Ethics, and Diversity in Law Enforcement**

This course examines the critical areas of leadership and ethics in policing. An integral part of this course is an examination of the leader role as it applies to the role of peace officer as the officer operates in diverse communities, including initial conflict resolution and problem solving. Special attention is given to critical issues currently facing law enforcement, such as profiling. (Prerequisite: LAWE 2050 and 2051)

LAWE 2053 **4 credits****Practical Applications of Criminal Investigations**

This course involves primary incident response, the protection and subsequent collection of crime scene evidence, and preliminary investigation procedures. Special attention is given to interview and interrogation

of victims and suspects, report writing, and case preparation. (Prerequisite: LAWE 2050 and 2051)

LAWE 2054 **4 credits****Patrol Procedures**

This course examines the patrol function of the peace officer. Specific content areas include vehicle contacts and traffic stops, emergency motor vehicle operations, traffic code enforcement, standard field sobriety testing, and response safety issues. Practical applications are the primary methods of instruction. (Prerequisite: LAWE 2050 and 2051)

MARKETING

The mission of the Marketing department is to provide an opportunity to be trained in the basic foundations of marketing. Students will develop the analytical, communication, and knowledge skills necessary in marketing to prepare them for the business world.

MKTG 1010 **3 credits****Principles of Marketing**

An introductory study of marketing as an important element of our economy. This course examines marketing institutions and their characteristics. Basic marketing functions, price theory and methods, product decisions, marketing segmentation, and marketing communications as related to social and political issues are studied.

MKTG 1020 **3 credits****Small Business Management**

This course stresses basic techniques in starting or buying a small business and successful operating procedures. The course includes financial planning, location, decision making, cost analysis, marketing, labor budgets, advertising, plus problems of stock control, taxes, and insurance.

MKTG 1030 **3 credits****Salesmanship**

The principles and techniques of salesmanship are stressed along with

a study of customer buying, behavior, and motivational theories. This course is designed to show the importance of personal selling as an integral component of the marketing mix.

MKTG 1035 **3 credits**
Sales Promotion and Advertising

An exploration of merchandising and its relationship to the total marketing efforts of an organization selling goods, services, or ideas. Emphasis is placed on selecting the right appeal, planning, budget, layout, and media selection. The topics studied will enable the student to develop a total advertising campaign.

MKTG 1099 **1–3 credits**
Special Topics

Study of special topics in Marketing. Special course topics will be announced in the class schedule.

MKTG 2010 **3 credits**
Personnel Management and Supervision

A study of retail personnel management including personnel policies, motivation, insights into personal behavior, as well as the skills and personal habits necessary for better communication between employer and employee. Recruitment, placement, and training of personnel is studied. Legislation as it affects management is included.

MATHEMATICS

The mission of the Mathematics department is to prepare students for practical applications of mathematics in their chosen disciplines and careers and to provide an overview of mathematics history and ideas for general intellectual strength.

MATH 0010 **3 credits**
Math Concepts

In-depth study of basic mathematics and pre-algebra skills. Topics include operations and principles using whole numbers, fractions, decimals, percents, and integers; solutions of first degree equations; exponents, applications and graphing.

MATH 0020 **3 credits**
Beginning Algebra

An introduction to algebra with emphasis on operations with real numbers and polynomials; operations with rational expressions, solutions of linear equations and quadratic equations and graphing.

MATH 0030 **3 credits**
Higher Algebra

Review of operations with real numbers and with polynomials; solutions of linear equations and applications; factoring; operations with rational expressions and applications; solutions of quadratic equations, graphing techniques; solutions of systems of linear equations.

MATH 1010 **3 credits**
College Algebra

The real numbers, first degree equations and inequalities with word problem applications and linear graphs. Second degree equations, and inequalities in one and two variables with the quadratic formula and graphs. Relations, functions, absolute value, and variation.

Exponential and logarithmic functions with applications. Polynomial equations, and complex numbers. Systems of equations and inequalities. (Prerequisite: C grade in MATH 0030 or appropriate ASAP scores or consent of instructor)

MATH 1015 **2 credits**
Trigonometry

Study of angles in degree and radian measure; trigonometric functions of angles in a coordinate system and in triangles; solutions of triangles and applications; solutions of trigonometric identities and equations; graphs of the trigonometric functions and inverses. (Prerequisite: MATH 0030 or equivalent)

MATH 1020 **3 credits**
Calculus: Short Course

A brief survey of calculus including some integration. Review of real numbers, graphing, functions, and inequalities, derivatives, limits, and continuity. Differentiation techniques including chain rule and

implicit differentiation. Applications of the derivative to maximum and minimum including cost, revenue, and profit functions. The definite and indefinite integral with applications to the physical, social, and behavioral sciences. Logarithmic and exponential functions with applications of growth, decay, and populations. Students planning to enroll in more than one semester of calculus should begin in MATH 2001. (Prerequisite: MATH 1010 or equivalent or consent of instructor)

MATH 1030 **3 credits**
Introduction to Statistics

An introduction to statistics suitable for social and behavioral science majors, but also suitable for students in other disciplines. Topics include statistical theory and experimental design, descriptive statistics, probability distribution models, regression analysis and correlation, inference, and sampling methods. (Prerequisite: MATH 0030 or equivalent)

MATH 1040 **3 credits**
Finite Mathematics

Primarily for students in the social sciences, behavioral sciences, and various business curricula. Provides an excellent background for statistics. Set theory with operations and Venn diagrams. Permutations, combinations, and Binomial Theorem. Probability: basic concepts, Baye's Theorem, frequency functions, binomial probability. Matrices: operations, transposes, inverses, solutions of systems of equations. Markov Chains: regular and absorbing. Linear programming with Simplex Method. (Prerequisite: MATH 1010 or equivalent)

MATH 1050 **4 credits**
Mathematics for Elementary Teachers

A mathematical survey course designed for elementary education majors and liberal arts students. Topics include set theory, properties and operations using the real numbers, numeration systems, calculations in bases other than ten, prime numbers, divisibility, theory of equa-

tions, applications of equations, algebra, geometry, graph theory, consumer application problems, and statistics. (Prerequisite: MATH 1010 or equivalent)

MATH 1099 **1–3 credits**

Special Topics

Study of special topics in Math. Special course topics will be announced in the class schedule.

MATH 2001 **5 credits**

Calculus I

The two semester calculus sequence is designed for mathematics, computer science, engineering, and natural science majors. An introduction to basic differential and integral calculus: limits, derivatives and applications, integration and applications. (Prerequisite: MATH 1010 and 1015, appropriate ASAP placement, or consent of instructor)

MATH 2002 **5 credits**

Calculus II

Continuation of topics from Calculus I: Integration techniques, infinite series, conic sections, parametrized curves, polar equations, multivariable functions and partial derivatives. (Prerequisite: MATH 2001 or equivalent).

MATH 2020 **3 credits**

Discrete Math

This course is an introduction to some of the fundamental ideas and techniques used by computer scientists today. It focuses on discrete structures, logic (including induction proofs), and computability, with emphasis on applications to computer science.

MUSIC

The mission of the Music department is to increase students' understanding of musical works as expressions of the human imagination, personally, culturally, and globally; engage students in critical analysis and aesthetic dialogue, assist students in the development of an appreciation for music, and provide students with the tools and opportunities for individual and group expression of music.

MUSC 1010 **3 credits**

Music Appreciation

A general overview of the field of classical music within its historical, philosophical, and sociological context. The emphasis is on gaining familiarity with stylistic characteristics and representative composers as well as the acquisition of listening skills. Music of the non-western world as well as the western world will be included. No previous music experience is required.

MUSC 1020 **3 credits**

American Popular Music

An introduction to the roots of American popular music including blues, jazz, rock-n-roll, big band, and country. Discussion will center around the roles that culture and human diversity play in the development of popular musical styles and the interrelationships of these musical styles.

MUSC 1030 **3 credits**

Music of the World's Peoples

An introductory course that explores music in its original cultural settings throughout the world. Music of African, American Indian, Asian, Latin American, and Eastern European peoples will be studied and listened to. No previous musical experience required.

MUSC 1030 **3 credits**

American Indian Music

A course designed to acquaint students with music of various American Indian tribes, with a focus

on music of the Ojibwe-Anishinaabeg. The course will take a historical approach examining various musical styles and genres of American Indian music from its earliest recordings through to the present. Students will develop an understanding of American Indian music while hearing, discussing, analyzing and participating in the American Indian musical experience.

MUSC 1040 **2 credits**

Fundamentals of Music Theory

This course is for the student interested in acquiring the basic knowledge of music theory. The basic concepts of rhythm, melody and harmony are studied, as well as chord inversions, altered chords, simple forms, and cadences. Students are introduced to the playing of instruments such as the recorder. Students planning to major in Elementary Education must take this course to fulfill the requirements for an Elementary Education degree. Music majors and minors will need to take this course in sequence with MUSC 1041.

MUSC 1041 **5 credits**

Music Theory II

This course is a continuation of Music 1040. It is required for students planning to major or minor in music. Ear training, sight-singing, and musical analysis are an integral part of this class. The student will also be introduced to 7th chords, nonharmonic tones, secondary dominant chords, dominant chords, borrowing chords, and voice leading in addition to harmonization and composition. (Prerequisite: MUSC 1040 or consent of instructor)

MUSC 1070 **1 credit**

Vocal Ensemble (Choir)

The choir is a performance organization of mixed voices. Concerts are prepared using sacred and secular, a cappella and accompanied music. A requirement for vocal music majors and minors. May be taken for credit or as an activity (noncredit). May be repeated for credit.

MUSIC 1072 1 credit**Instrumental Ensemble**

Small instrumental ensembles allow students to explore literature for their particular instruments. Brass, woodwind, percussion, or string ensembles are organized according to the interests of the students. May be taken for credit or as an activity (noncredit). (May be repeated for credit.) (Prerequisite: consent of instructor)

APPLIED MUSIC**(Fifteen 30-minute lessons per semester) 1 credit**

Half-hour private music lessons are given on a one-to-one basis by arrangement with the instructor for anyone who is interested in studying voice or an instrument. Lessons may be taken each semester. A grade of C or better is required to progress to the next level. Students planning on majoring in music at their transfer institution should take lessons every semester. Lessons are highly recommended for music minors and for elementary education majors. (Prerequisite: consent of the instructor) (additional fee)

MUSIC 1080/1180/2080/2180
Voice**MUSIC 1081/1181/2081/2181**
Piano**MUSIC 1082/1182/2082/2182**
Brass**MUSIC 1083/1183/2083/2183**
Woodwind**MUSIC 1084/1184/2084/2184**
Percussion**MUSIC 1085/1185/2085/2185**
Strings**MUSIC 1086/1186/2086/2186**
Guitar**MUSIC 1099** 1–3 credits
Special Topics

Study of special topics in Music. Special course topics will be announced in the class schedule.

PHILOSOPHY

The mission of the Philosophy department is to expand students' knowledge and application of philosophical study within a global environment, taking into consideration the historical and sociological values of the peoples and cultures reflected in philosophical writings.

PHIL 1020 3 credits
Critical Thinking

This course teaches both critical thinking and problem solving by emphasizing awareness of the thinking process. Topics will include understanding and evaluating arguments, various forms of reasoning, and common fallacies.

PHIL 1099 1–3 credits
Special Topics

Study of special topics in Philosophy. Special course topics will be announced in the class schedule.

PHIL 2001 3 credits
Introduction to Philosophy

An introduction to philosophical inquiry from a multi-cultural perspective. The student is presented with the history of philosophical thought through the discussion of several topics including reality, knowledge, religion, and ethics.

PHIL 2010 3 credits
Ethics

The study of Ethics has two basic components: the theory of ethics and the practical application of ethical theory. The student will learn the terminology and the history of ethical theory and become aware of the impact of culture on ethical study while exploring the practical application of ethical theory.

PHIL 2030 3 credits**American Indian Philosophy**

This course examines in depth, the philosophy and religion of the American Indian. The student will evaluate the world view of the American Indian. The student will recognize the significance of the creation stories and demonstrate an awareness of the evolution of traditional Indian religions.

PHIL 2040 3 credits
World Religions

This course is a survey of the world's diverse religious traditions. Through lecture, readings, and videos the student will explore religious traditions including Native American, Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism. Basic philosophical questions relevant to the study of philosophy of religion will also be discussed.

PHYSICAL EDUCATION

GENERAL

The mission of the Physical Education department is to promote healthy life-styles for the college community through sport, provide opportunities and encourage participation in a variety of individual, dual, and team sports, and to develop the interest, knowledge, and skills which enable participation in sport and fitness activities both while at the college and throughout life.

To receive an Associate of Arts degree, students are required to complete two courses. Associate of Science degree students are required to complete one course. Additional fees are required for the following courses: PE 1002, 2003, 1004, 2005, 1006, 2007, 1043, 1048, 1049.

Students provide their own equipment for the following courses: PE 1004, 2005, 1009, 2010, 1018, 1019.

AREA I 1 credit per course INDIVIDUAL, DUAL AND TEAM SPORTS

PE 1002

Beginning Downhill Skiing

Skills begin at non-skier level and progress through parallel turns. (Additional fee; held at Spirit Mountain)

PE 2003

Intermediate Downhill Skiing

Skills begin at beginning parallel and progress through advanced parallel turns. (Additional fee; held at Spirit Mountain)

PE 1004

Beginning Golf

The purpose of this class is to present the playing skills, rules, and knowledge of the game of golf to the beginner in such a manner that he/she can develop skills to the intermediate or advanced level. (Additional fee; student provides own equipment)

PE 2005

Advanced Golf

A course for those interested in developing skill beyond the beginning level. Emphasis on the short game, reading a putt. (Additional fee; student provides own equipment) (Prerequisite: PE 1004, one year experience, or consent of instructor)

PE 1006

Beginning Bowling

Skills start at beginning level with emphasis given to fundamental technique. The objective is to try to combine a well rolled ball with consistent aiming. Knowledge of the sport as a whole should be acquired. (additional fee)

PE 2007

Advanced Bowling

A course for those interested in developing skill beyond the beginning level. Emphasis on a hook ball delivery. (additional fee) (Prerequisite: PE 1006, one year experience with hook ball, or consent of instructor)

PE 1009

Beginning Tennis

The purpose of this class is to present the playing skills, rules, and knowledge of the game of tennis to the beginner in such a manner that he/she can develop skills to the intermediate or advanced level. (Student provides own racquet and one can of balls)

PE 2010

Intermediate Tennis

For the experienced player who has reasonable control of fundamentals. Emphasis on advanced skills and strategy. (Prerequisite: PE 1009, or one year's experience playing, able to sustain a rally) (Student provides own racquet)

PE 1012

Basketball

Fundamentals of basketball. Dribbling, shooting (set, jump, and free throw), and passing. Limited game-playing in one-on-one, three-on-three, and five-on-five settings.

PE 1013

Volleyball

Learn to play power volleyball as you see it played in competition. Take the skills of pass, set, spike, block, and serve and coordinate them into a well-played game.

PE 1018

Softball

Basic skills of throwing, batting, base running, limited game strategy as used in the sport of softball. For the beginner and the experienced player. (Student provides glove)

PE 1019

Beginning Cross-Country Skiing

This course includes: basic skills in diagonal technique, short excursions to local ski trails, development of general knowledge concerning the sport of cross-country skiing. (Student provides own equipment; Minnesota state cross-country ski license required)

PE 1052

American Indian Games

Introduction to history, rules, etiquette, and skills of Indian games. Games of skill and games of chance will be included.

AREA II 1 credit per course FITNESS ACTIVITIES

PE 1040

Introduction to Conditioning

An entry-level survey course to introduce students to many different activities and methods that develop cardiorespiratory endurance. Students will be guided to set their own goals and develop programs to attain these goals.

PE 1041

Fitness for Endurance

Emphasis on the cardiorespiratory development. Students will be asked to jog/run for 30 minutes at the conclusion of the course. Students will be guided to set their own goals and develop appropriate fitness program to meet these goals.

PE 1042

Fitness Through Walking

Introduction to walking as a means of fitness conditioning for those individuals who prefer not to jog or run. Basic principles of physiology and biomechanics of walking will be discussed.

PE 1043

Weight Training

The purpose of this course is to present fundamental concepts and techniques of weight training. Safety, proper lifting techniques, and overall fitness are specifically emphasized topics in this exercise activity. (additional fee)

PE 1048

Winter Outdoor Activities

Introduction to safety, etiquette, and skills necessary for winter outdoor activities. This course will briefly introduce the student to areas of snowshoeing, orienteering, winter survival, and winter naturalist areas of plants, tracks, and winter night sky. (Additional fee; this course requires an overnight stay and is a weekend course)

PE 1049

Summer Outdoor Activities

Introduction to safety, etiquette, and skills necessary for summer outdoor activities. This course will briefly introduce the student to areas of canoeing, archery, riflery, challenge course, orienteering, and high ropes course or tower climbing. (Additional fee; this course requires an overnight stay and is a weekend course)

PE 1051

American Indian Traditional Dance

Introduction to history, songs, etiquette and cultural awareness of American Indian dance with an emphasis on Anishinaabe dances.

PHYSICAL EDUCATION FOR MAJORS AND MINORS

These theory and laboratory courses for men and women may apply toward a major or minor in physical education. Courses 1081 and 1083 will not meet the PE general graduation requirements.

PE 1081 2 credits

Introduction to Recreation/Leisure

An introduction and in-depth overview of the growing field of organized recreation and leisure services.

PE 1083 2 credits

Introduction to Physical Education

A study of the history, philosophies of selected leaders, and present trends in physical education. Additional emphasis will be concerned with professional preparation and problems of leadership.

PE 1075 1 credit

Officiating Softball

Techniques of officiating softball. Preparation for certification by the Minnesota State High School League as an official.

PE 1076 1 credit

Officiating Volleyball

Techniques of officiating volleyball. Preparation for certification by the Minnesota State High School League as an official.

PE 1077 1 credit

Officiating Basketball

Techniques of officiating basketball. Preparation for certification by the Minnesota State High School League as an official.

PE 1078 1 credit

Officiating Hockey

Techniques of officiating hockey. Preparation for certification by the Minnesota State High School League as an official.

PE 1099 1–3 credits

Special Topics

Study of special topics in PE. Special course topics will be announced in the class schedule.

PHYSICS

It is the mission of the Physics department to provide introductory coursework in the fields of physics, astronomy, and meteorology to meet the need of students in liberal arts and pre-professional programs as well as of students who wish to pursue a career in these fields.

PHYS 1001/1002 4 credits per course (3 lecture, 1 lab)

Introduction to Physics I and II

A non-calculus general physics course designed for pre-professional and non-science majors. Concepts in mechanics, electricity, magnetism, heat, light, sound, and modern physics will be explored through extensive laboratory activities. (Prerequisite: high school Higher Algebra or consent of instructor)

PHYS 1020 4 credits

Introductory Astronomy

An introductory study of the nature and dynamics of the solar system and universe beyond. Observations of the sun, moon, planets, and stars

will give students a personal and real-world connection to the universe we live in.

PHYS 1030 **3 credits**
Meteorology

An introduction to the study of the nature and dynamics of the Earth's atmosphere with emphasis on weather processes and meteorological observation.

PHYS 1099 **1–3 credits**
Special Topics

Study of special topics in Physics. Special course topics will be announced in the class schedule.

POLITICAL SCIENCE

The mission of the Political Science department is to provide students with a basic overview of the national and international political arenas so that students can better understand how government should work and how it actually does work in the real world.

POLS 1010 **3 credits**
American Government

A study of the structure and function of the national government of the United States. The course examines the Presidency, Congress, and federal courts as well as the impact of interest groups, political parties, and the media upon government.

POLS 1020 **3 credits**
State and Local Government

This course examines the structure and function of state and local governments with emphasis on state and local problems and conditions in Minnesota.

POLS 1030 **3 credits**
International Relations

This course examines contemporary international relations, foreign policy, and international organizations.

POLS 1099 **1–3 credits**
Special Topics

Study of special topics in Political Science. Special course topics will be announced in the class schedule.

PSYCHOLOGY

The mission of the Psychology department is to provide a basic understanding of the science of psychology, prepare students for further training in the field of psychology, and promote an understanding that psychology is applicable in everyday living.

PSYC 1002 **3 credits**
Unlocking College Potential

The purpose of this course is to support students in their search to develop a plan for their future that specifically addresses their interests, aptitudes, values, and goals. The course is designed for students entering or planning to enter college. Specific emphasis is placed on the student's exploration of who they are and what kind of expectations they have for themselves based on family, community, and personal goals. Based on this exploration, students develop specific skill areas, explore career and college options, formally reflect on their exploration, and develop a personal portfolio to use throughout their lives.

PSYC 1099 **1–3 credits**
Special Topics

Study of special topics in Psychology. Special course topics will be announced in the class schedule.

PSYC 2001 **4 credits**
General Psychology

An introduction to the scientific study of human behavior: history, background and methods, development, perception, learning, thinking, motivation, emotion, intelligence, personality, adjustment, mental health, and social psychology.

PSYC 2010 **4 credits**
Developmental Psychology

A course designed to offer scientific knowledge concerning the psychological development during separate phases in the span of human development. (Prerequisite: PSYC 2001)

PSYC 2020 **3 credits**
Group Dynamics

This course provides the theory and supervised practice in group counseling. Topics include types and purposes of groups, group process, forming a group, group stages, norms, leadership skills, and professional and ethical conduct. Class members will participate in a group as a member and co-leader. (Prerequisite: HSER 1010 or consent of instructor)

PSYC 2030 **3 credits**
Abnormal Psychology

This course focuses on mental disorders and behavioral deviations with primary emphasis on etiology, classification, symptomatology, and alternative therapeutic approaches. (Prerequisite: PSYC 2001)

READING

The mission of the Reading department is to assist students in improving and/or enhancing reading technique, vocabulary knowledge and usage, and reading rate. The department works with students through three courses allowing students who are under-prepared for college to improve their reading technique and also assisting students who are college-level readers to strengthen their current reading knowledge and reading technique usage.

RDG 0090 **2 credits**
Efficient Reading I

Designed to help students improve their reading skills by being aware of and applying the basics of reading comprehension and retention. Content will focus specifically on vocabulary enhancement, locating main ideas and supporting details,

determining organization, and test preparation based on textual information and organization. The classroom format incorporates both large and small group instruction as well as individual assignments. Reading for enjoyment is encouraged through use of a variety of materials.

RDG 0095 **2 credits**

Efficient Reading II

Offers a systematic approach designed to help students improve their reading skills in the areas of study reading, vocabulary and comprehension. This course also incorporates writing into the reading class by helping students appreciate why recognizing good writing enhances the reading process and its retention. The classroom format incorporates both large and small group instruction as well as individual assignments. Classroom activities will include the examination of various reading assignments taken from textbooks used at FDLTCC. Reading for enjoyment is encouraged through use of a variety of materials.

RDG 1001 **3 credits**

Critical Reading Skills

Designed to help students master college level reading materials. The assignments are taken from all academic disciplines. The reading skills emphasized are fundamental to intelligent reading of college level material; literal and inferential comprehension, critical reading, and study skills appropriate to textbook mastery. (Prerequisite: Successful completion of RDG 0095, consent of instructor or satisfactory score on CAPP test)

SOCIOLOGY

The mission of the Sociology department is to increase students' awareness of the social realities which impact their lives. These social realities will be examined beyond the common sense contexts of society. Students are encouraged to engage in an objective, socio-historical approach to understand social realities.

SOC 1001 **3 credits**

Introduction to Sociology

A survey of the characteristics of human group life with emphasis on the structure of the social environment and its influence upon the individual.

SOC 1010/LAWE 1010 **3 credits**

Crime and Delinquency

This course is a study of crime and delinquency from both the social and the psychological views. Emphasis is placed on the nature, causes, and degree of criminal behavior and the effects they have on society. This is intended as a specialized course specifically for those considering law enforcement and/or social work.

SOC 1020 **3 credits**

Human Relations

A study of the contributions and life-styles of the various racial, cultural, and economic groups in our society; recognizing and dealing with dehumanizing biases, discriminations and prejudices; learning to respect human diversities and personal rights; developing positive feelings toward all humanity.

SOC 1050 **3 credits**

The Family as a Social Institution

A cross-cultural view of marriage and the family with the main emphasis on the contemporary American family. Topics discussed will be dating, counseling, and adjustment of the spouses (not only to each other, but to other problems such as religion, role, relatives, sex, money, and time).

SOC 1060 **3 credits**

Human Sexuality

For that person who wishes both to better understand his/her own sexual needs and behavior and to be more accepting of his/her neighbor whose sexual attitudes and behaviors might be different from his/her own. The major topics covered include the human sexual system, the sexual act, sexual attitudes and behavior, sexual complicators, and sex and society. Ideally suited for teachers, parents of teenagers, or for those persons who work or plan to work with young adults.

SOC 1099 **1-3 credits**

Special Topics

Study of special topics in Sociology. Special course topics will be announced in the class schedule.

SOC 2010 **3 credits**

Social Problems

Survey of contemporary social problems with emphasis on social disorganizations: mental and physical health, chemical dependency, crime and delinquency, racism and sexism, the elderly population, the environment, and liberties. Origins, social effects, public attitudes, and means of trying to resolve these conditions are stressed.

SOC 2020 **3 credits**

Research Methods

An introduction to social science research methods. Emphasis is on terminology; concepts; and the logic of research methods. Students will be exposed to a variety of methodologies and also introduced to methods of data analysis.

SOC 2030/AMIN 2030 **3 credits**

Contemporary Indian Concerns

This course is an introductory overview of American Indian culture, history, and traditions. Course includes philosophical, religious and contemporary issues.

SPANISH

The mission of the Spanish department is to introduce students to and expand their knowledge of the Spanish language in a conversational and written form. Students will learn to converse in Spanish as well as attain an understanding of the complexity of the Spanish language. Grammar and analysis of sentence structure will be an integral part of all levels.

SPAN 1001 4 credits**Introduction to Spanish**

An introductory course in speaking, reading, listening, and writing Spanish which will enable the learner to grasp the challenge of a foreign language.

SPAN 1002 4 credits**Spanish II**

This course will build on previous knowledge of Spanish as students use more complex vocabulary and sentence structure to speak and write in Spanish, focusing on pronunciation, practical vocabulary, grammar, reading, and conversation. (Prerequisite SPAN 1001 or a minimum of one year of high school Spanish)

SPAN 2001 4 credits**Spanish III**

Students will have the opportunity to further develop their skills in listening, speaking, reading, and writing Spanish. Grammar will be reviewed. This course will be taught primarily in Spanish. (Prerequisite: SPAN 1002 or a passing score on a designated proficiency exam.)

SPAN 2002 4 credits**Spanish IV**

The student will continue to build on skills acquired in previous classes. The focus will be on reading Spanish literature, writing, and speaking. This course will be taught in Spanish. (Prerequisite: SPAN 2001)

SPEECH COMMUNICATION

The mission of the Speech Communication department is to provide students opportunities for the acquisition and enhancement of effective communication skills in the context of their personal and professional lives, and to help students recognize the importance of communication competence in a diverse world. The department is committed to promoting cultural awareness, sensitivity and inclusion in its examination of the communication process.

SPCH 1010 3 credits**Public Speaking**

This course provides students the opportunity to develop and/or enhance their public speaking skills with attention to cultural diversity. With a focus on extemporaneous delivery, students will learn to organize, outline, prepare, and deliver introductory, informative, and persuasive speeches. Impromptu, manuscript, group discussion, and minimizing stage fright techniques will also be examined.

SPCH 1020 3 credits**Interpersonal Communication**

This course focuses on the examination and acquisition of positive and effective intrapersonal and interpersonal communication skills. It is designed to help students understand the process of communication, assess their strengths and needs as communicators, and assist with problem solving and conflict resolution. Students will study pertinent research in the field of interpersonal communication and refine and learn new communication skills through class exercises and application in daily life.

SPCH 1030 3 credits**Intercultural Communication**

This course interfaces culture and communication. Students learn how cultures provide individual with different worldviews, beliefs, attitudes, and values, and examine how this creates difficulties in the intercultural/multicultural communication process. It is designed to cultivate, promote, and increase tolerance, understanding, and communication competence with people outside of one's immediate culture.

SPCH 2010 3 credits**Family Communication**

Building on communication principles, theories, and models, this course explores the role of communication in the family. Students will be required to examine and identify the communication patterns and styles in their own nuclear families of origin as well as their extended, created families. Students will explore how culture impacts the family communication process and how family communication interfaces with other environments in their lives.

SPCH 1099 1-3 credits**Special Topics**

Study of special topics in Speech. Special course topics will be announced in the class schedule.

STUDY SKILLS

The mission of the Study Skills department is to assist students in exploring study techniques which could be used to streamline their present learning styles. The department specifically focuses on the adage, "Study smart, not hard," which emphasizes the perspective that students can study hard or students can learn techniques to make college survival easier.

STSK 0090 **3 credits** **Efficient Study Techniques**

A course focused on developing efficient study habits. The course demonstrates how to listen to lectures, how to take coherent notes, how to read and master a textbook, how to take different types of tests, how to handle stress, and how to manage time.

STSK 0095 **1 credit** **Mathematics Success**

Designed for the student placed in developmental mathematics courses, this course will help the student develop study skills specific to math. Topics include: study skills, graphing calculator use, math anxiety, language/symbols of math, and problem solving strategies.

STSK 1010 **1 credit** **Weekend College Orientation**

This course provides a new model for learning that involves collaboration and cooperation among learners and presents course content in an integrative and interactive format. It orients students to methodologies to include portfolios, focus groups, and collective oral examinations. It is the prerequisite/initial course for the Weekend College Program.

STSK 1099 **1–3 credits** **Special Topics**

Study of special topics in Study Skills. Special course topics will be announced in the class schedule.

THEATRE

The mission of the Theatre department is to provide students with an introduction to theatre as an art form and a medium of communication.

THTR 1001 **3 credits** **Introduction to Theatre**

This course is a survey of theatre as a diverse art form and a medium of communication. It examines theatre from ancient rites to contemporary forms which include an historical and cultural perspective, play structures, acting, directing, set and stage design, costume and make-up, criticism, and the role of the audience. Students will investigate theatre companies, critique plays, and become familiar with the expansive world of theatre.

THTR 1010 **3 credits** **Beginning Acting**

This course introduces students to the process of exploring the inner and outer resources of the beginning actor. It works on solo and ensemble character development through physical and vocal exercises and acting performances. Students will strive to be creative, believable, unself-conscious beginning actors.

THTR 1020 **3 credits** **Introduction to Play Directing**

Designed to familiarize the student with different concepts of play directing. Special emphasis will be placed on production procedures, central staging, and the five fundamentals of play directing. (Some theatre experience helpful.)

THTR 1030 **3 credits** **Oral Interpretation**

Designed to give the student an introduction to literature through the medium of oral performance. Just as musicians translate written notes into sound and thus convey the achievement of the composer to the listener, so the interpreter brings to life the printed word symbols which have preserved the ideas and the experiences of mankind. (SPCH 1001 or consent of instructor)

THTR 1099 **1–3 credits** **Special Topics**

Study of special topics in Theatre. Special course topics will be announced in the class schedule.

THTR 2090 **1 credit** **Theatre Practicum**

Designed to give students credit for their participation in theatrical activities at FDLTCC. One credit may be earned for any of the following: acting, lighting, sound, make-up, sets, costumes, props, publicity, student direction, house management, or other duties that may arise in the course of a production. (1 credit per semester for a maximum of 4 credits) (Prerequisite: consent of instructor)

COURSE DESCRIPTIONS