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General Education Courses

ARTS 1229 Introduction to the Visual Arts, 3 credits

This course is an introduction to the essential concepts, styles, and forms of Western and non-Western visual arts, along with the variety of manners in which arts is understood. The students will learn the appreciation of art through studying the principles, techniques and materials of design; the popular and historical development of art; art criticism; and aesthetic awareness.

Pre-requisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 6. Humanities and the Fine Arts

Special Information: None

BIOL 1240 Health and Disease in the Human Body, 4 credits

This course introduces students to human anatomy and physiology. Students will learn basic disease processes and body systems including: integumentary, skeletal, muscular, nervous system, cardiovascular system, immune system, respiratory system, urinary system, and digestive system, endocrine and reproductive systems. The laboratory component emphasizes lecture content and includes dissections and experiments in physiology.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 3. Natural Sciences; Goal 9. Ethical and Civic Responsibility

Special Information: None

CRDV 1200 Advanced Career Exploration, 1 credit

This course is designed to help students explore career and educational options. Using a variety of career planning resources, students will explore the world of work, and assess their individual strengths, interests, values and personality. Students will develop a career plan integrating their knowledge of self and the global work world with the career decision-making process.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): None

COMM 1100 Introduction to Communication, 3 credits

This course investigates the processes of interpersonal and small group communication and the practices of public speaking. Students will examine theories of communication and participate in various forms of interpersonal, small group, and public communication. Along with the emphasis on communication studies, students will develop their skills of communicating with others, thinking critically, organizing ideas clearly, and speaking, presenting, and listening effectively.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 1. Communication; Goal 2. Critical Thinking

ECON 1230 Principles of Macroeconomics, 3 credits

This course is an introduction to macroeconomics. Students will study demand and supply theory, fiscal and monetary policy, national income, and money and banking. Other topics they will explore include competing macroeconomic theories, the economic functions of government, and theories of taxation. This course has broad general education



application but is especially appropriate for economics, accounting, and business majors.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 05 - Hist/Soc/Behav Sci, Goal 09 - Ethical and Civic Responsibility

ENGL 1276 College Composition, 4 credits

Students will learn the process of writing their ideas for an audience. The course will focus on the generation, organization and communication of ideas in expository essay forms based on experience, observation, and research, with an emphasis on argumentation, critical thinking, and rhetorical strategies. Mechanics and writing style will also be integrated throughout the course.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 1. Communication

ENGL 2276 Multicultural Literature, 3 credits

Multicultural Literature is a study of literature written by and reflecting the perspectives of writers from different ethnic backgrounds within the United States. The course includes text written by contemporary writers focusing on the experiences of various ethnic groups through poetry, fiction, creative non-fiction, and drama.

Prerequisites: ENGL 1276 College Composition

Co-requisite: None

MnTC Goals (if any): Goal 6. Humanities and the Fine Arts; Goal 7. Human Diversity

ENGL 2280 Introduction to Creative Writing, 3 credits

This course will enhance the student's understanding of the various conventions of creative prose and poetry. Students will compose their own creative written works in poetry, short fiction, and non-fiction memoir, and share and refine their writing in a workshop setting. Course emphasis is on composing imaginative, insightful written work designed to have an impact on a public audience.

Prerequisites: ENGL 1276 College Composition

Co-requisite: None

MnTC Goals (if any): Goal 1. Communications; Goal 6. Humanities and Fine Arts

ENSC 1250 Introduction to Environmental Science

In this course, students look at the relationship of humans to their environment from local, regional, and global perspectives. Students will study natural ecosystems, the impact of human activity on natural resources and environmental quality, environmental ethics, and strategies to maintain a sustainable biosphere. Laboratory component includes experiences in the scientific method, basic ecological and environmental field techniques and assessment, and selected field trips to local agencies, research facilities, and businesses.

Prerequisites: College level reading placement and minimum entry math placement.

Co-requisite: None

MnTC Goals (if any): Goal 3. Natural Sciences; Goal 10. People and the Environment

FYEX 1010 First Year Experience: Focus on College, 2 credits

This course is designed to assist students in exploring and developing the academic skills necessary to succeed in college and as a self-directed, life-long learner as well as the personal skills to manage their college life and set them up for success in their future careers. Students will be introduced to college and community resources and tools for academic success, including skills in stress management, financial literacy, critical thinking and creative problem solving. They will



develop their ability to articulate their long term goals; and they will demonstrate appreciation for diversity and understanding of self as civic and global citizens.

Prerequisites: None

Co-requisite: None

MnTC Goals (if any): Goal 2. Critical Thinking

HIST 1200 US History Since 1877, 3 credits

Students will learn about the major historical events, figures, movements, and controversies of the period spanning the late 1800s, through the 20th century, and into the present. Special emphasis will be placed on social, economic, and political factors.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 5. History and the Social and Behavioral Sciences; Goal 7. Human Diversity

HIST 1500 World History Since 1500, 3 credits

This course is a survey of world history from the rise of Europe (ca. 1500) to the present. Students will explore the history of cultural, religious, economic, political, military, and social aspects of various regions of the world, and how these peoples experienced increasing contact, conflict, and subsequent global integration and cultural exchange. Students will also examine the rise and influence of western power throughout the globe from ca. 1500 to 1920, and the development of the regions of Europe, North and South America, Africa, and Asia to the present day.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 5. History and the Social and Behavioral Sciences; Goal 8. Global Perspective

LASL 1205 American Sign Language I, 3 credits

This course introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Questions, commands, and simple sentences are covered, leading to basic conversational skills. Students will gain cultural knowledge and increased understanding of the Deaf Community.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 8 Global Perspective

LASL 1265 American Sign Language II, 3 credits

This course continues to develop the basics of the American Sign Language (ASL) and the building of both expressive and receptive vocabulary. Students will develop the communicative competencies in the language focusing on skills including temporal sequencing, spatial agreement and object identification through description. Basic storytelling skills will be introduced. Study of Deaf Culture is continued.

Prerequisites: Completion of LASL 1205 American Sign Language I with C or better

Co-requisite: None

MnTC Goals (if any): Goal 8 Global Perspective

LASL 2270 American Sign Language III, 3 credits

This course expands the communicative range developed in LASL 1265 American Sign Language II to talk about people and places in a contextually-reduced framework. Students will learn to describe places, objects, and events. In addition, students will develop basic narrative skills to tell about past events. Through in-class discussions/demonstrations, media and course readings, students will be exposed to elements of the Deaf community and culture.

Prerequisites: Completion of LASL 1265 American Sign Language II with C or better



Co-requisite: None

MnTC Goals (if any): Goal 8 Global Perspectives

LASL 2275 American Sign Language IV, 3 credits

This course is a continuation of LASL 2270 American Sign Language III and increases the emphasis on abstract and challenging conversational and narrative range. Students will learn basic classifier usage; receptive and expressive coursework; broader sign vocabulary and grammatical structure; various aspects of Deaf culture and cultural behavior rules.

Prerequisites: Completion of LASL 2270 American Sign Language III with C or better

Co-requisite: None

MnTC Goals (if any): Goal 8 Global Perspective

MATH 1256 Mathematical Thinking, 3 credits

This course emphasizes inductive and deductive reasoning, mathematical logic, number systems, elementary statistics and geometry. These topics will also be presented along with their historic background and modern practical life applications. The course is an alternative for students whose program does not require a college algebra course.

Prerequisites: College level reading placement and 250 NG Accuplacer QAS

Co-requisite: None

MnTC Goals (if any): Goal 4. Mathematical/Logical Reasoning

MATH 1260 College Algebra, 3 credits

This course presents the student with solution methods and applications of linear, quadratic, rational and radical equations, basic complex numbers, functional graphs and transformations, polynomial and rational functions, exponential and logarithmic functions, and systems of equations and inequalities.

Prerequisites: College level reading placement and College level math placement

Co-requisite: None

MnTC Goals (if any): Goal 4. Mathematical/Logical Reasoning

MATH 1262, Calculus I, 5 credits

This is the first course in the two-semester sequence of Single Variable Calculus. Topics include functions of a single variable, limits and continuity, differentiation, anti-differentiation, and integration of algebraic and transcendental functions with associated applications in each area. Instruction will be provided in the use of a scientific calculator.

Prerequisites: MATH 1260 College Algebra and MATH 2260 Trigonometry or MATH 2270 Pre-Calculus

Co-requisite: None

MnTC Goals (if any): Goal 4. Mathematical/logical reasoning

MATH 2260 Trigonometry, 3 credits

This course introduces the concepts of trigonometry functions through both right-angle and unit circle approaches, and their inverse functions. Course content presented will include properties, graphs and identities, law of sine and cosine, and equation solution methods. In addition, other topics in the course include complex number, polar coordinate system, conic sections and basics of vector analysis.

Prerequisites: College level reading placement and College level math placement

Co-requisite: None

MnTC Goals (if any): Goal 4. Mathematical/Logical Reasoning

MATH 2270 Pre-Calculus, 5 credits

This course will provide the necessary foundation for a standard calculus course. The algebra topics presented are solution methods and applications of linear, quadratic, rational and radical equations, complex numbers, functional



graphs and transformations, polynomial and rational functions, exponential and logarithmic functions, and systems of equations and inequalities. The trigonometry topics presented will include properties, graphs and identities of the trigonometric functions, laws of sine and cosine, and equation solution methods. Other related topics in the course include polar coordinate system, conic sections and basics of vector analysis. Sequences, series, and probability may be covered.

Prerequisites: College level reading placement and College level math placement

Co-requisite: None

MnTC Goals (if any): Goal 4. Mathematical/Logical Reasoning

PHYS 1250 College Physics I, 4 credits

This course is an introduction to Newtonian statics and dynamics. Selected topics include vector forces, moments, constant acceleration, trajectories, friction, and the concepts of simple machines, rotary motion, work, power, energy and torque. This course contains a lab component.

Prerequisites: MATH 1260 College Algebra

Co-requisite: None

MnTC Goals (if any): Goal 2. Critical Thinking; Goal 3. Natural Sciences

POLS 1205 American Government and Politics, 3 credits

This course is an overview of the American federal government. Students will learn political theory and ideology, the history and foundation of the federal government, campaigns and party politics, constitutional issues, domestic and foreign policy, and the structure, functions, branches, and operations of the federal government (including Congress, the presidency, the judiciary, and other federal agencies).

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 5. History and the Social and Behavioral Sciences; Goal 9. Ethical and Civic Responsibility

PSYC 1200 Introduction to Psychology, 3 credits

This course presents a survey of contemporary and historical psychology, including the biological bases of behavior, the effects of social conditioning and environmental including the biological bases of behavior, the effects of social conditioning and environmental influences on behavior and personality. Additional topics include cognitive mechanisms, social influences, personality disorders and treatment.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 5. History and the Social and Behavioral Sciences

SOCI 1200 Introduction to Sociology, 3 credits

This course presents an overview of the characteristics, structures, and processes that shape human societies. Students will examine the impact of social forces on individuals and groups as well as the concurrent effect of individuals on society. Course emphasis is on cultural diversity and globalism.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 5. History and the Social and Behavioral Sciences and Goal 7. Human Diversity

SPAN 2200 Intermediate Spanish Language and Culture I, 3 credits

This course introduces literature, history, culture, and geography of the Spanish-speaking world. Students will continue to develop their languages skills and cultural knowledge of the Hispanic world. They will study and review many aspects of the Spanish grammar, with emphasis on present subjunctive, ser and estar and preterit/imperfect. Short stories, poems, and essays will introduce the student to many Hispanic writers, both past and present.



Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): Goal 8. Global Perspective

SPAN 2250 Intermediate Spanish Language and Culture II, 3 credits

Students will continue reading, speaking, writing, and listening in the Spanish language for refinement and acquisition of grammar concepts. A variety of literary genres will be studied, including a full length play. Ample opportunity is available for communication in both oral and written Spanish. A greater awareness of Hispanic culture and history will be obtained through readings and cultural vignettes.

Prerequisites: SPAN 2200 Intermediate Spanish Language and Culture I

Co-requisite: None

MnTC Goals (if any): Goal 8. Global Perspective

SPCH 1270 Introduction to Speech, 3 credits

**See COMM 1100 Introduction to Communication. Revised course beginning 2020-2021 academic year.

Career and Technical Education (CTE) Courses

ATMP 1209 Vehicle Service, 3 credits

This course covers basic principles of automotive systems, safety, hand tools, maintenance requirements, and basic automotive service procedures. Students will learn and follow correct procedures for servicing vehicles, shop safety, use of service manuals and bulletins, and interpretation of vehicle specifications. Tube flaring, fasteners bearings, seals and use of shop equipment are discussed and utilized as applied to vehicle servicing.

Prerequisites: Minimum reading placement

Co-requisite: None

MnTC Goals (if any): None

ATMP 1212 Introduction to Auto, 3 credits

This course introduces students to automotive careers. Students considering the automobile technician career field will have an opportunity to explore basic skills and education needed for the automotive occupation. In addition, principles of operation for automotive systems, shop safety and use of service information are emphasized.

Prerequisites: None

Co-requisite: None

MnTC Goals (if any): None

ATMP 1219 Brakes, 3 credits

This course includes basic principles of brakes, hydraulic system basics, disc and drum brakes, parking brakes and power assist units. Students will diagnose and repair various types of braking systems, including anti-lock brake systems.

Prerequisites: Minimum reading placement

Co-requisite: None

MnTC Goals (if any): None

BUSN 1100 Introduction to Business, 3 credits

This course provides an overview of the world of business. Students will learn about the environment of business, including the economic, political/legal, socio-demographic, global, technological, and competitive aspects and how they



impact organizations. The various functional areas of business (management, marketing, and finance) will be examined.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): N/A

BUSN 1120 Business Computer Applications, 3 credits

This course introduces computer terminology, hardware, and software as it relates to the business environment. Students will learn business productivity software applications such as word processing, spreadsheets, databases, and presentation graphics, as well as business-oriented internet use and the principles of professional behavior in computing.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): N/A

BUSN 1130 Human Relations in Business, 3 credits

This course introduces human relations principles, methods, and skills applicable to management effectiveness and career success. Students will learn about principles and methods of organizational communication, professionalism, motivation, team building, conflict resolution, leadership, negotiation, cultural differences, and personal communication. Practical application and development of skills in these areas are emphasized throughout the course.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): N/A

BUSN 1140 Business Information Systems, 3 credits

This course introduces students to computer-based information systems within business organizations. Students will learn the strategic and administrative roles of information systems in business and explore the applications of computers and information technology to advance the efficiency and effectiveness of individuals, groups, and organizations.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): N/A

BUSN 2220 Principles of Marketing, 3 credits

This course will explore the principles of marketing strategy planning, including target market and marketing mix variables, with emphasis on key strategy decisions in each area. Students will learn organizational marketing activities including consumer behavior, marketing research, social/cultural perspectives, legal and ethical issues, and environmental influences. The course will also cover implementation, control, marketing's link with other functional areas, and the challenges and opportunities that exist for marketers.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): N/A

CDEV 1210 Child Growth and Development, 3 credits

This course examines the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, social, emotional, language, cognitive and aesthetic/creative development. While studying developmental theory and investigative/observational research methods, students will observe children and analyze characteristics of development at various stages. The course emphasizes interactions between maturational processes and environmental factors.



Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): None

EMT 1715 Emergency Medical Responder, 3 credits

This Emergency Medical Responder course meets the curriculum guidelines set forth by the U.S. DOT, NHTSA, and the Minnesota State EMS Regulatory Board. The course reflects content of the EMR National Standard Curriculum. The goal is to provide students with the core knowledge, skills, and attitudes to function in the capacity of an Emergency Medical Responder. The Emergency Medical Responder (EMR) course prepares individuals for employment in a variety of pre-hospital, industrial and first responder settings. The successful completion of an approved First Responder course is a pre-requisite to pursuing training as a Fire Fighter and many Law Enforcement programs.

Prerequisites: None

Co-requisite: None

MnTC Goals (if any): N/A

EMT 1725 Emergency Medical Technician, 6 credits

This Emergency Medical Technician (EMT) course will train the participant in the skills and knowledge needed to respond to medical and trauma emergencies and pass the core competencies and written exam of the National Registry EMT required for licensure. Students will be qualified to work as emergency room technicians, ambulance attendants, ski patrol, and firefighter-EMT. The course covers the US D.O.T. Emergency Medical Technician curriculum, which presents assessment-based education and interventions. Clinical hours are a part of this course. Medical direction for the EMT is an essential component of the curriculum to allow for the EMT to carry and assist with administration of medications to patients.

Prerequisites: None

Co-requisite: None

MnTC Goals (if any): N/A

EMT 1735 Emergency Medical Operations, 3 credits

This course will provide students the opportunity to acquire the skills and to apply the knowledge of operational roles and responsibilities of emergency medical operations professionals. Students will be required to ensure patient, public, and personal safety. Content topics include: incident management, multiple casualty incidents, hazardous materials, Emergency Medical Services response to terrorism, and disaster. Air rescue, landing zone set up, and scene size up will also be included. This course will prepare students to become ambulance attendants and firefighter-Emergency Medical Technician. The US D.O.T. Emergency Medical Technician curriculum is incorporated into this course.

Prerequisites: EMT 1725 Emergency Medical Technician

Co-requisite: None

MnTC Goals (if any): N/A

HCCC 1215 Introduction to Healthcare Careers I, 2 credits

This course will introduce students to healthcare considerations and expectations. Students will explore legal and ethical influences on healthcare, while developing a basic understanding of medical terminology and therapeutic communication techniques in healthcare careers.

Prerequisites: None

Co-requisite: None

MnTC Goals (if any): N/A

HCCC 1220 Introduction to Healthcare Careers II, 2 credits

This course will familiarize students with career options within the fields of allied health. Students will explore client and



staff diversity, client needs, and safety and standard precautions found in healthcare careers. Course content is designed to provide basic understanding of health care delivery expectations and apply critical thinking to various healthcare topics.

Prerequisites: HCCC 1215 Introduction to Healthcare Careers I

Co-requisite: None

MnTC Goals (if any): N/A

HCCC 1225 Healthcare Career Skill Set, 2 credits

This course is an introduction to basic nursing care skills and concepts necessary to prepare an individual to be eligible to take the Nursing Assistant Test-Out (NATO) examination. Upon successful completion of this examination, candidates will qualify for placement on the Nursing Assistant Registered (NA/R) with the State of Minnesota and employment in a health care facility under the direct supervision of a licensed nurse.

Prerequisites: HCCC 1215 Introduction to Healthcare Careers I and HCCC 1220 Introduction to Healthcare Careers II

Co-requisite: None

MnTC Goals (if any): N/A

HEOP 1510 Nursing Assistant Comprehensive/CPR and Right to Know Training, 4 credits

This course will introduce concepts of basic human needs, health/illness continuum and basic nursing skills along with providing the clinical experience working with patients. Theory, lab and clinical aspects of the nursing assistant including skills demonstrations, practice in a supervised laboratory setting, and orientation to clinical setting will be discussed. Students will also be provided knowledge to administer First Aid for medical, injury, environmental emergencies, infection control principles, Right to Know and body mechanics for the workplace.

This course includes 24 hours of clinical care of selected adult patients in a long term care setting. Upon successful completion of this course and Nursing Assistant Clinical the candidate is eligible to take the Minnesota Competency Evaluation for Nursing Assistants. Individuals successfully completing this examination are placed on the Minnesota Nursing Assistant Registry. American Heart Association Basic Life Support for Health Care Provider certification is also provided.

Prerequisites: None

Co-requisite: None

MnTC Goals (if any): N/A

HPPC 1000 Medical Dosages, 1 credit

This course will focus on introducing students to medical dosages and the terminology associated with medication orders. Students will learn theory and skills related to calculating medication dosages.

Prerequisites: 250 NG Accuplacer Arithmetic, 230 NG Accuplacer QAS

Co-requisite: None

MnTC Goals (if any): N/A

HPPC 1002 Medical Terminology, 1 credit

This course will focus on reinforcing correct word definitions, pronunciation, and spelling as studied in Medical Terminology. Students will be introduced to additional terminology specific to all body systems as well as abbreviations and common drug names. Students will apply medical terminology. Medical terminology as it relates to basic anatomy and functions of the body systems will be further explored.

Prerequisites: None

Co-requisite: None

MnTC Goals (if any): N/A



HPPC 1004 Pharmacology, 1 credit

This course will provide the student with an introduction to basic pharmacology. Students will be presented with the major drug classifications as they relate to body systems.

Prerequisites: College level reading placement

Co-requisite: None

MnTC Goals (if any): N/A

MTTP 1241 Introduction to Computer Aided Design, 3 credits

This course covers design, analysis and implementation of Two-Dimensional and Three-Dimensional vector data including principles of coordinates, construction, modification, file types, attributes, representation, output, and productivity issues.

Prerequisites: Minimum reading placement and minimum math placement

Co-requisite: None

MnTC Goals (if any): None



PTCC Multiple Measures for Course Placement

PTCC is implementing a multiple measures for course placement (MMCP) approach effective for Fall 2020 registration. The new MMCP framework incorporates the use of high school GPA when determining placement into college level courses. This means that we will now consider a student's overall high school GPA in conjunction with a placement assessment (ACT, MCA, SAT, Accuplacer) to determine if they are eligible to take a college level course.

COURSES THAT REQUIRE COLLEGE LEVEL READING MUST HAVE ONE OF THE FOLLOWING:

- ACT Reading score of 21 or higher
- MCA Reading score 1047 or higher
- SAT Reading score of 480 or higher
- Accuplacer Next Generation score of 250 or higher

OR

- ACT Reading score of 19-20 **AND** a high school GPA of 2.5 or higher
- MCA Reading score of 1042-1046 **AND** a high school GPA of 2.5 or higher
- SAT Reading score of 440-479 **AND** a high school GPA of 2.5 or higher
- Accuplacer Next Generation score of 236-249 **AND** a high school GPA of 2.5 or higher

OR

- Cumulative HS GPA of 2.6 or higher

COURSES THAT REQUIRE COLLEGE LEVEL MATH PLACEMENT MUST HAVE ONE OF THE FOLLOWING:

- ACT Math score of 22 or higher
- MCA Math score of 1158 or higher
- SAT Math score of 530 or higher
- Accuplacer Next Generation score of 250 or higher on the Advanced Algebra and Functions (AAF) test

OR

- ACT Math score of 20-21 **AND** a high school GPA of 2.7 or higher
- MCA Math score of 1152 - 1157 **AND** a high school GPA of 2.7 or higher
- SAT Math score of 520 - 529 **AND** a high school GPA of 2.7 or higher
- Accuplacer Next Generation score of 236 -249 on the Advanced Algebra and Functions (AAF) test **AND** a high school GPA of 2.7 or higher

OR

- Cumulative HS GPA of 2.8 or higher with a final grade of a "C-" or better in high school Algebra II class

Note: ACT, MCA, SAT scores are valid for 5 years. Accuplacer NG and Classic Reading scores are valid for 5 years. Accuplacer NG and Classic Math scores are valid for 2 years.