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## General Education Courses

### ARTS 1229 Art Appreciation, 3 credits (NOTE – Name change effective fall 2023)

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:** Reading College Level

**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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

### CCPD 1010 Success Strategies for College & Professional Development, 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):** None

**Special Information:** None

### CCPD 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:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** None



### CHEM 1100 Principles of Chemistry I, 4 credits

This course introduces students to the basic concepts of chemistry. Students will learn atomic theory and structure, the mole, periodic properties of the elements, chemical bonding, chemical nomenclature, molecular structure, chemical reactions and equations, enthalpy changes associated with chemical reactions, stoichiometry, the behavior of gases, liquids, solids, and solutions, and an introduction to organic chemistry. Quantitative laboratory experiments will emphasize observation, organization of data, and data analysis. This course is intended for students who need to fulfill a course in general chemistry for a variety of majors including liberal arts requirements, nursing, and health science.

**Prerequisites:** Reading College Level

**Co-requisite:** None

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

**Special Information:** 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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

### 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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

### 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:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** Goal 1. Communication

**Special Information:** None

### 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

**Special Information:** None

### 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 the Fine Arts

**Special Information:** None

### GEOG 1225 Geography of the US and Canada, 3 credits

This course will provide an overview of the Geography of the United States and Canada and introduces the dynamic and complex relationships between the physical environment and the cultural landscapes that people inhabit. Students will learn the interconnections between their own lives and those of people living elsewhere on the continent.

**Prerequisites:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

### 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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

### 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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

### 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

**Special Information:** A student must attain a grade of 'C' or better in technical education courses and a final cumulative GPA of 2.0 or higher to graduate with the American Sign Language Studies Certificate. The requirements of this program are subject to change without notice.

### 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

**Special Information:** A student must attain a grade of 'C' or better in technical education courses and a final cumulative GPA of 2.0 or higher to graduate with the American Sign Language Studies Certificate. The requirements of this program are subject to change without notice.

### 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:** Reading College Level and Non-Algebra College Level Math

**Co-requisite:** None

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

**Special Information:** A grade of "C" or better is required for successful completion of this course.

### 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:** Reading College Level and Algebra College Level

**Co-requisite:** None

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

**Special Information:** A grade of "C" or better is required for successful completion of this course.

### 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:** Calculus Level Math, or 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

**Special Information:** None

### 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:** Reading College Level and Algebra College Level

**Co-requisite:** None

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

**Special Information:** None

### 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:** Reading College Level and Algebra College Level

**Co-requisite:** None

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

**Special Information:** None

### MUSC 1200 Music Appreciation, 3 credits

This course introduces students to musical elements, forms and stylistic periods from the Middle Ages through the popular music of today. In addition to concentrating on Western Art Music and its representative composers, the course also touches on the increasing importance of different forms of popular music in the last century and its roots in various ethnic musical expressions. Attention will also be given to historical events, sociological influences and encounters with non-European cultures within each historical period and their effect on musical development.

**Prerequisites:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

### PHIL 1200 Introduction to Logic and Critical Reasoning, 3 credits

This course is an introduction to a central part of Philosophy: the philosophical study of reasoning. Studies include the function and uses of language, the distinction between deductive and inductive arguments, methods for symbolizing and evaluating the validity of deductive arguments, and the detection of informal fallacies. Students will gain practical skills used in the evaluation of inductive and deductive arguments, which are applicable at all levels of reasoning.

**Prerequisites:** Non

**Co-requisite:** None

**MnTC Goals (if any):** Goal 2. Critical Thinking and Goal 4. Mathematical/Logical Reasoning

**Special Information:** None





**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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

**PSYC 1210 General Psychology, 4 credits (New effective fall 2022)**

Psychology is the science of behavior and mental processes. This course is a survey of the fundamental principles, research findings, and theories in psychology. Students will learn the core ideas and findings in the scientific study of behavior and the mind. Students will learn about many topics in psychology including brain anatomy and function, learning, human development, intelligence, perception, memory, emotions, motivation, personality, social psychology, sleep and dreaming, and psychological disorders and their treatments.

**Prerequisites:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

**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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** None

**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:** Reading College Level

**Co-requisite:** None

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

**Special Information:** Two years of high school Spanish or instructor approval

**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





Pine Technical &  
Community College  

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COLLEGE CREDIT IN HIGH SCHOOL

**2023-2024 Common College Credit  
in High School Courses**  
Concurrent Enrollment and ITV

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

**Special Information:** None



## 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:** Reading Pre-College Level

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** 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

**Special Information:** 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:** Reading Pre-College Level

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** 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:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** None.

### 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:** Reading College Level

**Co-requisite:** None



**MnTC Goals (if any):** N/A

**Special Information:** None.

#### 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:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** None.

#### 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:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** None.

#### 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:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** None.

#### BUSN 2230 Principles of Management, 3 credits

This course is a comprehensive study of managerial functions (planning, organizing, leading, and controlling) for the purpose of achieving organizational goals. Students will learn about motivation, leadership, organizational structure, team dynamics, decision-making, ethics, social responsibility, and global competition.

**Prerequisites:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** None.

#### CDEV 1200 Introduction to Early Childhood Education, 3 credits

This course provides an overview of the early childhood field, including philosophies, missions, and regulations. Students will examine the roles, responsibilities and job requirements of professionals in a variety of career settings, positive communication and relationships with families.

**Prerequisites:** Reading Pre-College Level



**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** A student must attain a grade of 'C' or better in and a final cumulative GPA of 2.0 or higher to graduate with a degree in Early Childhood Education. The requirements of this program are subject to change without notice.

#### 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:** Reading Pre-College Level

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** A student must attain a grade of 'C' or better in and a final cumulative GPA of 2.0 or higher to graduate with a degree in Early Childhood Education. The requirements of this program are subject to change without notice.

#### CDEV 1222 Health, Safety, and Nutrition, 3 credits

This course is an introduction to the regulations, standards, policies, and procedures, prevention techniques, and early childhood curriculum related to health, safety, and nutrition. Students will identify components that ensure physical health, mental health, and safety for both children and staff, as well as the importance of collaboration with families and health professionals. A focus will be on integrating the concepts into everyday planning and program development.

**Prerequisites:** None

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** A student must attain a grade of 'C' or better in and a final cumulative GPA of 2.0 or higher to graduate with a degree in Early Childhood Education. The requirements of this program are subject to change without notice.

#### CDEV 1230 Positive Child Guidance, 3 credits

This course examines positive strategies to guide children's behavior in the early childhood setting. Students will examine ways to establish supportive relationships with children and guide them, in order to enhance learning, development, and well-being.

**Prerequisites:** None

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** A student must attain a grade of 'C' or better in and a final cumulative GPA of 2.0 or higher to graduate with a degree in Early Childhood Education. The requirements of this program are subject to change without notice.

#### CMAE 1514 Safety Awareness, 2 credits

This course aligns with the Manufacturing Skill Standards Council's (MSSC) assessment and certification system for Safety. The curriculum is based upon federally-endorsed national standards for production workers including



Occupational Safety Health Association (OSHA) standards relating to Personal Protective Equipment (PPE), lockout/tagout (LOTO), Hazardous Material (HAZMAT), tool safety, confined spaces, and others.

**Prerequisites:** Reading Pre-College Level

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** None

### COCP 1250 Computer Hardware Support, 3 credits

In this course, students learn to support personal computer (PC) hardware. Students will investigate how hardware is installed and operates in relationship with the software used to support that hardware. Topics include the installation, configuration, support, and troubleshooting of system boards; CPUs; memory; video connections; floppy, optical, and hard drives; multimedia; and input/output devices.

**Prerequisites:** Reading Pre-College Level and General Math Review Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** none.

### COCP 1251 Computer Software Support, 3 credits

In this course, students learn to support personal computer (PC) software. Students will investigate how software is installed and operates in relationship with the hardware used to support that software. Topics covered include the installation, configuration, support, software troubleshooting, operational procedures, security, and best practice procedures.

**Prerequisites:** Reading Pre-College Level and General Math Review Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** 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

**Special Information:** Upon successful completion of the National Registry Psychomotor (Skills) examination and state approved Emergency Medical Responder course the individual will can register with the EMSRB Minnesota EMR.

### 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 certification. 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

**Special Information:** None

### 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

**Special Information:** This course does not meet specific program requirements, but can be substituted for program courses pending approval. A student must attain a grade of 'C' or better in ALL courses and a final cumulative GPA of 2.0 or higher to graduate. The requirements of this program are subject to change without notice.

### 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

**Special Information:** A student must attain a grade of 'C' or better in ALL courses and a final cumulative GPA of 2.0 or higher to graduate. The requirements of this program are subject to change without notice.

### HEOP 1243 Nursing Assistant Comprehensive, 3 credits

This course will introduce concepts of basic human needs, health/illness continuum and basic nursing skills, along with providing 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. 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.

**Prerequisites:** None

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** 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.

### 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:** Introductory Algebra Review 1 or Introductory Algebra Review 2

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** A student must attain a grade of 'C' or better in ALL courses and a final cumulative GPA of 2.0 or higher to graduate. The requirements of this program are subject to change without notice.

#### 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

**Special Information:** A student must attain a grade of 'C' or better in ALL courses and a final cumulative GPA of 2.0 or higher to graduate. The requirements of this program are subject to change without notice.

#### 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:** Reading College Level

**Co-requisite:** None

**MnTC Goals (if any):** N/A

**Special Information:** A student must attain a grade of 'C' or better in ALL courses and a final cumulative GPA of 2.0 or higher to graduate. The requirements of this program are subject to change without notice.

#### MTTP 1201 Basic Machine Shop, 3 credits

This course presents the basic principles of milling machine and engine lathe operation. Students will learn about machine theory, safety and component identification, set up, tool selection, and use of attachments. Precision layout and basic inspection are also introduced. Students will manufacture machine tool projects to blueprint specifications, using the vertical mill and engine lathe.

**Prerequisites:** Reading Pre-College Level and General Math Review Level

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** None

#### 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:** Reading Pre-College Level and General Math Review Level

**Co-requisite:** None

**MnTC Goals (if any):** None

**Special Information:** None





## Course Placement Levels: Effective Fall 2022

Pine Technical and Community College's course placement process determines a student's readiness for reading, writing, and mathematics courses. It is used to assist a student with the selection of appropriate courses to help assure a student's success upon entering PTCC.

### ACT, SAT, MCA Scores, and High School GPA

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

- ACT, SAT, and MCA Scores - valid within the last 5 calendar years
- High school GPA - valid within the last 10 calendar years
- Completion of college-level coursework from an accredited U.S. college or university

### Accuplacer

Accuplacer Assessment will be used if the above scores do not meet the college level benchmarks to demonstrate academic readiness to enroll in college-level courses. The Accuplacer is a placement test that assesses skill levels in reading and mathematics.

## Course Placement Levels: Reading

Course Placement Level	Assessment Score	Multiple Measures (with 2.5+ HSGPA)	HS GPA
Reading Pre-College Level	237-249 NG Accu Reading		
Reading College Level	21+ ACT 480+ SAT 1047+ MCA 250+ NG Accu Reading	19-20 ACT 440-479 SAT 1042-1046 MCA 236-249 NG Accu Reading	2.6

## Course Placement Levels: Math

Course Placement Level	Assessment Score	Multiple Measures (with 2.7+ HSGPA)	HS GPA
General Math Review	225-249 NG Arithmetic		
Introductory Algebra Review 1	250+ NG Arithmetic		
Introductory Algebra Review 2	250+ NG QAS		
Non-Algebra College Level Math	250+ NG QAS		
Algebra College Level	22+ ACT 530+ SAT 1158+ MCA 250+ NG AAF	20-21 ACT 520-529 SAT 1152-1157 MCA 236-249 NG AAF	2.8 and C- or better in HS Algebra II
Calculus Level Math	290+ NG AAF		