PRESIDENT’S WELCOME

Mission Change...Approved!

It’s all about more choices for you!

The Minnesota State Colleges and Universities Board of Trustees approved South Central’s request for a mission change on March 16, 2005. At that time, South Central moved from its status as a technical college to a broader, comprehensive 2-year college offering both community and technical college curriculum.

This is the most exciting news for our college, and for you our students, since we became a degree-granting college in 1989. The college will now offer area students all the benefits of a comprehensive community and technical college. South Central is answering a huge demand for liberal arts transfer curriculum, while maintaining our commitment to technical education.

South Central believes the mission change will help you by:

- Increasing the percentage of South Central Minnesotans pursuing higher education
- Providing the opportunity to introduce undecided students to numerous technical education programs
- Providing students with the first two years of their four-year degree
- Providing new online general education offerings
- Expanding access to Post-Secondary Education Options (PSEO) for area high school students

We hope that you will consider attending South Central College, and explore the benefits of Minnesota’s newest community and technical college.

Sincerely,

President Keith Stover
Calendar subject to change.
Revised 2-4-05
2005-2006 IMPORTANT DATES
SOUTH CENTRAL COLLEGE ACADEMIC CALENDAR

FALL SEMESTER 2005

June 27 & 28 . . . . . . . . . . . . . . . . . . .Orientation/Registration - Faribault Campus
June 29 & 30 . . . . . . . . . . . . . . . . . . .Orientation/Registration - Mankato Campus
August 1 & 2 . . . . . . . . . . . . . . . . . . .Orientation/Registration - Faribault Campus
August 3 & 4 . . . . . . . . . . . . . . . . . . .Orientation/Registration - Mankato Campus
August 16 - 26 . . . . . . . . . . . . . . . . . . .Fall Semester Classes Begin
August 22 . . . . . . . . . . . . . . . . . . . . . . .Last Day to Drop Classes with a 100% Refund
August 26 . . . . . . . . . . . . . . . . . . . . . . .Last Day to Add Classes
September 2 . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from SCC with a 75% Refund
September 5 . . . . . . . . . . . . . . . . . . . . . . .Labor Day Holiday - SCC Closed
September 9 . . . . . . . . . . . . . . . . . . . . . . .Last Day to Return Books for a Refund
September 12 . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from SCC with a 50% Refund
September 19 . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from SCC with a 25% Refund
November 16 . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from Classes
November 24 - 25 . . . . . . . . . . . . . . . . . . .Thanksgiving Holiday - SCC Closed
November 28 . . . . . . . . . . . . . . . . . . . . . . .Spring Pre-Registration Begins
December 12 - 14 . . . . . . . . . . . . . . . . . . .Book Buyback
December 14 . . . . . . . . . . . . . . . . . . . . . . .Faribault Fall Semester Ends
December 15 . . . . . . . . . . . . . . . . . . . . . . .Mankato Fall Semester Ends

SPRING SEMESTER 2006

December 14 . . . . . . . . . . . . . . . . . . . . . . .Orientation/Registration - Faribault
December 15 . . . . . . . . . . . . . . . . . . . . . . .Orientation/Registration - Mankato
January 3 . . . . . . . . . . . . . . . . . . . . . . . . .Orientation/Registration - Faribault
January 4 . . . . . . . . . . . . . . . . . . . . . . . . .Orientation/Registration - Mankato
January 4 - 13 . . . . . . . . . . . . . . . . . . . . . . .Agency and Grant Charging
January 9 . . . . . . . . . . . . . . . . . . . . . . . . .Spring Semester Classes Begin
January 13 . . . . . . . . . . . . . . . . . . . . . . . .Last Day to Add Classes
January 16 . . . . . . . . . . . . . . . . . . . . . . . .Martin Luther King Holiday - SCC Closed
January 23 . . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from SCC with a 75% Refund
January 27 . . . . . . . . . . . . . . . . . . . . . . . .Last Day to Return Books for a Refund
January 30 . . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from SCC with a 50% Refund
February 6 . . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from SCC with a 25% Refund
February 20 . . . . . . . . . . . . . . . . . . . . . . .Presidents’ Day Holiday - SCC Closed
March 13 - 17 . . . . . . . . . . . . . . . . . . . . . . .Spring Break - No Classes
April 11 . . . . . . . . . . . . . . . . . . . . . . . . .Last Day to Withdraw from Classes
April 18 . . . . . . . . . . . . . . . . . . . . . . . . .Summer Pre-Registration Begins
April 24 - 28 . . . . . . . . . . . . . . . . . . . . . . .Fall Pre-Registration Begins
May 8 - 10 . . . . . . . . . . . . . . . . . . . . . . . . . .Book Buyback
May 10 . . . . . . . . . . . . . . . . . . . . . . . . .Graduation - Faribault
May 11 . . . . . . . . . . . . . . . . . . . . . . . . .Graduation - Mankato
# Handbook Table of Contents

<table>
<thead>
<tr>
<th>ACADEMIC REQUIREMENTS AND POLICIES</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Information</td>
<td>23</td>
</tr>
<tr>
<td>Academic Misconduct Policy</td>
<td>25</td>
</tr>
<tr>
<td>Academic Review</td>
<td>24</td>
</tr>
<tr>
<td>Attendance</td>
<td>26</td>
</tr>
<tr>
<td>Audit Policy</td>
<td>24</td>
</tr>
<tr>
<td>Change of Grade Policy</td>
<td>23</td>
</tr>
<tr>
<td>Credit Life Span</td>
<td>26</td>
</tr>
<tr>
<td>College Readiness Coursework</td>
<td>27</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Disabilities Rights Notice</td>
<td>27</td>
</tr>
<tr>
<td>FERPA Annual Notice</td>
<td>28</td>
</tr>
<tr>
<td>Grading</td>
<td>23</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>23</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Graduation Honors</td>
<td>23</td>
</tr>
<tr>
<td>Harassment/Violence Policy</td>
<td>24, 31-33</td>
</tr>
<tr>
<td>Incomplete Policy</td>
<td>23</td>
</tr>
<tr>
<td>Maximum Credit Load</td>
<td>26</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>26</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>27</td>
</tr>
<tr>
<td>President’s List</td>
<td>23</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>26</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>25</td>
</tr>
<tr>
<td>Tennessen Warning</td>
<td>27</td>
</tr>
<tr>
<td>Transcripts</td>
<td>26</td>
</tr>
<tr>
<td>Transfer of Credits</td>
<td>24</td>
</tr>
<tr>
<td>Withdrawing from College</td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC SUPPORT CENTER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC SUPPORT CENTER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation</td>
<td>9-12</td>
</tr>
<tr>
<td>Articulation Agreements</td>
<td>11-12</td>
</tr>
<tr>
<td>Foundations and Alumni Relations</td>
<td>9</td>
</tr>
<tr>
<td>Minnesota State Colleges and Universities (MnSCU) System</td>
<td>9</td>
</tr>
<tr>
<td>Service, Work &amp; Learning</td>
<td>9</td>
</tr>
<tr>
<td>Tech Prep College Credit Agreements</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMISSIONS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Studies (Health Students)</td>
<td>13</td>
</tr>
<tr>
<td>General</td>
<td>13</td>
</tr>
<tr>
<td>High School Student (PSEO)</td>
<td>14</td>
</tr>
<tr>
<td>International Student</td>
<td>13</td>
</tr>
<tr>
<td>Office</td>
<td>13</td>
</tr>
<tr>
<td>Orientation</td>
<td>13</td>
</tr>
<tr>
<td>Requirements</td>
<td>13</td>
</tr>
<tr>
<td>Senior Citizens</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>159-160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSESSMENT/ADVISING</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>19</td>
</tr>
<tr>
<td>Assessment</td>
<td>19</td>
</tr>
<tr>
<td>Child Care</td>
<td>18</td>
</tr>
<tr>
<td>College Readiness Assessment</td>
<td>19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCIAL AID</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>20</td>
</tr>
<tr>
<td>Financial Aid Consortiuents</td>
<td>20</td>
</tr>
<tr>
<td>Student Consumer Information</td>
<td>20</td>
</tr>
<tr>
<td>Types of Financial Aid</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE DIRECTORY</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>143-145</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE POLICIES AND PROCEDURES</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Crime and Security Policy</td>
<td>29</td>
</tr>
<tr>
<td>Communicable Disease Policy</td>
<td>29</td>
</tr>
<tr>
<td>Drug Free Policy</td>
<td>29</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>30</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>31-33</td>
</tr>
<tr>
<td>Safety &amp; Health Policy</td>
<td>29</td>
</tr>
<tr>
<td>Safety Glasses Policy</td>
<td>29</td>
</tr>
<tr>
<td>Tobacco Use Policy</td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE READINESS COURSES</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>48</td>
</tr>
</tbody>
</table>
### Handbook Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td>39-40</td>
</tr>
<tr>
<td>Campus Closing</td>
<td>40</td>
</tr>
<tr>
<td>Class Cancellations</td>
<td>40</td>
</tr>
<tr>
<td>Data, Collection and Release</td>
<td>39</td>
</tr>
<tr>
<td>Directory Information</td>
<td>39</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>40</td>
</tr>
<tr>
<td>Information Collection</td>
<td>39</td>
</tr>
<tr>
<td><strong>Computer Usage</strong></td>
<td>34-37</td>
</tr>
<tr>
<td>College Computer Usage</td>
<td>34</td>
</tr>
<tr>
<td>Computer Systems Network/E-mail Security</td>
<td>35</td>
</tr>
<tr>
<td>Computer Use Policy</td>
<td>34</td>
</tr>
<tr>
<td>E-mail Policy (Official)</td>
<td>36</td>
</tr>
<tr>
<td>Instructional Management Systems (IMS)</td>
<td>37</td>
</tr>
<tr>
<td>Interactive Television (ITV)</td>
<td>37</td>
</tr>
<tr>
<td>Online Instruction Security</td>
<td>37</td>
</tr>
<tr>
<td>Questions About Using Software</td>
<td>35</td>
</tr>
<tr>
<td>South Central Online/Online Learning</td>
<td>37-38</td>
</tr>
<tr>
<td>Student Account Information</td>
<td>35</td>
</tr>
<tr>
<td>Student Computer Usage Guidelines</td>
<td>34</td>
</tr>
<tr>
<td><strong>Course Descriptions</strong></td>
<td>115-142</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>111-114</td>
</tr>
<tr>
<td><strong>General Education</strong></td>
<td>46-49</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
<td>8</td>
</tr>
<tr>
<td>Diversity</td>
<td>8</td>
</tr>
<tr>
<td>Globalization</td>
<td>8</td>
</tr>
<tr>
<td>Locations</td>
<td>8</td>
</tr>
<tr>
<td>Mission and Vision</td>
<td>8</td>
</tr>
<tr>
<td>Overview</td>
<td>8</td>
</tr>
<tr>
<td><strong>Information and Welcome</strong></td>
<td>1-7</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>2</td>
</tr>
<tr>
<td>Handbook Table of Contents</td>
<td>4-5</td>
</tr>
<tr>
<td>Important Dates for Academic Year</td>
<td>3</td>
</tr>
<tr>
<td>President’s Message</td>
<td>1</td>
</tr>
<tr>
<td>Program Majors Table of Contents</td>
<td>6-7</td>
</tr>
<tr>
<td><strong>Library/Media Center</strong></td>
<td>21-22</td>
</tr>
<tr>
<td><strong>Majors</strong></td>
<td>49-110</td>
</tr>
<tr>
<td>See Program Majors Table of Contents</td>
<td>6-7</td>
</tr>
<tr>
<td><strong>Maps</strong></td>
<td>155-156</td>
</tr>
<tr>
<td>Faribault Campus</td>
<td>155</td>
</tr>
<tr>
<td>Mankato Campus</td>
<td>156</td>
</tr>
<tr>
<td>Roadways to Campuses</td>
<td>Inside Front Cover</td>
</tr>
<tr>
<td><strong>Program Majors</strong></td>
<td>49-110</td>
</tr>
<tr>
<td>See Program Majors Table of Contents</td>
<td>6-7</td>
</tr>
<tr>
<td><strong>Registrations and Tuition</strong></td>
<td>15-16</td>
</tr>
<tr>
<td>College Costs</td>
<td>15</td>
</tr>
<tr>
<td>FACT Tuition Management</td>
<td>16</td>
</tr>
<tr>
<td>Fees</td>
<td>15</td>
</tr>
<tr>
<td>Refund</td>
<td>16</td>
</tr>
<tr>
<td>Resident Status</td>
<td>15</td>
</tr>
<tr>
<td>Tuition Deferment</td>
<td>15</td>
</tr>
<tr>
<td>Tuition Policy</td>
<td>15</td>
</tr>
<tr>
<td><strong>Scholarships</strong></td>
<td>146-154</td>
</tr>
<tr>
<td>Scholarship Application</td>
<td>148-150</td>
</tr>
<tr>
<td>Recommendation Form</td>
<td>151-154</td>
</tr>
<tr>
<td><strong>Student Life</strong></td>
<td>40-45</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>43-45</td>
</tr>
<tr>
<td>Student Communications</td>
<td>40</td>
</tr>
<tr>
<td>Student Life</td>
<td>40</td>
</tr>
<tr>
<td>Student Messages</td>
<td>40</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>41</td>
</tr>
<tr>
<td>Student Rights &amp; Responsibilities</td>
<td>42</td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td>17-18</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>17</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>17</td>
</tr>
<tr>
<td>Career Development &amp; Counseling</td>
<td>17</td>
</tr>
<tr>
<td>Counseling</td>
<td>17</td>
</tr>
<tr>
<td>Housing</td>
<td>17</td>
</tr>
<tr>
<td>Insurance</td>
<td>18</td>
</tr>
<tr>
<td>Interpreting Services for the Deaf</td>
<td>18</td>
</tr>
<tr>
<td>Parking</td>
<td>18</td>
</tr>
<tr>
<td>Placement Services</td>
<td>18</td>
</tr>
<tr>
<td>Veterans Benefits</td>
<td>17</td>
</tr>
<tr>
<td><strong>Transcript Release Form</strong></td>
<td>157</td>
</tr>
</tbody>
</table>
## Program Majors Table of Contents

### A
- Accounting ........................................... 50-52
- Administrative Assistant .......................... 100-101
- Ag Chemical Applicator Technician ................ 53
- Ag Commodity Marketing ............................ 108
- Agribusiness ........................................ 53-66
  - Ag Chemical Applicator Technician .............. 53
  - Ag Education Technology Partnership with University of Minnesota .... 54-55
- Ag Office Specialist/Manager ....................... 56
- Farm Business Management .......................... 106-108
- Production .......................................... 57-60
  - Agronomy .......................................... 57, 59
  - Dairy .............................................. 58, 60
  - Diversified ....................................... 58-60
  - Swine .............................................. 58-59
- Service and Management ............................ 61-64
  - Agronomy .......................................... 61, 63
  - Animal Science ................................... 62-63
  - Diversified ....................................... 62, 63
- Service Technician .................................. 65-66
- Agronomy ............................................ 57, 59, 61, 63
- Animal Science, Agribusiness ..................... 62-63
- Applied Wireless Electronics ....................... 83-84
- Architectural Drafting ................................ 67
  - Art .................................................. 73, 86
  - Commercial and Technical ......................... 73
  - Graphics Production ................................ 86
- Associate in Arts (AA) ............................... 49
- Auto Body and Collision Technology ............... 68
- Automotive Service .................................. 69

### B
- Business and Communication
  - Accounting ........................................... 50-52
  - Applied Wireless Electronics ...................... 83-84
  - Computer Careers ................................ 75-79
  - Hotel, Restaurant & Institutional Cooking ........ 89
  - Marketing Management ............................. 91-92
  - Office Technology ................................ 100-103
  - Restaurant Management ............................ 93
- Business, Farm Business Management ............... 106-108
- Business, Small Business Management ............... 109-110

### C
- Cabinetmaking, Carpentry ............................ 70
- Carpentry-Cabinetmaking ............................. 70
- Chemical Applicator Technician, Agribusiness .... 53
- Child Development Careers .......................... 71-72
- College Readiness Education ........................ 48
- Commercial and Technical Art ....................... 73
- Community Health Worker ........................... 96
- Community Supports for People with Disabilities .... 74
- Computer Assistant .................................. 77

### C (continued)
- Computer Careers .................................. 75-79
  - Computer Assistant ................................ 77
  - Information Security Manager ..................... 79
  - Information Security Specialist .................. 79
  - Information Systems ................................ 75-76
  - Linux Administrator ................................ 77
  - Networking Services ............................... 76
  - Web Programmer ................................... 77
- Computer Integrated Machining ..................... 80
- Cook Chef ........................................... 89
- Customized Training .................................. 111-114

### D
- Dairy, Agribusiness .................................. 58, 60
- Dental Assisting ..................................... 81-82
- Diesel Mechanics
  - Agribusiness Service Technician .................. 63-66
  - Diversified, Agribusiness ......................... 58-60, 62-63
  - Drafting, Architectural ......................... 67

### E
- Electronics - Applied Wireless ...................... 83-84
- Emergency Medical Technician ........................ 84

### F
- Farm Business Management .......................... 106-108
  - Advanced Certificate ................................ 107
- Food Service Careers ................................ 89, 93
  - Hotel, Restaurant & Institutional Cooking ....... 89
  - Restaurant Management ............................. 93

### G
- General Education ..................................... 46-49
- Graphics Production .................................. 86

### H
- Health
  - Basic Nursing ...................................... 96
  - Child Development Careers ........................ 71-72
  - Community Health Worker .......................... 96
  - Community Supports for People with Disabilities .... 74
  - Dental Assisting .................................... 81-82
  - Emergency Medical Technician ..................... 85
  - Intensive Care Paramedic ........................... 90
  - Medical Laboratory Technician .................... 94
  - Medical Office Technology ........................ 103
  - Phlebotomy ......................................... 95
  - Practical Nursing ................................... 98
  - Registered Nurse ................................... 98
  - Heating, Ventilation, Air Conditioning/Refrig. .... 87-88
  - Hotel, Restaurant and Institutional Cooking ....... 89
# PROGRAM MAJORS TABLE OF CONTENTS

## I
- Information Security Manager ............................................. 79
- Information Security Specialist ........................................ 79
- Information Systems ...................................................... 75-76
- Intensive Care Paramedic .................................................. 90

## L
- Linux Administrator .......................................................... 77
- Legal Assistant ................................................................... 101, 102

## M
- Machining
  - Computer Integrated .................................................... 80
- Marine and Outdoor Power ................................................. 104-105
- Marketing Management ..................................................... 91-92
- Medical Laboratory Technician .......................................... 94
- Medical Coding Specialist .................................................. 103
- Medical Transcriptionist ................................................... 103

## N
- Networking Services ............................................................ 76
- Nursing
  - Basic Nursing ................................................................ 96
  - Practical ........................................................................ 98
  - Registered ...................................................................... 98

## O
- Occupational Safety Manager .............................................. 99
- Office Specialist/Manager, Agribusiness .............................. 56
- Office Systems Specialist .................................................... 100
- Office Technology ............................................................. 100-103
- Outdoor Power and Marine .................................................. 104-105

## P
- Paramedic, Intensive Care .................................................... 90
- Phlebotomy ........................................................................ 95
- Practical Nursing ............................................................... 98
- Production, Agribusiness .................................................... 57-60
- Programmer, Computer ...................................................... 75-79

## R
- Receptionist ........................................................................ 102
- Refrigeration/HVAC ............................................................ 87-88
- Registered Nursing ............................................................. 98
- Restaurant
  - Hotel and Institutional Cooking ....................................... 89
  - Management .................................................................... 93

## S
- Safety
  - Occupational Safety Manager .......................................... 99
- Sales
  - Marketing Management ................................................... 91-92
- Secretary
  - Administrative Assistant ................................................ 100, 101
  - Legal Assistant .............................................................. 101, 102
- Medical
  - Coding Specialist ........................................................... 103
  - Transcription Specialist ................................................... 103
  - Office Systems Specialist ................................................ 100
  - Receptionist - Certificate ................................................ 102
- Service & Management, Agribusiness .................................. 61-64
- Service Technician, Agribusiness ........................................ 65-66
- Small Business Management ............................................. 109-110
- Swine, Agribusiness ........................................................... 58-59

## T
- Technical
  - Auto Body and Collision Technology .................................. 68
  - Automotive Service ......................................................... 69
  - Computer Integrated Machining ........................................ 80
  - Carpentry-Cabinetmaking ................................................ 70
  - Heating, Ventilation, Air Conditioning/Refrig. ....................... 87-88

## V
- Visual Communications
  - Architectural Drafting ....................................................... 67
  - Commercial & Technical Art ............................................. 73
  - Graphics Production ....................................................... 86

## W
- Web Programmer ............................................................... 77
South Central College has had a history of academic excellence since 1946. The college consists of campuses in Faribault and Mankato and numerous farm and small business management offices throughout Southern Minnesota. South Central College is a proud member of the Minnesota State Colleges and Universities system. South Central College has been recognized by the system for its “Excellence in Financial Reporting,” its financial commitment to instruction, while maintaining one of the lowest tuition rates throughout the state.

Over 50 program majors are offered as certificates, diplomas, Associate of Applied Science (AAS) or Associate of Science (AS) degrees. Many majors include articulation agreements and transfer options. South Central College has many evening degree completion opportunities as well as a growing online presence. SCC now offers an Associate in Art (AA) degree in Liberal Studies that offers students the first two years of their 4-year education. SCC emphasizes globalization and integrates an international perspective into its curriculum.

**SCC Mission**

South Central College provides comprehensive higher education for employment and continuous learning to promote individual growth and economic development.

**SCC Vision**

South Central College will be the leading provider of technical and general education within the region.

**LOCATIONS - FARIBAULT CAMPUS**

Faribault is the ideal place to work and live. It is a special community that blends the past and present to create a unique place filled with plenty of warm hospitality, a strong sense of security and a healthy business climate. The Sakatah Trail, Cannon Lake, River Bend Nature Center and two State Parks provide for the ultimate in year-round recreation.

Faribault is just minutes from the metro areas with easy access via Interstate Hwy. #35.

Additional website information:
www.southcentral.edu
www.faribaultmn.org

**LOCATIONS - MANKATO CAMPUS**

Mankato takes pride in its excellence in health care, education and industry. It is a community with a vibrant commercial, industrial and agricultural climate. The area offers a wide variety of entertainment options for individuals and families. Activities include water sports on neighboring lakes, a regional shopping hub, golf, skiing, symphony and theatre performances. In addition to SCC, Mankato is home to Minnesota State University, making it a great college town.

Mankato is approximately 1 1/2 hours from the Mpls./St. Paul area via Mn State Hwy #169.

Additional website information:
www.southcentral.edu
www.greatermankato.org

**SCC DIVERSITY**

Definition: The understanding and appreciation of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. It is the exploration of these differences in a safe, positive and nurturing environment. It is understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

SCC Committee Purpose: The committee exists to create an inclusive and welcoming environment through education.

Focus: The committee will focus on these three areas:
- Recruitment of diverse population of students and employees
- Campus awareness through education
- Be part of community outreach

**GLOBALIZATION**

South Central College has had a history of academic excellence since 1946. The college consists of campuses in Faribault and Mankato and numerous farm and small business management offices throughout Southern Minnesota. South Central College is a proud member of the Minnesota State Colleges and Universities system. South Central College has been recognized by the system for its “Excellence in Financial Reporting,” its financial commitment to instruction, while maintaining one of the lowest tuition rates throughout the state.

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## ACCREDITATION

South Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

30 North LaSalle Street, Suite 2400; Chicago, IL 60602
1-800-621-7440
website: www.ncahigherlearningcommission.org

Some programs at SCC also have accreditation and certifications by external agencies which have published standards, evaluation criteria, and methods for evaluating if criteria are met.

- **Dental Assisting:** American Dental Association
- **Automotive Services:** National Automotive Technicians Education Foundation
- **Medical Laboratory Technician:** National Accreditation of Clinical Laboratory Science
- **Practical Nursing and Registered Nursing:** Minnesota Board of Nursing

## FOUNDATIONS AND ALUMNI RELATIONS

South Central College receives significant support from two separate, nonprofit corporations dedicated to furthering the mission and vision of the College. Last year, over $200,000 in scholarships were provided to deserving SCC freshmen and sophomore students.

The SCC Foundations in Faribault and Mankato clearly recognize and communicate the College’s need for community support for students, staff and programs. The visibility and awareness these two groups bring to South Central College is another valuable form of support which manifests itself in strong communication networks, advisory boards, and a sensitivity to the business, industrial and employment needs of the region.

For information regarding the SCC Foundation-Faribault, contact Shelly Rockman, Executive Director at (507) 332-5808.

For information on the Mankato Campus Foundation contact Tami Christensen, Executive Director at (507) 389-7342.

In addition, the Alumni Association’s goal is to strengthen SCC’s ties with alumni and the businesses that employ them by: establishing an alumni advisory committee; creating scholarships for alumni and their children or grandchildren; saluting businesses that hire and promote SCC students; and publishing an Alumni & Friends Newsletter.

For information on the Alumni Associations on either campus contact Mary Freiborg, Alumni Director at (507) 389-7449.

For Scholarship Information contact the Financial Aid Office at the Faribault Campus (507) 332-5817 or the Mankato Campus (507) 389-7269.

## MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM

South Central College is one of 53 campuses from 34 colleges and universities that make up the Minnesota State Colleges and Universities system. This statewide system of community colleges, state universities and technical colleges is governed by a Board of Trustees. Minnesota State Colleges and Universities are dedicated to providing students with a wide array of opportunities for life-long education in both technical and academic fields, ranging from short-course certificates to the master’s degree. More than 145,000 students attend Minnesota State Colleges and Universities campuses throughout the state.

## SERVICE, WORK & LEARNING

The South Central Service, Work & Learning Center is located on the SCC, North Mankato campus. The Center supports local & regional Service, Work & Learning activities and provides leadership for Tech Prep initiatives. **Services the Center offers include:**

- Leadership for Tech Prep Initiatives
- Regional Clearinghouse for Tech Prep/Carl Perkins Staff Development
- Partnership Training
- Curriculum Development
- Career Pathways Implementation
- Assistance in Developing Service Learning Sites
- Marketing Assistance
- Resources and Referrals
- Service Learning Training
- Networking with State and National Agencies

**Leadership for Tech Prep Initiatives:** The South Central SWL Center facilitates two Tech Prep consortia in South Central Minnesota. Staff at the Center write and administer the annual plan, provide staff support and conduct bi-monthly meetings of the member districts during the school year. Regional coordination for all of Southern Minnesota involving 13 consortia is also facilitated through this office.

**Regional Clearinghouse:** The South Central SWL Center acts as a central resource for South Central Minnesota for the collection and subsequent distribution of information and assistance on any/all of the following areas.

- **Partnership Training:** The South Central SWL Center provides resources & information for training on aspects of partnering with other entities.
- **Curriculum Development:** The development or adaptation of curriculum for area high schools is supported through the Center. Professional Development opportunities for area high schools are also facilitated through the Center.
- **Career Pathways Implementation:** Materials, brochures and printing is handled through the Center for high schools in the region on the 6 Career Pathways:
  1. Arts, Humanities & Communication
  2. Business, Management & Administration
  3. Health Services
  4. Human Services
  5. Engineering, Manufacturing & Technologies
  6. Agriculture & Natural Resources.

Materials are designed to help with career decision making as high school students explore options for careers.

**Assistance in Developing Service Learning Sites & Service Learning Training:** The South Central SWL Center provides community connections between the college, faculty & community organizations and provides resources & information for training/presentations on components of Service Learning Activities.

**Marketing Assistance:** Brochures and other marketing materials to support Service Learning or Tech Prep programs and activities have been developed or facilitated through the Center.

**Resource & Referrals:** A multi-media resource library of career exploration materials, course curriculum and life & work skills development resources is housed & maintained by the South Central SWL Center. Materials are available for check out by area schools & organizations. Referrals are handled by the Center as requests are received. (A listing of all materials available at the Center are located at www.scswl.org.)

**Network with state & national agencies:** The South Central SWL Center belongs to several national as well as state agencies, serves on regional & state boards and participates in National Advisory groups as requested. This results in a multi-dimensional network that enhances the work of the Center and impacts the resources available to South Central Minnesota.

**Contact:** Kathryn Rusch, Service Learning Director, 507-389-7241 or Kathryn.Rusch@southcentral.edu
Through Tech Prep, agreements are in place for students to earn college credits while still in high school at no cost to the high school or to the students. More than 35 different SCC classes have these agreements (articulations) with area high schools. Upon completion of the course(s) and requirements, students receive a certificate from their high school instructors. These certificates must be presented to the college admissions office prior to registration. Check with your high school to determine which courses are articulated within your school district & how to qualify.

<table>
<thead>
<tr>
<th>SCC Program Area</th>
<th>SCC Course Name</th>
<th>SCC Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Education</td>
<td>Agronomy I</td>
<td>PLSC 1300</td>
</tr>
<tr>
<td></td>
<td>Ag Welding</td>
<td>AGME 1930</td>
</tr>
<tr>
<td></td>
<td>Cattle Artificial Insemination</td>
<td>ANSC 1305</td>
</tr>
<tr>
<td></td>
<td>Equipment Assembly, Operation</td>
<td>AGME 1812 or AGME 1813</td>
</tr>
<tr>
<td></td>
<td>Adjustment &amp; Reconditioning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facility Maintenance</td>
<td>MEAG 1500</td>
</tr>
<tr>
<td></td>
<td>Livestock Production Principles</td>
<td>ANSC 1100</td>
</tr>
<tr>
<td></td>
<td>Outdoor Power Equipment</td>
<td>AGBS2995</td>
</tr>
<tr>
<td></td>
<td>Soils I</td>
<td>PLSC 1100</td>
</tr>
<tr>
<td></td>
<td>Swine Artificial Insemination</td>
<td>SWPR 1050</td>
</tr>
<tr>
<td>Architectural Drafting</td>
<td>Basic AutoCAD</td>
<td>ARCH 1140</td>
</tr>
<tr>
<td>Automotive Service</td>
<td>Basic Electrical</td>
<td>AST 1212</td>
</tr>
<tr>
<td></td>
<td>Basic Tune Up</td>
<td>AST 1712</td>
</tr>
<tr>
<td></td>
<td>Brakes</td>
<td>AST 1613</td>
</tr>
<tr>
<td></td>
<td>Introduction to Auto Service</td>
<td>AST 1112</td>
</tr>
<tr>
<td></td>
<td>Starting &amp; Charging Systems</td>
<td>AST 1233</td>
</tr>
<tr>
<td>Child Development</td>
<td>Child Development</td>
<td>CDEV 1210</td>
</tr>
<tr>
<td></td>
<td>Family &amp; Community Relations</td>
<td>CDEV 1246</td>
</tr>
<tr>
<td>Computer Careers</td>
<td>Introduction to Programming</td>
<td>CC1810</td>
</tr>
<tr>
<td></td>
<td>Web Programming I</td>
<td>CC1875</td>
</tr>
<tr>
<td>Computer Integrated Machining</td>
<td>Applications I</td>
<td>CIM 1140</td>
</tr>
<tr>
<td>Graphics Production</td>
<td>Introduction to Adobe Illustrator</td>
<td>GP 1020</td>
</tr>
<tr>
<td></td>
<td>Introduction to Adobe Photoshop</td>
<td>GP 1100</td>
</tr>
<tr>
<td></td>
<td>Introduction to Graphic Production</td>
<td>GP 1000</td>
</tr>
<tr>
<td></td>
<td>Introduction to Page Layout</td>
<td>GP 1015</td>
</tr>
<tr>
<td>Marketing Management</td>
<td>Business &amp; Financial Planning</td>
<td>MKT 1930</td>
</tr>
<tr>
<td></td>
<td>Introduction to Business</td>
<td>MKT 1920</td>
</tr>
<tr>
<td></td>
<td>Introduction to Marketing</td>
<td>MKT 1810</td>
</tr>
<tr>
<td></td>
<td>Introduction to Sales</td>
<td>MKT 1800</td>
</tr>
<tr>
<td>Nursing Assistant or Practical Nursing</td>
<td>Basic Nursing 101</td>
<td>HCTC 1886</td>
</tr>
<tr>
<td></td>
<td>Nutrition</td>
<td>PNTC 1884</td>
</tr>
<tr>
<td>Office Technology</td>
<td>Basic Keyboarding</td>
<td>OTEC 1790</td>
</tr>
<tr>
<td></td>
<td>Business Presentations</td>
<td>OTEC 1840</td>
</tr>
<tr>
<td></td>
<td>Desktop Publishing</td>
<td>OTEC 2830</td>
</tr>
<tr>
<td></td>
<td>Keyboarding I</td>
<td>OTEC 1800</td>
</tr>
<tr>
<td></td>
<td>Principles of Bookkeeping</td>
<td>ACCT 1804</td>
</tr>
<tr>
<td></td>
<td>Word Processing Concepts &amp; Applications: Core</td>
<td>OTEC 1875</td>
</tr>
<tr>
<td></td>
<td>Word Processing Concepts &amp; Applications: Expert</td>
<td>OTEC 2875</td>
</tr>
</tbody>
</table>
SCC has articulation agreements with several colleges. Articulation agreements are the intentional planning and coordination of education among programs so that a program at one level serves as the foundation for the next educational level. The goal is to help students make transitions that are smooth and seamless, educationally sound, and do not require revalidation. The agreements are designed to advance our student's educational mobility through multiple exits and entries without undue loss of credit.

<table>
<thead>
<tr>
<th>Partner Institution</th>
<th>SCC Program, Award, or Courses</th>
<th>Articulation Program Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bemidji State University</td>
<td>Sales, Marketing, and Management</td>
<td>Industrial Technology</td>
</tr>
<tr>
<td>Capella University</td>
<td>A.A.S. Degree Programs A.S. Degree Programs</td>
<td>Bachelor's Degree Programs Bachelor's Degree Programs</td>
</tr>
<tr>
<td>Minnesota State University, Mankato</td>
<td>Practical Nursing Registered Nurse Computer Careers A.A.S. Information Systems</td>
<td>B.S. in Nursing B.S. in Nursing</td>
</tr>
<tr>
<td>Southwest State University</td>
<td>Diploma Programs A.A.S. Degree Programs</td>
<td>Individualized Interdisciplinary and Management B.A.S. Degrees Individualized Interdisciplinary and Management B.A.S. Degrees</td>
</tr>
<tr>
<td>Winona State University &amp; Minnesota State University, Mankato</td>
<td>Selected Office Technology Courses</td>
<td>B.S Business Education</td>
</tr>
<tr>
<td>Wisconsin - Stout</td>
<td>Graphic Arts/Design Technology</td>
<td>Graphic Communications Mgmt.</td>
</tr>
<tr>
<td>University of Minnesota</td>
<td>A.S. Agriculture Education</td>
<td>B.S. Agricultural, Food &amp; Environmental Education</td>
</tr>
<tr>
<td>Bethany Lutheran College</td>
<td>A.S. Accounting and Business Principles</td>
<td>B.S. Business Administration</td>
</tr>
<tr>
<td>University of North Dakota</td>
<td>A.A.S. Medical Lab Technician</td>
<td>B.S. Clinical Laboratory Science</td>
</tr>
</tbody>
</table>
## College Articulation Agreements

<table>
<thead>
<tr>
<th>Partner Institution</th>
<th>SCC Program, Award, or Courses</th>
<th>Articulation Program Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Child Development Careers</td>
<td>B.A.S. Early Childhood Studies, Psychology Department</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Architectural Drafting</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Auto Body and Collision Technology</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Automotive Service</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Carpentry-Cabinetmaking</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Computer-Integrated Machining</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Electronics for Manufacturing Technologies</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Heating, Ventilation, Air Conditioning, and Refrigeration</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Outboard Motor Technician</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Outdoor Power and Recreational Equipment Technician</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Wireless Communications Electronic Technician</td>
<td>B.A.S. Industrial Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Agribusiness Office Specialist/Manager</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Agribusiness Production</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Agribusiness Service and Management</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Computer Programmer</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Executive Assistant</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Legal Administrative Secretary</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Microcomputer Support Technician</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Network Administrator</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Office Systems Specialist</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Web/E-Commerce Programmer</td>
<td>B.A.S. Organizational Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S. Marketing Management</td>
<td>B.A.S. Sales Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S Retail Management</td>
<td>B.A.S. Sales Management</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>A.A.S Sales Management</td>
<td>B.A.S. Sales Management</td>
</tr>
<tr>
<td>Southwest State University</td>
<td>Marketing Management Accounting</td>
<td>B.A.S. Marketing</td>
</tr>
<tr>
<td>Bemidji State University</td>
<td>A.A.S. Graphics Production</td>
<td>B.S. Design Technology</td>
</tr>
<tr>
<td>Bemidji State University</td>
<td>A.A.S. Commercial &amp; Technical Art</td>
<td>B.S. Design Technology</td>
</tr>
<tr>
<td>University of Wisconsin – Stout</td>
<td>All technical diplomas &amp; A.A.S. Degrees</td>
<td>B.S. Industrial Management</td>
</tr>
</tbody>
</table>
Admissions Office

Admissions representatives are available to assist students with career planning. Representatives will share information regarding:
- Program Choices
- Application Process
- Campus Visits
- Referrals to College Services
- College Readiness Assessment

Admission Requirements

South Central College considers all applicants, regardless of religious affiliation, race, color, creed, ethnic heritage, gender, age, sexual preference, marital status, status with regard to public assistance or physical ability, provided:
- The applicant has a high school diploma or GED certificate. OR
- The applicant, who has neither a high school diploma nor a GED certificate demonstrates potential for being a successful college student, at the discretion of the college.
- Admission to the college does not automatically qualify a student for all courses and curricula.
- If a student has been academically suspended from SCC or another college or university, the student must submit an Application for Reinstatement. This form may be obtained from the Student Affairs Center.

General Admissions

Applicants must submit the following materials to the college to be considered for admission:
- College application form. This form may be obtained from either South Central College campus or any Minnesota high school. A $20.00 application fee must accompany application.
- Official high school and previous college transcripts. A GED certificate may be submitted in lieu of the high school transcript. Transcripts marked “Issued to Student” will not be accepted.
- College Readiness Assessment. The college assesses each student in writing, reading and mathematics skills. Results are used for advising students in properly selecting and sequencing courses. Assessment takes place prior to admission and is a major component of our advising program. Course placement assessment from other colleges may be accepted if assessment was completed within two years.
- In lieu of the college readiness assessment, ACT results within the last 8 years and a minimum score of 24 in each area may be submitted by the applicant.

Admission for Senior Citizens

Senior Citizens, who are 62 years of age or older as provided in Minnesota Laws of 1981, Chapter 194, may, upon payment of an administrative fee of $20.00 per credit, be enrolled in credit courses on a space available basis beginning on the first class day of the term and extending through the fifth class day of the term. Regular and special course fees in excess of tuition will be charged to such senior citizens. Courses may be taken for a grade or may be audited. The student is also responsible for any material or textbook costs.

Admission for International Students

South Central College is authorized to accept non-immigrant students. In addition to completing the regular student admission procedures for full-time students, all international students must complete the international student application and meet the following requirements:
- Students must show ability to read and write the English language. The Test of English as a Foreign Language (TOEFL) is to be taken if students are from a non-English speaking country. A minimum score of 500 is required.
- Students must declare and pursue a program major on a full-time basis.
- Students must submit a financial statement verifying that all college and living expenses will be fully covered during their attendance.

South Central College does not have housing available for students. All students must secure their own housing.

All international students engaged in educational activities are required to purchase the Minnesota State Colleges and Universities International student accident and illness insurance plan.

When all the above requirements have been met, international student information will be entered into the Student and Exchange Visitor Information System (SEVIS), a government, computerized system that maintains and manages data about foreign students and exchange visitors during their stay in the United States. This tracking system is part of the Student and Exchange Visitor Program (SEVP), which is now managed by the U.S. Immigration and Customs Enforcement (ICE). SEVIS is the agency that will issue an I-20 MN form, which will allow students to proceed with arrangements to enter the United States and begin studying.

International student application forms are available in the Student Affairs Center, on the SCC web page, by US mail or by email.

Student Background Studies (Health and Child Care Majors)

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care or child care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care or child care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.

Orientation

All accepted students must attend a South Central College orientation program prior to registration. The purpose of the orientation program is to acquaint students with South Central College. Policies and procedures, financial aid assistance, college services available, academic advising and class schedules will be discussed prior to registration.
Students who have been admitted to and may have attended SCC in the past, and may have a break in attendance are required to complete a re-entry application. No fee is required, however admission to specific programs may be on a space available basis. This re-entry application must be submitted at least seven days before the term begins. 

### PSEO - Post Secondary Options

**Post Secondary Enrollment Options Program (PSEO)**  
The Post Secondary Enrollment Options Program was established to “promote rigorous educational pursuits and provide a wider variety of options for students.” Through PSEO, high school students receive high school credit for college courses completed and may apply for post secondary credit upon entering college after high school graduation.

**To Qualify A Student Must:**
- Be a Junior or Senior in high school.
- Have minimum “B” (3.0 on 4.0 scale) average in high school - grades 9-12.

**Procedures For Enrollment:**
- Student and secondary school contact person (High School Counselor/Principal) must complete the Post Secondary Enrollment Options Form available at their high school.
- Student must complete the Minnesota State Colleges and Universities System application.
- Student must complete the College Readiness Assessment.
- Student must provide their High School Transcript.
- Accepted student and parent/guardian must sign a student Policy Contract and Release form.
- Student must meet with SCC’s campus contact.

**Enrollment Deadlines:**  
- June 1 for Fall Semester  
- December 1 for Spring Semester  

**Absolutely no Exceptions to these Dates**

**To Continue Enrollment:**
- Student must maintain at least a “C” (2.0) grade point average.
- Student must meet once per semester with SCC’s campus contact to assess progress and plan for the registration of next semester’s courses.
- Student must comply with SCC’s policies for students as printed in the student catalog/handbook.

**PSEO and Contract Counselor:**  
Faribault: (507) 332-5804  
Mankato: (507) 389-7350  

**PLEASE NOTE:**  
To ensure that students meet enrollment deadlines, it is important to send their transcript along with the college application and the state PSEO form. This allows us to determine eligibility in a timely manner.

**Contract for Services:**  
South Central College could provide technical education for high school students who do not meet the PSEO Standards. Admission is granted on a space available basis. This service could be provided through a contract directly with the high school.

**To Qualify A Student Must:**
- Be at least 16 years old.
- Have a high school counselor and post-secondary counselor determine that this education plan is appropriate.

**Procedures For Enrollment:**
- High school representative must request a “Joint Powers Agreement” from SCC.
- A high school representative must sign a Joint Powers Agreement each year.
- Student must complete the Minnesota State Colleges and Universities System application.
- Student must complete the College Readiness Assessment.
- Student must provide their High School Transcript.
- Accepted student and parent/guardian must sign a student Policy Contract and Release form.
- Student must meet with SCC’s campus contact.

**Enrollment Deadlines:**
- June 1 for Fall Semester  
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- Student must comply with SCC’s policies for students as printed in the student catalog/handbook.
**TUITION POLICY**

- Tuition must be paid by the first day of the term unless a signed deferment is provided.
- A late fee of $50 is charged to students whose tuition is not paid before the seventh calendar day of the term.
- Students who have any outstanding debts at the college will not be allowed to register for classes.
- Agency funded students as well as students receiving federal and state financial aid are responsible for any balance remaining after their term award has been subtracted.
- Monies owed to the college are subtracted first from financial aid allocations.
- Tuition may be deferred only upon providing a guaranteeing document stating that the tuition will be paid by a designated agency.
- It is the responsibility of the student to ensure the agency authorization reaches the campus prior to the fee deadline.
- A senior citizen (62 or older) does not pay tuition; however, a senior citizen administrative fee of $20.00 per credit will be charged.
- SCC reserves the right to cancel course registrations for non-payment.

**TUITION DEFERMENT**

Tuition deferment policies and procedures have been designed for students with agency funding; and documented financial aid loans and grants available for personal resources. For a detailed explanation and necessary forms, contact the Financial Aid Office.

**COLLEGE FEES**

**Student Life Fee:** The Student Life Committee, made by the Presidents of all recognized student organizations, determines the fee that supports student senate sponsored activities; student organization activities; student centered activities; and membership in the Minnesota State College Student Association. This fee is assessed per credit on all credit valued classes.

**Parking Fee:** You must purchase an SCC Parking Permit to park in SCC parking lots. Parking permits may be purchased at the SCC Bookstore on either campus. Parking permit receipts are dedicated to the maintenance, improvement and monitoring of SCC parking lots. By statute, neither tuition nor state appropriation dollars may be used for these purposes.

**MSCSA Fee:** The Minnesota State Colleges Student Association fee is $0.30 per credit.

**Technology Fee:** A technology fee will be charged each term to all students for the acquisition, upgrading and/or maintenance of technology for academic and student support services. The fee will be used to provide or enhance student access to technology. This fee is assessed per credit to all credit valued classes. Students are represented on the Technology Committee which establishes the technology fee.
REGISTRATION AND TUITION

REFUND OF TUITION AND FEES

Drop/Add:

❖ Students may drop or add courses without penalty during the first five course days of the term. Students who are registered for courses which do not start during the first five days of the term will have until 4:00 pm the next business day following the start of the course to drop it without penalty. Students registered for summer courses which do not start during the first five days will have until 4:00 pm the next business day following the start of the course to drop it without penalty.

❖ Students may add courses after the first five course days of the term with instructor consent. Financial aid will not be increased for those credits.

❖ Financial aid recipients who alter their enrollment after the 5th course day of the term may be subject to financial liability resulting in the repayment of funds.

Refund Policy

❖ Any reduction of credits made in the first five course days of the term will be eligible for a full refund.

❖ Any courses dropped after the first five course days of the term will receive no refund.

❖ For students who completely withdraw from school, the following refund schedule will be enforced:

<table>
<thead>
<tr>
<th>Refund Schedule for Regular School Year</th>
<th>Tuition Refund for Reduction to Zero Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st day of the term</td>
<td>100%</td>
</tr>
<tr>
<td>1st to 5th day</td>
<td>100%</td>
</tr>
<tr>
<td>6th to 10th day</td>
<td>75%</td>
</tr>
<tr>
<td>10th to 15th day</td>
<td>50%</td>
</tr>
<tr>
<td>15th to 20th day</td>
<td>25%</td>
</tr>
<tr>
<td>After 20th day</td>
<td>NONE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Reduction to Zero Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses must be at least three weeks in length and less than ten weeks in length.</td>
<td></td>
</tr>
<tr>
<td>Prior to 1st day of the term</td>
<td>100%</td>
</tr>
<tr>
<td>1st to 5th day</td>
<td>100%</td>
</tr>
<tr>
<td>6th to 10th day</td>
<td>50%</td>
</tr>
<tr>
<td>After 10th day</td>
<td>NONE</td>
</tr>
</tbody>
</table>

Withdrawal From College:

❖ Students must withdraw from college on or before the 60th day of the term for full term classes.

❖ For classes shorter than 16 weeks, students may withdraw until 75% of class sessions have been held.

❖ Refunds will vary depending on the date of withdrawal.

❖ Because the summer session is abbreviated, the withdrawal dates will be adjusted accordingly.

NOTE TO FINANCIAL AID RECIPIENTS: A student’s refund will be credited to their outstanding loan balance and/or federal or state grant programs.

Federal Refund Policy

The federal “Return of Title IV Aid” formula is mandated by the Reauthorization of the Higher Education Act of 1998. This formula is applicable to any student receiving federal aid who withdraws from all classes on or before the 60th percentage point-in-time of the term for which aid was paid.

Since financial aid is usually disbursed early in the term, withdrawal before the 60th percentage point-in-time means that a student has not earned 100% of the aid the student was paid. Therefore, the student has unearned aid which must be returned to the federal programs in an order prescribed by the U.S. Department of Education, who oversees all Title IV financial aid programs. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term. (Days remaining/Days in the term = Unearned percentage of Title IV paid to student)

The return policy applies to the Federal Pell Grant, Federal SEOG, Federal Stafford Loans and Federal Parent Loans. The college may have an obligation to return funds that were applied to the student’s account. The student may have an obligation to return funds that were paid to the student. When the college returns funds that were applied to the student's account, a balance due may result. The student will owe the balance to the college. A refund of tuition and fees could be used to reduce the balance or pay it in full.

FACTS TUITION MANAGEMENT

South Central College offers FACTS as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a $25 per semester nonrefundable enrollment fee. You may budget your tuition and fees using either Automatic Bank Payment (ACH) or the Credit Card Option.

Find more information online at http://www.factsmgt.com or http://southcentral.edu/registrar/tuition.cfm

DISCLAIMER

Due to changes in conditions beyond the control of South Central College, it may be necessary to modify, amend and/or delete statements appearing in this catalog without notice. South Central College reserves the right to make these needed changes in the fees, charges, policies, programs, and procedures published in the catalog without obligation.

South Central College is proud to be a member of the Minnesota State College and University (MnSCU) system. SCC is committed to a policy of nondiscrimination in employment and educational opportunity in that no person shall be discriminated against in terms and conditions of employment, personal practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Chapter 363 of Minnesota Statue and other applicable State and Federal laws, and in compliance with the American Disability Act, U.S.C.A. Section 12101, et. seq., does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities.

Further information on SCC’s Nondiscrimination Policy can be found on pages 31-33.

Available in Alternative Format

Information in this catalog is available in alternative format for students with disabilities. Upon request, the catalog material will be made available in Braille, large print or cassette tape. If you need accommodations to fully participate, such accommodations can be made available upon advance request by calling 507-332-5841 (Faribault Campus) or 507-389-7222 (Mankato Campus).

South Central College facilities are physically accessible to the general public.
Going to college impacts our lives and relationships, and occasionally may result in stress and conflict. Counseling services are offered to college students at no cost. Licensed counselors are available to assist you in your personal, career, and educational concerns. Our counselors have experience and expertise in dealing with the following areas:

- Pre-admissions testing (ACCUPLACER Online)
- Assisting students with educational decisions, career and life planning
- Career Planning Assessments
- Career Counseling
- Career Planning Resources
- Personal Counseling
- Self Esteem, Self Confidence, Self Image
- Interpersonal Issues
- Parenting Concerns
- Family adjustment when a parent or spouse returns to school
- Referrals for educational assistance and/or evaluations

**Faribault Campus**
Counseling
(507) 332-5804

**Mankato Campus**
Counseling
(507) 389-7274

### Veterans Benefits

The office partners with the South Central Service Cooperative, Goodhue School-to-Work Partnership, and the Southern Plains Education Cooperative to provide educational and career planning services for secondary students enrolled in career/technical education programs, post-secondary students, and the community at large.

South Central College is approved to provide education to persons through veterans’ programs. Student Affairs staff are available to explain the policies and give assistance with processing applications for educational benefits.

Military veterans applying for educational benefits are required to supply the Veteran’s Administration Certifying Official (located in the Student Affairs Center) with a copy of form DD-214, Certificate of Discharge or Release from Active Duty, and an Application for Benefits form, immediately after acceptance to a program major. The veteran must inform the Certifying Official of any change in address or class enrollment.

If students have questions regarding their checks or eligibility, they are advised to call the regional processing center in St. Louis, Missouri at 1-888-442-4551. The student will have to supply a Social Security Number or VA file number to help process the inquiry. The veteran is required to verify enrollment by the internet or by telephone on the last day of EACH month. This is a requirement for everyone who receives Montgomery GI Bill (MGIB) benefits. The VA Certifying Official will supply the veteran with exact information on how to do this.

For more information on the MGIB visit the VA website at [www.gibill.va.gov](http://www.gibill.va.gov).

### Housing

A list of rooms and housing facilities is available from the Student Affairs Office at either campus. The list is continually updated and available through out the school year.

### Cafeteria

Meals as well as soups, salads, and sandwiches are available daily on the Mankato campus. Students can enjoy a variety of beverages and snacks on breaks throughout the day. In addition, vending machines are available at all times in the cafeteria on both campuses.

### Academic Support Center

Academic support is readily available from the Academic Support Center. It is located in Room A-104 (332-5896) on the Faribault campus and in Room B-128 (389-7222) on the Mankato campus.

Three types of services are available to assist students with their course work.

- Study Skills Improvement
- Tutoring
- Academic Accommodations

The Academic Support Center can assist students with the admissions process by:

- Administering English Language Proficiency Testing to non-native English speakers
- Providing alternate format Accuplacer testing for students providing documentation of a disability

Contact the Academic Support Center for assistance with any of the following:

**Testing**

- English Language Proficiency (CELSA)
- Accommodated Accuplacer
- Accommodated college course testing for qualified students

**Tutoring and Study Skills Improvement**

- Peer tutoring
- Staff tutoring
- Study skills training
  - Memorization techniques
  - Note taking skills
  - Study time planning
  - Active learning
  - Time management training

**Disability Services**

- Transitional services
  - Secondary to post-secondary
  - Agency to post secondary
- Accommodations to provide equal access
  - Alternate format texts and materials
  - Testing accommodations
  - Environmental modification
  - Sign Language Interpreters
  - Auxiliary aids and services
Parking regulations:

1. Parking permit must be displayed hanging from the rear-view mirror with the permit number facing out. Vehicles without a permit or with improperly displayed permits (i.e. on dashboard) will be ticketed.
2. The speed limit on all campus roadways is 10 mph.
3. Parking permits are non-transferable and resale is prohibited.
4. Parking enforcement will begin the first Monday after the start of Fall Semester & continue through Spring Commencement.
5. In compliance with MN Statute 169.346, use of handicapped parking stalls is restricted only to those vehicles bearing a state issued handicapped license plate or displaying a state issued certificate.
6. Visitors must sign in with the receptionist and park only in visitor area, or obtain a temporary parking permit.
7. Motorcycle riders must have a valid parking permit with license number recorded in the Bookstore. Parking permitted in designated motorcycle area only.
8. Violations subject to towing:
   - College employees, seminar participants, and enrolled students parking in visitor area
   - Parking on sidewalks, grass, entries, driveways, or on roadways around the perimeter of the parking lots
   - Diagonal parking
   - Using a stolen permit
   - Parking between 12 midnight and 6:00 a.m.
9. Refund for returned Parking Permits:
   - 1/2 of permit fee after 9th day of Fall Semester
   - No refund after 9th day of Spring Semester
   - Physical return of the Parking Permit is required for a refund. A check will be issued and mailed.
10. Lost or stolen permits must be reported to the Bookstore immediately. A replacement fee of $10.00 (non-refundable) will be charged. If the missing permit is found, return it to the Bookstore immediately as use of this “missing” permit will be subject to towing.
11. Faribault Campus Only: The 53 stalls that face the high school (East side of lot) are unavailable for student parking.
12. Mankato Campus Only: Students attending overnight conventions and other college activities are asked to use the purple lot. Vehicles parked overnight in any other lot will be towed at the owners expense.

PLEASE NOTE: Lock your vehicle to prevent theft of your parking permit.
Student advisers are responsible to:
1. Consult with your advisor prior to each term on registration activities and graduation requirements.
2. Make an appointment for such advising.
3. Keep appointments promptly. If you find that it is impossible to attend the appointment, notify your advisor before the appointed time.
4. Prepare for the appointment and bring appropriate materials.
5. Discuss academic and career-related needs as they develop.
6. Become knowledgeable about institutional policies, departmental policies, procedures, and requirements.

Faculty advisors are responsible to:
1. Inform advisee of the advisor/advisee relationship.
2. Maintain advising records for each student.
3. Identify and make advisee aware of faculty time available for private conferences so that advisee may consult with advisor on an informal basis.
4. Review advisee’s previous academic history and assessment testing report to determine course placement, transfer of credits and need for test out.
5. Assist advisee with course schedules, drops, adds, change of status and graduation applications.
6. Schedule advisor/advisee conferences as needed.
7. Assist advisee in completing necessary degree requirements.
8. Refer advisee to a counselor when academic or personal problems are at such a level as to require intervention by other professional staff.
9. Refer advisee to the Affirmative Action Officer concerning sexual harassment or discrimination complaints.
10. Refer advisee to Academic Support Center staff for supplemental support services.
11. Inform advisee of departmental policies, procedures and requirements.
12. Assist advisee with job placement activities.

Assessment Philosophy

College-wide comprehensive, systematic and continuous assessment is critical to achieving our college mission and pursuing our vision. We believe assessment practices are a reflection of the SCC values and further the basic aims and purposes of higher education.

Through assessment, the college will be better able to develop the talents and skills of its students and staff to the fullest extent possible and make a positive difference in their lives.

In this context, SCC’s assessment model will promote student success, program improvement, and effective and efficient use of resources.

South Central College is committed to institutional improvement and assisting all students in realizing their potential. For this reason, student assessment is part of the college’s educational program. From the time students apply until the time they leave, students will participate in a series of assessment tests and surveys designed to assist college personnel in accurate advisement and course placement and to gather information on student satisfaction with college programs and services. Students’ earnest and sincere participation will provide the college with accurate information to be used in planning effective programs and services. Students are encouraged to take seriously their participation in these assessment activities.

Collegiate Readiness Assessment

South Central College is committed to institutional improvement and assisting all students in realizing their potential. For this reason, student assessment is part of the college’s educational program. From the time students apply until the time they leave, students will participate in a series of assessment tests and surveys designed to assist college personnel in accurate advisement and course placement and to gather information on student satisfaction with college programs and services. Students’ earnest and sincere participation will provide the college with accurate information to be used in planning effective programs and services. Students are encouraged to take seriously their participation in these assessment activities.

Academic Advising

It is the College’s philosophy that an advisor-advisee system is essential to the growth and development of each individual student. All students are assigned an advisor from their program major.

1. Student advisers are responsible to:
   a. Consult with your advisor prior to each term on registration activities and graduation requirements.
   b. Make an appointment for such advising.
   c. Keep appointments promptly. If you find that it is impossible to attend the appointment, notify your advisor before the appointed time.
   d. Prepare for the appointment and bring appropriate materials.
   e. Discuss academic and career-related needs as they develop.
   f. Become knowledgeable about institutional policies, departmental policies, procedures, and requirements.

2. Faculty advisers are responsible to:
   a. Inform advisee of the advisor/advisee relationship.
   b. Maintain advising records for each student.
   c. Identify and make advisee aware of faculty time available for private conferences so that advisee may consult with advisor on an informal basis.
   d. Review advisee’s previous academic history and assessment testing report to determine course placement, transfer of credits and need for test out.
   e. Assist advisee with course schedules, drops, adds, change of status and graduation applications.
   f. Schedule advisor/advisee conferences as needed.
   g. Assist advisee in completing necessary degree requirements.
   h. Refer advisee to a counselor when academic or personal problems are at such a level as to require intervention by other professional staff.
   i. Refer advisee to the Affirmative Action Officer concerning sexual harassment or discrimination complaints.
   j. Refer advisee to Academic Support Center staff for supplemental support services.
   k. Inform advisee of departmental policies, procedures and requirements.
   l. Assist advisee with job placement activities.

Child Care

FARIBAULT CAMPUS - “A Child’s Delight Too - Mini U” child care services is provided on campus. Often space is limited; therefore, early registration is recommended. A carefully planned, developmentally appropriate daily program helps each child develop to his/her full potential. The day care staff believe that children need a safe, healthy and loving environment where they can learn by discovering life for themselves.

The ages of children accepted are: Toddlers - 16 months to 2 1/2 years, Preschool - 2 1/2 to 5 years, School age - 6 to 12 years and special needs children. For more information regarding costs and registration, please stop in the center, or call 334-2024.

MANKATO CAMPUS - “Techni-Kids” is operated by Beans Plus Inc., a non-profit organization, whose program goals have been developed to promote the emotional, social, intellectual and physical development of each child. These goals have been developed based on the philosophy that each child is a unique individual with a variety of interests, needs and abilities. Their goals are used as the framework for developing daily lesson plans which will be carried out through a warm, caring environment, positive group experiences, realistic expectations, freedom for individual choices, sound nutrition and safety first; while learning his/her self-esteem as well as the importance of others and respecting their rights. Children from age 18 months through Kindergarten are accepted.

For more information regarding costs and registration or summer program, stop by the center or call 387-6427. A school age summer program is also available for children entering first grade through age 12.

In addition, a listing of licensed day-care providers may be obtained from your county human services office.
FINANCIAL AID

The primary responsibility for financing an education rests with the student and his or her family. Therefore, financial aid should be viewed only as a supplement after resources of the student and family are used. In determining financial need, many factors are taken into account. An expected family contribution towards educational costs is based on information submitted on the financial aid form (including the number of dependents, number of family members in college, assets, debts, savings, and income taxed and untaxed).

The expected family contribution is then subtracted from the student's educational cost of attendance to determine financial need. The student will receive an award letter outlining their aid eligibility which will include "gift aid" (grants) and "self-help aid" (loans and work study).

To be considered for financial aid, a student must complete the following:
- An application for admission,
- Free Application for Federal Student Aid and College Supplement,
- Other documentation to verify need, if requested.

TYPES OF FINANCIAL AID

The following types of financial aid are available to South Central College students:
- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant
- Minnesota State Grant
- Federal College Work Study
- Federal Subsidized and Unsubsidized Stafford Loan
- Parent Loan for Undergraduate Students (PLUS)
- Student Education Loan Fund (SELF)
- Federal Veterans Benefits
- Rehabilitation Services
- Workforce Investment Act (WIA)
- Motivational Educational and Training Inc.
- BIA, Indian Scholarship
- Non AFDC Childcare Grant

STUDENT CONSUMER INFORMATION

The following information is available and may be requested from the financial aid office regarding the rights and responsibilities of students who are applying for or receiving any financial assistance in the following programs: Pell, SEOG, CWS, Stafford Loan Program, Minnesota State Work Study Program, and Minnesota State Grant Program.
- Continued eligibility for aid.
- Satisfactory academic progress.
- Methods and means of aid payment.
- Responsibility of student repayment of loans and grants.
- Terms and conditions of work-study programs.
- Costs of attending the College.
- College refund policy.

FINANCIAL AID CONSORTIUMS

SCC Students enrolling in courses at other eligible institutions (host institutions) must complete a consortium agreement each semester in order to receive financial aid eligibility for those credits at the host institution. A student cannot receive financial aid at two schools during the same term. Consortium credits are not automatically approved; courses must be required to complete your program major/degree at SCC. Students must have their academic advisor or the SCC Transfer Specialist approve and sign the consortium agreement. Students must also register for the credits at the host institution before the end of SCC’s add/drop date of the term. Students must attach a copy of their class schedule from the host institution to the consortium agreement. All courses must be taken for a letter grade. Grades that students have earned are entered on their SCC transcript and calculated into their GPA. The student is responsible to provide an official academic transcript from the host institution to SCC (home institution) once the term covered by the financial aid consortium agreement has concluded.

BOOKSTORE

The Bookstore offers a wide variety of goods and services, including textbooks, course materials, supplies, clothing, cards, gift items, beverages, candy, tuition payments, and parking permits. The Bookstore is open Monday through Friday as posted at each campus.

Textbook Purchases: Students can find the textbooks they need by using their class schedule and the posted program course tags on the Bookstore shelves.

Textbook Returns: Textbooks can be returned or exchanged with sales receipt the first 15 days of each semester. No returns will be accepted after the third week of classes. Refunds on new textbooks that are highlighted in, or written in will be refunded at 50% of new price. Textbooks with "non-returnable if unwrapped" stickers or similar statements cannot be returned if opened.

Merchandise Returns: Store items in new condition may be returned or exchanged with the sales receipt within two weeks of the date of purchase.

Items Not Returnable: Clearance items; custom publishing course packets or textbooks, course kits; damaged items; open packaged items; and special orders.

Student Charging: Students are allowed to charge against CONFIRMED Financial Aid dollars (grant funding only) the start of each term.

Student Agency Charging: Agency students must have their authorization form on file in the Bookstore before they can charge items. Agencies include: Department of Rehabilitation Services (DRS), Minnesota Valley Action Council Dislocated Worker (MVAC), MRCI Support Services, Post Secondary Education Opportunities (PSEO), Private Industry Council (PIC), Minnesota Department of Economic Security Trade Act Training (TAA), and Veterans Benefits (VETS). Some restrictions apply as to items that can be charged to these agencies.

Textbook Buyback: The Bookstore retains a used book company to buy your used textbooks during term finals week, dates and times will be posted. The buyback area is located in the SCC Bookstore.

Textbooks are unique. There are not too many items that can be purchased, used for months and then sold back to the store for cash. Selling them back to the bookstore is a great way to put some money back in your pocket at the end of the term.

There are several critical factors in determining how to value your books being sold back. Condition: Any book being sold back must be in good shape, with binding, cd’s, disks, covers and every page intact. Excessive highlighting, underlining or other markings may decrease a book’s buyback value. Course Materials Orders: If an instructor has requested your textbook for next term, then the value increases. Books falling into this category will be worth 50% of the original new price. Generally speaking, textbooks will be purchased until we reach our shelf stock limit. Overstocks and Current Editions Not Being Used on Campus: Once we reach our limit on a particular title for next term, or if your book has not been requested for next term but is a current edition, we pay you the national market price.

About Old Editions: Publishers issue new textbooks quite frequently. Ordinarily when a new edition becomes available, the old editions have little or no value. While these types of books do not offer cash value, your book is far from being obsolete. Check with us for more details about these types of textbooks because there’s no such thing as a “valueless” book.
Library Hours vary at each campus and are always posted outside the doors. 
Basic Library hours:  
**Faribault Campus**  
Monday - Thursday  
8:00 am to 8:00 pm  
Fridays  
8:00 am to 4:00 pm.  
**Mankato Campus**  
Monday - Thursday  
7:00 am to 8:00 pm  
Fridays  
7:00 am to 3:30 pm.  
Summer hours vary and will be posted.  

South Central College Libraries are now part of MnPALS. MnPALS is the online library catalog and can be accessed from any computer with a web browser. When accessing the catalog, go to SCC’s home page (www.southcentral.edu), just click on the Library and then click on the MnPALS Catalog. Some databases require a patron barcode and password. When students receive their student ID card, their barcode number is imprinted on the back of their card. This is used for checking out materials and for online access to some databases, etc. Stop in the library with any questions on accessing materials, obtaining an ID card, and access to databases.  

Inter-library Loan is available to all patrons for materials that SCC does not own. Requests can be made on-line (thru WEBPALS www.pals.msus.edu/webpals or MnLINK www.mnlink.org ) or directly with the library staff on your campus. MnLINK is the state-wide network to information from all types of libraries. E-books are accessible from campus or off campus, but you must first set up an account (free) from an SCC computer.  

Numerous on-line databases are available both on and off campus. Easy access is available from the Library Home Page. From the library home page, just click on References/Databases and then the database that you want to search. Stop in the library for information on how to access these resources from a non-SCC computer.  

A student learning center is adjacent to the Mankato Library/Media Center and is available for use by all patrons. Every student at SCC is given an e-mail address, which will allow them to correspond with their instructor from off campus as well as complete course work for any on-line class.  

SCC’s library web page can be accessed from the home page of SCC (www.southcentral.edu), just click on the Library. Access to the library catalog (MnPALS) is easily accessed from this home page.  

MnSCU Libraries are in the process of migrating to MnPALS, so some MnSCU Libraries will still be searchable through WEBPALS (www.pals.msus.edu/webpals ) and the rest through MnPALS. From SCC’s Library Home Page, you will be able to easily access other MnSCU Library Catalogs.
The SCC Library/Media Center supports life-long learning with a variety of resources for all ages and all patrons.

Research

Students have online access to numerous databases many with full text. These can be accessed from on or off campus (barcode or logon is needed to access from off campus). Several databases are campus subscriptions and need to be accessed from an SCC computer (either campus).

Technical Materials

SCC strives to support your instructional programs, as well as, providing current leisure reading materials. New programs are given special emphasis, however, new materials are added for all areas on an ongoing process.

Leisure Materials

Leisure materials include books (both fiction and non-fiction), books on tape and CD’s, magazines, and newspapers. The Mankato campus has books for all ages (Easy, Intermediate, Young Adult, as well as the regular fiction, both paperback and the hardback collection.

Information"How to" Books

An expanding collection of material to help you with life’s challenges, whether for personal items, for hobbies or for home maintenance is available.

Videos/DVDs

Videos, many of which are self help and program support, are available for regular patron checkout. DVDs are being added as needed. Check with the library staff on your campus.

Books on Tape (Fiction and Non-Fiction)

The Mankato campus has an expanded and current collection of books on tape and CD. These include both fiction (for your enjoyment) and non-fiction (facts), abridged and unabridged. Check the MnPALS catalog for your favorite author. Materials are sent daily between campuses, so see your campus library staff to fill your request.

CD-ROMS

A limited number of CD-ROMS are available for regular checkout and for learning center use for class assignment.

Orientations

Library orientations are provided based on instructor requests (meeting with the entire class) and individual needs (one-on-one). Assistance in how to utilize the many Library/Media Center resources is available daily. See your library staff with any questions that you may have.

Come to the Library/Media Center for a quiet area to study or to read and to access a “world of information”.

22


**ACADEMIC REQUIREMENTS AND POLICIES**

### ACADEMIC INFORMATION

Letter grades will be assigned to each course as an evaluation of student performance. In addition, the following weighted system will be used to determine a student's Grade Point Average (GPA):

- **A** = 4.00
- **A-** = 3.66
- **B+** = 3.33
- **B** = 3.00
- **B-** = 2.66
- **C+** = 2.33
- **C** = 2.00
- **C-** = 1.66
- **D+** = 1.33
- **D** = 1.00
- **D-** = 0.66
- **F** = 0
- **AU** = AUDIT
- **CR** = TEST-OUT
- **INCOMPLETE**
- **PASS**
- **WITHDRAW**
- **NO GRADE ASSIGNED**
- **TALK TO REGISTRAR**

### INCOMPLETE POLICY

A student may initiate a request for an incomplete grade in the event that extraordinary circumstances prevent completion of the course. Assignment of the incomplete grade is at the discretion of the instructor. The following criteria must be met before an incomplete grade will be assigned:

- The student has attended a majority of course meetings and completed a majority of the coursework requirements.
- The student must be passing the course at the time of the incomplete request.
- All remaining work must be completed by a mutually agreed upon date by the student and the instructor.
- The request for incomplete must be submitted on the Incomplete Grade Request Form, signed by the instructor and the student, and submitted to the Registrar’s Office.
- Incomplete work must be completed before the end of the next term. If the remaining work is not completed by the end of the next term, the I will become an F and the student will be required to re-register and complete the entire course.

### GRADUATION REQUIREMENTS

Students are eligible for graduation when they have successfully fulfilled the requirements of a Certificate, Diploma of Occupational Proficiency, an Associate of Applied Science Degree, an Associate in Arts Degree, or an Associate in Science Degree.

Requirements for graduation also include the following:

- A minimum cumulative GPA of 2.000. (Some programs require a higher minimum cumulative GPA)
- Passing grades (D- or above) in all required courses. (Some programs require minimum grades of C or better)
- All financial obligations have been met.
- Student has met South Central College residency requirements.
- A minimum of 25% of the program requirements must be met by completing the courses at SCC.
- Completed graduation application has been reviewed and approved by program advisor and Registrar's office.

Graduation requirements in effect at the time the student declares a major will apply for the entire length of program enrollment as long as the student is continuously enrolled. Students may elect to follow newer program requirements but must meet all of the newer requirements including general education.

Students completing multiple programs in one department will be granted the highest award only if the content of the lower awards is included in the higher.

Students completing the first two years of their general education requirements in the Associate in Arts program will be invited to receive recognition for their accomplishment at the annual graduation ceremony.

Graduation ceremonies are held on each campus at the end of spring term for all graduates.

### CHANGE OF GRADE POLICY

1. A change of grade will be accepted by the office of the Registrar only if properly signed by the instructor or at the discretion of the instructional dean if the instructor is not employed by the college.
2. Grade changes will be accepted for up to two calendar years from the original term of enrollment for the course.
3. Changes will be accepted for I (incomplete), Z (grade unknown) and in the event of error in the calculation of the original grade.
4. For detailed information on incomplete grades see column one.

### GRADUATION APPLICATION

Students must complete a Graduation Application form during the term that precedes the term of graduation. Students must review their progress with their program advisor and determine courses that need to be taken during the last term of enrollment to complete graduation requirements. The graduation application must be submitted with a copy of the student's tracking sheet. The submission of the graduation application will grant priority status for the student's final term registration.

### GRADUATION HONORS

Honors for graduation will be determined based on a student’s cumulative GPA at the completion of his/her program according to the following scale: Honors 3.3-3.49; High Honors 3.5-3.79; and Highest Honors 3.8-4.0. Because the commencement ceremony is held before the term grades have been reported, graduation honors to be listed in the commencement program will be calculated following fall term. Final honors will be calculated when all coursework has been completed.

### PRESIDENT’S LIST

The President’s List indicates above average performance and is announced and published each term. To be eligible for the President's List, students must have earned 12 credits and achieved a GPA of 3.500 or above. However, if students receive a grade(s) of D+, D, D-, F, I or NP, they automatically become ineligible for the President's List.

### DEGREE REQUIREMENTS

**ASSOCIATE OF APPLIED SCIENCE: 60-72 credits**

An Associate of Applied Science (AAS) degree is designed to provide a person with the attitudes, knowledge and skills necessary to function as an entry-level technician or manager.

- A minimum of 25% of the program credit total is general education courses.

**ASSOCIATE IN SCIENCE: 60-64 credits**

An Associate in Science (AS) degree may be awarded for successful completion of a program in a designated field or area which transfers to a baccalaureate major in a related field.

- A minimum of 30 semester credits of the program credit total is general education courses.

**ASSOCIATE IN ARTS IN LIBERAL STUDIES: 64 credits**

Liberal Arts and Sciences Associate in Art requires at least 64 earned college-level credits (40 Minnesota Transfer Curriculum (MnTC) Credits and 24 additional MnTC, pre-major, or general education elective credits.)

**DIPLOMA: 30-72 credits**

Graduates of a diploma program are prepared in skilled or semi-skilled profession. The programs do not have an emphasis on general education.

**CERTIFICATE: 10-30 credits**

A certificate provides entry-level skills. The focus is on specialty courses for the workplace. A certificate is usually awarded for coursework that requires less than one year to complete.
ACADEMIC REQUISITES AND POLICIES

ACADEMIC REVIEW

The academic review policy is designed to assist students in overcoming academic difficulties they may have experienced due to improper program selection. The policy allows the Registrar to calculate a program GPA specific only to the current program of study rather than relying on the cumulative GPA for completion of degree requirements.

A student may be eligible for an academic review if all of the following criteria have been met:

- Student completes a form requesting the academic review in the Registrar’s Office at the time of application for graduation.
- Student has changed program of study since enrollment at SCC.
- Student has completed at least 24 semester SCC credits consecutively since the last F was earned without obtaining any F, NP, I, or Z grades.
- Student must have maintained a semesterly GPA of at least 2.0 during each of those semesters.
- Student has not completed any other degrees, diplomas or certificates at SCC.

Upon eligibility determination, the Registrar will recalculate the program GPA which will include all general education, major and elective credits used to complete the degree requirements. If substitutions in the student’s program have occurred, the program GPA will be calculated using the substituted course(s).

A student is eligible for academic review only once.

TRANSFER OF CREDIT

Credits for transfer from MnSCU colleges and universities shall follow the MnSCU Undergraduate Transfer Policy.

South Central College will review transfer of credit for courses from colleges and universities that are not a part of MnSCU. Credits will be accepted based on comparability and applicability. Course goals, content, and level must be similar. All credits considered for transfer must have been completed with a grade of “C” or better.

- Students requesting credit transfers must have an official transcript from all previously attended colleges submitted to the Admissions Office.
- The Transfer Evaluation form must be submitted to Registrar’s Office.
- Students shall provide documentation (course syllabus, course description) from the college or university for the course to be transferred.
- Students should then schedule an appointment with the Registrar’s Office, Transfer Specialist.
- Students will receive a copy of the Transfer of Credit Evaluation form and a copy of their revised South Central College transcript.
- Students may appeal the decision of the Transfer Credit Evaluation as outlined in the MnSCU Undergraduate Transfer Policy.

ADVANCED STANDING BY DEPARTMENTAL EXAMINATION (TEST-OUT)

Students currently admitted and/or enrolled at South Central College may obtain credit for any course through a process called Advanced Standing by Examination.

Credit is granted on the basis of demonstrated proficiency by the student of course requirements by successfully passing an appropriate examination.

Provisions of Advanced Standing by Examination are:

- The course must be challenged (examinations completed) prior to registering for the course.
- A student may challenge a course only once.
- A student may not challenge a course which has been previously taken for credit at South Central Technical College.
- A student interested in a course challenge examination should schedule a visit with their program advisor for direction in the test-out process. Examination fees are $15/credit attempted for a lecture course and $30/credit attempted for laboratory course or a combination of both. The student must pay the non-refundable examination fee prior to the administration of the exam. If the student passes the examination, the grade of “CR” (credit) will be entered on the student’s transcript.
- A minimum of 25% of the technical program requirements met through earning a passing grade in SCC credit courses
- The grade of “CR” is not used in calculation of grade point average (GPA) nor do the credits count toward financial aid calculation.
- Applications for course challenge examinations may be obtained from the Student Affairs Center.

ADVANCED STANDING FOR PREVIOUS WORK EXPERIENCE

Credit for prior work experience may be granted in certain situations. In order to receive credit, the work experience must have been completed within the last five (5) years and must be documented by departmental examination following the guidelines outlined in “Advanced Standing by Departmental Examination (Test-Out).”

Students wishing to review a subject or obtain a general understanding of a course may enroll in the course as an auditing student. Students will not be required to take tests or do projects if they audit a course. Tuition for audited courses is the same as for courses taken for credit. Audited courses will be recorded on the transcript as an “AU” and do not count toward graduation requirements.

AUDIT POLICY

Students may change from a grade to audit status for a course within that course’s drop/add period and must request this change in the Registrar’s Office. After changing to audit status, students cannot receive credit and a letter grade unless they retake the course. Audited courses are not eligible for financial aid funding.

HARASSMENT/Sexual VIOLENCE POLICY FOR STUDENTS AND EMPLOYEES

The College expressly forbids harassment and violence of any form towards students and employees. All employees and students should clearly understand that, even in mild forms, harassment or violence may carry penalties up to and including dismissal. See pages 31-33 for the complete SCC policy on harassment and sexual violence.
South Central College is responsible to both the public and its students to provide sound post-secondary education in an economic and efficient manner. This responsibility includes the obligation to require satisfactory academic progress from its students in return for the opportunity afforded them by a tax supported college.

All students in certificate, diploma or associate degree programs must maintain a cumulative grade point average of 2.0 to be in good academic standing. In addition, all financial aid recipients must meet the following two standards to maintain eligibility for student financial aid:

- Minimum Credit Completion Standard: The student must complete at least 68% of all credits attempted. (This calculation is based on a student’s 5th day enrollment.)
- Maximum Time Frame Allowance: Maximum time for a student to complete his/her program shall be 150% of the number of credits required in the program of record.

### Probation – Students will be placed on probation if:
- their cumulative grade point average falls below 2.0 and they are not currently on probation.
- their completion rate falls below the required level of 68% (Financial aid recipients only).

### Suspension – Students will be placed on suspension if:
- their cumulative grade point average falls below 2.0 for the two most recent terms of enrollment.
- their completion rate falls below the required level of 68% for the two most recent terms of enrollment (financial aid recipients only).
- they were re-admitted/admitted to SCC on probation and their cumulative grade point average falls below 2.0 for the most recent term.

### Length of Suspension

Students will be suspended for one year if a suspension occurs. If the suspension is related to financial aid only, the following stipulations will be true:

- Minimum Completion Standard: the student will be eligible to register for classes but will remain on financial aid suspension until their completion rate is above the required 68%. During this time, the student must be prepared to pay all expenses (tuition, books, supplies) using their own funds.
- Maximum Time Frame Allowance: the student will be eligible to register for classes but will remain on financial aid suspension unless special approval has been given through the appeal process. Prior to a successful appeal outcome, the student must be prepared to pay all expenses (tuition, books, supplies) using their own funds.

### Appealing Suspension

Students who wish to appeal a suspension must provide a written appeal for academic reinstatement to the Appeals Committee seven calendar days prior to the start of the term of planned enrollment. The written appeal should be supported by additional documentation, including a statement from his/her academic advisor. The Appeals Committee will review all appeals and will notify the student in writing of the decision. The committee’s decision is final.

### Returning Following Suspension

Following an academic suspension, a student must apply for academic reinstatement through the Student Affairs Center, even if he/she has served the term of suspension. The student will be required to submit a written statement indicating what factors in his/her personal situation have changed to allow him/her greater academic success upon his/her return to SCC. Registration will not be allowed until reinstatement requests have been approved. Reinstatement requests must be made no later than seven calendar days before the start date of the term of reinstatement. If you need additional information regarding Satisfactory Academic Progress, please contact the Student Affairs Center at (507) 332-5823 or (507) 389-7220.

### Definitions:

1. **Academic Misconduct** - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.
2. **Cheating** - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
3. **Plagiarism** - includes, but is not limited to, the use of paraphrase or direct quotation, of the published or unpublished work of another person or agency engaged in the selling of term papers or other academic materials.

### Sanctions

- Any student found by a faculty member to have committed academic misconduct is subject to the following sanctions:
  1. **Warning** - A notice in writing to the student that the student has violated the academic code.
  2. **Grade Adjustment** - Lowering of a test, assignment or course grade in response to the misconduct.
  3. **Discretionary Sanctions** - Additional academic assignments determined by the faculty member.
  4. **Course Failure** - Failure of a student from a course where academic misconduct occurs.
  5. **Academic Probation** - A written reprimand in response to academic misconduct. Academic Probation is for a designed period of time and includes the probability of more severe sanctions if the student commits additional acts of misconduct.
  6. **College Suspension** - Separation of the student from the college for a specific period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  7. **College Expulsion** - Permanent separation of the student from the college.

Sanctions 1, 2, 3 and 4 may be imposed by the appropriate faculty member. The faculty member may recommend to the department chair and Dean of Instruction that sanctions 5, 6 or 7 be imposed. College suspension or expulsion will be imposed only upon the approval of the Senior Vice President.
South Central College will provide equal access to qualified students with disabilities in all programs, services and activities. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the services, programs or activities, nor will the student be subject to discrimination. Reasonable and appropriate accommodations will be provided for students who have a qualified disability based on a recent psychological or medical evaluation. The student is required to give 48 hours advance notice of the need for such accommodations.

In accordance with the Americans with Disabilities Act, accommodations will not be provided:

- for personal devices or services, even though the individual may be a qualified individual with a disability
- if the accommodation would result in fundamentally altering the nature of the program
  - when the academic requirements are essential to a program of study
  - to meet licensing prerequisites
- if the accommodation would cause undue financial or administrative burdens.

South Central College provides the following services and activities:

- Counseling and informational services that may include individual counseling, career counseling and assessment, and referral services.
- Academic accommodations that may include assistive devices, early registration, early syllabus availability, taped textbooks, notetaking assistance, testing modification and physical access accommodations.
- Coordination services that may include advocacy assistance, liaison with faculty and staff, liaison with community agencies, intervention procedures and grievance procedures.

Faribault Campus - A104 Mankato Campus - B128
Academic Support Center Academic Support Center
(507) 332-5896 (507) 389-7222

PASS/Fail (P/F)

PASS/Fail - Some courses may be graded on a “Pass/Fail” basis. All required coursework must be completed to receive a grade of “P”. A student may take more than one course per term on the “Pass/Fail” system. Only developmental courses numbered below 1000 (excluding general education courses), internships, health clinicals and Farm/Small Business Management courses may be graded “Pass/Fail”. A pass indicates that the student has completed the coursework at a “C” level or better. The “P” will not be used to calculate GPA but the credits will count toward graduation. A fail grade is equivalent to an “F” and will be used in the GPA calculation. Students must select the “Pass/Fail” grading system at the time of course registration.

WITHDRAWING FROM A COURSE

Withdrawal from a course will be allowed until the 60th day of the term or until 75 percent of the course has been held and will be shown as a “W” on the transcript. After that point withdrawals will not be allowed and students will be graded according to their performance in the course.

MAXIMUM CREDIT LOAD

Students will be allowed to register for a maximum of 20 credits in an academic term. Any student who wishes to register for more than 20 credits must complete an overload request form and have the approval of the Faculty Advisor and Registrar. A student must be in good academic standing to request an overload. (Students registering at the Minnesota Correctional Facility are exempt from this policy.)

TRANSCRIPTS

Any person may request a copy of their academic record by completing a transcript request form available in the Student Affairs Center. A $2 fee is charged for each official transcript copy. Since the academic record is confidential, individuals must personally request a release of the transcript in writing.

ATTENDANCE

Students are expected to attend all classes. In the event of absence, it is the responsibility of the student to arrange for completion of missed class requirements as outlined in the course syllabus.

CREDIT LIFE SPAN

Technical credits shall have a life span of 5 years from the time the course was completed.

Exceptions to these rules must be approved by the program advisor in rare situations.
With the exception of directory information, all data of a public, private or confidential nature that you are requested to supply to the College is for the sole use of the College to be used in performing administrative, managerial, counseling and reporting functions.

A student may refuse to supply requested data, but such refusal may result in ineligibility for specific rights or services.

The College will release student data without student permission only to those agencies, persons and organizations authorized by federal and state statute to receive such information. Under certain circumstances, federal and state laws authorize release of private information without your consent:
- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

South Central College abides by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request.

**PREREQUISITES**

Some courses are designed to be taken in sequence. Prerequisites for a course must be met before the course is taken unless written permission to change the course sequence is obtained from the program advisor. Prerequisites are listed in the college catalog. Students failing the first course in a sequence will not be permitted to take additional courses in the sequence until they have made up the failure.

**COLLEGE READINESS COURSEWORK**

All courses under the 1000 level except transferable general education courses are college readiness courses and do not apply toward graduation requirements. College assessment scores are used for course placement.

It is the policy of South Central College to comply with the provisions of the Americans with Disabilities Act, 42 U.S.C.A Section 12101 et. seq. (ADA). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by this institution.

The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This institution must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to qualified individuals with disabilities participating in or benefiting from this institution's programs, services or activities to afford equal opportunity.

If you would like to:
- review the ADA or its interpretive regulations,
- ask questions about your rights and remedies under the ADA,
- request a reasonable modification to this institution's policies, practices or procedures, or
- file a written grievance with this institution alleging noncompliance with the ADA,

contact one of the SCC Designated ADA Compliance Officers listed below:

**Employment:**
Laural Kubat, Affirmative Action Officer
1920 Lee Boulevard
North Mankato, MN  56003
Human Resource Office
VOICE: 507-389-7219 - 1-800-722-9359
TTY: 507-389-7200
Laural.Kubat@southcentral.edu

**College programs, services, activities:**
Marilyn Weber, Disability Coordinator
Marilyn.Weber@southcentral.edu

In Mankato
1920 Lee Boulevard
North Mankato, MN  56003
Room B-128
VOICE: 507-389-7339 - 1-800-722-9359
TTY: 507-389-7200

In Faribault
1225 Third Street SW
Faribault, MN  55021
Room A-104
VOICE: 507-332-5896 - 1-800-422-0391
TTY: 507-332-5866
The College/University maintains records about you in various places within the institution. For example, the admissions office maintains records about you, as does the registrar. Under federal and state law, you have certain rights concerning the records which the College/University maintains. This notice is to make you aware of those rights.

Should you have questions concerning your rights, please contact Linda Beer, Director of Enrollment Services at (507) 389-7351.

Under the Minnesota Government Data Practices Act (MGDPA) and the Family and Educational Rights Privacy Act (FERPA), you have a right:

• to inspect and review educational records maintained about you;
• to request an amendment to records about you for the purpose of correcting inaccurate, incomplete or misleading records; and
• to a hearing regarding your request, if the College/University does not amend the records at your request;
• to place a written statement explaining your disagreement with the College/University in your records, if the College/University does not amend records after the opportunity for a hearing about whether the records are inaccurate, incomplete or misleading;
• to consent to disclosures of information which identify you personally, except to the extent that such disclosures are allowed without your consent under state and federal law;
• to file a complaint with the United States Department of Education if you believe that the College/University is not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Dept. of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605;
• to obtain a copy of the College/University’s complete policy regarding educational records. The College/University has copies of the policy available at: southcentral.edu.

NOTICE: If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University System (‘‘System’’), your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you seek or intend to enroll at another institution within the System, your academic records from other institutions are also accessible to officials at the school where you are seeking or intend to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent.

South Central College
A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE
**Drug Free College Policy**

South Central College is committed to providing a drug-free work and learning environment for all individuals. The college will provide counseling and referral to students who have identified a chemical abuse problem and will provide assistance to those employees who have identified a chemical abuse problem. The college's primary objective is to return the student or employee to a productive status as soon as possible.

No student or employee of the college, including any student or employee engaged in work or study in connection with a federal grant, shall unlawfully manufacture, distribute, dispense, possess, or use on campus or in the workplace any narcotic drug, alcohol, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

**Tobacco Use Policy**

The use of tobacco products by students, employees, and visitors in college buildings, entrances, and college-owned vehicles is prohibited. Smoking at designated entrances only.

**Safety & Health Policy**

The College recognizes the Occupational Safety and Health Act of 1970 and associated state legislation to be appropriate to and consistent with the purposes of the school. The application of federal and state standards for working conditions, structural limits, and acceptable work practices shall be continuous and integral. It is College policy to take all practical steps to safeguard students from accidents and environmental conditions and to maintain at all times an effective safety organization.

Effective supervision of students shall remain in force whenever students are on campus or under supervision of school personnel. Student safety shall be an integral part of the curriculum in all programs and in all classes.

**Safety Glasses Policy**

Minnesota State Law provides that every person shall wear industrial quality eye protection devices when participating in hazardous training activities while in college programs. SCC will comply with the law by requiring that all students wear industrial quality safety glasses in hazardous areas.

The following action will be initiated by the instructor or administrative staff if a student is not wearing safety glasses while in a hazardous area:

1. The student will receive two warnings.
2. The third offense may be cause for suspension.

**Communicable Disease Policy**

It is the policy that students with communicable diseases not be excluded from attending college in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the college is negligible. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the college in consultation with community health and private health care providers. Inclusion or exclusion from college students with a communicable disease will be based on the following criteria: 1) educational implications for the student and others with whom they come into contact, 2) recommendations from the county public health agency, 3) Minnesota Department of Education and 4) United States Public Health Services Centers for Disease Control.

**Campus Crime Awareness and Security Policy and Protection**

**Campus Security Reports:** South Central College encourages students and college community members to be fully aware of the safety issues occurring on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices is the foundation of a safe community.

SCC monitors criminal activity and maintains a three-year statistical history on both the Faribault and Mankato campuses, and at the satellite campus in New Ulm. All criminal activity will be recorded in a separate category.

SCC personnel have no enforcement authority over instances of criminal actions, thus campus personnel are not expected to detain a person suspected of such activities. Any intervention attempts will be viewed as voluntary. A report will be filed to include information on date, time, category and description of the occurrence and persons witnessing and reporting the incident. The Faribault, North Mankato or New Ulm police have enforcement authority over instances of criminal actions occurring on each campus.

SCC encourages accurate and prompt reporting of all crimes to the appropriate Law Enforcement Agency. When requested, authorized college personnel will assist in reporting an occurrence to the appropriate law enforcement agency.

SCC currently has a variety of policies and procedures relating to campus security. SCC expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice.

**Crime Prevention Programming**

**Authority:** Information concerning campus security is presented as part of the student orientation process and at a staff inservice session. Information to promote awareness of crime prevention tactics and to encourage students and staff to be responsible for their own security and the security of others, will also be presented at those times.

Educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses, are available, and may be accomplished through the use of video productions, brochures, speakers or other resources. Video tapes and instructional materials are available in the media center.
GRIEVANCE POLICY

Situations may arise in which students believe that they have not received fair treatment by the college or may have a complaint about the performance, action or inaction of a member of the college community affecting them. A student who wishes to have the college address a complaint must first use the complaint procedure and then may use the grievance procedure if the complaint procedure proves unsatisfactory. Students are encouraged to seek assistance from the office of Student Affairs, their advisor or another member of the faculty or staff for assistance/direction.

COMPLAINT PROCEDURE

This informal procedure allows discussion of a problem and possible resolution. However, action will not be taken against the defendant unless the complainant consents to be identified.

- Level I - A complaint must be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. Every effort should be made to resolve the problem fairly and promptly at this level. If no resolution can be reached between the student and staff member, the student may move to Level II of discussion.

- Level II - The student shall process the complaint in a timely manner through the appropriate academic or administrative office:
  - Academic complaints shall be addressed to the Dean of Instruction.
  - Business operations, tuition, parking, building and grounds complaints shall be addressed to the Vice President of Operations.
  - Admissions, counseling, placement, assessment, Career Link, Financial Aid and Resource Center complaints shall be addressed to the Dean of Students.

If the complaint cannot be resolved within one week, the student shall then proceed to the written grievance procedure. (Refer to p.66 Grievance Form.) Students uncertain about the proper channels or process are encouraged to seek advice from the Dean of Students or their faculty advisor.

GRIEVANCE PROCEDURE

Students who believe that they have not received fair treatment or the appropriate outcome through Level I and II of the complaint procedure may file a written grievance with the office of the college Senior Vice President.

- Upon investigation and ascertaining that the complaint procedure Level I and II has been exhausted, the Senior Vice President’s office shall refer the grievance to the college’s appeals committee to address the issue.

- Membership of the Appeals Committee shall consist of:
  - Senior Vice President (chairperson).
  - Three faculty members selected from a list of volunteers on file with the Senior Vice President (Faculty member shall not be from the program in which the student is enrolled.).
    - Affirmative Action Officer.

- The grievance will be reviewed at an appeals hearing within ten (10) days of receiving the grievance.

- The complainant and defendant shall be allowed to appear and have third party representation at the appeals hearing. Third party participants shall only play an advisory role.

- The Appeals Committee will review all relevant facts presented by the parties listed and will issue a written majority decision on its findings to the complainant, defendant and President of the college.

- The decision of the Appeals Committee is final.

- If the grievance involves a board policy or the actions of the College President, a student may further appeal the college decision through the Chancellor and Board of Trustees. The decision of the Board of Trustees is final and binding.
**Nondiscrimination Policy**

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

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

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, MnSCU will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. The system office, colleges and universities shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence. This policy supersedes all existing system, college, and university non-discrimination policies.

**Racial Discrimination/Harassment Definitions**

Racial discrimination is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of their race, color or national origin or that of their spouse and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Racial harassment is a form of race discrimination which is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of their race, color or national origin or that of their spouse and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Racial harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee and other relationships with other persons having business at or visiting the educational environment.

**Sex Discrimination/Harassment and Violence Definitions**

Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an individual because of their gender or that of their spouse and that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities or privileges provided by the system or colleges and universities or otherwise adversely affects the individual’s employment or education.

Sexual harassment is a form of sex discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the educational environment.

Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. It includes, but is not limited to:

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual’s employment or educational status accompanied by implied or overt threats concerning an individual’s employment or educational status;
- unwelcome behavior or words of a sexual nature directed at an individual because of gender.
Sexual violence: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and college. Acts of sexual violence include:

- Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
- Non-consensual sex acts such as incest and statutory rape;
- The threat of an act of sexual violence. Sexual violence may include but is not limited to:
  - touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
  - coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts;
  - coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - threatening to coerce or sexual acts, including the touching of intimate parts or intercourse, on another.

Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and college shall comply with the reporting requirements in M.S. Section 626.556 (reporting of maltreatment of minors) and M.S. Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college from taking immediate action to protect victims of alleged sexual abuse.

Non-consensual Relationships. Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, regard, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor or staff who will bear the burden of accountability because of their special power and responsibility, and it may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

SEXUAL ORIENTATION DISCRIMINATION/HARASSMENT DEFINITIONS

Sexual orientation discrimination is prohibited by state law. Sexual orientation discrimination is defined as conduct that is directed at an individual because of their sexual orientation and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities or privileges provided by the system, college or otherwise adversely affects the individual’s employment or education.

Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at an individual because of their sexual orientation and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Sexual orientation harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee and other relationships with other persons having business at or visiting the educational environment.

DISABILITY DISCRIMINATION/HARASSMENT DEFINITIONS

Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of their mental/physical disability or that of their spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities or privileges provided by the system or college or otherwise adversely affects the individual’s employment or education.

Disability harassment is a form of discrimination which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of their mental/physical disability or that of their spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Disability harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

REPORTING PROCEDURE

Students and employee’s should feel free from harassment of any form. Students and employee’s who believe they are victims of harassment may confront the harasser if they feel comfortable in doing so. Students and employees who are aware of or believe that other students or employees are subjected to harassment are encouraged to report that situation pursuant to this policy. This reporting procedure is available to all students and employees of the college and is established as an orderly means for considering and resolving complaints about sexual harassment and sexual violence.
Any person who has a complaint alleging any action prohibited by state or federal statutes may follow the reporting procedure without fear of reprisal. The complainant shall be assured of a prompt investigation. The investigation will remain as confidential as possible pursuant to state and federal data practices and privacy laws. If requested, the complainant may have a staff person present during all proceedings.

COMPLAINANTS PROCEDURE:

Students or staff who feel they are victims of harassment or sexual violence should inform the College Affirmative Action Officer as soon as possible. Any employee who hears of such a complaint is encouraged to inform the College Affirmative Action Officer as soon as possible. Administrators and supervisors are required to report such activities. Report to:

Laural Kubat: (507) 389-7219 or 800-722-9359

The complainant(s) shall confer with the Affirmative Action Officer to make a written or oral complaint. The Affirmative Action Officer shall prepare a written report giving in detail the time, place, pertinent facts and circumstances of the alleged action. The Affirmative Action Officer and the Administration of the Affirmative Action Office will be involved in the entire process. If the complaint involves the Affirmative Action Officer the complaint may be made to The President of the College at:

Faribault  Mankato
507-332-5809  507-389-7207
800-422-0391  800-722-9359

Pending investigation of any alleged act committed by a student or an employee of the College which may constitute a prohibited action, the Affirmative Action Officer and the College Administration, at their discretion, can take any action necessary to protect the complainant, other students or employees consistent with requirements of state and federal statutes and applicable collective bargaining agreements and statutes, if any. The Affirmative Action Officer and the College Administration will take action as they deem necessary and appropriate, up to and including termination, to end the prohibited action found to exist.

INVESTIGATION:
The Affirmative Action Officer or designee shall promptly investigate the complaint and prepare a written report of the findings.

Consistent with requirements of state and federal statutes and applicable collective bargaining agreements, the College will take such action as it deems necessary and appropriate, up to and including termination, to end the prohibited action found to exist.

REPRISAL
Consistent with the terms of any applicable statutes, the College shall discipline any individual who retaliates against any person who reports any prohibited action, or who testifies, assists or participates in any manner in any investigation, proceeding or hearing relating to the report of any alleged prohibited action. A retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

South Central College does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Crime victims have certain rights by law. Please contact your counselor or the Affirmative Action Officer for additional resources or contact:

The Minnesota Crime Victims Reparations Board:
The Minnesota Crime Victims Reparations board helps crime victims with some of their financial losses. To pick up a brochure explaining their services, go to your counselor or the human rights officer on your campus. You can also write to: Crime Victims Reparations Board - 444 Cedar Street Town Square, Suite 100C - St. Paul, MN 55101 - or call toll free: 1-800-247-0390

The Office of Crime Victims Ombudsman:
The Office of Crime Victims Ombudsman offers assistance to crime victims who feel that their rights have been violated, or who feel they have been treated unfairly by the criminal justice system or by victim assistance programs. Anyone wishing further information, or those who feel that their rights have been violated, should contact the Office of Crime Victims Ombudsman at: (612) 642-0397 or call toll free: 1-800-247-0390

Criminal Offenses
South Central College reports statistics to the U.S. Department of Education pursuant to the Clery Act (20 U.S.C. 1221g). Campus and local statistics are reported by the local police department for these categories.

Campus Criminal offenses (2001-2003)

<table>
<thead>
<tr>
<th>Violent Crime</th>
<th>Number</th>
</tr>
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<tbody>
<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
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<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
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<tr>
<td>Non-forcible Sex offenses</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>1</td>
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</tbody>
</table>

Local Criminal offenses (2001-2003)

<table>
<thead>
<tr>
<th>Violent Crime</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
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</tr>
<tr>
<td>Arson</td>
<td>1</td>
</tr>
</tbody>
</table>

The above categories and reported alleged criminal activities do not necessarily constitute an arrest or conviction. They are allegations of wrongdoing.
COMPUTER USAGE

COLLEGE COMPUTER USAGE

Up-to-date SCC technology information can be found online at http://southcentral.edu/it

Utilizing college-owned computers and networks constitutes acceptance and understanding of the college’s Network and Computer Use Policy.

Introduction: (The SCC computer network consists of a fast campus-wide Ethernet Gigabit backbone, and wireless network.) IT Services work to insure that network privileges are properly maintained for all College users. Users also must meet certain responsibilities and are subject to certain limitations. Those who fail to meet those responsibilities or operate within these limitations may have their network privileges suspended or revoked.

Priorities of the Network: The SCC computer network should be utilized and will be maintained and administered in accordance with the following priorities:

Highest and Primary: To support the education, research, and administrative purposes of South Central College.

Medium and Secondary: To support other uses related to South Central College purposes with education or research benefits, including e-mail communications and web pages.

Lowest and Least Important: Recreation and entertainment. These are not supported by the College.

Disclaimer: South Central College will actively investigate and sanction reported violations of the computer use policy and guidelines. However, the college is not responsible for user conduct. Users should be aware that there are many services on the Internet that they might find offensive. They must accept responsibility for their own navigation of the Internet.

CENTRAL COLLEGE’S COMPUTER USAGE GUIDELINES

As a condition of use of the SCC computer resources and facilities, the user agrees to respect:

1. The lab area and equipment; e.g., users shall not eat or drink in the computer lab areas and agree to clean up the work area before leaving.
2. The privacy of other users; e.g., users shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users, or misrepresent others, unless explicitly authorized to do so by those users.
3. The legal protection provided by copyright and license to programs and data; e.g., users shall not make copies of a licensed computer program to avoid paying additional license fees. (Refer to Software Copyright later in this document.)
4. The intended usage for which access to SCC computing resources was granted; e.g., users may not use SCC facilities for outside commercial activities.
5. The integrity of computing systems; e.g., users shall not intentionally develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
6. The financial structure of a computing system; e.g., users shall not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the college for computing services or allow anyone else to use their account.
7. The rights of other users; e.g., users shall not engage in public behavior that creates an intimidating, hostile, or offensive environment for other users based on their race, sex, color, religion, creed, age, marital status, handicap, or veteran status. An example would be the viewing of pornographic material.
8. And follow the posted rules of individual computer labs and classrooms.

COMPUTER USE POLICY

The college considers all students with valid fee statements, and currently employed faculty and staff to be authorized users of the general purpose computing systems. An authorized user is NOT permitted to allow others to use his/her accounts and passwords, or use accounts not assigned to them.

South Central College’s academic computing facilities are available for students and faculty to use in support of teaching/classroom use or normal research activities.

Guidelines

In general, authorized and unauthorized access and use of college computers and computer services is defined below. These guidelines apply equally to all college students, faculty and staff, and to all college owned and operated computer systems and equipment.

Any access or use prohibited by state or federal law is prohibited. Any access or use in support of activities that are prohibited by state or federal law is prohibited.
Questions You May Have About Using Software:

What do I need to know about software and the U.S. Copyright Act?
Until it has been placed in the public domain, software is protected by copyright law. The owner of a copyright holds exclusive right to the reproduction and distribution of his or her work. Therefore, it is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. If you have purchased your copy, however, you may make a backup for your own use in case the original is destroyed or fails to work.

Can I loan software I have purchased myself?
If your software came with a clearly visible license agreement, or if you signed a registration card, read the license carefully before you use the software. Some licenses may restrict use to a specific computer. Copyright law does not permit you to run your software on two or more computers simultaneously unless the license agreement specifically allows it. It may, however, be legal to loan your software to a friend temporarily as long as you do not keep a copy.

If software is not copy-protected, do I have the right to copy it?
Lack of copy protection does not constitute permission to copy software in order to share or sell it. "Non-copy-protected" software enables you to protect your investment by making a backup copy. In offering non-copy-protected software to you, the developer or publisher has demonstrated significant trust in your integrity.

May I copy software that is available through facilities on my campus so that I can use it more conveniently in my own room?
Software acquired by colleges and universities is usually licensed. The licenses restrict how and where the software may be legally used by members of the community. This applies to software installed on hard disks in microcomputer clusters, software distributed on disks by a campus lending library, and software available on a campus mainframe or network. Some institutional licenses permit copying for certain purposes. Consult your campus authorities if you are unsure about the use of a particular software product.

Isn't it legally "fair use" to copy software if the purpose in sharing it is purely educational?
No. It is illegal for a faculty member or student to copy software for distribution among the members of a class without permission of the author or publisher.

Alternatives to Explore
Software can be expensive. You may think that you cannot afford to purchase certain programs that you need, but there are legal alternatives to unauthorized copying:

Site-Licensed and Bulk-Purchased Software
Your institution may have negotiated agreements that make software available either to use or to purchase at special prices. Consult your campus computing office for information. Software available through institutional site licenses or bulk purchases is subject to copyright and license restrictions, and you may not make or distribute copies without authorization.

Shareware
Shareware, or "user-supported" software, is copyrighted software that the developer encourages you to copy and distribute to others. This permission is explicitly stated in the documentation or displayed on the computer screen. The developer of shareware generally asks for a small donation or registration fee if you like the software and plan to use it. By registering, you may receive further documentation, updates, and enhancements. You are also supporting future software development.

Public Domain Software
Sometimes authors dedicate their software to the public domain, which means that the software is not subject to any copyright restrictions. It can be copied and shared freely. Software without copyright notice is often, but not necessarily, in the public domain. Before you copy or distribute software that is not explicitly in the public domain, check with your campus computing office.

Student Account Information
Student computer accounts are created automatically the day before the first day of class. Information about how to log into the various systems at school can be found at http://southcentral.edu/it/gfx/LoginBrochure2005FullPortal.pdf. For more help regarding your login information, please contact:

Faribault campus - Library/Media Center (B-102)
Mankato campus - 4-Plex Computer Lab (C-149)
(Phone 507-389-7454)

Please remember that you can check, AND PAY, your student account online. From SCC’s website choose Current Students, Register/Check Your Grades, Online Registration: Mankato Campus or Faribault Campus. Log in using your Student ID and PIN number. Once logged in, click on the Student tab and choose My Account.

It is your responsibility to check your account if you add and/or drop classes. The Business Office will not mail new statements each time a change is made.

Agency funded students, as well as students receiving federal and/or state financial aid, will be responsible for any balance remaining after their term award has been subtracted.

College Computer Systems Network/E-mail Security
Students with a valid fee statement and currently employed faculty and staff can get security account information for network access and e-mail account access. It is your responsibility to remember the account username/password and file them in a secure place. For security reasons, SCC does not send user IDs or passwords through campus or electronic mail. Student user IDs remain active as long as the student is enrolled in classes.
OFFICIAL STUDENT E-MAIL POLICY

(Use of Email for Official Correspondence with Students)

A. Purpose of the Policy

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at South Central College. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within South Central College. Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, e-mail as the need arises.

B. Scope

This student e-mail policy provides guidelines regarding the following aspects of e-mail as an official means of communication:

• College use of e-mail;
• Assignment of student e-mail addresses;
• Student use of and responsibilities associated with assigned e-mail addresses; and
• Expectations of e-mail communication between faculty and student and staff and student.

C. Policy

1. College use of email

Email is a mechanism for official communication for South Central College, which has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the college community.

2. Assignment of student email

South Central College official email accounts are available for all enrolled students. The email addresses are all of the form [username]@students.southcentral.edu. These accounts must be activated before the college can correspond with its students using the official email accounts.

3. Redirecting of email

If students wish to have email redirected from their official @students.southcentral.edu address to another email address (e.g., @aol.com, @hotmail.com), they may do so but at their own risk. South Central College will not be responsible for the handling of email by outside vendors. Having email redirected does not absolve students from the responsibilities associated with official communication sent to their @students.southcentral.edu accounts.

4. Expectations about student use of email

Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with South Central College communications. SCC recommends checking e-mail once a week at a minimum; in recognition that certain communications may be time-critical. Not checking email, an error in forwarding mail, and email returned to the college with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official college communications via email.

5. Authentication for confidential information

It is a violation of college policy for any user of official email addresses to impersonate a college office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through MnSCU portals, which are password protected. In these cases, students will receive email correspondence directing them to a MnSCU portal, where they can access the confidential information only by supplying their student ID and PIN. The confidential information will not be available in the email message.

6. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

7. Educational uses of email

SCC faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabi. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can, therefore, make the assumption that students’ official @students.southcentral.edu accounts are being accessed and faculty can use email for their classes accordingly.

D. Procedures

The Department of Instructional Technology will review this policy as needed. Changes will be authorized by the approval of the Shared Governance Council and the Executive Leadership Team. Students with questions or comments about this policy should contact the Department of Instructional Technology.

E. References

This policy complies with the guidelines as found in:

• Minnesota State Colleges and Universities Board Policy 5.22 - Acceptable Use of Computers and Information Technology Resources
• Minnesota State Colleges and Universities Board Procedure 5.22.1 - Acceptable Use of Computers and Information Technology Resources

F. Responsible Organization

The Office of the Senior Vice President and the Department of Instructional Technology will be responsible for this policy.

Appendix A -- Policy Routing

• This policy was approved by the Executive Leadership Team on April 4, 2005
• This policy was approved by the Shared Governance Council on May 4, 2005

Date: May 5, 2005
Approved by: Keith Stover, President – South Central College
Author: Wes Taylor, Dean of Technology

Policy can be found online at
http://southcentral.edu/doit/EmailPolicy.cfm
COMPUTER USAGE

INSTRUCTIONAL MANAGEMENT SYSTEM (IMS) FOR ONLINE AND FACE-TO-FACE COURSES

South Central College uses WebCT (a web-based instructional management system or IMS) as the primary online tool in offering online courses. Additionally, many faculty members use WebCT to supplement their face-to-face courses at the college.

An IMS allows students to view content, participate synchronous (live) and asynchronous (delayed) communication, collaborate in group projects, securely submit homework and take secure quizzes in a password-protected online environment, requiring in most cases only a computer, a web browser and an internet connection. For face-to-face courses, many faculty members use an IMS for one or more of its features and allows the faculty more flexibility and time in the classroom.

Online Management provides WebCT access information (username and password) and login information to students prior to the start of semester when students enroll prior to the start of semester. Thereafter, Online Management provides WebCT access information to students as they enroll in classes. It is your responsibility to remember the account user name/password and file them in a secure place. Student user accounts remain active as long as the student is enrolled in classes.

In Fall 2006, the college will no longer use WebCT and begin using Desire2Learn.

ONLINE INSTRUCTION SECURITY

Access to web-based instructional resources is currently managed by LearnOn with the assistance of SCC instructors. The instructor will provide this information to you in the first week of the semester. It is your responsibility to remember the account user name/password and file them in a secure place. Student user accounts remain active as long as the student is enrolled in classes.

INTERACTIVE TELEVISION (ITV)

ITV rooms provide unique telecommunications between SCC campuses and other educational sites. This interactive link allows multiple students to attend courses from long distances. It also allows students to participate in a course that may not be offered at their primary location. SCC’s ITV rooms have been completely re-equipped and updated and have both computer and Internet capability. The system can broadcast the instructor, students, computer screen, video, document camera images, or a satellite downlink to other sites. There are currently four interactive television rooms on SCC campuses. Each year ITV courses serve several SCC programs.

You may be planning to take a single online course via the Internet or over ITV (Interactive Television). You may wish to complete a program or begin an entirely new program of study. You will find that technology has added new options for prospective learners.

SOUTH CENTRAL ONLINE

Providing students with expanded learning opportunities directed SCC’s Center for Teaching and Learning to develop and implement online courses. Learners experienced their first access to totally online (web-based) courses in Fall 2001 and offerings continue to be developed for future terms of instruction in selected program areas. Faculty develop course content using an instructional design process that is truly learner-centered. While online learning includes a variety of approaches, typical online coursework will include readings (online or text-based), learning activities, multimedia presentations, online chats/discussions (synchronous and asynchronous), online group collaboration and performance-based assessment. The primary difference between an online course and finding resources while attending a face-to-face class is that your learning is guided to specific areas in a sequence that you may not otherwise identify on your own.

Using the World Wide Web (WWW), online students are able to access their courses from home or office using a personal computer, an Internet connection and a web browser (some technology courses may require additional software). When you take an on-line course through South Central Online, you will use your own unique user ID and password to access courses—your work is secure.

To be successful as an online learner requires a high degree of personal motivation and self-discipline. Many learners are not accustomed to study without the personal and physical contact of course colleagues and the face-to-face encounter of an instructor. Learners may not realize how much they rely on the physical presence of others or their encouragement and mutual support while learning. SCC faculty develop on-line learning experiences that are supportive and personalized but it will be different from what is found in the face-to-face learning classroom.

To learn more about South Central Online, visit our web site at http://online.southcentral.edu or e-mail us at Online@southcentral.edu

South Central College
A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE
Earn your entire degree, certificate or diploma online through South Central Online in any of these areas:

- COMMUNITY SUPPORTS FOR PEOPLE WITH DISABILITIES
- LEGAL ASSISTANT
- MEDICAL LABORATORY TECHNICIAN
- PHLEBOTOMY

In 2006, COMMUNITY HEALTH WORKER will join the list of degrees and certificates you can complete entirely online!

Additionally, you can combine South Central Online courses with face-to-face courses toward a degree at South Central College in many program areas. Our growing list of South Central Online offerings includes courses in:

- ACCOUNTING
- COLLEGE READINESS
- COMMUNITY SUPPORTS FOR PEOPLE WITH DISABILITIES
- COMPUTER CAREERS
- CHILD DEVELOPMENT
- GENERAL EDUCATION
- LEGAL ASSISTANT
- MARKETING AND MANAGEMENT
- MEDICAL LABORATORY TECHNICIAN
- OFFICE TECHNOLOGY
- PHLEBOTOMY

All South Central Online programs and courses are taught by our faculty and are fully accredited.

Have questions? Need help? Just curious?

Visit online.southcentral.edu
South Central College maintains records about you in various places within the institution. For example, the admissions office maintains records about you, as does the registrar. Under federal and state law, you have certain rights concerning the records which SCC maintains.

Should you have questions concerning your rights, please contact Linda Beer, Registrar at (507) 389-7351.

Under the Minnesota Government Data Practices Act (MGDPA) and the Family and Educational Rights Privacy Act (FERPA), you have a right:

- To inspect and review educational records maintained about you;
- To request an amendment to records about you for the purpose of correcting inaccurate or misleading records, or records which violate your privacy or other rights in some fashion;
- To a hearing regarding records which you believe are inaccurate or misleading, if the College does not amend the records at your request;
- To place a written statement explaining your disagreement with SCC in your records, if SCC does not amend records after the opportunity for a hearing about whether the records are inaccurate or misleading;
- To consent to disclosures of information which identifies you personally, except to the extent that such disclosures are allowed without your consent under state and federal law (FERPA and the MGDPA permit disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by SCC in an administrative, supervisory, academic or support staff position, a person or company with whom SCC has contracted, a student serving on official SCC committees, a person serving on the Board of Trustees or in the Office of the Chancellor, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.);
- To file a complaint with the United States Department of Education if you believe that SCC is not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

*Note: “Honors” includes, but is not limited to: scholarship awards, graduation, President's Academic Honors list and involvement in student organizations.

When you apply for admission, while you are enrolled, and after graduation you will be asked to supply information about yourself, including your social security number. You will be asked to report information in the following ways:

- Admission Application
- Enrollment Form
- Financial Aid Application
- Assessment Testing Information
- Placement and Employment Follow-Up Information Forms
- Oral Interviews with College Staff
- Health, Immunization Records
- You have the right to know and to view all public and private data maintained regarding you.
- You have the right to have the data explained to you and receive a copy of it.
- You have the right to challenge the accuracy and completeness of the data and to include your own explanation of the data.

There are consequences for not supplying data which may result in denial of the following services:

- You may not be admitted for enrollment if you do not complete the admissions application (except social security number).
- You may not receive academic accommodation if you do not verify your disability based on a recent psychological or medical evaluation.
- You may not receive financial aid assistance if you do not provide information on the financial aid form.
- You may not continue in college if you do not comply with immunization information as required by law.
COMMUNICATION / STUDENT LIFE

CAMPUS CLOSING

It is the policy of the College to be open for educational purposes. If it is determined by the college administration or the governor that emergency conditions have developed which change normal operating times, an announcement will be made via radio and television broadcasts. Whenever possible, this will be aired before 6:00 a.m. over the following stations: KTOE (AM 1230), KEEZ (FM 99.1), KKLP (FM 93), KNUJ (AM 860), KDOG (FM 96.7), KSTP-TV (Channel 5), KEYC-TV (Channel 12), KDFL (AM 920), KQCL (FM 95.9) and WCCO-Minneapolis (AM 830). All school closings are campus specific. Please note that announcements closing all area or district schools refers to public schools K-12 only. This does not include South Central College.

EMERGENCY PROCEDURES

The College recognizes its responsibility in providing a healthful environment and the safest conditions for its students. Effectiveness of the instructional programs is in large part determined by an environment free from disruptions to the learning process. A loss of educational production is the ultimate result of an employee or student accident or illness. Accidents resulting in personal injury and damage to property and equipment represent needless waste.

It shall, therefore, be our policy to take all practical steps to safeguard students from accidents and environmental conditions and to maintain at all times an effective safety organization.

Effective supervision of students shall remain in force whenever students are under supervision of college personnel. Student safety shall be an integral part of the curriculum in all programs and in all subjects.

We recognize the Occupational Safety and Health Act of 1970 and associated state legislation to be appropriate to and consistent with the purposes of the school. The application of federal and state standards for working conditions, structural limits and acceptable work practices shall be continuous and integral.

ACCIDENT REPORTING PROCEDURE

After first aid procedures have been administered, it will be necessary to make a report of the injury to comply with the Employees Worker Compensation and Occupational Safety and Health Act rules. Contact the Human Resource Office.

FIRE DRILL/EMERGENCY EVACUATION

Fire drills are held periodically. Each instructor will inform the students of the exits to be used in emergency evacuations. An evacuation plan is posted in each area. The signal to leave the building is a continuous series of blasts from the alarm system. Whenever this occurs, everyone is to leave the building immediately in an orderly manner. Students are to move away from the building so that others may exit. An all-clear signal will be given to return to the building.

TORNADOES AND SEVERE THUNDERSTORMS

FARIBAULT CAMPUS - In the event of an actual tornado, an announcement over the public address system will be given. This will direct students to take shelter in a designated shelter area. Sheltered areas include hallways, interior rooms away from glass and windows and the lower level of the main campus. A colored floor plan is posted in each room showing safe areas. An announcement over the public address system will direct students as to when it is safe to return to their classrooms.

MANKATO CAMPUS - In the event of an actual tornado warning, a 30-second siren blast will be sounded. This will be followed by an announcement over the public address system which will direct students to take shelter in a designated shelter area. Shelter areas include hallways and interior rooms away from glass and windows. A colored floor plan is posted in each room showing safe areas.

An all-clear signal will be sounded as a 10-second blast, followed by a 5-second blast, then another 10-second blast. An announcement over the public address system will direct students to return to their classrooms.

CLASS CANCELLATIONS

On occasion, it may be necessary for an instructor to cancel a class. These cancellations will be posted on classroom/lab doors as quickly as possible.

STUDENT LIFE

The Student Life Committee is represented by the Student Senate on each campus, the Dean of Students and a representative from the Fiscal Affairs office. The Student Life Committee determines allocations to student organizations and activities from the Student Life fee; and regularly monitors the Student Life Fund.

STUDENT COMMUNICATIONS

All students registered for 6 or more credits will be assigned a mailbox. An alphabetical listing indicating your mailbox will be posted near the mailboxes in the cafeteria. Please check your mailbox often.

STUDENT MESSAGES

All telephone messages for students will be received at the main switchboard. Only emergency messages will be delivered. Other messages will be distributed in students’ mailboxes at 9:30 a.m., noon and 2:30 p.m. SCC will not release information about a student’s class schedule. Please distribute this information to those people who may find it necessary.
**STUDENT SENATE**

Each campus of South Central College has an active student governing body called the Student Senate. Senate representatives are elected in the fall and a variety of activities are planned throughout the year. Besides social functions, the Senate coordinates legislative activities that affect students and provides assistance to other campus organizations. The role of the senators is to be the primary communication link between the administration and the student community. The Senate offers an appealing opportunity to develop leadership, civic awareness, community involvement and basic understanding of human relations.

- **BUSINESS PROFESSIONALS OF AMERICA:**
  Business Professionals of America is a professional organization for students in business and office programs. Its purposes are to promote student leadership, develop vocational competence in office occupations, develop confidence and a spirit of competition, understand and promote business, and improve poise, sociability, attitude, and tact. In addition, it enables students to have direct contact with business and industry—their future employers. Members also have the opportunity to participate in state and national conferences.

- **DEX:** Delta Epsilon Chi (Post-Secondary Division of DECA) is a national organization for students enrolled in the Marketing Management program. The goal of DEX is to develop the leadership abilities of its members to better prepare them for management roles in marketing and distributive occupations. DEX works very closely with business and industry to help students in learning about business functions and career development. Students who are members of DEX will have the opportunity to participate in local, district, state, and national conferences. The highlight of these conferences is the DEX competitive awards program. In this award program, students have the opportunity to demonstrate their marketing skills and knowledge in competition with other students on the national level.

- **NATIONAL STUDENT NURSES’ ASSOCIATION:**
  (New student organization for students enrolled in the Registered Nursing programs.) Mission Statement: The NSNA Mission is to: organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education.

- **PHI THETA KAPPA:** Established in 1918, by two-year college presidents, Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. The organization offers many opportunities for scholarships, intellectual enrichment and personal development. Members also benefit through association. Your membership with Phi Theta Kappa will be indicated on your transcript and can enhance your resume when seeking employment. Any SCC student with an accumulative GPA of 3.5 or above, with at least 12 semester credits completed may join.

- **SkillsUSA VICA:** The SkillsUSA VICA is the professional student organization for students participating in trade, industrial, technical or health training programs. SkillsUSA VICA provides an opportunity for students with common interests to exchange ideas and attitudes, discuss problems, and work together toward common goals. It provides an opportunity to serve others and to make contributions. SkillsUSA VICA also offers students prestige and recognition through competitive activities in skill and leadership development areas. At the local level, SkillsUSA VICA members become involved in civic, education, professional, and social activities that develop social and leadership abilities. At the state level, activities include a fall delegate assembly where state officers are elected. In the spring, state competition takes place whereby students compete against other students from Minnesota in leadership development contests and in their occupational skill area. The first place winners in eligible contests then proceed to national competition in June.
**STUDENT RIGHTS AND RESPONSIBILITIES**

**Freedom to Learn.**
In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

**Freedom of Expression.**
Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution.

In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

**Freedom to Association.**
Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate college regulations and policies.

**Student-Sponsored Forums.**
Students shall have the right to assemble, to select speakers and to discuss issues of their choice. The college shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when holding the event, in their judgment, would result in physical harm or threat of physical harm to personnel or property. Prior to any such prohibition, the president shall make the best effort to consult with a designated member of the student association.

**Student Publications.**
Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, system or student body.

**Catalog and Course Information.**
To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

**Academic Information.**
Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

**Academic Evaluation.**
Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student’s academic performance.

**Property Rights.**
Term papers, essays, projects, works of art and similar property shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

**Off-Campus Conduct.**
Students who violate a local ordinance or state law risk the legal penalties prescribed by civil authorities. The college need not concern itself with every violation. Nevertheless, the college may take disciplinary action against students for off-campus behavior, following the procedures of the code of student conduct.
STUDENT CODE OF CONDUCT

South Central College recognizes that all students have responsibilities as citizens and as members of the college community. Student responsibilities include regular attendance, punctuality, positive relationships with other students and staff, appropriate behavior and attitude, and acceptable progress, all of which are necessary to assure success in the college. Students are expected to assume personal responsibility as adults for their behavior without supervision.

This code of student conduct incorporates appropriate due process and identifies steps to be taken when conduct occurs which may violate the code. The college may revise the code as needed, however shall provide notification to students.

DEFINITIONS

◆ The term college property includes all land, buildings, facilities and other property, real and personal, possessed, owned, leased, used or controlled by the college, including adjacent streets and sidewalks.

◆ The term faculty member means any person hired by the college to conduct classroom activities.

◆ The term member of college community includes any person who is a student, faculty member, administrator or any other person employed by the college.

◆ The term student includes all persons taking courses at the college, both full-time and part-time. A person who is not officially enrolled for a particular term but who has a continuing relationship with the college is considered a student. A person who was enrolled during a spring term and is expected to enroll for the subsequent fall term is a student during the interim.

◆ The term administrator includes any person employed by the College, performing assigned administrative or professional responsibilities.

◆ The term student conduct panel means a panel appointed to provide formal review and decision in student conduct hearings.

COLLEGE JURISDICTION

College jurisdiction is asserted for violations of the code of student conduct that occur on college property. College jurisdiction shall also extend to violations of the code that are not committed on college property when:

◆ The violation involves hazing; or

◆ The violation is committed while participating in a college sanctioned or sponsored activity; or

◆ The victim of the violation is a member of the college community; or

◆ The violation is a felony under federal or state law; or

◆ The violation adversely effects the educational, research, or service functions of the college.

STUDENT CONDUCT - BEHAVIORAL PROSCRIPTIONS

◆ All students have the responsibility to:
  • Comply with all local, state and federal laws.
  • Comply with all published college and Board of Trustees rules, regulations, policies and procedures.
  • Recognize and respect the rights of others.
  • Assist the college staff with maintaining a safe college environment.
  • Respect and maintain college property.
  • Dress in a manner that meets standards of safety and health and is appropriate for the occupation for which the student is preparing.

◆ Examples of conduct which violate the code of student conduct and are subject to disciplinary sanctions by the college include, but are not limited to:
  • Violation of local, state or federal laws.
  • Violation of published policies, rules procedures or regulations of the Board of Trustees or of the college.
  • Acts of dishonesty, including but not limited to forging, altering or misusing college documents or records.
  • Knowingly furnished false information, oral or written, to the college.
  • Failure to comply with directions of, or to present identification to college officials acting in the performance of their duties.
  • Failure to comply with conditions of sanctions imposed by the college as a result of previous conduct code action.
  • Possession of firearms or other weapons or devices while in a college building, except possession specifically authorized by the college. Firearms and other weapons or devices include but are not limited to: pistols; rifles; air guns; shotguns; ammunition; incendiary devices; smoke devices; knives; explosives; bows and arrows or chemical agents.
  • Use, possession or distribution of alcoholic beverages, narcotics or other controlled substances on college property or at college sponsored or supervised activities except as expressly permitted by law.
  • Attending college classes or activities while under the influence of alcohol, narcotics or other controlled substances.
  • Violating smoking regulations.
  • Physical or psychological abuse or harassment of a person, including stalking; abuse or harassment through other persons; or by use of electronic or other communication devices such as audio/video recorders, computers and telephones.
  • Physical abuse, verbal abuse, threats, intimidation, coercion or other conduct which endangers or threatens to endanger the health or safety of any person.
  • Hazing which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a student group, organization or athletic team.
  • Conduct which results in injury or death to a member of the college community or a visitor to the college.
  • Engaging in fighting; assault or battery upon a member of the college community or a visitor to the college; engaging in abusive, lewd or profane language; engaging in boisterous or noisy conduct reasonably intended to arouse alarm, resentment or anger in others; disrupting classes, meetings or other college activities.
  • Unauthorized entry into college property.
  • Theft of, damage to or unauthorized use of college property or the property of any member of the college community or of a visitor of the college.
**STUDENT LIFE**

- Allegations of discrimination, academic misconduct, harassment or violence shall be adjudicated under separate procedures in accordance with the college’s policies on these issues, but violators shall be subject to the sanctions described in the code of student conduct.
- Academic standards discipline, including academic probation and suspension shall be conducted under the satisfactory academic progress policy. The procedures described in this code of student conduct shall not apply to academic discipline standards.

**CHARGES AND INFORMAL MEETING**

Any member of the college community may file a charge against a student violating the code of student conduct. Charges shall be prepared in writing and shall be filed with the Dean responsible for the program or course(s) in which the student is enrolled. A charge shall be submitted as soon as possible after the conduct takes place, preferably within three days. The Dean with whom the charge is filed shall conduct a preliminary investigation of the charge. If the charge is unwarranted, the Dean may discontinue proceedings. Upon determining that there may be merit to the charge, the Dean shall:

- Provide the student with a copy of the code of student conduct.
- Inform the student of the nature of the charge and of the evidence available to support the charge.
- Specify a date and time when the student is required to meet with the Dean to attempt an informal resolution of the charge and inform the student that failure to appear for the informal meeting shall result in the charge being referred for a formal hearing before the student conduct panel.

If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the Dean shall refer the charge to the student conduct panel for formal adjudication.

**FORMAL HEARINGS**

- The Senior Vice President shall be a member of, and shall chair the student conduct panel. The Senior Vice President shall appoint a Dean, a college counselor and a faculty or staff member as members of the panel. A Dean that refers or presents a charge to the panel shall not be a member of the panel that adjudicates the charge. The campus student association shall appoint a student as a member of the panel. The Senior Vice President will provide appropriate training for members of the panel. A majority of the panel members shall constitute the quorum necessary to hear any case.
- When a Dean refers a charge to the panel, the Dean shall forward to the panel:
  - A statement describing the alleged violation of the code of student conduct;
  - The name and address of the student charged;
  - The name and address of the complainant; and
  - All relevant facts and statements, including the names and addresses of witnesses to the alleged violation.
- The Senior Vice President, as chair of the panel, shall determine the time, date and place of the hearing, which shall be at least two days after delivery of written notice of the hearing to the accused student. Such notice to the student shall include:
  - A statement of the date, time and place of the hearing;
  - A description of the charge and, to the extent known, a list of witnesses expected to appear and a summary of their testimony;
  - A summary description of any documentary or other evidence that may be presented in support of a charge;
  - Notice that the student’s failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student's absence.
- Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney to act as the student’s advisor.
- The hearing shall be conducted in the following manner:
  - The Dean of the program or course in which the student is enrolled shall present the charge and supporting evidence, including testimony of any witnesses. The accused student shall have opportunity to challenge evidence and to ask questions of any witnesses introduced by the Dean.
  - The accused student shall next present evidence or testimony to refute the charge. The Dean may challenge evidence presented by the student and may ask questions of witnesses introduced by the student.
  - Only those materials and matters presented at the hearing shall be considered as evidence. The chair shall exclude irrelevant, immaterial or unduly repetitious evidence.
  - The hearing shall be held in closed session unless a majority of the panel determines there is a compelling reason for the hearing to be open and neither the accused student nor the complainant presents an objection.
  - The student shall be given the opportunity to speak in their own defense, to present witnesses, to question any witnesses and may have an advisor present. The advisor may provide advice to the student, but may not participate in any questioning. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advisor.
  - The hearing shall be audio tape recorded, and the tape shall be kept on file in the office of the Senior Vice President for a period of three years.
- Upon conclusion of the hearing, the panel in closed session shall consider the evidence presented and decide by a majority vote to exonerate the student or to impose one of the sanctions listed in the code of student conduct.
◆ The panel shall send written notice of its findings and conclusions to the accused student, including any sanction imposed. The notice shall inform the student of the opportunity to appeal the panel’s decision to the College President within ten days of the decision. Additionally, in cases where the sanction imposed is expulsion or suspension for ten days or longer, the notice shall inform the student of the student’s right to a contested case hearing under Minnesota law.

APPEALS
◆ A student may appeal a decision of the student conduct panel to the College President. The appeal shall be in writing and shall be delivered to the office of the College President within ten days of the decision. The College President may designate another college employee to review the appeal and to render a decision.
◆ An appeal shall be limited to review of the record of the hearing and the written appeal for one or more of the following purposes:
  • To determine whether the original hearing was conducted fairly in light of the charge and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and to present a rebuttal of the charge and evidence.
  • To determine whether the decision reached regarding the accused student was based on evidence that demonstrated it was more likely than not that the student violated the code of student conduct.
  • To determine whether the sanction or sanctions imposed were appropriate for the violation of the code of student conduct which the student was found to have committed.
◆ Following a review of the hearing and of the appeal presented by the student, the College President or designee shall render a decision. The College President or designee may uphold the panel’s decision and sanction, may determine that the decision was reached in error or inappropriately, or may determine that the decision was reached in error or inappropriately, or may determine that the sanction was inappropriate. In the latter case, the College President or designee may issue a lesser sanction. If the College President or designee believes that the sanction was reached in error or inappropriately, the College President or designee may require that the panel hear the case de novo, or may choose to exonerate the student. The College President or designee shall notify the student in writing of the College President’s or designee’s decision and of any new sanction imposed. The College President’s or designee’s decision shall be final within the institution and the Minnesota State Colleges and Universities. If the sanction involves suspension for ten days or more, or expulsion, the College President’s or designee’s decision shall inform the student of the right to a contested case hearing under Chapter 14 of Minnesota Statutes.

SANCTIONS
Conduct which violates the code of student conduct may result in the sanctions listed below.
◆ Warning: A written notice to the student that their conduct violates the student conduct code. The warning allows the student an opportunity to correct the unacceptable conduct before more serious sanctions are imposed.
◆ Probation: A written reprimand that a student has violated the conduct code. Probation is for a designated period of time and includes the probability of additional disciplinary sanctions if the student is found to be violating the conduct code during the probationary period.
◆ Suspension: An action which excludes a student for a specific period of time from registration and class attendance. Upon termination of the period of suspension, the student shall be considered for registration, but conditions for readmission may be specified. Further misconduct, after re-admission, may result in expulsion.
◆ Restitution: Requiring a student to compensate the college for loss or damage to college property, or for misappropriation of college funds. This may take the form of monetary or material replacement, or appropriate service.
◆ Expulsion: Permanent denial of the privilege of registration, class attendance or any other use of college property. More than one of the sanctions listed above may be imposed for any single violation. Unless required by Board of Trustees’ policy, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record.

The following sanctions may be imposed upon groups or organizations:
◆ Those sanctions listed above.
◆ Deactivation: Loss of all privileges, including college recognition, for a specified period of time.

SUMMARY SUSPENSION
◆ A Dean may impose a summary suspension on a student without the informal meeting or formal hearing described in this code of conduct if the Dean has reasonable cause to believe that the student's continued presence on college property is a threat to the safety and well-being of members of the college community or to college property. In such cases, the Dean shall first meet with the student and give the student oral or written notice of the Dean's intention to impose the summary suspension and the reasons supporting the intended suspension. The Dean shall give the student an opportunity to present the student's side of the story. If summary suspension is warranted, the Dean shall summarily suspend the student and give the student immediate oral notice of the Dean's decision. The Dean shall provide the student an opportunity for an informal meeting with the Dean or for a formal hearing before the student conduct panel within the shortest reasonable time period, not to exceed nine days from the date of the summary suspension. The Dean shall provide the student with written notice of the Dean's decision to summarily suspend the student.
◆ During the summary suspension, the student may not remain on or enter college property without obtaining prior permission from the Dean. A student who is summarily suspended and does not leave college property upon receiving oral notice of the summary suspension, or who returns to college property after receiving oral notice of such summary suspension, may be subject to permanent expulsion. A suspended student's refusal to leave college property will be considered trespassing. Local law enforcement officials may be called for assistance.
MISSION OF GENERAL EDUCATION
The Mission of South Central College General Education is to broaden the awareness, knowledge, skills, attitudes, and values of students to be successful in life and work.

PHILOSOPHY OF GENERAL EDUCATION
Students: We believe that the individual learner has intrinsic worth, the ability to learn, and the need to learn. Learners are active agents in the process of developing professional and personal competence, and we work to help learners assume responsible roles in life. At SCC we honor diversity among students; we believe diversity is part of what contributes to a strong society and a true democracy.

Students and Faculty: We at SCC believe in the importance of continual and life-long learning among the learners and the practitioners of General Education. Faculty members continue their intellectual and professional growth through professional advancement activities, including discipline-specific conferences and workshops.

Program: SCC General Education program offerings are regularly reviewed and challenged for relevance and validity. We believe that the General Education program is foundational to essential life skills and enhances technical education by exposing students to a broader perspective beyond their core field of study. General Education at SCC is designed to “impart common knowledge, intellectual concepts, and attitudes that every educated person should possess” (NCA Handbook of Accreditation, Second Edition, 1997, p. 23).

VALUES OF GENERAL EDUCATION
• Individuality and diversity of learners
• Partnership of students and faculty in the learning community
• Life-long learning
• Continuous improvement of student learning, instructional techniques, and program services
• Integration of knowledge through collaboration with colleagues in the technical programs, colleagues at Minnesota State University, Mankato (MSU,M), and colleagues at other educational institutions
• Service to the community of SCC and the world beyond

MINNESOTA TRANSFER CURRICULUM
Courses designated General Education at SCC develop the competencies of the Minnesota Transfer Curriculum. The goals of the Minnesota Transfer Curriculum are to develop student competencies in ten areas.

If a course satisfies more than one area, credit for the course may only be counted once. General Education courses are listed with the particular Transfer Curriculum category they satisfy. Students participating in General Education use computers, libraries, media, and appropriate technologies and information resources. Competency development is also reinforced in the technical courses and in activities such as SCC International Forums, student organization projects, community events, and service learning. Please note that it is extremely important for students to consult with their advisors prior to registration for General Education courses.

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum.

Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum.

Students earning the AA degree must complete courses from all 10 goal areas of the Minnesota Transfer Curriculum as specified within SCC’s Liberal Arts & Sciences Associate in Arts Degree.

SCC GENERAL EDUCATION COURSES SATISFYING THE MINNESOTA TRANSFER CURRICULUM
Students seeking the Liberal Arts & Sciences Associate in Arts Degree must see the specific Minnesota Transfer Curriculum requirements for that degree.

AREA 1: COMMUNICATIONS
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100 Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 150 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 210 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 100 Interpersonal Skills</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 120 Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 201 Special Topics in Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 2: CRITICAL THINKING
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 100 First-Year Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MASS 110 Introduction to Mass Communication</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 100 Ethics in Society</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 120 Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 3: NATURAL SCIENCES
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 220 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 230 Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 240 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 280 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 106 Introduction to Chemistry</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 4: MATHEMATICAL/LOGICAL REASONING
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 115 Concepts in Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 125 Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 154 Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

AREA 5: HISTORY & THE SOCIAL AND BEHAVIORAL SCIENCES
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHVS 100 Family and Personal Relationships</td>
<td>3</td>
</tr>
<tr>
<td>ECON 110 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 120 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FCS 105 Nutrition and Healthy Living</td>
<td>3</td>
</tr>
<tr>
<td>HIST 120 Introduction to American History</td>
<td>4</td>
</tr>
<tr>
<td>HIST 160 World History I</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 100 Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 110 Lifespan Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 120 Dynamics of Human Social Interaction</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 6: THE HUMANITIES AND FINE ARTS
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110 Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 120 Human Diversity &amp; Literature/Film</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 130 World Literature/Film</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 201 Special Topics in Literature/Film</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 210 Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 100 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 105 World Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 110 Philosophy and Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>THTR 100 Introduction to Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 7: HUMAN DIVERSITY
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 120 Human Diversity &amp; Literature/Film</td>
<td>4</td>
</tr>
<tr>
<td>HIST 120 Introduction to American History</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 110 Lifespan Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SLPA 110 Sensitivity to Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 100 Introduction to Spanish Culture</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 130 Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 8: GLOBAL PERSPECTIVE
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 110 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 120 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 130 World Literature/Film</td>
<td>4</td>
</tr>
<tr>
<td>HIST 160 World History I</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 105 World Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 130 Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 9: ETHICAL AND CIVIC RESPONSIBILITY
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASS 110 Introduction to Mass Communication</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 100 Ethics in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 10: PEOPLE AND THE ENVIRONMENT
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS 105 Nutrition and Healthy Living</td>
<td>3</td>
</tr>
</tbody>
</table>
**General Education**

**Course Placement**

**What is the AccuPlacer or CPT?**
The college uses the Accuplacer (also known as the College Placement Test or the CPT) as a requirement of the admissions process to assess each degree-seeking student in the areas of math, reading, and sentence skills.

**How are AccuPlacer or CPT results used?**
Most programs use the Accuplacer assessment results to recommend College Readiness courses for their students, and Accuplacer assessment results are used as a requirement for admission into general education courses.

The following Accuplacer assessment results are used as a requirement for admission into general education courses:

- **Students must score 30 or higher on the College Math portion** of the Accuplacer to qualify for admission into the following general education courses:
  - CHEM 106 Introduction to Chemistry
  - MATH 115 Concepts in Mathematics
  - MATH 120 College Algebra
  - MATH 125 Trigonometry
  - MATH 130 Pre-Calculus
  - MATH 154 Elementary Statistics

  Students scoring below 30 on the College Math portion of the Accuplacer and students having any score on the Arithmetic or Elementary Algebra portion of the Accuplacer are required to enroll in and successfully complete the course sequence in College Readiness math (see College Readiness Education on the next page).

- **Students must score 66 or higher on the Sentence Skills/Writing portion** of the Accuplacer to qualify for admission into the following general education courses:
  - ENGL 100 Composition
  - SPCH 110 Public Speaking

  Students scoring below 66 on the Sentence Skills/Writing portion of the Accuplacer are required to enroll in and successfully complete the course sequence in College Readiness English (see College Readiness Education on the next page).

- **Students must score 63 or higher on the Reading Comprehension portion** of the Accuplacer to qualify for admission into all other general education courses which include the following:
  - BIOL 220 Human Anatomy
  - BIOL 230 Human Physiology
  - BIOL 240 Pathophysiology
  - BIOL 280 Microbiology
  - BHVS 100 Family and Personal Relationships
  - CHEM 106 Introduction to Chemistry
  - ECON 110 Principles of Macroeconomics
  - ECON 120 Principles of Microeconomics
  - ENGL 120 Human Diversity & Literature/Film
  - ENGL 130 World Literature/Film
  - ENGL 201 Special Topics
  - FCS 105 Nutrition and Healthy Living
  - HIST 120 Introduction to American History
  - HIST 160 World History I
  - MASS 110 Introduction to Mass Communication
  - MUSC 110 Music Appreciation
  - PHIL 100 Ethics in Society
  - PHIL 105 World Religions
  - PHIL 110 Philosophy and Popular Culture
  - PSYC 100 Introduction to Psychology
  - PSYC 110 Lifespan Psychology
  - PSYC 120 Dynamics of Human Social Interaction
  - SLPA 110 Sensitivity to Disabilities
  - SPAN 100 Introduction to Spanish Culture
  - SPCH 100 Interpersonal Skills
  - SPCH 120 Small Group Communication
  - SPCH 130 Intercultural Communication
  - SPCH 201 Special Topics in Communication
  - THTR 100 Introduction to Theater

  Students scoring below 63 on the Reading Comprehension portion of the Accuplacer are required to enroll in and successfully complete the course sequence in College Readiness reading (see College Readiness Education on the next page).

**AccuPlacer Retake and Appeal**
Students may retake one or more portions of the Accuplacer, and they appeal their score on one or more portions of the Accuplacer by contacting the Student Affairs Center on the Faribault Campus (507-332-5824) or on the Mankato Campus (507-389-7452).
GENERAL EDUCATION

COLLEGE READINESS EDUCATION

WHAT IS THE ACCUPLACER OR CPT?

College Readiness courses are designed to improve math, reading, writing, and computer skills. The mission of the College Readiness program is to develop in each learner the skills and attitudes necessary for the achievement of academic, career, and life goals. Although students receive a letter grade and credits for each course, these credits do not count toward graduation; they are, however, included in the calculation of cumulative GPA.

The following graphics illustrate which College Readiness course is appropriate for students based upon their Accuplacer scores:

COLLEGE READINESS COURSE SEQUENCE

ENGLISH

<table>
<thead>
<tr>
<th>ENGL0080</th>
<th>ENGL0090</th>
<th>ENGL100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing and English I</td>
<td>Writing and English II</td>
<td>Composition</td>
</tr>
<tr>
<td>CPT Sentence Skills score of 0 - 65</td>
<td>or CPT Sentence Skills score of 66 - 85</td>
<td>or CPT Sentence Skills score of 0 - 65</td>
</tr>
<tr>
<td>Students scoring below 38 must make an appointment with a college counselor.</td>
<td></td>
<td>Technical Programs</td>
</tr>
</tbody>
</table>

REQUIRED

RECOMMENDED

READING

<table>
<thead>
<tr>
<th>READ0080</th>
<th>READ0090</th>
<th>MATH0060</th>
<th>MATH0070</th>
<th>MATH1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading &amp; Critical Thinking I</td>
<td>Reading &amp; Critical Thinking II</td>
<td>Math Improvement I</td>
<td>Math Improvement II</td>
<td>Applied Math</td>
</tr>
<tr>
<td>CPT Reading score of 0 - 62</td>
<td>CPT Reading score of 63 - 79</td>
<td>CPT Arithmetic score of 0 - 34</td>
<td>CPT Arithmetic score of 35 - 55</td>
<td></td>
</tr>
<tr>
<td>Students scoring below 34 must make an appointment with a college counselor.</td>
<td>Technical Programs</td>
<td>Students scoring below 24 must make an appointment with a college counselor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED

RECOMMENDED

MATH

<table>
<thead>
<tr>
<th>MATH0060</th>
<th>MATH0070</th>
<th>MATH0080</th>
<th>MATH0090</th>
<th>MATH1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Improvement I</td>
<td>Math Improvement II</td>
<td>Beginning Algebra</td>
<td>Intermediate Algebra</td>
<td>Applied Math</td>
</tr>
<tr>
<td>CPT Arithmetic score of 0 - 34</td>
<td>CPT Arithmetic score of 56 - 66</td>
<td>or CPT Elementary Algebra score of 0 - 63</td>
<td>or CPT Arithmetic score of 56 - 66</td>
<td></td>
</tr>
<tr>
<td>Students scoring below 24 must make an appointment with a college counselor.</td>
<td>or CPT Elementary Algebra score of 0 - 63</td>
<td></td>
<td>or CPT College Math score of 0 - 29</td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED

RECOMMENDED

CHEM106 Introduction to Chemistry
MATH115 Concepts in Mathematics
MATH120 College Algebra
MATH125 Trigonometry
MATH130 Pre-Calculus
MATH154 Elementary Statistics

Technical Programs
FARIBAULT and MANKATO CAMPUSES

Program Length
A.A. Degree - 64 Credits

Admission Dates
Fall, Spring and Summer Semesters

ASSOCIATE IN ARTS DEGREE

The Associate in Arts (AA) degree is awarded for successful completion of a program of 64 semester credits in liberal arts and sciences and is intended primarily for students who plan to transfer to another college or university to complete a bachelor’s degree. Although no specific major is listed in conjunction with this degree, students may choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college or university. An AA degree must include the entire 40-credit Minnesota Transfer Curriculum (MnTC), which, pursuant to Minnesota statute, must transfer to any institution in the Minnesota State Colleges and Universities System or to the University of Minnesota. Students are strongly encouraged to develop an educational plan with their academic advisor and the Transfer Specialist to assure that AA degree and pre-major requirements are fulfilled.

STUDENT OUTCOMES

As a result of completing this program, the student will be able to:
1. Demonstrate knowledge of central concepts of the arts, history, humanities, mathematics, natural sciences, and social and behavioral sciences;
2. Exhibit skills necessary for life roles, including skills in critical thinking and communication;
3. Show evidence of an appreciation for and critical examination of diverse people, cultures, and life roles.

GENERAL REQUIREMENTS

• At least 64 earned college-level credits (40 Minnesota Transfer Curriculum credits and 24 additional MnTC, pre-major, or general education elective credits)
• Cumulative GPA of 2.0
• Meet the college’s residency requirement of having completed at least 16 South Central general education credits

TOTAL CREDITS REQUIRED FOR THE AA DEGREE

Minnesota Transfer Curriculum 40 credits
Additional MnTC, pre-major, or general education elective courses 24 credits
Total Requirements 64 credits

MnTC DISTRIBUTION REQUIREMENTS FOR THE AA DEGREE

The minimum Minnesota Transfer Curriculum distribution requirements for the AA degree are listed below; see the South Central MnTC Course List for additional information. (http://southcentral.edu/academics/programs.cfm)

AREA 1: COMMUNICATIONS 7 Credits
ENGL 100 Composition I 4 Credits
SPCH 110 Public Speaking 3 Credits

AREA 2: CRITICAL THINKING 3 Credits
HUM 100 First-Year Seminar 3 Credits

AREA 3: NATURAL SCIENCES 6 Credits
Minimum of one course from Biological Sciences and one course from Physical Sciences, one of which must be a lab course. (South Central courses must be numbered between 100 and 299, inclusive)

AREA 4: MATHEMATICAL/LOGICAL REASONING 3 Credits
Minimum of one Math course. (South Central courses must be numbered between 100 and 299, inclusive)

AREA 5: HISTORY & THE SOCIAL AND BEHAVIORAL SCIENCES 10 Credits
Minimum of one course from History, one course from Psychology or Sociology, and one course from another Social and Behavioral Science Discipline. (South Central courses must be numbered between 100 and 299, inclusive)

AREA 6: THE HUMANITIES AND FINE ARTS 10 Credits
Minimum of one course from Literature, one course from Philosophy, and one course from Fine Arts. (South Central courses must be numbered between 100 and 299, inclusive)

AREA 7: HUMAN DIVERSITY 3 Credits
Minimum of one course. (South Central courses must be numbered between 100 and 299, inclusive)

AREA 8: GLOBAL PERSPECTIVE 3 Credits
Minimum of one course. (South Central courses must be numbered between 100 and 299, inclusive)

AREA 9: ETHICAL AND CIVIC RESPONSIBILITY 3 Credits
Minimum of one course. (South Central courses must be numbered between 100 and 299, inclusive)

AREA 10: PEOPLE AND THE ENVIRONMENT 3 Credits
Minimum of one course. (South Central courses must be numbered between 100 and 299, inclusive)

(AA2590/AS3590)
ACCOUNTING
2005-2006 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
A.S. Degree - 60 Credits
A.A.S. Degrees - 71-72 Credits
Diploma Programs - 34-64 Credits
Certificate - 22 Credits

Admission Dates
Fall and Spring Semesters

PROGRAM DESCRIPTION
Accounting is the language of business. After completion of the Accounting Program, students will be capable of dealing with the facts and figures essential to intelligent decision making in business.

Students who train in accounting will find that our curriculum will prepare them for immediate employment upon completion of their program of study. The Accountant A.A.S. degree and the Accountant diploma will prepare students to take the Registered Accounting Practitioner (RAP) certification exam. It will also familiarize them with topics covered in the Certified Managerial Accountant (CMA) and Enrolled Agents (EA) certification exams.

For Updated transfer agreements on the web, go to: southcentral.edu/dept/acct

PROGRAM CORE COMPETENCIES (COMMON)
As a result of completing this program, the student will be able to:
1. Record transactions
2. Perform end of accounting period procedures
3. Prepare financial statements
4. Attain proficiency in spreadsheet applications
5. Develop a basic understanding of general ledger software
6. Communicate effectively

ACCOUNTING TECHNICIAN - Common Plus
1. Prepare a master budget
2. Apply tax concepts to individuals returns

ACCOUNTANT - Common Plus
1. Develop internal controls
2. Prepare, analyze and interpret financial information

PREREQUISITE COURSES FOR ALL PROGRAMS
The student should have average to above average ability in reasoning and reading comprehension. Students should be proficient in basic communications and basic math. Discretion, judgement, and initiative are also important. Employers seek accountants who have common sense, sound judgement, ambition, dependability, poise and talent.

OTEC1001 Introduction to Computer Science or Equivalent 2
OTEC1790 Basic Keyboarding or Test Out 2

ACCOUNTING AND BUSINESS PRINCIPLES-A.S. DEGREE 60 CREDITS
Transfers to Bethany Lutheran College in Mankato, MN
The Accounting and Business Principles AS Degree is designed to give students an opportunity to prepare for an immediate career or maintain employment in the expanding field of business; it is also designed for students interested in furthering their education to a baccalaureate degree. This degree has a strong foundation in accounting, communications, computers, and economics so students can make sound business decisions and have the necessary skills to communicate these decisions. Employment is available in both the private and public sectors. This degree is articulated between Bethany Lutheran College and South Central College. The credits will transfer to the bachelor's degree in Business Administration at Bethany Lutheran College, Mankato, MN.

REQUIRED TECHNICAL COURSES 30
ACCT1810 Financial Accounting 4
ACCT1811 Managerial Accounting 4
ACCT1838 Accounting Software Applications 3
ACCT2861 Cost Accounting 4
EC204 Microeconomics (Taught at Bethany Lutheran College) 3
MA111 Statistics (Taught at Bethany Lutheran College) 3
MKT1810 Introduction to Marketing 3
OTEC1810 Computer Technology 3
OTEC2820 Business Communications 3

REQUIRED GENERAL EDUCATION 30
Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46
ECON110 Principles of Macroeconomics 3
ENGL100 Composition 4
ENG120 Human Diversity & Literature/Film or ENGL130 World Literature/Film 4
MATH120 College Algebra 4
PE215 Developing Life Skills (Taught at Bethany Lutheran College) 2
PHIL100 Ethics in Society 3
PSYC100 Introduction to Psychology 4
SPCH100 Interpersonal Skills 3
SPCH110 Public Speaking

For more information visit online.southcentral.edu
This program has an online option for one or more of its courses. Contact Advisor for online option availability.
ACCOUNTANT-A.A.S. DEGREE   72 CREDITS

The A.A.S. Degree in Accounting is designed to prepare people for employment in accounting. An accountant examines, analyzes, and interprets accounting data for the purpose of giving advice and preparing financial statements. Duties may include recording receipts, recording disbursements, and preparing state and federal reports. Accountants perform these duties both manually and with computer assistance. Students enrolled will be required to take 20 credits of general education courses.

REQUIRED TECHNICAL COURSES  49
ACCT1800  Business Law  3
ACCT1810  Financial Accounting  4
ACCT1811  Managerial Accounting  4
ACCT1814  Payroll Accounting  2
ACCT1834  Computerized Accounting (Peachtree)  3
ACCT1838  Accounting Software Applications  3
ACCT1870  Professional Accounting Careers  1
ACCT2821  Intermediate Accounting I  4
ACCT2822  Intermediate Accounting II  4
ACCT2847  Accounting Information Systems  3
ACCT2861  Cost Accounting  4
ACCT2864  Income Tax I  4
COMP1200  PC Hardware & Software Essentials  4
COMP1500  Network Essentials (Basic)  2
OTE1840  Business Presentations  3

ELECTIVES (from the following list) 6
ACCT2827  Principles of Finance  3
ACCT2850  Accounting Internship  1-2
ACCT2862  Cost/Managerial Accounting  4
ACCT2865  Income Tax II  3
ACCT2875  Advanced/International Accounting  3
OTE1875  Word Processing Concepts: Core  3

REQUIRED GENERAL EDUCATION 20
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46
ECON110  Principles of Macroeconomics  3
ENGL100  Composition  4
MATH120  College Algebra  4
PHIL100  Ethics in Society  3
SPCH100  Interpersonal Skills  3
SPCH110  Public Speaking OR  3
SPCH120  Small Group Communication  3
(see page 46)

ACCOUNTANT DIPLOMA  64 CREDITS

An accountant examines, analyzes, and interprets accounting data for the purpose of giving advice and preparing financial statements. Duties may include recording receipts, recording disbursements, preparing state and federal tax returns, maintaining a cost accounting system, performing financial studies, and preparing an analysis of accounting data for management.

REQUIRED TECHNICAL COURSES 49
ACCT1800  Business Law  3
ACCT1810  Financial Accounting  4
ACCT1811  Managerial Accounting  4
ACCT1814  Payroll Accounting  2
ACCT1834  Computerized Accounting (Peachtree)  3
ACCT1838  Accounting Software Applications  3
ACCT1870  Professional Accounting Careers  1
ACCT2821  Intermediate Accounting I  4
ACCT2822  Intermediate Accounting II  4
ACCT2847  Accounting Information Systems  3
ACCT2861  Cost Accounting  4
ACCT2864  Income Tax I  4
ACCT2865  Income Tax II  3

ELECTIVES (from the following list) 4
ACCT2827  Principles of Finance  3

ACCOUNTANT TECHNICIAN  70 CREDITS

The A.A.S. degree in Accounting Technician is designed to prepare students for a cross-functional position that emphasizes working in an advanced electronic office environment. Typical duties would be installation and operation of accounting software packages, computerized processing of federal and state reporting forms, information processing, graphical presentation of reports, and data base management. Students enrolled will be required to take 20 credits of general education courses.

REQUIRED TECHNICAL COURSES 44
ACCT1800  Business Law  3
ACCT1810  Financial Accounting  4
ACCOUNTING

ACCOUNTING TECHNICIAN

The Accounting Technician monitors and controls various types of electronic data processing equipment used to process accounting data. Applications would include automated general ledger and other sub-systems, spreadsheet applications, Database management, and the use of graphics. All of the Accounting Technician diploma courses can be applied toward an A.A.S. degree in Accounting.

REQUIRED TECHNICAL COURSES 38
ACCT1800 Business Law 3
ACCT1810 Financial Accounting 4
ACCT1811 Managerial Accounting 4
ACCT1814 Payroll Accounting 2
ACCT1834 Computerized Accounting (Peachtree) 3
ACCT1838 Accounting Software Applications 3
ACCT1870 Professional Accounting Careers 1
ACCT2821 Intermediate Accounting I 4
ACCT2847 Accounting Information Systems 3
ACCT2861 Cost Accounting 4
ACCT2864 Income Tax I 4
ACCT2865 Income Tax II 3
ELECTIVES (from the following list) 3
ACCT2850 Accounting Internship 1-2
ACCT2863 Fund/Non-Profit Accounting 3
SPCH110 Public Speaking OR 3
SPCH120 Small Group Communication 3
ADDITIONAL REQUIRED COURSES 4
ENGL100 Composition 4
MATH115 Concepts in Mathematics (DIP2213/DIP3241)

ACCOUNTING ASSISTANT

DIPLoma 34 CREDITS

An accounting clerk performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. In addition, the accounting clerk prepares daily bank deposits, writes checks, and maintains a cash disbursement system. All of the Accounting Assistant diploma courses can be applied toward an A.A.S. degree in Accounting.

REQUIRED TECHNICAL COURSES 20
ACCT1800 Business Law 3
ACCT1810 Financial Accounting 4
ACCT1811 Managerial Accounting 4
ACCT1814 Payroll Accounting 2
ACCT1834 Computerized Accounting (Peachtree) 3
ACCT1838 Accounting Software Applications 3
ACCT1870 Professional Accounting Careers 1
ELECTIVES (from the following list) 7
ACCT2847 Accounting Information Systems 3
ACCT2850 Accounting Internship 1-2
ACCT2864 Income Tax I 4
SPCH110 Public Speaking OR 3
SPCH120 Small Group Communication 3
ADDITIONAL REQUIRED COURSES 7
ENGL100 Composition 4
MATH115 Concepts in Mathematics (DIP2229/DIP3242)

PAYROLL CLERK CERTIFICATE 22 CREDITS

A payroll clerk fills the need for timely and accurate payroll cost information. This certificate is a series of courses that provide entry-level skills in payroll accounting. This includes the recording function all the way through to the disbursement of the checks. With constant changes in the legal environment and technological advances, this occupation is critical. All of the Payroll Clerk certificate courses can be applied toward an A.A.S. degree in Accounting.

REQUIRED TECHNICAL COURSES 17
ACCT1810 Financial Accounting 4
ACCT1811 Managerial Accounting 4
ACCT1814 Payroll Accounting 2
ACCT1834 Computerized Accounting (Peachtree) 3
ACCT1838 Accounting Software Applications 3
ACCT1870 Professional Accounting Careers 1
ADDITIONAL REQUIRED COURSES 5
MATH1000 Applied Math 2
SPCH100 Interpersonal Skills (CERT2248/CERT3270)
AG CHEMICAL APPLICATOR TECHNICIAN PROGRAM
2005-2006 College Catalog

MANKATO CAMPUS

Program Length
Certificate - 30 Credits

Admission Dates
Fall and Spring Semesters

PROGRAM DESCRIPTION

The Ag Chemical Applicator Technician Program will provide hands-on training in all areas of agriculture, including crops, soil, fertilizers, equipment operation and maintenance and agribusiness sales and management.

Students will gain proficiency with ultra-modern, high-tech chemical application equipment. Extensive use will be made of community-based resources to help provide private employment experience for students.

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Demonstrate effective participation on an agribusiness team
2. Perform maintenance and operate agribusiness industry equipment
3. Perform agribusiness industry computer functions
4. Promote and sell agricultural services and products
5. Develop and maintain agribusiness records systems
6. Demonstrate application of agricultural inputs

CERTIFICATE 30 CREDITS

REQUIRED TECHNICAL COURSES 27

AGBS1100 Ag Selling Skills 3
AGBS2015 Commercial Drivers License 1
AGCH1100 Fertilizer Industry Equipment 2
AGCH1200 Herbicide Industry Equipment 2
AGCH1300 Work Experience - Equipment Operation I 2
AGCH1305 Work Experience - Equipment Operation II 2
AGRI1800 Employer-Employee Relations 2
PLSC1100 Soils I 3
PLSC1200 Soils II 3
PLSC1205 Precision Agriculture 2
PLSC1300 Agronomy I 2
PLSC1400 Agronomy II 3

ADDITIONAL REQUIRED COURSES (CERT3117) 3
MANKATO CAMPUS

Program Length
4 Years - 128 Credits
(2 Years - SCC & MSU – 64 Credits
2 Years - University of Minnesota – 64 Credits)
*Associate of Science Degree Ag Ed Technology

Admission Dates
Fall and Spring Semesters

PROGRAM DESCRIPTION

The need for agricultural educators has created a unique partnership between South Central College and the University of Minnesota. The key is that this is not a regular transfer program. The 2 + 2 Partnership program allows you to complete your first two years at SCC and apply every course toward a 4-year Ag Education degree from the University of Minnesota.

If you follow this curriculum, you can be certain that all of your SCC credits will be applied to a Bachelor of Science degree in Agricultural, Food and Environmental Education at the University of Minnesota, with a specialization in Agricultural Science and Technology Education. Your advisors will work with you to make sure that all your courses meet degree requirements. Please note that courses are subject to change.

Some courses are delivered through interactive television (ITV) and online distance technologies.

By working with the University of Minnesota to develop this partnership program, South Central College has given you a great start toward a life impacting career in Agricultural Education.

FRESHMAN/SOPHOMORE (SCC AND MSU,M)

COURSES 64 CREDITS

REQUIRED COURSES 64

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<thead>
<tr>
<th>Course Code</th>
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<td>Intro to Ag Ed (distance, U of M)</td>
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<tr>
<td>AFEE1002</td>
<td>Career Plan in Ag (distance, U of M)</td>
<td>1</td>
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<tr>
<td>AFEE2096</td>
<td>Practicum &amp; Early Experience (distance, U of M)</td>
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<td>AGBS1100</td>
<td>Agribusiness Selling Skills</td>
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<td>AGEC2400</td>
<td>Commodity Futures Marketing</td>
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<td>ANSC1100</td>
<td>Livestock Production Principles</td>
<td>3</td>
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<tr>
<td>or ANSC1105</td>
<td>Beef Production</td>
<td>2</td>
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<tr>
<td>or ANSC1205</td>
<td>Dairy Production</td>
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<tr>
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<td>Animal Nutrition</td>
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<td>BIOL201</td>
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JUNIOR/SENIOR (U OF M)

COURSES 64 CREDITS

REQUIRED COURSES 64

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<td>Tech Drawing &amp; Production Tech</td>
<td>3</td>
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<td>AFEE5111</td>
<td>Ag Ed Method of Teaching</td>
<td>4</td>
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<td>AFEE5112</td>
<td>Ag Ed Program and Organization</td>
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<td>AFEE5113</td>
<td>Ag Ed Development &amp; Technology</td>
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<td>AFEE5114</td>
<td>Ag Ed Seminar</td>
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<td>Dakota Culture and History</td>
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<td>EDHD5003</td>
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<td>EDHD5009</td>
<td>Human Relations – School and Society</td>
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ELECTIVES

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# Agricultural Education Technology – Partnership Program

## Freshman Year – South Central College

### FALL SEMESTER

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<td>or ANSC1105</td>
<td>Beef Production</td>
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<td>or ANSC1205</td>
<td>Dairy Production</td>
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<tr>
<td>MATH120</td>
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**Credit Total:** 15-16

### SPRING SEMESTER

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<td>BIOL201</td>
<td>Ecology &amp; Human Society</td>
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**Credit Total:** 16

## Sophomore Year – South Central College

### FALL SEMESTER

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<td>PSYC100</td>
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**Credit Total:** 15

### SPRING SEMESTER

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<td>Chem/Life Process</td>
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<td>ENGL120</td>
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**Credit Total:** 15-17

## Junior Year – University of Minnesota

### FALL SEMESTER

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<td>MIBC2022</td>
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**ELECTIVES**

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**Credit Total:** 16.5-18.5

### SPRING SEMESTER

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**Credit Total:** 16.5

## Senior Year – University of Minnesota

### FALL SEMESTER

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<td>or AMIN3711</td>
<td>Dakota Culture and History</td>
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<td>Technical &amp; Professional Writing</td>
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**ELECTIVES**

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**Credit Total:** 17

### SPRING SEMESTER

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**FIVE WEEKS**

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**TEN WEEKS**

**Credit Total:** 14

### TOTAL CREDITS: 128
MANKATO CAMPUS

Program Length
A.A.S. Degree - 72 Credits

Admission Dates
Fall and Spring Semesters

PROGRAM DESCRIPTION

The Agribusiness Office Specialist/Manager program prepares students with the understanding, knowledge and skills to manage or staff a modern farm or agribusiness firm office. The program provides specific office skills necessary to function in an agribusiness office setting, as well as the agricultural background to work with producers and customers.

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Demonstrate effective participation on an agribusiness team
2. Demonstrate verbal and written business communications
3. Demonstrate input technology
4. Demonstrate promotion and selling of agricultural services and products
5. Utilize information organization and retrieval systems
6. Develop and maintain records required for successful employment
7. Apply knowledge of computer applications/operating system software

A.A.S. DEGREE 72 CREDITS

REQUIRED TECHNICAL COURSES 47

<table>
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<td>AGBS2005</td>
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<td>Agribusiness Firm Financial Management</td>
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<td>Agriculture Business Financial Analysis</td>
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<td>Ag Economics</td>
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<td>AGRI1800</td>
<td>Employer-Employee Relations</td>
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<td>AGRI2700</td>
<td>Agriculture Technology Seminar</td>
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<td>AGRI2780</td>
<td>Supervised Occupational Experience-General</td>
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TECHNICAL COURSE ELECTIVES 7

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<td>AGBS2995</td>
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<td>Feed Processing</td>
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<td>ANSC2100</td>
<td>Principles of Nutrition</td>
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<td>Ruminant and Non-Ruminant Nutrition</td>
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REQUIRED GENERAL EDUCATION 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

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</table>
MANKATO CAMPUS

Program Length
A.A.S. Degree - 72 Credits
Diploma - 72 Credits

Admission Dates
Fall and Spring Semesters

PROGRAM DESCRIPTION

Associate of Applied Science Degree - 72 Credits

This program provides students with an opportunity for study in the areas of plant and animal production. The crop production areas consist of selection, planning, management, harvesting, and marketing. Areas of soil science are also studied focusing on fertility, conservation, and tillage. The animal production study consists of areas in breeding, feeding, care, management and marketing. In addition, courses in farm machinery, buildings and structures, farm management, farm accounting, farm business analysis, and farm business reorganization provide a broad-based program of study. This program includes a general education component of 18 credits.

Diploma - 72 Credits

Instruction will focus on the operation and management of a farm business, and will emphasize optimization of land, labor, and capital. The student will gain an understanding of livestock and crop management, records management, decision-making and planning, and farm-records analysis. Students will be required to keep a complete farm record for analysis and interpretation.

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Prepare and assess a livestock management plan
2. Develop and assess a soil and crop management plan
3. Perform farm business operations
4. Utilize a comprehensive farm business plan
5. Demonstrate approved management practices used to select, cultivate and harvest agricultural crops.
6. Demonstrate effective participation in an agribusiness team.

SUPERVISED OCCUPATIONAL EXPERIENCE

(Choices for ALL Ag Production Courses) 11

AGRI2790 SOE Farm Management 1-4
AGRI2791 SOE Crop Production 1-4
AGRI2792 SOE Machinery Management 1-4
AGRI2793 SOE Beef Finishing 1-4
AGRI2794 SOE Beef Cow-Calf 1-4
AGRI2795 SOE Swine 1-4
AGRI2796 SOE Sheep 1-4
AGRI2797 SOE Dairy 1-4

A.A.S. DEGREE

AGRONOMY EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 40

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REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

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SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

TECHNICAL ELECTIVES (with advisor’s approval) 3

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(AAS3102)

◆ ◆ ◆ ◆
A.A.S. DEGREE
SWINE EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 36
AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGRI1800 Employer/Employee Relations 2
AGRI2700 Agricultural Technology Seminar 2
ANSC1100 Livestock Production Principles 3
ANSC1600 Feed Processing 2
ANSC2100 Principles of Nutrition 2
PLSC1100 Soils I 3
PLSC1300 Agronomy I 2
SWPR1050 Swine Artificial Insemination 1
SWPR1200 Breeding Stock 3
SWPR1300 Nursery/Finishing 1
SWPR1500 Swine Diseases 2
SWPR2000 Swine Records and Analysis 3
SGAG1000 Ag Orientation 1

REQUIRED GENERAL EDUCATION (see advisor) 18
BHVS100 Family and Personal Relationships 3
ENGL100 Composition 4
MATH120 College Algebra 4
PHIL100 Ethics in Society 3

General Education Electives 4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11
TECHNICAL ELECTIVES (with advisor’s approval) 7
AGBS2015 Commercial Drivers License 1
AGBS2990 International Field Study Seminar 3
AGBS2995 Individualized Study/Special Problems 3-6
AGEC2600 Alternative Agriculture 2
ANSC1105 Beef Production 2
ANSC1200 Livestock Lab 2
ANSC1205 Dairy Production 2
ANSC1305 Cattle Artificial Insemination 1
ANSC2200 Ruminant and Non-Ruminant Nutrition 3
MEAG1500 Facility Maintenance 3
MEAG1600 Ag Equipment Maintenance I 2
MEAG2305 Ag Equipment Maintenance II 3
PLSC1200 Soils II 3
PLSC1205 Precision Agriculture 2
PLSC1400 Agronomy II 3
PLSC2100 Agronomy Lab 2
PLSC2700 Advanced Agronomy 2
SWPR1050 Swine Artificial Insemination 1
SWPR1300 Nursery/Finishing 3
SWPR1500 Swine Diseases 2

A.A.S. DEGREE
DIVERSIFIED EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 30
AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGEC2200 Interpretation of Farm Records 1
AGEC2300 Farm Management Challenge 2
AGEC2400 Commodity Futures/Marketing 3
AGEC2500 Ag Business Transfer and Law 2
AGRI2700 Agricultural Technology Seminar 2
ANSC1100 Livestock Production Principles 3
ANSC1200 Livestock Lab 2
ANSC1205 Dairy Production 2
ANSC1305 Cattle Artificial Insemination 1
ANSC1600 Feed Processing 2
ANSC2100 Principles of Nutrition 2
MEAG2200 Managing Farmstead 2
PLSC1100 Soils I 3
PLSC1105 Small Grain/Forages 2
PLSC1300 Agronomy I 2
SGAG1000 Ag Orientation 1

REOUIRED GENERAL EDUCATION (see advisor) 18
BHVS100 Family and Personal Relationships 3
ENGL100 Composition 4
MATH120 College Algebra 4
PHIL100 Ethics in Society 3

General Education Electives 4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11
TECHNICAL ELECTIVES (with advisor’s approval) 2
AGBS2015 Commercial Drivers License 1
AGBS2990 International Field Study Seminar 3
AGBS2995 Individualized Study/Special Problems 3-6
AGEC2600 Alternative Agriculture 2
ANSC1105 Beef Production 2
ANSC1200 Livestock Lab 2
ANSC1205 Dairy Production 2
ANSC1305 Cattle Artificial Insemination 1
ANSC2200 Ruminant and Non-Ruminant Nutrition 3
MEAG1500 Facility Maintenance 3
MEAG1600 Ag Equipment Maintenance I 2
MEAG2305 Ag Equipment Maintenance II 3
PLSC1200 Soils II 3
PLSC1205 Precision Agriculture 2
PLSC1400 Agronomy II 3
PLSC2100 Agronomy Lab 2
PLSC2700 Advanced Agronomy 2
SWPR1050 Swine Artificial Insemination 1
SWPR1300 Nursery/Finishing 3
SWPR1500 Swine Diseases 2

A.A.S. DEGREE
DAIRY EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 41
AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGEC2200 Interpretation of Farm Records 1
AGEC2300 Farm Management Challenge 2
AGEC2400 Commodity Futures/Marketing 3
AGEC2500 Ag Business Transfer and Law 2
AGRI2700 Agricultural Technology Seminar 2
ANSC1100 Livestock Production Principles 3
ANSC1200 Livestock Lab 2
ANSC1205 Dairy Production 2
ANSC1305 Cattle Artificial Insemination 1
ANSC1600 Feed Processing 2
ANSC2100 Principles of Nutrition 2
MEAG2200 Managing Farmstead 2
PLSC1100 Soils I 3
PLSC1105 Small Grain/Forages 2
PLSC1300 Agronomy I 2
SGAG1000 Ag Orientation 1

REOUIRED GENERAL EDUCATION (see advisor) 18
BHVS100 Family and Personal Relationships 3
ENGL100 Composition 4
MATH120 College Algebra 4
PHIL100 Ethics in Society 3

General Education Electives 4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11
TECHNICAL ELECTIVES (with advisor’s approval) 2
AGBS2015 Commercial Drivers License 1
AGBS2990 International Field Study Seminar 3
AGBS2995 Individualized Study/Special Problems 3-6
AGEC2600 Alternative Agriculture 2
ANSC1105 Beef Production 2
ANSC1200 Livestock Lab 2
ANSC1205 Dairy Production 2
ANSC1305 Cattle Artificial Insemination 1
ANSC2200 Ruminant and Non-Ruminant Nutrition 3
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SWPR1300 Nursery/Finishing 3
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A.A.S. DEGREE
DIVERSIFIED EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 30
AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGEC2200 Interpretation of Farm Records 1
AGEC2300 Farm Management Challenge 2
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AGEC2500 Ag Business Transfer and Law 2
AGRI2700 Agricultural Technology Seminar 2
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ANSC1305 Cattle Artificial Insemination 1
ANSC1600 Feed Processing 2
ANSC2100 Principles of Nutrition 2
MEAG2200 Managing Farmstead 2
PLSC1100 Soils I 3
PLSC1105 Small Grain/Forages 2
PLSC1300 Agronomy I 2
SGAG1000 Ag Orientation 1
REQUIRED GENERAL EDUCATION (see advisor) 18
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

BHVS100 Family and Personal Relationships 3
ENGL100 Composition 4
MATH120 College Algebra 4
PHIL100 Ethics in Society 3
General Education Electives 4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

TECHNICAL ELECTIVES (with advisor’s approval) 13
AGBS2015 Commercial Drivers License 1
AGBS2990 International Field Study Seminar 3
AGBS2995 Individualized Study/Special Problems 1-6
AGEC2600 Alternative Agriculture 2
AGRI1800 Employer/Employee Relations 2
ANSC1105 Beef Production 2
ANSC1200 Livestock Lab 2
ANSC1205 Dairy Production 2
ANSC1305 Cattle Artificial Insemination 1
ANSC1600 Feed Processing 2
MEAG1500 Facility Maintenance 3
MEAG1600 Ag Equipment Maintenance I 2
MEAG2200 Managing Farmstead 4
MEAG2305 Ag Equipment Maintenance II 3
PLSC1200 Soils II 3
PLSC1205 Precision Agriculture 2
PLSC1400 Agronomy II 3
PLSC2100 Agronomy Lab 2
PLSC2700 Advanced Agronomy 2
SWPR1050 Swine Artificial Insemination 1

DIPLOMA AGRONYM EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 49
AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGEC2200 Interpretation of Farm Records 3
AGEC2300 Farm Management Challenge 2
AGEC2400 Commodity Futures/Marketing 3
AGEC2500 Ag Business Transfer and Law 2
AGRI2700 Agricultural Technology Seminar 2
ANSC1100 Livestock Production Principles 3
MEAG1600 Ag Equipment Maintenance I 2
MEAG2200 Managing Farmstead 4
MEAG2305 Ag Equipment Maintenance II 3
PLSC1100 Soils I 3
PLSC1200 Soils II 3
PLSC1205 Precision Agriculture 2
PLSC1300 Agronomy I 2
PLSC1400 Agronomy II 3
PLSC2100 Agronomy Lab 2
PLSC2700 Advanced Agronomy 2
SGAG1000 Ag Orientation 1

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:
BHVS100 Family and Personal Relationships 3

DIPLOMA SWINE EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 39
AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGRI1800 Employer/Employee Relations 2
AGRI2700 Agricultural Technology Seminar 2
ANSC1100 Livestock Production Principles 3
ANSC1600 Feed Processing 2
ANSC2100 Principles of Nutrition 2
MEAG1500 Facility Maintenance 3
MEAG1600 Ag Equipment Maintenance I 2
SWPR1050 Swine Artificial Insemination 1
SWPR1200 Breeding Stock 3
SWPR1300 Nursery/Finishing 3
SWPR1500 Swine Diseases 2
SWPR2000 Swine Records and Analysis 3

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:
BHVS100 Family and Personal Relationships 3

AGEC2200 Interpretation of Farm Records 3
AGEC2300 Farm Management Challenge 2
**Diploma Dairy Emphasis 72 Credits**

**Required Technical Courses**

AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGEC2200 Interpretation of Farm Records 3
AGEC2300 Farm Management Challenge 2
AGEC2400 Commodity Futures/Marketing 3
AGEC2500 Ag Business Transfer and Law 2
AGRI1800 Employer/Employee Relations 2
AGRI2700 Agricultural Technology Seminar 2
ANSC1100 Livestock Production Principles 3
ANSC1200 Livestock Lab 2
ANSC1205 Dairy Production 2
ANSC1305 Cattle Artificial Insemination 1
ANSC1600 Feed Processing 2
ANSC2100 Principles of Nutrition 2
ANSC2200 Ruminant and Non-Ruminant Nutrition 3
MEAG1500 Facility Maintenance 3
MEAG2200 Managing Farmstead 4
PLSC1100 Soils I 3
PLSC1105 Small Grain/Forages 2
PLSC1300 Agronomy I 2
SGAG1000 Ag Orientation 1

**Supervised Occupational Experience-Required 11**

**Required General Education**

See suggested class list below:

BHVS100 Family and Personal Relationships 3
MATH100 Applied Math 3
PHIL100 Ethics in Society 3
SPCH100 Interpersonal Skills 3
SPCH110 Public Speaking 3

**Technical Electives**

AGBS2015 Commercial Drivers License 1
AGBS2990 International Field Study Seminar 3
AGBS2995 Individualized Study/Special Problems 1-6
AGEC2600 Alternative Agriculture 2
ANSC1105 Beef Production 2
MEAG1500 Facility Maintenance 3
MEAG1600 Ag Equipment Maintenance I 2
MEAG2305 Ag Equipment Maintenance II 3
PLSC1200 Soils II 3
PLSC1205 Precision Agriculture 2
PLSC1400 Agronomy II 3

**Diploma Diversified Emphasis 72 Credits**

**Required Technical Courses**

AGBS2005 Ag Internet 1
AGEC1100 Agriculture Economics 3
AGEC1200 Principles of Farm Records 3
AGEC2200 Interpretation of Farm Records 3
AGEC2300 Farm Management Challenge 2
AGEC2400 Commodity Futures/Marketing 3
AGEC2500 Ag Business Transfer and Law 2
AGRI1800 Employer/Employee Relations 2
AGRI2700 Agricultural Technology Seminar 2
ANSC1100 Livestock Production Principles 3
ANSC1200 Livestock Lab 2
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MEAG1500 Facility Maintenance 3
MEAG2200 Managing Farmstead 4
PLSC1100 Soils I 3
PLSC1300 Agronomy I 2
SGAG1000 Ag Orientation 1

**Supervised Occupational Experience-Required 11**

**Required General Education**

See suggested class list below:

BHVS100 Family and Personal Relationships 3
MATH100 Applied Math 3
PHIL100 Ethics in Society 3
SPCH100 Interpersonal Skills 3
SPCH110 Public Speaking 3

**Technical Electives**

AGBS2015 Commercial Drivers License 1
AGBS2990 International Field Study Seminar 3
AGBS2995 Individualized Study/Special Problems 1-6
AGEC2600 Alternative Agriculture 2
ANSC1105 Beef Production 2
MEAG1500 Facility Maintenance 3
MEAG1600 Ag Equipment Maintenance I 2
MEAG2305 Ag Equipment Maintenance II 3
PLSC1200 Soils II 3
PLSC1205 Precision Agriculture 2
PLSC1400 Agronomy II 3

(DIP3101)
MANKATO CAMPUS

Program Length
A.A.S. Degree - 72 Credits
Diploma - 72 Credits

Admission Dates
Fall and Spring Semesters

PROGRAM DESCRIPTION

Associate of Applied Science Degree - 72 Credits

This program is designed to prepare students to sell and deliver services as employees of agribusiness firms in the crop and livestock related industries. Duties include performance of retail and office procedural tasks, preparation and implementation of marketing programs, sales and sales management, preparation of financial and business reports, delivery of products and services and managing selected aspects of these businesses. The program includes technical agriculture courses in the areas of plant, soil and animal science as well as agricultural industry equipment operation and maintenance. The courses in business include the subject areas of accounting, business procedures, interpersonal communication, financial and business management, marketing, selling and computer operations. This program includes a general education component of 18 credits.

Diploma - 72 Credits

The Agribusiness Service and Management program prepares graduates for careers in the feeds, fertilizer, chemicals, and farm supply areas of agriculture. Students will take classes in animal science, animal nutrition, chemicals, soil and crop science, computers, communications, and sales and management. An 11 credit supervised occupational experience in an agribusiness firm is required.

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Demonstrate effective participation on an agribusiness team
2. Maintain and safely operate industry equipment
3. Demonstrate financial management skills
4. Demonstrate promotion and selling of agricultural services and products
5. Develop and maintain records required for successful employment

SUPERVISED OCCUPATIONAL EXPERIENCE
(Choices for ALL Ag Service & Management Courses) 11

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A.A.S. DEGREE

AGRONOMY EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 41

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SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

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TECHNICAL ELECTIVES 2

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(AAS3108)

◆ ◆ ◆
**A.A.S. DEGREE**

**ANIMAL SCIENCE EMPHASIS  72 CREDITS**

**REQUIRED TECHNICAL COURSES  38**

- AGBS1100 Ag Selling Skills 3
- AGBS2005 Ag Internet 1
- AGBS2100 Ag Business Firm Financial Management 3
- AGBS2200 Ag Business Financial Analysis 3
- AGEC1100 Agriculture Economics 3
- AGEC2400 Commodity Futures Marketing 3
- AGEC2500 Ag Business Transfer and Law 2
- AGRI2700 Agricultural Technology Seminar 2
- ANSC1100 Livestock Production Principles 3
- ANSC1200 Livestock Lab 2
- ANSC1600 Feed Processing 2
- ANSC2100 Principles of Nutrition 2
- ANSC2200 Ruminant and Non-Ruminant Nutrition 3
- PLSC1100 Soil I 3
- PLSC1300 Agronomy I 2
- SGAG1000 Ag Orientation 1

**SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED  11**

**REQUIRED GENERAL EDUCATION (see advisor)  18**

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

- ENGL100 Composition 4
- MATH120 College Algebra 4
- PHIL100 Ethics in Society 3
- SPCH110 Public Speaking 3

**GENERAL EDUCATION ELECTIVES  4**

**TECHNICAL ELECTIVES  5**

- AGBS2015 Commercial Driver’s License 1
- AGBS2300 Grain Elevator Operation/Hedging 2
- AGBS2990 International Field Study Seminar 3
- AGBS2995 Individual Study/Special Problems 1-6
- AGEC2600 Alternative Agriculture 2
- ANSC1105 Beef Production 2
- ANSC1205 Dairy Production 2
- ANSC1305 Cattle Artificial Insemination 1
- PLSC1105 Small Grain/Forages 2
- PLSC1200 Soil II 3
- PLSC1205 Precision Agriculture 2
- PLSC1400 Agronomy II 3
- PLSC2100 Agronomy Lab 2
- PLSC2700 Advanced Agronomy 2
- SWPR1050 Swine Artificial Insemination 1
- SWPR1200 Breeding Stock Management 3
- SWPR1300 Nursery/Finish Management 3
- SWPR1500 Swine Diseases 2

(AAS3108)

**A.A.S. DEGREE**

**DIVERSIFIED EMPHASIS  72 CREDITS**

**REQUIRED TECHNICAL COURSES  31**

- AGBS1100 Ag Selling Skills 3
- AGBS2005 Ag Internet 1
- AGBS2100 Ag Business Firm Financial Management 3
- AGBS2200 Ag Business Financial Analysis 3
- AGEC1100 Agriculture Economics 3
- AGEC2400 Commodity Futures Marketing 3
- AGEC2500 Ag Business Transfer and Law 2
- AGRI2700 Agricultural Technology Seminar 2
- ANSC1100 Livestock Production Principles 3
- ANSC2100 Principles of Nutrition 2
- PLSC1100 Soil I 3
- PLSC1300 Agronomy I 2
- SGAG1000 Ag Orientation 1

**SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED  11**

**REQUIRED GENERAL EDUCATION (see advisor)  18**

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

- ENGL100 Composition 4
- MATH120 College Algebra 4
- PHIL100 Ethics in Society 3
- SPCH110 Public Speaking 3

**GENERAL EDUCATION ELECTIVES  4**

**TECHNICAL ELECTIVES  12**

- AGBS2015 Commercial Driver’s License 1
- AGBS2300 Grain Elevator Operation/Hedging 2
- AGBS2990 International Field Study Seminar 3
- AGBS2995 Individual Study/Special Problems 1-6
- AGEC2600 Alternative Agriculture 2
- AGRI1800 Employer/Employee Relations 2
- ANSC1105 Beef Production 2
- ANSC1200 Livestock Lab 2
- ANSC1205 Dairy Production 2
- ANSC1305 Cattle Artificial Insemination 1
- ANSC1600 Feed Processing 2
- ANSC2200 Ruminant and Non-Ruminant Nutrition 3
- MEAG1500 Facility Maintenance 3
- MEAG1700 Agribusiness Industry Equipment 2
- PLSC1105 Small Grain/Forages 2
- PLSC1200 Soil II 3
- PLSC1205 Precision Agriculture 2
- PLSC1400 Agronomy II 3
- PLSC2100 Agronomy Lab 2
- PLSC2700 Advanced Agronomy 2
- SWPR1050 Swine Artificial Insemination 1
- SWPR1200 Breeding Stock Management 3
- SWPR1300 Nursery/Finish Management 3
- SWPR1500 Swine Diseases 2

(AAS3108)
# Agribusiness Service and Management

## Diploma

### Agronomy Emphasis

72 Credits

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**SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED**: 11

**REQUIRED GENERAL EDUCATION**: 6

See suggested class list below:

- BHVS100 Family and Personal Relationships 3
- MATH100 Applied Math 3
- PHIL100 Ethics in Society 3
- SPCH100 Interpersonal Skills 3
- SPCH110 Public Speaking 3

**TECHNICAL ELECTIVES**: 7

| AGBS2015 Commercial Driver's License | 1 |
| AGBS2990 International Field Study Seminar | 3 |
| AGBS2995 Individual Study/Special Problems | 1-6 |
| AGCH1100 Fertilizer Industry Equipment | 2 |
| AGCH1200 Herbicide Industry Equipment | 2 |
| AGEC2500 Ag Business Transfer and Law | 2 |
| AGEC2600 Alternative Agriculture | 2 |
| ANSC1105 Beef Production | 2 |
| ANSC1200 Livestock Lab | 2 |
| ANSC1205 Dairy Production | 2 |
| ANSC1305 Cattle Artificial Insemination | 1 |
| ANSC1600 Feed Processing | 2 |
| ANSC2200 Ruminant and Non-Ruminant Nutrition | 3 |
| SWPR1050 Swine Artificial Insemination | 1 |
| SWPR1200 Breeding Stock Management | 3 |
| SWPR1300 Nursery/Finish Management | 3 |
| SWPR1500 Swine Diseases | 2 |

(DIP3107)

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## Diploma

### Animal Science Emphasis

72 Credits

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**SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED**: 11

**REQUIRED GENERAL EDUCATION**: 6

See suggested class list below:

- BHVS100 Family and Personal Relationships 3
- MATH100 Applied Math 3
- PHIL100 Ethics in Society 3
- SPCH100 Interpersonal Skills 3
- SPCH110 Public Speaking 3

**TECHNICAL ELECTIVES**: 5

| AGBS2015 Commercial Driver's License | 1 |
| AGBS2300 Grain Elevator Operation/Hedging | 2 |
| AGBS2990 International Field Study Seminar | 3 |
| AGBS2995 Individual Study/Special Problems | 1-6 |
| AGEC2600 Alternative Agriculture | 2 |
| ANSC1305 Cattle Artificial Insemination | 1 |
| PLSC1105 Small Grain/Forages | 2 |
| PLSC1200 Soil II | 3 |
| PLSC1205 Precision Agriculture | 2 |
| PLSC1400 Agronomy II | 3 |
| PLSC2100 Agronomy Lab | 2 |
| PLSC2700 Advanced Agronomy | 2 |
| SWPR1050 Swine Artificial Insemination | 1 |
| SWPR1200 Breeding Stock Management | 3 |
| SWPR1500 Swine Diseases | 2 |

(DIP3107)

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**Diploma**

**Agribusiness Service and Management**

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**SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED** 11

**REQUIRED GENERAL EDUCATION** 6

See suggested class list below:

- BHVS100 Family and Personal Relationships 3
- MATH100 Applied Math 3
- PHIL100 Ethics in Society 3
- SPCH100 Interpersonal Skills 3
- SPCH110 Public Speaking 3

**TECHNICAL ELECTIVES** 22

- AGBS2015 Commercial Driver’s License 1
- AGBS2300 Grain Elevator Operation/Hedging 2
- AGBS2990 International Field Study Seminar 3
- AGBS2995 Individual Study/Special Problems 1-6
- AGEC2600 Alternative Agriculture 2
- ANSC1105 Beef Production 2
- ANSC1200 Livestock Lab 2
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- ANSC1305 Cattle Artificial Insemination 1
- ANSC1600 Feed Processing 2
- ANSC2200 Ruminant and Non-Ruminant Nutrition 3
- MEAG1500 Facility Maintenance 3
- MEAG1700 Agribusiness Industry Equipment 2
- PLSC1105 Small Grain/Forages 2
- PLSC1200 Soil II 3
- PLSC1205 Precision Agriculture 2
- PLSC1400 Agronomy II 3
- PLSC2100 Agronomy Lab 2
- PLSC2700 Advanced Agronomy 2
- SWPR1050 Swine Artificial Insemination 1
- SWPR1200 Breeding Stock Management 3
- SWPR1300 Nursery/Finish Management 3
- SWPR1500 Swine Diseases 2

*(DIP3107)*
**Program Description**

**Associate of Applied Science Degree - 72 Credits**

This program provides an opportunity for study in the area of agricultural power and mechanization. The major areas of study include gasoline and diesel engine component repair including the support lubrication, cooling, air intake, exhaust and basic fuel systems. Other areas of emphasis are power trains (clutches and transmissions), DC electrical systems and monitors, hydraulics, and diesel fuel systems (nozzles and injection pumps). In addition, safety, air conditioning and outdoor power products complete the technical course offerings. The overall program will provide both basic and advanced technical instruction. This program includes a general education component of 18 credits.

**Diploma - 72 Credits**

The course is designed to prepare students for career opportunities in the diesel, farm equipment, and industrial mechanics fields. Students will diagnose and repair engines (diesel and gasoline), fuel systems, power trains, electrical systems, hydraulics, air conditioning, and related machinery. A 11 credit supervised occupational experience in a dealership or related firm is required.

**Program Core Competencies**

As a result of completing this program, the student will be able to:
1. Demonstrate effective participation on an agribusiness team
2. Perform assembly, repair, operation and adjustment of machinery and power units
3. Conduct trouble shooting of agricultural power units and machinery
4. Diagnose and repair tractor systems and equipment
5. Perform parts department operations
6. Perform metal welding and fabrication
7. Perform work using appropriate safety practices

**A.A.S. Degree 72 CREDITS**

**REQUIRED TECHNICAL COURSES**

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**SUPERVISED OCCUPATIONAL EXPERIENCE**

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**REQUIRED GENERAL EDUCATION (see advisor)**

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**TECHNICAL ELECTIVES (with advisor’s approval)**

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<td>AGME2946</td>
<td>Tractor/Equipment Repair II</td>
<td>4</td>
</tr>
<tr>
<td>AGME2947</td>
<td>Tractor/Equipment Diagnosis and Repair</td>
<td>4</td>
</tr>
<tr>
<td>AGBS2995</td>
<td>Individualized Study/Special Problems</td>
<td>1-6</td>
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<tr>
<td>PLSC1205</td>
<td>Precision Agriculture</td>
<td>2</td>
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<tr>
<td>AGBS2005</td>
<td>Ag Internet</td>
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<tr>
<td>AGBS2015</td>
<td>Commercial Drivers License</td>
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</tbody>
</table>

**A.A.S. Degree Diversified Emphasis 72 Credits**

**REQUIRED TECHNICAL COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGME1812</td>
<td>Equipment Assembly, Operation, Adjustment and Reconditioning I</td>
<td>2</td>
</tr>
<tr>
<td>AGME1822</td>
<td>Gas/Diesel Engine Repair I</td>
<td>3</td>
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<tr>
<td>AGME1823</td>
<td>Engine Support Systems &amp; Lab.</td>
<td>3</td>
</tr>
<tr>
<td>AGME1831</td>
<td>Tractor Power Trains</td>
<td>3</td>
</tr>
<tr>
<td>AGME1861</td>
<td>Tractor Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AGME2841</td>
<td>Agricultural Air Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>AGME2852</td>
<td>Introduction to Diesels</td>
<td>1</td>
</tr>
<tr>
<td>AGME2892</td>
<td>Hydraulic Theory and Diagnosis</td>
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**SUPERVISED OCCUPATIONAL EXPERIENCE**

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<tbody>
<tr>
<td>AGME2940</td>
<td>SOE Agribusiness Service Technician</td>
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**REQUIRED GENERAL EDUCATION (see advisor)**

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<td>BHVS100</td>
<td>Family and Personal Relationships</td>
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<td>ENGL100</td>
<td>Composition</td>
<td>4</td>
</tr>
<tr>
<td>PHIL100</td>
<td>Ethics in Society</td>
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<tr>
<td>SOC100</td>
<td>Intro to Sociology</td>
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<td></td>
<td>General Education Electives</td>
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**TECHNICAL ELECTIVES (with advisor’s approval)**

<table>
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</thead>
<tbody>
<tr>
<td>AGME1801</td>
<td>Outdoor Power Equipment</td>
<td>3</td>
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## DIPLOMA

### DIVERSED EMPHASIS 72 CREDITS

<table>
<thead>
<tr>
<th>REQUIRED TECHNICAL COURSES</th>
<th>20</th>
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<tbody>
<tr>
<td>AGME1812 Equipment Assembly, Operation, Adjustment and Reconditioning</td>
<td>2</td>
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<tr>
<td>AGME1822 Gas/Diesel Engine Repair I</td>
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<tr>
<td>AGME1823 Engine Support Systems &amp; Lab.</td>
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<tr>
<td>AGME1831 Tractor Power Trains</td>
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<td>AGME1861 Tractor Electrical Systems</td>
<td>3</td>
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<tr>
<td>AGME2841 Agricultural Air Conditioning</td>
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<tr>
<td>AGME2852 Introduction to Diesels</td>
<td>1</td>
</tr>
<tr>
<td>AGME2892 Hydraulic Theory and Diagnosis</td>
<td>4</td>
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</tbody>
</table>

### SUPERVISED OCCUPATIONAL EXPERIENCE 11

- AGME2940 SOE Agribusiness Service Technician | 11 |

### REQUIRED GENERAL EDUCATION (see advisor) 6

- BHVS100 Family and Personal Relationships | 3 |
- MATH1000 Applied Math | 3 |
- PHIL100 Ethics in Society | 3 |
- SPCH100 Interpersonal Skills | 3 |
- SPCH110 Public Speaking | 3 |

### TECHNICAL ELECTIVES (with advisor’s approval) 35

- AGBS2005 Ag Internet | 1 |
- AGBS2015 Commercial Drivers License | 1 |
- AGBS2995 Individualized Study/Special Problems | 1-6 |
- AGME1801 Outdoor Power Equipment | 3 |
- AGME1823 Engine Support Systems & Lab. | 3 |
- AGME1891 Hydraulic Theory | 1 |
- AGME1923 Gas/Diesel Engine Repair II | 4 |
- AGME1930 Agricultural Welding | 2 |
- AGME2832 Hydraulic Assist/Hydrostatic Transmissions | 2 |
- AGME2841 Agricultural Air Conditioning | 1 |
- AGME2853 Diesel Injection (Pumps) | 3 |
- AGME2863 Advanced Ag Electrical/Electronics | 2 |
- AGME2882 Ag Tech Seminar | 1 |
- AGME2892 Hydraulic Theory and Diagnosis | 4 |
- AGME2945 Tractor/Equipment Repair I | 3 |
- AGME2946 Tractor/Equipment Repair II | 4 |
- AGME2947 Tractor/Equipment Diagnosis and Repair | 4 |
- AGME2940 SOE Agribusiness Service Technician | 11 |

See suggested class list below:

- BHVS100 Family and Personal Relationships | 3 |
- MATH1000 Applied Math | 3 |
- PHIL100 Ethics in Society | 3 |
- SPCH100 Interpersonal Skills | 3 |
- SPCH110 Public Speaking | 3 |
MANKATO CAMPUS

Program Length
A.A.S. Degree - 62 credits
Diploma Program - 59 credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION
This program prepares individuals for entry-level jobs in the building construction industry. Architectural Drafters prepare construction documents for architects, contractors, house builders and manufacturers of building components such as steel, stone or precast concrete.

Instruction includes both CAD and manual drafting, as graduates need to be proficient in both methods of preparing drawings. The student will take CAD courses of increasing difficulty during all four semesters of the program. Construction knowledge, problem solving and careful, precise work are stressed throughout the program.

Students entering this course are expected to have previous instruction in drafting, however, the Drafting Fundamentals course may be taken as preparation by those without drafting experience.

PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
1. Create high quality architectural drawings.
2. Solve construction/drafting problems using mathematics.
3. Participate and lead work teams.
4. Apply construction industry standards.
5. Select building materials correctly.

PART-TIME OPTIONS
Students may arrange a part-time schedule of 6-12 credits per semester, depending on the time they have available. Not all classes will be taught each semester.

PREREQUISITE FOR A.A.S DEGREE & DIPLOMA
ARCH1000 Drafting Fundamentals or equivalent drafting experience 3

Due to the highly responsible nature of the work performed by architectural drafters, no grade lower than C in any required course will be counted towards graduation.

A.A.S. DEGREE

REQUIRED TECHNICAL COURSES 46
ARCH1110 Basic Residential Drafting 3
ARCH1120 Residential Structures and Systems 3
ARCH1140 Basic AutoCAD 3
ARCH1210 Residential Construction 3
ARCH1220 Advanced Residential Drafting 3
ARCH1230 Residential Estimating 2
ARCH1240 Architectural AutoCAD 3
ARCH1310 Internship 4
ARCH2100 Light Commercial Construction 6
ARCH2110 Statics and Strengths 3
ARCH2200 Heavy Commercial Construction 6
MATH1050 Technical Math I 3
OTEC1001 Introduction to Computer Science 2
OTEC2000 Employment Search Skills 2

REQUIRED GENERAL EDUCATION 16
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46
ECON110 Principles of Macroeconomics 3
OR other Economics course
ENGL100 Composition 4
MATH115 Concepts in Math 3
PHYS101 Introductory Physics 3
OR other Natural Science Category
SPCH110 Public Speaking 3

MATH OPTION
The student may elect to take BOTH MATH 110 College Algebra AND MATH 125 Trigonometry instead of BOTH MATH1050 Technical Math I AND MATH115 Concepts in Math.
(AAS3404)

DIPLOMA

REQUIRED TECHNICAL COURSES 50
ARCH1110 Basic Residential Drafting 3
ARCH1120 Residential Structures and Systems 3
ARCH1140 Basic AutoCAD 3
ARCH1210 Residential Construction 3
ARCH1220 Advanced Residential Drafting 3
ARCH1230 Residential Estimating 2
ARCH1240 Architectural AutoCAD 3
ARCH1310 Internship 8
ARCH2100 Light Commercial Construction 6
ARCH2110 Statics and Strengths 3
ARCH2200 Heavy Commercial Construction 6
MATH1050 Technical Math I 3
OTEC1001 Introduction to Computer Science 2
OTEC2000 Employment Search Skills 2

REQUIRED GENERAL EDUCATION 9
MATH115 Concepts in Math 3
SPCH110 Public Speaking 3
SPCH120 Small Group Communications 3
(DIP3403)

Students may select the Math Option listed in the A.A.S. Degree
MANKATO CAMPUS

Program Length
A.A.S. Degree - 72 Credits
Diploma - 64 Credits

Admission Dates
Fall and Spring Semester
(Space available basis)

PROGRAM DESCRIPTION

The Auto Body and Collision Technology program prepares students for entry-level employment in the Auto Body and Collision industry. Students will gain necessary skills, knowledge, and experience through classroom presentations, demonstrations, and hands-on shop work. Students may pursue either the diploma or the Associate of Applied Science Degree option. The diploma is designed to meet the needs of a student who wishes to concentrate on technical skills and related or general education courses. The A.A.S. Degree option provides students with the opportunity to develop technical skills and to broaden personal horizons through the requirement of 20 general education credits. Individual students are required to have tools relative to the trade area.

Credentials: Instructors are Automotive Service Excellence (ASE) Certified and regularly receive advanced training from vehicle manufacturers and aftermarket suppliers. The Auto Body and Collision department was evaluated by the National Automotive Technicians Education Foundation (NATEF) and has been an ASE Certified Automotive Training Program since 2003

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Practice and demonstrate safety and environmental awareness
2. Perform non structural (sheet metal) repair and damage analysis
3. Perform structural repair (frame and unibody) and damage analysis
4. Perform refinishing operations
5. Perform auto body welding
6. Perform glass, trim and hardware service operations
7. Conduct electrical and mechanical service

REQUIRED CORE COURSE FOR ALL AUTO COLLISION PROGRAMS 1
ABCT1800 Auto Body Collision Technology Fundamentals 1

A.A.S. DEGREE 72 CREDITS

REQUIRED CORE COURSE 1
REQUIRED TECHNICAL COURSES 37
ABCT1810 Sheetmetal I 3
ABCT1820 Priming and Refinish System Preparation 3
ABCT1830 Auto Collision Mechanical I 2
ABCT1850 Trim, Hardware and Glass 3
ABCT1860 Auto Body Welding 3
ABCT1870 Refinishing 3
ABCT1880 Sheetmetal II 3
ABCT2800 Damage Appraisal and Shop Management 3
ABCT2810 Appearance Matching 3
ABCT2820 Composites 2
ABCT2830 Measuring and Pulling Systems 3
ABCT2850 Structural Repair 3
ABCT2870 Auto Collision Mechanical II 3
TECHNICAL ELECTIVES (with advisor’s approval) 14
ABCT1801 Auto Body Lab I 4
ABCT1802 Auto Body Lab II 4
ABCT2803 Auto Body Lab III 4
ABCT2910 Occupational Internship 1-9
ABCT2920 Special Problems 1-6
AST2812 Basic Air-Conditioning 2

REQUIRED GENERAL EDUCATION (see advisor) 20
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46
(AAS3415)

DIPLOMA 64 CREDITS

REQUIRED CORE COURSE 1
REQUIRED TECHNICAL COURSES 45
ABCT1810 Sheetmetal I 3
ABCT1820 Priming and Refinish System Preparation 3
ABCT1830 Auto Collision Mechanical I 2
ABCT1850 Trim, Hardware and Glass 3
ABCT1860 Auto Body Welding 3
ABCT1870 Refinishing 3
ABCT1880 Sheetmetal II 3
ABCT2800 Damage Appraisal and Shop Management 3
ABCT2810 Appearance Matching 3
ABCT2820 Composites 2
ABCT2830 Measuring and Pulling Systems 3
ABCT2850 Structural Repair 3
ABCT2870 Auto Collision Mechanical II 3
ABCT1801 Auto Body Lab I 4
ABCT1802 Auto Body Lab II 4
TECHNICAL ELECTIVES (with advisor’s approval) 10
ABCT2803 Auto Body Lab III 4
ABCT2804 Auto Body Lab IV 4
ABCT2900 Auto Body Lab 1-4
ABCT2910 Occupational Internship 1-9
ABCT2920 Special Problems 1-6
AST2812 Basic Air-Conditioning 2

RECOMMENDED COURSES (see advisor) 8
MATH1000 Applied Mathematics 2
SPCH100 Interpersonal Communication 3
SPCH110 Small Group Communications 3

ELECTIVES (see advisor) 8
BHVS1880 College Student Success 2
HLTH1950 CPR 1
HLTH1952 First Aid 1
HLTH1953 Safety 1
OTEC1001 Introduction to Computer Science 2
OTEC2000 Employment Search Skills 2
(DIP3414)

68
MANKATO CAMPUS

Program Length
A.A.S. Degree - 72 Credits
Diploma - 64 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION

Program Mission: Provide the opportunity for students to acquire the skills necessary for entry-level employment in the automotive service industry.

Credentials: All Automotive Service instructors are Automotive Service Excellence (ASE) Certified Master Automobile Technicians and regularly receive advanced training from vehicle manufacturers and aftermarket suppliers. The Automotive Service department was evaluated by the National Automotive Technicians Education Foundation (NATEF) and has been an ASE Certified Automotive Training Program since 1998.

After Graduation: An individual completing this program will find employment opportunities available in a variety of settings. With additional training and experience, many technicians become shop foreman, service advisor, service manager or open their own business. These positions require excellent communication, organization and supervisory skills.

Preparation: Individuals interested in a career in automotive service should be mechanically inclined, have good reading and math skills, and enjoy working on cars and trucks. High school training in automotive service is an advantage, as is any training in electronics and computer operation. But the most important factor may be your desire to succeed in this highly skilled profession.

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Perform engine diagnosis and repair
2. Diagnose and repair transmissions and drive trains
3. Service suspension and steering components
4. Inspect and repair braking systems
5. Demonstrate electrical/electronic component repairs
6. Maintain and service heating and air conditioning systems
7. Trouble shoot and repair engine performance problems
8. Demonstrate customer professionalism

The goal of the program is to provide intensive training and experience in the diagnosis, repair and service of contemporary vehicles.

A.A.S. DEGREE 72 CREDITS

REQUIRED AUTOMOTIVE SERVICE CORE COURSES 4
AST1112 Introduction to Auto Service 2
AST1122 Service Management 2

REQUIRED TECHNICAL COURSES 50
AST1212 Basic Electrical 2
AST1222 Advanced Electrical 2
AST1233 Starting and Charging Systems 3
AST1311 Engine Diagnosis 1
AST1323 Lower Engine Services 3
AST1332 Upper Engine Services 2
AST1341 Engine Lab 1
AST1412 Clutch and Driveline 2
AST1422 Manual Transmission/Transaxle 2
AST1513 Suspension/Steering & Wheel Alignment 3
AST1613 Brakes 3
AST1617 Basic Tune-Up 2
AST2432 Rear Axle/Differential 2
AST2442 Auto Transmission I 2
AST2452 Auto Transmission II 2
AST2462 Auto Transmission III 2
AST2723 Fuel Systems I 3
AST2733 Intro to Auto Computers 3
AST2743 Fuel Systems II 3
AST2752 Driveability-GM 2
AST2812 Basic Air Conditioning 2
AST2823 Advanced Heating/Air Conditioning 3

ELECTIVE TECHNICAL COURSES
AST1422 Manual Transmission/Transaxle 2
AST1513 Suspension/Steering & Wheel Alignment 3
AST1613 Brakes 3
AST1712 Basic Tune-Up 2
AST2332 Starting and Charging Systems 3
AST2311 Engine Diagnosis 1
AST2323 Lower Engine Services 3
AST2332 Upper Engine Services 2
AST2341 Engine Lab 1
AST2342 Clutch and Driveline 2
AST2342 Manual Transmission/Transaxle 2
AST2353 Suspension/Steering & Wheel Alignment 3
AST2363 Brakes 3
AST2367 Basic Tune-Up 2
AST2432 Rear Axle/Differential 2
AST2442 Auto Transmission I 2
AST2452 Auto Transmission II 2
AST2462 Auto Transmission III 2
AST2723 Fuel Systems I 3
AST2733 Intro to Auto Computers 3
AST2743 Fuel Systems II 3
AST2752 Driveability-GM 2
AST2812 Basic Air Conditioning 2
AST2823 Advanced Heating/Air Conditioning 3

DIPLOMA 64 CREDITS

REQUIRED AUTOMOTIVE SERVICE CORE COURSES 4
AST1112 Introduction to Auto Service 2
AST1122 Service Management 2

REQUIRED TECHNICAL COURSES 50
AST1212 Basic Electrical 2
AST1222 Advanced Electrical 2
AST1233 Starting and Charging Systems 3
AST1311 Engine Diagnosis 1
AST1323 Lower Engine Services 3
AST1332 Upper Engine Services 2
AST1341 Engine Lab 1
AST1412 Clutch and Driveline 2
AST1422 Manual Transmission/Transaxle 2
AST1513 Suspension/Steering & Wheel Alignment 3
AST1613 Brakes 3
AST1617 Basic Tune-Up 2
AST2432 Rear Axle/Differential 2
AST2442 Auto Transmission I 2
AST2452 Auto Transmission II 2
AST2462 Auto Transmission III 2
AST2723 Fuel Systems I 3
AST2733 Intro to Auto Computers 3
AST2743 Fuel Systems II 3
AST2752 Driveability-GM 2
AST2812 Basic Air Conditioning 2
AST2823 Advanced Heating/Air Conditioning 3

ELECTIVE TECHNICAL COURSES
AST1422 Manual Transmission/Transaxle 2
AST1513 Suspension/Steering & Wheel Alignment 3
AST1613 Brakes 3
AST1712 Basic Tune-Up 2
AST2332 Starting and Charging Systems 3
AST2311 Engine Diagnosis 1
AST2323 Lower Engine Services 3
AST2332 Upper Engine Services 2
AST2341 Engine Lab 1
AST2342 Clutch and Driveline 2
AST2342 Manual Transmission/Transaxle 2
AST2353 Suspension/Steering & Wheel Alignment 3
AST2363 Brakes 3
AST2367 Basic Tune-Up 2
AST2432 Rear Axle/Differential 2
AST2442 Auto Transmission I 2
AST2452 Auto Transmission II 2
AST2462 Auto Transmission III 2
AST2723 Fuel Systems I 3
AST2733 Intro to Auto Computers 3
AST2743 Fuel Systems II 3
AST2752 Driveability-GM 2
AST2812 Basic Air Conditioning 2
AST2823 Advanced Heating/Air Conditioning 3

REQUIRED GENERAL EDUCATION (with Advisor Approval) 6
DIPLOMA (DIP3416)
Program Length
A.A.S. Degree - 72 Credits
Diploma - 65 Credits

Admission Dates
Fall Semester

Program Description
PURPOSE: The program provides knowledge and ability to practice safe work habits, solve carpentry math functions, design, draw, estimate, and construct house projects, read blueprints, construct cabinetry, understand and accomplish interior and exterior finishing, and practice all types of exterior concrete work along with other skills.

Recommended Prerequisites
Students should possess an interest in working with wood and tools. They should like to work outdoors and endure weather conditions and heights. Students will need to prepare themselves to work hard every day and develop good work ethics. Manual dexterity and ability to solve problems are necessary; previous courses in drafting math, and industrial technology are helpful.

Employment Opportunities
Although specialization is becoming increasingly common, it is important to try to acquire skills in all aspects of carpentry so you have the flexibility to perform any kind of work.

Carpenters may advance to carpentry supervisors or general construction supervisors. Carpenters usually have greater opportunities than most other construction workers to become general construction supervisors, because they are exposed to the entire construction process. Some carpenters become independent contractors.

Program Core Competencies
As a result of completing this program, the student will be able to:
1. Perform work in a safe and legal manner
2. Read and interpret blueprints
3. Frame standard residential buildings
4. Design, layout, and construct stairways
5. Apply exterior finish sidings
6. Apply interior finish trim
7. Build and install cabinets
8. Estimate, place, and finish concrete

A.A.S. Degree 72 Credits

Required Technical Courses 54
CPCB1800 Carpentry Safety 2
CPCB1810 Basic Construction Remodeling Theory and Job Site Experience IA 4
CPCB1811 Basic Construction Remodeling Theory and Job Site Experience IB 4
CPCB1830 Residential Blueprint Reading 2
CPCB1860 House Design and Estimating 3
CPCB1875 Cabinetmaking I 2
CPCB1876 Cabinetmaking II 4
CPCB1877 Cabinetmaking III 5
CPCB2802 Advanced Carpentry Theory 2
CPCB2811 Advanced Job Site Experience 1A 5
CPCB2812 Advanced Job Site Experience 1B 5
CPCB2825 Stairway Technology 4
CPCB2830 Framing Square Technology 2
CPCB2835 Advanced Interior Finishing 1A 3
CPCB2836 Advanced Interior Finishing 1B 2
CPCB2850 Exterior Finishing 3
CPCB2855 Advanced Concrete Technology 2

Required General Education 18
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

ENGL 100 Composition 4
MATH120 College Algebra 4
PHIL 100 Ethics in Society 3
PSYC 100 Introduction to Psychology 4
SPCH 100 Interpersonal Skills (AAS2441) 3

Diploma 65 Credits

Required Technical Courses 58
CPCB1800 Carpentry Safety 2
CPCB1810 Basic Construction Remodeling Theory and Job Site Experience IA 4
CPCB1811 Basic Construction Remodeling Theory and Job Site Experience IB 4
CPCB1830 Residential Blueprint Reading 2
CPCB1855 Commercial Blueprint Reading 2
CPCB1860 House Design and Estimating 3
CPCB1875 Cabinetmaking I 2
CPCB1876 Cabinetmaking II 4
CPCB1877 Cabinetmaking III 5
CPCB2802 Advanced Carpentry Theory 2
CPCB2811 Advanced Job Site Experience 1A 5
CPCB2812 Advanced Job Site Experience 1B 5
CPCB2825 Stairway Technology 4
CPCB2830 Framing Square Technology 2
CPCB2835 Advanced Interior Finishing 1A 3
CPCB2836 Advanced Interior Finishing 1B 2
CPCB2850 Exterior Finishing 3
CPCB2855 Advanced Concrete Technology 2
CPCB2860 Carpentry/Cabinetmaking Internship 2

Required Non-technical Courses 7
ACCT1800 Business Law 3
HLTH1952 First Aid 1
MATH1000 Applied Mathematics 2
SBMT1900 Introduction to Small Business Ownership (DIP2409) 1
**PROGRAM DESCRIPTION**

The Child Development program is designed to prepare individuals for employment in a variety of child care and other educational settings. This career area is designed to promote knowledge of child development, improve the quality of child development services and increase professionalism within the child care industry. At each level in the program, students will learn about child guidance, family relationships, nutrition, health and safety, cultural sensitivity and how to provide learning experiences for young children. Students may choose the paraprofessional emphasis to specialize. The internship and practicum allows opportunities for students to apply their knowledge and skills.

Individuals may enter the field with various levels of training and experience. Three levels of education are offered: a 17-credit certificate, a 34-credit diploma and a 66-credit A.A.S. degree. There is a paraprofessional emphasis available, which is a response to training instructional paraprofessionals to meet the requirements of the No Child Left Behind legislation. Upon completion of the 66-credit paraprofessional emphasis, students will be qualified to work as an Instructional Paraprofessional. Instructional paraprofessionals must be proficient in written and oral communication skills. Knowledge of, and the ability to assist in instructing in reading, writing and math is required.

The coursework, plus documented work experience prepares students to enter child care careers at the assistant teacher or teacher level. Students have the opportunity to register for individual classes or as part of a degree program to move up the career ladder. Courses are offered at nontraditional times beginning in the later afternoon and evening, thus providing an opportunity to learn and earn hours of documented work experience. Some classes will be offered online and over interactive television.

A grade of C or higher is required in Child Development technical courses.

**PROGRAM CORE COMPETENCIES**

As a result of completing this program, the student will be able to:

1. Display knowledge of positive relationships with children
2. Demonstrate awareness and understanding of the stages of child development
3. Demonstrate ability to choose age-appropriate activities for children
4. Be knowledgeable of positive guidance techniques
5. Analyze the relationship between social, emotional, physical, and cognitive development and how each builds on the other
6. Be knowledgeable of MN Statutes, Rule 2 and 3
7. Demonstrate knowledge of appropriate physical environments for learning
8. Demonstrate knowledge of techniques for observing and recording observations
9. Be knowledgeable of techniques to collaborate with parents, children, and community services

**A.A.S. DEGREE 66 CREDITS**

**REQUIRED TECHNICAL DIPLOMA/CERT. CREDITS** 28

**REQUIRED TECHNICAL COURSES** 15

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CDEV2310</td>
<td>Profiles of the Exceptional Child</td>
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<tr>
<td>CDEV2520</td>
<td>Children with Difficult Behaviors</td>
<td>3</td>
</tr>
<tr>
<td>CDEV2600</td>
<td>Professional Leadership</td>
<td>3</td>
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<tr>
<td>CDEV2640</td>
<td>Program Planning</td>
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<tr>
<td>CDEV2810</td>
<td>Practicum</td>
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**CHILD DEVELOPMENT ELECTIVES** 3

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CDEV2540</td>
<td>Sensory-Motor Learning Experiences</td>
<td>3</td>
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<tr>
<td>CDEV2550</td>
<td>Cognitive/Multimedia Learning Experiences</td>
<td>3</td>
</tr>
<tr>
<td>CDEV2560</td>
<td>Language &amp; Literature Learning Experiences</td>
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<tr>
<td>CDEV2590</td>
<td>Social-Emotional Learning Experiences</td>
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</tr>
</tbody>
</table>

**REQUIRED GENERAL EDUCATION** 20

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

**Recommended Courses for Diploma and A.A.S. Degree:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BHVS100</td>
<td>Family and Personal Relationships</td>
<td>3</td>
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<tr>
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(AAS2507/AAS3507)

Recommended

◆ ◆ ◆
A.A.S. DEGREE

PARAPROFESSIONAL EMPHASIS 66 CREDITS

Offered in collaboration with St. Cloud Technical College. See advisor for assistance in registering.

REQUIRED TECHNICAL DIPLOMA/CERT. CREDITS 28

REQUIRED TECHNICAL COURSES 21

CACE1475 Reading Strategies for Paraprofessionals + 1
CACE1476 Writing Strategies for Paraprofessionals + 1
CACE1477 Math Strategies for Paraprofessionals + 1
CDEV2310 Profiles of the Exceptional Child 3
CDEV2520 Children with Difficult Behaviors 3
CDEV2550 Cognitive/Multimedia Learning Experiences 3
CDEV2600 Professional Leadership 3
CDEV2640 Program Planning 3
CDEV2810 Practicum 3

REQUIRED GENERAL EDUCATION 17

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

Required Courses for Paraprofessional A.A.S. Degree:

ENGL100 Composition 4
MATH115 Concepts of Mathematics 3

Recommended Courses Paraprofessional A.A.S. Degree:

BHVS100 Family and Personal Relationships 3
PHIL100 Ethics in Society 3
PSYC100 Introduction to Psychology 4
SPCH100 Interpersonal Skills 3
SPCH110 Public Speaking 3

+ Offered in collaboration with St. Cloud Technical College. See Advisor for assistance in registering.

DIPLOMA 34 CREDITS

REQUIRED TECHNICAL CERTIFICATE CREDITS 17

REQUIRED TECHNICAL COURSES 7

CDEV1340 Planning & Implementing Curriculum 4
CDEV2510 Internship 3

CHILD DEVELOPMENT ELECTIVES 4

CDEV1310 Infant-Toddler Development and Learning 4
CDEV1312 Preschool Development and Learning 4
CDEV1314 School-Age Development and Learning 4
CDEV1316 Mixed-Age Development and Learning 4

REQUIRED GENERAL EDUCATION 6

(DIP2506/DIP3506)

CERTIFICATE 17 CREDITS

REQUIRED TECHNICAL CREDITS 17

CDEV1200 Professional Relations in EC Careers 3
CDEV1210 Foundations of Child Development 3
CDEV1220 Child Safety, Health & Nutrition 4
CDEV1230 Guidance: Mgmt. of Physical/Social Env. 4
CDEV1240 Family/Community Relations 3

(CERT2505/CERT3508)

STUDENT BACKGROUND STUDIES (CHILD DEVELOPMENT MAJORS)

Minnesota law requires that any person who provides services that involve direct contact with children at a child care facility licensed by the Minnesota Department of Human Services have a background study conducted by the state. An individual who is disqualified from having direct child contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Human Services, will not be permitted to participate in an internship/practicum placement in a Minnesota licensed child care facility. Failure to participate in an internship/practicum placement required by the academic program could result in ineligibility to qualify for a degree in that program.
COMMERCIAL AND TECHNICAL ART
2005-2006 College Catalog

MANKATO CAMPUS

Program Length
A.A.S. Degree - 72 Credits
Diploma - 64 Credits

Admission Dates
Fall Semester
Spring Admission with Instructor Approval

PROGRAM DESCRIPTION
This program is presented in a studio atmosphere. Instruction includes basic principles of art for business and industry. Courses include figure and animal drawing, perspective, technical illustration, layout and design, typography, electronic layout and output, product photography, world wide web design/delivery, multimedia and working with the latest graphic software and computer technology. The student will develop knowledge of layout and rendering techniques and production methods. Portfolio development is stressed as the most important objective in attaining a job.

Students may pursue either the Diploma or the Associate of Applied Science Degree within each option. The diploma is designed to meet the needs of students who wish to concentrate on technical skills and related general studies courses. The A.A.S. degree option provides students with the opportunity to develop technical skills along with 18 transferable general education credits. Students will have several career options to choose from.

This program has an articulation agreement with Bemidji State University for a B.S. in Design Technology.

PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
1. Demonstrate good typography
2. Organize information
3. Display computer/software knowledge
4. Develop layout and design skills
5. Develop drawing ability
6. Develop digital and fixed portfolio skills

A.A.S. DEGREE 72 CREDITS

REQUIRED TECHNICAL COURSES 54

- ART1802 Materials and Basic Form 4
- ART1804 Figure Drawing and Draping the Figure 3
- ART1806 Animal Drawing 3
- ART1808 Typography/Design 3
- ART1810 Dimensional Drawing 3
- ART1812 Portfolio I 3
- ART1820 Computer Lab I 4
- ART1821 Computer Lab II 3
- ART1824 Special Problems 1-4
- ART2802 Paper 3
- ART2804 Advanced Design and Illustration 3
- ART2806 Product Photography 3
- ART2808 Portfolio II 3
- ART2810 Digital Communications 2
- ART2812 Media I 1-3
- ART2814 Media II 1-3
- ART2816 Media III 1-3
- ART2818 Portfolio III 1-3
- ART2824 Special Problems/Internship 1-4

REQUIRED GENERAL EDUCATION 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

Recommended Courses:
- BHVS100 Family/Personal Relations 3
- ENGL100 Composition 4
- ENGL130 World Literature/Film 4
- PHIL100 Ethics in Society 3
- PSYC100 Introduction to Psychology 4
- SPCH100 Interpersonal Skills 3
- SPCH110 Public Speaking 3

DIPLOMA 64 CREDITS

REQUIRED TECHNICAL COURSES 56

- ART1802 Materials and Basic Form 4
- ART1804 Figure Drawing and Draping the Figure 3
- ART1806 Animal Drawing 3
- ART1808 Typography/Design 3
- ART1810 Dimensional Drawing 3
- ART1812 Portfolio I 3
- ART1820 Computer Lab I 4
- ART1821 Computer Lab II 3
- ART1824 Special Problems 1-4
- ART2802 Paper 3
- ART2804 Advanced Design and Illustration 3
- ART2806 Product Photography 3
- ART2808 Portfolio II 3
- ART2810 Digital Communications 2
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- ART2818 Portfolio III 1-3
- ART2824 Special Problems/Internship 1-4

ADDITIONAL REQUIRED COURSES 8

Recommended Courses:
- BHVS100 Family/Personal Relations 3
- ENGL100 Composition 4
- ENGL130 World Literature/Film 4
- PHIL100 Ethics in Society 3
- PSYC100 Introduction to Psychology 4
- SPCH100 Interpersonal Skills 3
- SPCH110 Public Speaking 3

(AAS3419)

(DIP3418)
PROGRAM DESCRIPTION

Through the certificate program students will acquire the knowledge and skills for performing basic duties as Direct Service Professionals in residential, vocational, recreation, health and education settings.

Through the diploma program students will, in addition to completing the certificate coursework, gain knowledge and skills in human behavior, diagnosis, cause and treatment, communication and medication areas. The diploma will provide the student supervisory skills with the ability to obtain Designated Coordinator status in addition to having 2 years of experience. Upon completing the coursework from the certificate and diploma, the student will also have the option to complete the A.A.S. degree, which includes 20 credits of transferable general education coursework.

The A.A.S. degree also entitles the student to the Designated Coordinator status and applies to supervisory and middle management positions in most human services settings. The A.A.S. degree offers the graduating student the option to continue their education at a four-year institution upon completion.

Students graduating from the Community Supports Program are eligible for positions in several areas in the health, human services and education fields with children, adolescents, young adults, adults and senior citizens. The graduating student may serve people with developmental disabilities, physical disabilities, mental illness, substance abuse, traumatic brain injury and related conditions. Students who may be interested in social work, sociology, psychology or other health or social areas may want to consider the CSP as a well-rounded educational base for these areas of study.

Department Mission: The mission of the Community Supports Program is to provide its students with the skills and knowledge to successfully serve and advocate for people they support through a holistic, curricular approach to learning that is academically rigorous, multi-faceted, and cutting edge, which embodies all elements of human service.

Expanded Statement of Purpose: To this end, the Community Supports graduate will become a servant leader able to advocate successfully on behalf of the individuals they serve through the use of critical thinking skills, collaborative work projects, and effective communication using a variety of methods. As a result of acquiring college-level academic skills and involvement in field-specific learning opportunities these graduates will become better equipped to join the workforce, acutely aware of political and economic issues affecting the individuals they serve and the profession.

A.A.S. DEGREE 63 CREDITS

REQUIRED DIPLOMA COURSES 43

REQUIRED GENERAL EDUCATION 20

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

BHVS100 Family and Personal Relationships 3
ENGL100 Composition 4
PHIL100 Ethics in Society 3
PSYC100 Introduction to Psychology 4
SPCH100 Interpersonal Skills 3
General Education Elective (AAS3317) 3

DIPLOMA 43 CREDITS

REQUIRED CERTIFICATE COURSES 16

REQUIRED TECHNICAL COURSES 27

CSP1902 Physical Developmental Supports II 3
CSP1903 Facilitating Positive Behaviors II 3
CSP1904 Challenging Behaviors 2
CSP1905 Supportive Interventions 2
CSP1906 Leadership in Service Provision Elective 2
CSP1910 Community Support Internship/Portfolio 4
HC1000 Medical Terminology 3
HC1934 Trained Medication Aide 2
HCTC1886 Basic Nursing 101 4
HLTH1950 CPR 1
HLTH1952 First Aid 1

(CERT3318)

CERTIFICATE 16 CREDITS

REQUIRED TECHNICAL COURSES 16

CSP1801 Direct Service Professionalism 3
CSP1802 Physical Developmental Supports I 3
CSP1803 Facilitating Positive Behaviors I 3
CSP1804 Person Centered Planning 3
OTEC1001 Introduction to Computer Software 2
OTEC2000 Employment Search Skills 2

Students should be advised that all recommended developmental courses and 1800 level CSP coursework be successfully completed before registering for the 1900 level courses.

Refer to Student Background Studies for Health and Child Care Majors on page 13 of this publication.
PROGRAM DESCRIPTION
The Computer Careers field involves the collection, analysis, and interpretation of essential information. Persons employed in the field may work directly for all types of business firms, government agencies, or non-profit organizations. SCC provides the training that can lead to job opportunities as one of the following: Database programmer, Database administrator, Systems administrator, Network administrator, Technical support specialist, Help desk specialist, Web designer, Web developer, Webmaster, Programmer, Applications programmer, Programmer/analyst, Software tester, or Computer sales associate.

PROGRAM CORE COMPETENCIES (COMMON)
As a result of completing this program, the student will be able to:
1. Apply computing skills to solve problems within the context of business systems
2. Communicate effectively within an organization
3. Work productively in team and individual settings
4. Demonstrate professionalism and ethical behavior
5. Adapt to emerging technologies and new environments

INFORMATION SYSTEMS - Common Plus
1. Design and code software applications using a variety of programming languages
2. Utilize and maintain relational databases
3. Use web application development tools
4. Apply current web server technologies

NETWORKING SERVICES - Common Plus
1. Design and administer computer networks.
2. Maintain and repair personal computer systems.
4. Support current computer operating systems.

EVENING/PART-TIME OPTIONS
Some classes may be offered in the evening on an “on demand” basis. The program may be completed on a part-time basis.

BASIC ENTRANCE REQUIREMENTS
All students must take a hands-on assessment that will help in determining whether they possess the skills required to be successful in the initial CC courses. The assessments will be given prior to a student’s initial registration period.

COMP1002 – Internet Fundamentals
OTEC1001 – Introduction to Computers
OTEC1790 – Basic Keyboarding

INFORMATION SYSTEMS
A.A.S. DEGREE 72 CREDITS
This program is designed to prepare the student for a career as a computer programmer, programmer/analyst, database programmer, database administrator, technical writer, technical support specialist, help desk specialist, web designer, web developer, webmaster, software or software tester. The student will receive a solid background in the basic concepts of computer programming, web page development, web server application development, management and maintenance of web servers, and electronic commerce concepts. The student will be exposed to major programming languages, systems analysis and software design, computer operating systems, and Internet services. Hands-on training is provided on three platforms: IBM Mainframe, IBM Midrange, and PC clients and servers.

Students successfully completing this degree have the opportunity to apply the degree toward a Bachelor of Applied Science (BAS) in Computer & Information Technology at Minnesota State University, Mankato.

REQUIRED CORE COURSES 23
COMP1000 Programming Fundamentals 2
COMP1100 Introduction to Information Systems 1
COMP1105 Integrated Software Applications I 2
COMP1110 Integrated Software Applications II 2
COMP1200 PC Hardware and Software Essentials [A+] 4
COMP1205 IBM MVS Operating System 3
COMP1210 IBM iSeries Operating System 3
COMP1400 Web I 3
COMP1500 Networking Essentials [Basic] 2
COMP2115 Advanced Software Applications 1

REQUIRED TECHNICAL COURSES 31
COMP1300 Java I 3
COMP1310 Cobol 3
COMP1405 Web II 3
COMP2305 Java II 3
COMP2315 CICS Programming 2
COMP2320 RPG I 3
COMP2325 RPG II 2
COMP2330 VB.Net 2
COMP2335 Client/Server Programming 2
COMP2340 Database Management [SQL] 2
COMP2410 Web III 2
COMP2415 Web IV [Server Technologies] 3
COMP2605 Capstone Project/Internship 1

REQUIRED GENERAL EDUCATION 18
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46
ENGL100 Composition 4
MATH115 Concepts in Mathematics 3
SPCH110 Public Speaking 3
Additional General Ed. Courses (Pending MnSCU Approval) 8

Computer Careers
2005-2006 College Catalog
Mankato Campus
Program Length
A.A.S. Degree - 72 Credits
Diploma - 64 Credits
Certificate - 16-31 Credits
Admission Dates
Fall and Spring Semester
**COMPUTER CAREERS**

**INFORMATION SYSTEMS**

**DIPLOMA 64 CREDITS**

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<tr>
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<tr>
<td>COMP1200 PC Hardware and Software Essentials [A+]</td>
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<td>COMP1205 IBM MVS Operating System</td>
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<td>COMP1210 IBM iSeries Operating System</td>
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<tr>
<td>COMP1400 Web I</td>
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**NETWORKING SERVICES**

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<tr>
<td>COMP2535 Linux Administration and Services</td>
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<td>COMP2605 Capstone Project/Internship</td>
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<tr>
<td>COMP2700 Linux for Users</td>
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<tr>
<td>COMP2705 Linux System Administration</td>
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<td>COMP2710 Programming for Linux</td>
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<th>ADDITIONAL REQUIRED COURSES</th>
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<td>ENGL100 Composition</td>
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<tr>
<td>SPCH110 Public Speaking</td>
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</table>
COMPUTER CAREERS

COMPUTER ASSISTANT -
TECHNICAL CERTIFICATE 31 CREDITS

This program prepares the student with the core skills necessary for a technical support position with a focus on personal computer operations. Training is emphasized in the areas of installing, maintaining, and troubleshooting personal computers and peripheral devices utilizing current industry hardware and software products. Students also receive an orientation on IBM mid-range and mainframe computer systems that are frequently integrated into corporate networks. Hands-on labs are included in the curriculum to give students exposure to current and upcoming technology.

Students successfully completing this certificate will have satisfied the requirements of the first year of the Networking Services AAS degree.

REQUIRED CORE COURSES 23
COMP1000 Programming Fundamentals 2
COMP1100 Introduction to Information Systems 1
COMP1105 Integrated Software Applications I 2
COMP1110 Integrated Software Applications II 2
COMP1200 PC Hardware and Software Essentials [A+] 4
COMP1205 IBM MVS Operating System 3
COMP1210 IBM iSeries Operating System 3
COMP1400 Web I 3
COMP1500 Networking Essentials [Basic] 2
COMP2115 Advanced Software Applications 1

REQUIRED TECHNICAL COURSES 8
COMP1220 Hardware Maintenance [PC] 2
COMP1505 Networking Essentials [Advanced] 1
COMP2510 Networking I [Netware] 3
COMP2535 Linux Administration and Services 2

WEB PROGRAMMER -
TECHNICAL CERTIFICATE 23 CREDITS

This program is designed for the individual looking to expand their knowledge of World Wide Web programming and applications. Students will focus on skills and software that allow for the behind-the-scenes functions of a website. These courses may also be applied to the Information Systems AAS degree.

REQUIRED TECHNICAL COURSES 23
COMP1105 Integrated Software Applications I 2
COMP1110 Integrated Software Applications II 2
COMP1200 PC Hardware and Software Essentials [A+] 4
COMP1300 Java I 3
COMP1400 Web I 3
COMP1405 Web II 3
COMP2410 Web III 2
COMP2415 Web IV [Server Technologies] 3
ELECTIVES 1

Linux Administrator - Advanced
TECHNICAL CERTIFICATE 16 CREDITS

This certificate is designed to enable the computer professional to work as an administrator of a Linux system. Students will be able to install, manage and troubleshoot a network of computers running the Linux operating system.

Prerequisite: All students wishing to enroll in this course must complete an assessment test and receive a satisfactory score before they will be admitted to this course of study. The courses required for this certificate will assist the student in preparing for the CompTIA Linux+ certification exam.

REQUIRED TECHNICAL COURSES 16
COMP1220 Hardware Maintenance [PC] 2
COMP1500 Networking Essentials [Basic] 2
COMP1505 Networking Essentials [Advanced] 1
COMP2415 Web IV [Server Technologies] 3
COMP2700 Linux for Users 1
COMP2705 Linux System Administration 1
COMP2710 Programming for Linux 1
COMP2715 Advanced Linux System Admin. 2
COMP2720 Linux Network Services 1
ELECTIVES 2

(Pending MnSCU Approval)
MANKATO CAMPUS

Program Length
Advanced Technical Certificate – Information Security Manager: 20 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION
Information Security is a fast-growing and in-demand field of study that is of ever increasing importance in today's networked world. Persons employed in the field may work directly for all types of business firms, government agencies, or non-profit organizations. SCC provides the training that can lead to job opportunities for people desiring to enter the field and/or professional development opportunities for those currently employed in Network Security, Information Security, or Computer Forensics areas. The training offered in the program can also be of professional development benefit to persons employed in the following positions: Systems Administrator, Network Administrator, Technical Support Specialist, Help Desk Specialist, Webmaster, Programmer, Applications Programmer, Programmer/Analyst, or Software Tester. Students that successfully complete this program will have been trained in compliance with the following U.S. Government National Security Agency's “Committee on National Security Systems” – CNSS (Formerly the “National Security Telecommunications and Information Systems Security Committee” - NSTISSI) training standards:

• NSTISSI 4011 – Information Systems Security Professional
• CNSS 4012 – Senior System Managers
• CNSS 4013 – Systems Administrator
• CNSS 4014 – Information Systems Security Officers
• NSTISSI 4015 – System Certifiers

These training standards are applicable to all departments and agencies of the U.S. Government, their employees, and contractors who are responsible for the security oversight or management of secure information systems during each phase of the system life cycle. They can also be applied to employees of private corporations, non-profit organizations, and local, county, and state governments and their contractors, where information security is a concern.

PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
1. Understand the threats and vulnerabilities of information systems
2. Recognize the need to protect data, information, and the means of processing it
3. Develop a working knowledge of INFOSEC principles and practices
4. Design, execute, and evaluate INFOSEC security procedures and practices
5. Describe and apply the appropriate actions to manage and administer an information system in a secure manner
6. Identify information system vulnerabilities and recommend security solutions
7. Investigate, document, analyze, and evaluate information system security technology, policy, and training requirements

The capstone course that serves as the final assessment of student competency is COMP2830, Information Systems Attacks, Defense & Countermeasures.

EVENING/PART-TIME OPTIONS
Some classes may be offered in the evening on an “on-demand” basis. All programs may be completed on a part-time basis.

BASIC ENTRANCE REQUIREMENTS
An Associate of Applied Science degree in Information Technology, Computer Networking, or similar field of study is the minimum prerequisite for admission into either of the two Information Security certificate programs. In addition to this degree requirement, potential applicants must specifically demonstrate mastery of the skills taught in the following classes and should contact faculty members if they have any questions about their abilities.

Pre-requisites for Advanced Technical Certificate – Information Security Manager
COMP1200 – PC Hardware and Software Essentials
COMP1500 – Network Essentials [Basic]

Pre-requisites for Advanced Technical Certificate – Information Security Specialist
COMP1200 – PC Hardware and Software Essentials
COMP1220 – PC Hardware Maintenance
COMP1505 – Network Essentials [Advanced]
COMP2535 – Linux Administration and Services

In accordance with SCC policy, students must complete 4 credits of this program at SCC. The remaining credits may be awarded through transfer of previous courses or credit for industry experience.
COMPUTER CAREERS INFORMATION SECURITY CERTIFICATES

INFORMATION SECURITY MANAGER - 
ADVANCED TECHNICAL CERTIFICATE  20 CREDITS
This program is designed to prepare the student for a career as a Network Security Manager, Information System Security Officer, Information Assurance Manager, or Enterprise Information Security Manager. It is also useful as professional development for those persons currently employed in the field as a Systems Administrator, Network Administrator, Technical Support Specialist, Help Desk Specialist, Webmaster, Programmer, Applications Programmer, Programmer/Analyst, or Software Tester. The incoming student is expected to have successfully completed those technical courses listed as basic entrance requirements or be able to demonstrate equivalent skills they have acquired through industry experience. The student will receive both theoretical and practical, hands-on experience in information security policies, procedures, and practices.

REQUIRED TECHNICAL COURSES  20

Information Security
COMP2800 Information Security Basics  4  
[NSTISSI 4011]  
COMP2805 Secure System Operations  4  
[CNSS 4013]  
COMP2810 Enterprise INFOSEC Management  4  
[CNSS 4014/NSTISSI 4015]  
COMP2815 Enterprise INFOSEC Assurance  4  
[CNSS 4012]  

Computer Forensics
COMP2830 Information Systems Attacks, Defense & Countermeasures  4  
(Pending MnSCU Approval)

INFORMATION SECURITY SPECIALIST - 
ADVANCED TECHNICAL CERTIFICATE  20 CREDITS
This program is designed to prepare the student for a career as a Network Security Specialist, Internet Security Specialist, Computer Security Specialist, or Computer Forensic Investigator. It is also useful as professional development for those persons currently employed in the field as a Systems Administrator, Network Administrator, Technical Support Specialist, Help Desk Specialist, Webmaster, Programmer, Applications Programmer, Programmer/Analyst, or Software Tester. The incoming student is expected to have successfully completed those technical courses listed as basic entrance requirements or be able to demonstrate equivalent skills they have acquired through industry experience. The student will receive both theoretical and practical, hands-on experience in information security policies, procedures, and practices.

REQUIRED TECHNICAL COURSES  20

Information Security
COMP2800 Information Security Basics  4  
[NSTISSI 4011]  
COMP2805 Secure System Operations  4  
[CNSS 4013]  

Computer Forensics
COMP2820 Computer Forensics I  4  
COMP2825 Computer Forensics II  4  
COMP2830 Information Systems Attacks, Defense & Countermeasures  4  
(Pending MnSCU Approval)
# Computer Integrated Machining

## 2005-2006 College Catalog

### FARIBAULT and MANKATO CAMPUSES

**Program Length**
- A.A.S. Degree - 72 Credits
- Diploma - 63 Credits
- Certificate - 30 Credits

**Admission Dates**
- Fall Semester

## Program Description

The Computer Integrated Machining program consists of both classroom and lab experiences. Hands-on application through the completion of projects will be emphasized. As a result, students will become familiar with the various machines, design methods, manufacturing processes, and safety practices associated with the machining industry. Students will have several career options to choose from.

## Program Core Competencies

As a result of completing this program, the student will be able to:
1. Conduct computer software operation
2. Develop computer machining skills
3. Develop safe machining practices
4. Produce quality machined parts
5. Measure quality machined parts

## A.A.S. Degree 72 CREDITS

### REQUIRED TECHNICAL COURSES 54

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>CIM2110</td>
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<td>MATH1150</td>
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### REQUIRED GENERAL EDUCATION 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

<table>
<thead>
<tr>
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<td>PSYC100</td>
<td>Intro to Psychology</td>
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<td>SPCH100</td>
<td>Interpersonal Skills</td>
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<td>SPCH120</td>
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(AAS2442/AAS3458)

## Diploma 63 CREDITS

### REQUIRED TECHNICAL COURSES 60

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### REQUIRED GENERAL EDUCATION 3

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(DIP2443/DIP3459)

## Certificate 30 CREDITS

### REQUIRED TECHNICAL COURSES 30

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(CERT2444/CERT3462)

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**COMPUTER INTEGRATED MACHINING**

**COMPUTER INTEGRATED MACHINING**
MANKATO CAMPUS

Program Length
A.A.S. Degree - 65 Credits
Diploma - 53 Credits

Admission Dates
Summer Semester

PROGRAM DESCRIPTION

The Dental Assisting curriculum is designed to provide opportunities for the student to develop a sound fundamental background for the practice of dental assisting. The specialized knowledge in the field of dental assisting prepares the student and graduate to contribute to the world of dentistry for today’s changing environment. This program identifies necessary competencies and integrates the curricula to support these outcomes to produce a dental assistant who is a vital member of the dental health team. The student will become grounded and prepared to function as a Chairside and Expanded Functions clinician, a Business/Office Dental Assistant and a Laboratory Dental Assistant. Graduates of the program are capable of practicing in a general dental practice or in a dental specialty.

Progression through the program is sequential. Admission date is Summer Session. Students will begin with Composition, Introduction to Computers, CPR, First Aid and Safety, the student will then enter into the technical courses for dental assisting. Due to the limited amount of space in the clinical area, students will be admitted on space available basis. Successful completion of all courses in the dental assisting program require passing with a C/2.0 or above.

The program is designed to meet the American Dental Association’s Commission on Dental Accreditation Standard for Dental Assisting with the clinical skills and competencies as designated by the State Dental Practice Act of Minnesota Board of Dentistry.

A unique aspect of the South Central College’s Dental Assisting program is its location on the Minnesota State University, Mankato campus in a newly refurbished 12-unit dental clinic shared by MSU’s Dental Hygiene program. Students are allowed to live on the MSU campus when space is available.

Program Delivery:
Students will be admitted to this program in the summer semester, fall admittance will be determined by space availability and faculty advisement.

Note: This program may be taken on a part-time basis over 2 years with the program advisor’s approval.

A.A.S. DEGREE

65 CREDITS

REQUIRED TECHNICAL COURSES

DA1811 Dental Science I 2
DA1812 Oral Anatomy 2
DA1813 Pre-Clinical Dental Assisting 2
DA1814 Chairside Dental Assisting I 4
DA1815 Dental Materials 3
DA1816 Radiology I 3
DA1821 Dental Practice Management 2
DA1822 Clinical Dental Assisting 2
DA1823 Dental Science II 2
DA1824 Chairside Dental Assisting II 4
DA1825 Dental Assistant Expanded Functions 4
DA1826 Radiology II 3
DA1827 Dental Nutrition 1
DA1831 D. A. Internship I 4
DA1841 D. A. Internship II 4
HLTH1950 CPR 1
HLTH1952 First Aid 1
HLTH1954 Safety 1
OTEC1001 Introduction to Computer Science 2
OTEC2000 Employment Search Skills 2

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:

1. Demonstrate skill competency in oral/written communication and patient management.
2. Demonstrate practical application of infection control, biohazards/quality assurance procedures, and treatment area maintenance.
3. Demonstrate skills to collect medical/dental data, vital signs, dental charting, and maintain accurate patient records.
5. Demonstrate competencies skills and proficiency in tray setups, unit preparation, and medical emergency situations.
6. Apply current dental assisting concepts and techniques
7. Demonstrate clinical competency skills levels in clinical and laboratory dental assisting, expanded functions, general and specialty dental procedures.
# Dental Assisting

**Required General Education**

- ENGL100  Composition  4
- MATH115  Concepts of Math  3

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

**Recommended Courses:**
- BIOL270  Microbiology  4
- HLTH101  Health and the Environment  3
- PHIL100  Ethics in Society  3
- PSYC100  Introduction to Psychology  4
- SOC101  Introduction to Sociology  3
- SPCH100  Interpersonal Skills  3
- SPCH120  Small Group Communications  3
- Others with Advisor Approval  (AAS3303)

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**Diploma**

**53 Credits**

## Required Technical Courses

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<tr>
<th>Course</th>
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<td>Radiology I</td>
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<td>DA1821</td>
<td>Dental Practice Management</td>
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## Additional Required Courses

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(DIP3302)

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**Student Background Studies (Health Majors)**

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.
Program Description

Wireless Communications is one of the fastest growing markets in the world. New devices are being produced every day. Cell phones, Air Bags, Internet, Medical, GPS, HDTV...the list goes on. The US is riding a whirlwind of technological change and Electronics is the “engine” that drives technology. Additional frequencies have been allocated by the federal government and FCC to increase the capability and use of these new devices in the United States. Companies like Midwest Wireless, Sprint, T-Mobile, Cingular, Verizon, Lucent, Nokia, Motorola, Ericsson and Nortel are striving to meet the needs for the demand of equipment and technical personnel to build, support and maintain these systems world wide.

The job market is expanding and offering excellent opportunities for technical positions within the field. Some of the jobs may be related to cellular telephones; cellular site engineering; Personal Communications Services (PCS) digital devices; data, voice and video transmission; and broadband wireless Internet network communications systems. Much of the electronics workforce is nearing retirement; creating employment opportunities for SCC program graduates.

Teaching good electronics (theory) is not enough by itself - What matters is the task. The Applied Wireless Electronics Program takes a “top-down” approach, starting with the systems. Student will learn about electronic components at the same time as they get practical experience; “learning electronics by doing electronics”. Program options exist to obtain either a Diploma or Associate of Applied Science Degree. Both majors provide 48 technical credits. Students choosing the A.A.S. degree option will take 16 credits of transferable general education coursework. The diploma option includes 12 credits of technical electives.

If you have some organizational skills, can accept change on an on-going basis and work well with people, then this may be the challenging career just for you. Technology is doubling in capability every year or less. These changes in technology offer some great opportunities for graduates of SCC’s Applied Wireless Electronics program.

Program Core Competencies

As a result of completing this program, the student will be able to:
1. Perform computer application software to analyze system operations
2. Measure performance specifications with industry standard test equipment
3. Conduct operational tests for troubleshooting malfunctioning equipment
4. Develop an understanding of quality concepts
5. Demonstrate knowledge of circuit assembly and manufacturing processes
6. Use production automation software and hardware controls
7. Conduct operational tests for troubleshooting to evaluate system performance
8. Develop an understanding of public switched telephone systems and data transmission
9. Demonstrate knowledge of new, state of the art wireless communications systems

A.A.S. Degree 64 Credits

Required Core Courses 48

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<td>Technology: Today &amp; Tomorrow</td>
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<tr>
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<td>3</td>
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<tr>
<td>AWE1260</td>
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Required General Education 16

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

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(AAS3463)
# Applied Wireless Electronics

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(DIP3464)
EMERGENCY MEDICAL TECHNICIAN
2005-2006 College Catalog

MANKATO CAMPUS

Certifications
Emergency Medical Technician - 6 Credits
Emergency Medical Technician Refresher - 2 Credits
First Responder “Initial” - 2 Credits
First Responder Refresher - 1 Credit

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION

Post-High School Option students may take an EMT course, but must be 18 years of age to take the National Registry exam. There is no age restriction for the First Responder course for Post-High School Option students.

EMERGENCY MEDICAL TECHNICIAN 6 CREDITS
HEMS1200

The Emergency Medical Technician program is designed for ambulance attendants, hospital and medical personnel, law enforcement officers, fire and rescue personnel, industry safety officers, and other professions rendering emergency medical services to the public. The program consists of 112 hours of classroom instruction and a minimum of 16 hours of hospital clinical observation and training. The course includes anatomy, physiology, cardiopulmonary resuscitation certification, splinting techniques, lifting and moving patients, emergency childbirth, trauma & medical emergency care. Graduates take the National Registry written exam to qualify as Registered Emergency Medical Technicians. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. Certification is recognized for a two-year period. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs.

EMERGENCY MEDICAL TECHNICIAN REFRESHER - HEMS1220 2 CREDITS

This 28-hour course provides refresher training for state certified and nationally registered EMTs who must re-certify every two years. Students must provide Minnesota EMT number and expiration date. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs.

FIRST RESPONDER “INITIAL” 2 CREDITS
HEMS1300

This 48-hour course provides emergency care training to fire/rescue personnel, law enforcement officers, industrial safety personnel, especially when they are the first on the scene of injuries and medical problems. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs.

FIRST RESPONDER REFRESHER 1 CREDIT
HEMS1320

This 16-hour course provides refresher training for state certified First Responders who need to refresh every two years. It is intended as an update on revised emergency care skills and techniques for recertification. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. Certification is recognized for a two-year period. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs.

STUDENT BACKGROUND STUDIES
(HEALTH MAJORS)

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.
According to the Minnesota Printing Education Partnership report "Best in Class Partners in Excellence" (November 1999), the printing/graphics and publishing industry is the second largest manufacturing industry employing over 18,000 workers in Minnesota. SCC’s Graphics Production program is designed to provide students with the fundamentals necessary to enter the printing/graphics field as successful employees.

The Graphics Production program offers students the option of a 64-credit diploma or a 72-credit Associate of Applied Science degree.

During the second year of the program, students will have the opportunity to specialize through an Internship or Special Problems course. Students can also broaden their backgrounds through elective courses that can be taken in related fields or areas of interest. The A.A.S. Degree has an 18-credit general education requirement.

This program has an articulation agreement with Bemidji State University for a B.S. in Design Technology.

As a result of completing this program, the student will be able to:
1. Demonstrate use of industry software
2. Compose full-color electronic layouts for output
3. Set-up and operate offset press safely, to attain quality color and registration
4. Create aesthetically pleasing web pages

A.A.S. DEGREE 72 CREDITS

REQUIRED CORE COURSES 52
GP1000 Intro to Graphics Production 4
GP1015 Intro to Page Layout 3
GP1020 Intro to Adobe Illustrator 3
GP1040 Layout and Typography 4
GP1100 Intro to Adobe Photoshop 3
GP1110 Color I 3
GP1125 Digital Production Concepts I 3
GP1160 Printing Processes I 4
GP2010 Color II 4
GP2020 Applied Graphics Production 4

REQUIRED TECHNICAL COURSES 4
MATH1000 Applied Mathematics 2

TECHNICAL ELECTIVES 3
GP1125 Advanced Adobe Illustrator 1
GP1105 Advanced Adobe Photoshop 1
GP2200 Special Problems 1-3
GP2300 Internship 1-3
GP2400 Production II 1-3

GENERAL EDUCATION COURSES 4
ENGL100 Composition 4

DIPLOMA 64 CREDITS

REQUIRED CORE COURSES 52
GP1000 Intro to Graphics Production 4
GP1015 Intro to Page Layout 3
GP1020 Intro to Adobe Illustrator 3
GP1040 Layout and Typography 4
GP1100 Intro to Adobe Photoshop 3
GP1110 Color I 3
GP1125 Digital Production Concepts I 3
GP1160 Printing Processes I 4
GP2010 Color II 4
GP2020 Applied Graphics Production 4
GP2040 Electronic Layout Techniques 3
GP2060 Printing Processes II 4
GP2125 Digital Production Concepts II 3
GP2140 Capstone Projects 3
GP2185 Web Production Techniques 4

REQUIRED TECHNICAL COURSES 5
OTE1001 Introduction to Computer Software 2
MATH1000 Applied Mathematics 2
HLTH1954 Safety 1

TECHNICAL ELECTIVES 3
GP1125 Advanced Adobe Illustrator 1
GP1105 Advanced Adobe Photoshop 1
GP2200 Special Problems 1-3
GP2300 Internship 1-3
GP2400 Production II 1-3

GENERAL EDUCATION COURSES 4
ENGL100 Composition 4

(DIP3420)
MANKATO CAMPUS

Program Length
A.A.S. Degree - 68 Credits
Diploma - 50 Credits
Certificates - 25-26 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION

This program is designed to prepare individuals for entry-level positions in the Refrigeration, Heating and Air Conditioning field. After graduating from this course students will be able to identify and understand electrical circuits, the refrigeration and heating systems. They will be knowledgeable in the recovery of refrigerants, the charging of refrigeration system, and troubleshooting procedures. Each student will be EPA certified in at least one section.

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Test electrical circuits
2. Build or repair a refrigeration system
3. Conduct testing of different heating systems
4. Recover system refrigerants
5. Identify electrical, heating, and refrigeration components

A.A.S. DEGREE 68 CREDITS

REQUIRED TECHNICAL COURSES 35

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<td>HVAC2100</td>
<td>Refrigeration Theory</td>
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REQUIRED TECHNICAL ELECTIVES (With Instructor Approval) 15

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Refrigeration, Heating & Air Conditioning 15

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REQUIRED GENERAL EDUCATION 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46 (AAS3456)
## HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

### DIPLOMA 50 CREDITS

**REQUIRED TECHNICAL COURSES** 35

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**REQUIRED TECHNICAL ELECTIVES** 15 (With Instructor Approval)

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<td>HVAC2420</td>
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<tr>
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### HVAC HEATING CERTIFICATE 26 CREDITS

**REQUIRED TECHNICAL COURSES** 18

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>HVAC2010</td>
<td>1ph Motors and Auxiliary Controls</td>
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<tr>
<td>HVAC2300</td>
<td>Indoor Air Quality</td>
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<td>Hydronic Heat</td>
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<td>Gas Heat</td>
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<tr>
<td>HVAC2325</td>
<td>Commercial Package Heat/Cool Units</td>
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<tr>
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<tr>
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<td>Sheet Metal Ductwork Fabrication</td>
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**ELECTIVE COURSES (With Instructor Approval)** 8 (CERT3460)

#### HVAC REFRIGERATION CERTIFICATE 25 CREDITS

**REQUIRED TECHNICAL COURSES** 25

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<td>Refrigeration Theory</td>
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<td>Coolers/Cases</td>
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(CERT3461)

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### HVAC REFRIGERATION CERTIFICATE 25 CREDITS

**REQUIRED TECHNICAL COURSES** 25

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<tbody>
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<tr>
<td>HVAC2250</td>
<td>Brazing</td>
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</table>

(CERT3461)
MANKATO CAMPUS

Program Length
A.A.S. Degree - 69 Credits
Diploma - 52 Credits

Admission Dates
Fall and Spring Semester and Summer Session

PROGRAM DESCRIPTION
The Hotel, Restaurant and Institutional Cooking program is designed to meet the varied needs of food service establishments. Students are provided with a background of hot and cold food preparation, food service management, and cost control. Demonstrations and practical experience provided in our operational dining room/cafeteria permit students to develop the necessary food preparation skills for gainful employment.

PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
2. Operate, clean and assemble commercial kitchen and baking equipment.
3. Demonstrate proficiency in basic baking.
4. Demonstrate proficiency in basic cooking skills.
5. Prepare buffet foods and set up buffet tables and centerpieces.
6. Demonstrate advanced culinary preparation skills.
7. Demonstrate stock preparation of sauces, soups, and stocks.
8. Calculate food costs and determine menu selling prices.
9. Demonstrate knowledge of the storeroom cycle of purchasing, receiving, storage and issuance.

A.A.S. DEGREE 69 CREDITS

REQUared TECHNICAL COURSES 49

CART1800 Introduction to Food Service 2
CART1803 Food and Beverage Control 1
CART1855 Wok Cooking 2
CART1900 Specialty Breads 2
FBMG2950 Specialty Option I 1
FBMG2986 Hospitality Nutrition 2
FBMG2990 Advanced Culinary Skill 3
HLTH1950 CPR 1
HLTH1952 First Aid 1
HRIC2860 Buffet Preparation 2
HRIC2870 Management/Supervisory Development 2
HRIC2871 Purchasing and Receiving 2
HRIC2875 Menu Design 2
OTEC2000 Employment Search Skills 2
OTEC1001 Introduction to Computer Science 2
QFPR1840 Basic Cooking Principles 3
QFPR1841 Basic Meat, Poultry, Fish and Shellfish Identification 4
QFPR1842 Stocks, Sauces, and Soups 3
QFPR1846 Introduction to Breakfast/Pantry 3
QFPR1850 Basic Baking 4
QFPR1880 Quality Assurance 2
QFPR1890 Quality Food Preparation 3

ADDITIONAL REQUIRED COURSES 3

SPCH100 Interpersonal Skills (DIP3401) 3

DIPLOMA 52 CREDITS

REQUared TECHNICAL COURSES 49

CART1800 Introduction to Food Service 2
CART1803 Food and Beverage Control 1
CART1855 Wok Cooking 2
CART1900 Specialty Breads 2
FBMG2950 Specialty Option I 1
FBMG2986 Hospitality Nutrition 2
FBMG2990 Advanced Culinary Skill 3
HLTH1950 CPR 1
HLTH1952 First Aid 1
HRIC2860 Buffet Preparation 2
HRIC2870 Management/Supervisory Development 2
HRIC2871 Purchasing and Receiving 2
HRIC2875 Menu Design 2
OTEC2000 Employment Search Skills 2
OTEC1001 Introduction to Computer Science 2
QFPR1840 Basic Cooking Principles 3
QFPR1841 Basic Meat, Poultry, Fish and Shellfish Identification 4
QFPR1842 Stocks, Sauces, and Soups 3
QFPR1846 Introduction to Breakfast/Pantry 3
QFPR1850 Basic Baking 4
QFPR1880 Quality Assurance 2
QFPR1890 Quality Food Preparation 3

ADDITIONAL REQUIRED COURSES 3

SPCH100 Interpersonal Skills (DIP3401) 3
**INTENSIVE CARE**

**PARAMEDIC TECHNICIAN**

2005-2006 College Catalog

**MANKATO CAMPUS**

Program Length
A.A.S. Degree - 72 Credits
Diploma - 58 Credits

Admission Dates
Fall Semester

**PROGRAM DESCRIPTION**

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services and educational institutions. A paramedic student can earn either a Diploma or an A.A.S. Degree. The program is fully accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals.

**PROGRAM CORE COMPETENCIES**

As a result of completing this program, the student will be able to:
1. Conduct assessment to determine differential diagnosis, and provide treatment for patients in pre-hospital/hospital settings
2. Demonstrate technical competence in performing paramedic skills.
3. Demonstrate effective communication skills in interaction with patients, families, and other healthcare team members.
4. Demonstrate the ability to adapt, anticipate, and accommodate changing circumstance.
5. Demonstrate environmental and cultural understanding in delivery of paramedic care.

**STUDENT BACKGROUND STUDIES (HEALTH MAJORS)**

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.

**EVENING/PART-TIME OPTIONS**

Both the A.A.S. Degree and the Diploma options are offered part-time (evenings and Saturday). Clinical experience schedules will be varied during year two.

**PREREQUISITE:**

EMT Certification

**A.A.S. DEGREE**

72 CREDITS

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ICP1000</td>
<td>Introduction to Paramedicine</td>
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<tr>
<td>ICP1005</td>
<td>Anatomy and Physiology for EMS</td>
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<td>5</td>
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<td>ICP2030</td>
<td>Critical Care Clinical I</td>
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</tr>
<tr>
<td>ICP2040</td>
<td>Critical Care Clinical II</td>
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</tr>
<tr>
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<td>ICP2070</td>
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**REQUIRED TECHNICAL COURSE ELECTIVES**

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<tr>
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</table>

**REQUIRED GENERAL EDUCATION**

20

Determined by Advisor

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46 (AAS3311)

**DIPLOMA**

58 CREDITS

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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**REQUIRED TECHNICAL COURSE ELECTIVES**

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<tr>
<th>Course</th>
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<td>ICP2080</td>
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**REQUIRED GENERAL EDUCATION**

6

Students earning a diploma must complete courses from at least two of the ten goal areas of the Minnesota Transfer Curriculum. (DiP3310)
MARKETING MANAGEMENT
2005-2006 College Catalog

MANKATO CAMPUS

Program Length
A.A.S. Degree - 72 Credits
Diploma - 59 Credits
Certificate - 30 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION
Marketing is critical to the success of every organization, whether big or small, profit or non-profit, product or service oriented. To provide quality customer service, these organizations must identify and research target markets, determine customer needs, and establish how products and service can most efficiently be distributed, priced and promoted.

The Marketing Management major at South Central College offers an Associate of Applied Science (A.A.S.) degree, diploma or certificate option. Each course combines the principles of marketing in its four core course: Sales Management; Retail Management; Sales Force Automation; and Retail Operations.

Marketing is a vast field, training people for multitudes of professions. It is estimated that nearly one third of all Americans have marketing activities in their positions.

PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
1. Relate effectively with internal and external customers.
2. Interpret marketing information.
3. Exhibit leadership characteristics.
4. Apply the four P’s in marketing.
5. Apply current selling techniques.
6. Manage time and self effectively.
7. Manage human resources effectively.
8. Manage financial resources effectively.
10. Practice current business operational techniques.
11. Utilize current technology in the sales field.
12. Develop and deliver a professional sales presentation.

A.A.S. DEGREE 72 CREDITS
The Associate of Applied Science Marketing program is designed to prepare individuals for employment in marketing, sales management, and retail management fields. Students will learn current practices and acquire knowledge in marketing fundamentals, management, sales, retail operations, managing human resources, sales force management, managing a sales business for profitability and new applications in the art of selling. Students are required to participate in a business and industry internship in positions including customer service, sales, retailing, marketing and advertising to reinforce newly acquired skills. In addition, the program requires general education courses designed to provide an understanding of the culture and environment in which we live. Advisors will work with students in developing a program of study, encouraging timely program completion. You can now earn your BAS Degree through Southwest Minnesota State University. After you complete your A.A.S. Degree in Marketing, you can transfer your program credits into a Bachelor of Applied Science Degree in Marketing. Courses are offered at South Central via ITV, and online. See your advisor for program requirements.

REQUIRED TECHNICAL COURSES 37

MKT1800 Introduction to Sales 3
MKT1810 Principles of Marketing 3
MKT1817 Marketing Internship 3
MKT1820 Introduction to Business 3
MKT1830 Customer Service 3
MKT1840 Principles of Advertising 3
MKT1900 Principles of Management 3
MKT1910 Entrepreneurship 3
MKT1920 Marketing Research 3
MKT1930 Human Resource Management 3
MKT1940 Leadership Strategies 3
MKT1850 Professional Development 1
MKT2817 Marketing Internship 3

REQUIRED CORE COURSES 12

MGT 2800 Sales Management 3
MGT 2810 Retail Management 3
MGT 2820 Sales Force Automation 3
MGT 2830 Retail Operations 3

REQUIRED GENERAL EDUCATION 18
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

SPCH100 Public Speaking 3
ENGL100 Composition 4

Suggested Gen Ed Electives w/ Approval (BAS)
MATH154 Elementary Statistics 3
ECON120 Microeconomics 3
ECON110 Macroeconomics 3

OTHER ELECTIVES RECOMMENDED 5

ACCT1810 Financial Accounting (BAS) 4
ACCT1811 Managerial Accounting (BAS) 4
ACCT1838 Accounting Software Applications (BAS) 3
OTEI1810 Computer Technology (BAS) 3

(AAS3272)
# MARKETING MANAGEMENT

## DIPLOMA 59 CREDITS

The Marketing Management Diploma is designed to prepare individuals for employment in sales and marketing related positions requiring entry-level skills and knowledge necessary to perform typical job functions. Students seeking opportunities to upgrade present skills will also benefit from the diploma. Courses will cover the fundamentals of marketing, management, sales, retail operations, managing human resources, the art of selling and entrepreneurship. Business and industry internships are required, with positions concentrating in a variety of areas including sales, customer service, retailing, advertising and marketing. General education courses in public speaking and composition are required. Academic advisors will assist students in choosing additional coursework for the diploma.

### REQUIRED CORE COURSES 12

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<th>Course Title</th>
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<td>Introduction to Business</td>
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</tr>
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<td>Principles of Advertising</td>
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### REQUIRED GENERAL EDUCATION 7

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### ELECTIVES 3

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<tr>
<td>OTEC1810</td>
<td>Computer Technology</td>
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## CERTIFICATE 30 CREDITS

The Marketing Management Certificate is designed to provide skills for those students wishing to complete a compressed program of study with specific skills unique to their individual needs. With advisor approval, students will develop a program of study consisting of 15 credits of technical courses, 12 credits of core management courses and 3 elective credits. Students are encouraged to complete an internship, providing experience in the world of work.

### REQUIRED CORE COURSES 12

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
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</tr>
<tr>
<td>MGT 2830</td>
<td>Retail Operations</td>
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</table>

### REQUIRED TECHNICAL COURSES (with Advisor Approval) 18

(CERT3274)
RESTAURANT MANAGEMENT
2005-2006 College Catalog

MANKATO CAMPUS
Program Length
A.A.S. Degree - 72 Credits
Diploma - 60 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION
There currently is a great demand for food service workers at all skill levels. Special opportunities exist for those individuals that possess knowledge specific to the food service industry, coupled with management training. South Central College, together with restaurant owners and managers throughout the region, have partnered to design this Restaurant Management degree. It blends curriculum from SCC’s Hotel, Restaurant and Institutional Cooking program along with a variety of management courses from our Marketing Education Department to create an industry-designed program that offers its graduates some great employment possibilities.

The Restaurant Management program is essentially “business management” with a dynamic emphasis on food production and customer service. A core class will be taught by a variety of industry experts that have years of restaurant managerial experience to share with the class. The core curriculum will include: budget development, security issues, cash register control, sales productivity, vendor relations, legal issues, scheduling, franchising and variety of restaurant management specific topics.

Scholarships and industry internships are available to qualifying students.

Students can choose the 60-credit Diploma option or the 72-credit Associate of Applied Science degree option. The A.A.S. degree has a General Education component of 18 credits.

PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
2. Operate, clean and assemble commercial kitchen and baking equipment.
3. Demonstrate proficiency in basic cooking skills.
4. Calculate food costs and determine menu selling prices.
5. Demonstrate knowledge of the storeroom cycle of purchasing, receiving, storage and issuance.
6. Relate effectively with external and internal customers.
7. Interpret Market information.
8. Exhibit leadership characteristics.
9. Apply the four P’s in marketing.
10. Practice current business operations techniques.
11. Manage time and self effectively.
12. Manage human and financial resources effectively.
13. Perform merchandising operations.

EMPLOYMENT OPPORTUNITIES
There is tremendous upward mobility for graduates that possess management and interpersonal skills along with knowledge of the food service industry. Opportunities for employment exist in restaurants, bars, supper clubs, fast-food establishments, hotels, hospitals, and schools. Advancement within this growing field offers numerous local opportunities in addition to employment opportunities nationwide to graduates of this Restaurant Management major.

A.A.S. DEGREE 72 CREDITS

REQUIRED CORE COURSES 13
CART1800 Introduction to Food Service 2
CART1803 Food and Beverage Control 1
HRIC2871 Purchasing / Receiving 2
QFPR1840 Basic Cooking Principles 3
QFPR1880 Quality Assurance 2
RSTM2819 Restaurant Management 3

REQUIRED TECHNICAL COURSES 38
HLTH1950 CPR 1
MKT1800 Introduction to Sales 3
MKT1810 Principles of Marketing 3
MKT1817 Internship 6
MKT1820 Introduction to Business 3
MKT1830 Customer Service 3
MKT1840 Principles of Advertising 3
MKT1850 Professional Development 1
MKT1900 Principles of Management 3
MKT1910 Entrepreneurship 3
MKT1920 Marketing Research 3
MKT1930 Human Resource Management 3
MKT1940 Leadership Strategies 3

REQUIRED GENERAL EDUCATION 18
SPCH100 Interpersonal Skills 3

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

DIPLOMA 60 CREDITS

REQUIRED CORE COURSES 13
CART1800 Introduction to Food Service 2
CART1803 Food and Beverage Control 1
HRIC2871 Purchasing / Receiving 2
QFPR1840 Basic Cooking Principles 3
QFPR1880 Quality Assurance 2
RSTM2819 Restaurant Management 3

REQUIRED TECHNICAL COURSES 38
HLTH1950 CPR 1
MKT1800 Introduction to Sales 3
MKT1810 Principles of Marketing 3
MKT1817 Internship 6
MKT1820 Introduction to Business 3
MKT1830 Customer Service 3
MKT1840 Principles of Advertising 3
MKT1850 Professional Development 1
MKT1900 Principles of Management 3
MKT1910 Entrepreneurship 3
MKT1920 Marketing Research 3
MKT1930 Human Resource Management 3
MKT1940 Leadership Strategies 3

ELECTIVES (Choose from one of the following) 3
MGT2800 Sales Management 3
MGT2810 Retail Management 3
MGT2820 Sales Force Automation 3
MGT2830 Retail Operations 3

REQUIRED GENERAL EDUCATION 6
SPCH100 Interpersonal Skills 3

General Education Elective (DIP33237) 3
**PROGRAM DESCRIPTION**

A Medical Laboratory Technician performs a wide variety of laboratory testing on a number of different types of body fluids. This testing includes preparing blood and blood products for transfusion, performing identification and susceptibility testing of pathogenic microorganisms, preparing specimens for microscopic examinations, and completing cell counts. The qualifications of a Medical Laboratory Technician include self-discipline, an interest in science and mathematics, moral and intellectual integrity, a keen commitment to accuracy, and a desire to contribute to the quality of health care.

**PROGRAM CORE COMPETENCIES**

As a result of completing this program, the student will be able to:

1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate multitasking skills where a wide variety of testing procedures are performed
4. Demonstrate standard quality assurance practices to ensure quality patient outcomes
5. Demonstrate proper procedures in maintenance, calibration, operation, and troubleshooting of laboratory analyzers and equipment
6. Correlate pathologic conditions and the laboratory's role in diagnosis and treatment

**REQUIREMENTS**

**REQUIRED SUPPORT COURSES**

- HLTH1000 Medical Terminology 1
- CPR or AHA - Red Cross Health Provider Card or Community CPR 2
- OTEC1001 Introduction to Computers

**REQUIRED TECHNICAL COURSES**

- MDLT1810 Basic Laboratory Techniques/Orientation 3
- MDLT1815 Hematology I 3
- MDLT1820 Coagulation 2
- MDLT1825 Urinalysis/Body Fluids 3
- MDLT1830 Hematology II 3
- MDLT1835 Immunology 2
- MDLT2805 Immunohematology 4
- MDLT2811 Microbiology I 3
- MDLT2817 Chemistry I 4
- MDLT2818 Chemistry II 3
- MDLT2821 Microbiology II 3
- MDLT2825 Clinical Orientation 1

**Clinical Laboratory Sequence:**

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses)

**REQUIRED GENERAL EDUCATION**

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

Communications: (one oral and one written course are required)

- Oral: (one of the following)
  - SPCH100 Interpersonal Skills 3
  - SPCH110 Public Speaking 3
- Written:
  - ENGL100 Composition 4

Natural Sciences:

- BIOL220 Human Anatomy 4
- CHEM106 Introduction to Chemistry 3

Social and Behavioral Sciences/Humanities/Ethics:

- PSYC100 Introduction to Psychology 4

**STUDENT BACKGROUND STUDIES (HEALTH MAJORS)**

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.
PROGRAM DESCRIPTION

The goals of the Phlebotomy program are to provide academic and clinical education for capable individuals to acquire the knowledge, skills and attitudes necessary for becoming a specialist in obtaining blood specimens by venipuncture and microtechniques, for the purpose of laboratory analysis. A phlebotomist must have knowledge of the healthcare system, the anatomy and physiology related to laboratory testing and phlebotomy, the collection and transport requirements for tests performed in all areas of the laboratory, documentation and patient records, and the interpersonal skills needed to provide quality patient care.

PROGRAM CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate standard quality assurance practices to ensure quality patient outcomes

REQUIRED SUPPORT COURSES

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REQUIRED TECHNICAL COURSES

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<td>Anatomy/Physiology</td>
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<td>Legal/Ethical Issues for Phlebotomists</td>
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(CERT2306)

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.
BASIC NURSING
2005-2006 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
Basic Nursing 101 - 4 Credits

Admission Dates
Monthly

PROGRAM DESCRIPTION
The Nursing Assistant-Home Health Aide Program prepares individuals to work in hospitals, nursing homes, and home care settings. This course is a prerequisite for the PN and RN programs at SCC. Students learn to safely assist clients with basic physical and emotional needs.

PROGRAM REQUIREMENTS
1. Complete the college application process
2. Register for course HCTC 1886
3. Present and maintain stable physical and mental health
4. Participate in a background study. Minnesota law requires a background study on any person who provides services that involve direct contact with clients at a health care facility licensed by the Minnesota Department of Health. An individual that is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted for clinical placement in a Minnesota licensed health care facility. Inability to qualify for a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.
5. Provide documentation of a negative mantoux with in the past year. In the event of a positive mantoux, the student will be required to provide documentation of a negative chest Xray. (This is mandated by the state for anyone providing cares in a long term care facility).

HCTC1886 Basic Nursing 101 4

This program not eligible for federal student aid.

COMMUNITY HEALTH WORKER
2005-2006 College Catalog

MANKATO CAMPUS

Program Length
Community Health Worker - 11 Credits

Admission Dates
Each Semester

PROGRAM DESCRIPTION
Community Health Workers (CHW) are members of a distinct community who work and build trust at the grassroots level. They play an important role in bridging the gap between cultures and healthcare systems. CHW's navigate clients through the system and community services, helping diverse populations overcome barriers that prevent them from accessing and benefiting from health services. They serve as advocates, facilitators, motivators, culture brokers, and resource providers, with the overall goal of mentoring and empowering clients and healthcare systems to achieve positive outcomes and to reach the optimal level of wellness for everyone. This course will include community based training and an internship.

REQUIRED TECHNICAL COURSES 11

CMHW1000 The Community Health Worker’s Role: Advocacy & Outreach 3
CMHW1015 Organization & Resources: Community & Personal Strategies 2
CMHW1025 The Community Health Worker’s Role: Teaching & Capacity Building 1
CMHW1035 The Community Health Worker: Legal & Ethical Responsibilities 1
CMHW1045 The Community Health Worker: Coordination, Documentation & Reporting 1
CMHW1055 Communication Skills & Cultural Competence 3 (CERT3322)

This program has online options COMING SOON.
Contact Advisor for more information.

STUDENT BACKGROUND STUDIES
(HEALTH MAJORS)

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.
NURSING
2005-2006 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
- Practical Nursing Diploma – 36 credits
- Nursing Associate in Science Degree – 73 credits
- Nursing Mobility Option (Associate in Science Degree) – 73 credits

Admission Dates
- Fall Semester

Note: Application to the nursing and mobility programs are a separate process from admission to the college. Refer to Nursing Program Admission Criteria.

APPROVAL

Approval was pending as of May, 2005 by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

PROGRAM DESCRIPTION

SCC’s Nursing Program is a pathway that will prepare the student to become a practical and/or registered nurse to serve as a valuable member of a healthcare team.

SCC’s experienced instructors are committed to providing a high-quality educational experience. The curriculum follows a leveled four-semester sequence that allows the student to continue through one or both years of the program on a full or part-time basis.

Students will have the option to earn a Diploma in Practical Nursing after completion of the required 36 credits. They will have the option to continue with the nursing curriculum and be eligible to earn an A.S. Degree in Nursing. This format allows students the flexibility to meet schedule and career goals.

If students are studying to obtain a Practical Nursing Diploma, they will be taught to collect data related to client physical and mental functioning, administer prescribed medications, demonstrate effective therapeutic communication, provide thorough reporting and recording, prioritize and care for multiple clients with a variety of disorders, and assess the effectiveness of nursing actions and the importance of maintaining confidentiality.

If students are studying to obtain an A.S. Degree in Nursing to become a Registered Nurse, they will be taught to demonstrate professional and caring behaviors, assess the strengths and resources of clients and families, coordinate care for clients and families, teach necessary health information to consumers of health, and collaborate with members of the healthcare team.

If students are a Licensed Practical Nurse, the Mobility Option enables them to earn an A.S. in Nursing upon completion of the transition courses and 37 credits from semesters three and four of the Nursing Program.

Students in the nursing pathway take General Education courses and nursing theory courses. In addition, clinical courses are required off campus under the guidance and supervision of SCC nursing faculty in a variety of health care agencies in south central Minnesota.

Since it is vital to maintain high healthcare standards in all healthcare facilities, students must adhere to health policies and meet specific criteria to enter the program. Students must submit a completed health examination form, documentation of current immunization status, and be certified in CPR before attending clinical experiences in health care settings. The student is responsible for ensuring yearly renewal/updating of health care information on file.

Students are required to participate in a background study. Minnesota law requires a background study on any person who provides services that involve direct contact with clients at a health care facility licensed by the Minnesota Department of Health. An individual that is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted for clinical placement in a Minnesota licensed health care facility. Inability to qualify for a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.

Students that earn an Associate of Science Degree may transfer credits to a four-year institution to work towards a Bachelor’s Degree in Nursing. Students will be required to take additional general education courses from six categories.

PRINCIPAL NURSING PROGRAM

CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Demonstrate effective therapeutic communication to foster interactions with patients and other members of the healthcare team.
2. Conduct observations of clients while providing physical and psychosocial nursing care.
3. Demonstrate competence of nursing skills while caring for clients.
4. Administer medications safely within the scope of nursing practice.
5. Provide thorough reporting and recording to assist in continuity of care for clients.
6. Measure the effect of one’s own nursing actions.
7. Demonstrate the ability to prioritize and care for multiple clients with a variety of disorders under the direct supervision of the registered nurse.

REGISTERED NURSING PROGRAM

CORE COMPETENCIES

As a result of completing this program, the student will be able to:
1. Develop professional behaviors appropriate to the Associate Degree Registered Nurse.
2. Utilize therapeutic communication skills with clients, support person/s, and members of the health care team.
3. Demonstrate the ability to apply critical thinking by making clinical judgments to ensure safe client care.
4. Demonstrate holistic comprehensive assessment skills.
5. Demonstrate competence in application of the nursing process to clients with multiple needs.
6. Teach the client and support person/s the information and skills needed to achieve client outcomes.
7. Collaborate with the client/significant support person/s and members of the healthcare team to evaluate progress toward achievement of outcomes.
8. Coordinate and manage care for clients and support person/s.

Refer to Student Background Studies for Health and Child Care Majors on page 13 of this publication.

97
NURSING PROGRAM RN/RN PRE-REQUISITES

FOR ADMISSION TO NURSING

1. College ready based on scores from Accuplacer in Math, Reading, and Sentence Skills. If score is less than 63 in Reading, less than 66 in Sentence Skills, or less than 30 in College Math the student is required to take college readiness courses.

2. Successful completion of Basic Nursing 101 course or evidence of current certified Nursing Assistant.


4. Successful completion of chemistry in high school within the last five years or transcript verifying college-level chemistry completed with a grade of C or better.

5. College GPA of 2.5 or higher.

PRACTICAL NURSING DIPLOMA 36 CREDITS

REQUIRED TECHNICAL COURSES 25

NURS1000 Foundation of Nursing 3
NURS1050 Clinical Foundation 4
NURS1075 Nursing Interventions 2
NURS1200 Medication Administration I 1
NURS1250 Medication Administration II 1
NURS1300 Application of Nursing 5
NURS1350 Clinical Application 5
NURS1400 Family Nursing/Clinical 2
NURS1600 Psychosocial Nursing 1
NURS1650 Practicum 1

ADDITIONAL REQUIRED COURSES 11

BIOL220 Human Anatomy 4
ENGL100 Composition 4
PSY110 Lifespan Psychology 3

(AS2315/AS3321)

After completion of the above 36 credits of the Nursing Program, students are qualified to receive the Practical Nursing Diploma and are eligible to take the NCLEX examination.

Students may continue in the program to receive the Associate of Science in Nursing Degree and complete semesters three and four of the A.S. Degree in Nursing.

NURSING A.S. DEGREE 73 CREDITS

REQUIRED TECHNICAL COURSES 43

NURS1000 Foundation of Nursing 3
NURS1050 Clinical Foundation 4
NURS1075 Nursing Interventions 2
NURS1200 Medication Administration I 1
NURS1250 Medication Administration II 1
NURS1300 Application of Nursing 5
NURS1350 Clinical Application 5
NURS1400 Family Nursing/Clinical 2
NURS1600 Psychosocial Nursing 1
NURS1650 Practicum 1
NURS2000 Integration of Nursing 4
NURS2010 Health Assessment 2
NURS2050 Clinical Integration 4
NURS2100 Synthesis of Nursing 4
NURS2150 Clinical Synthesis 4

REQUIRED GENERAL EDUCATION 19

Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

BIOL220 Human Anatomy 4
BIOL230 Human Physiology 4
BIOL240 Pathophysiology 3
BIOL280 Microbiology 3
ENGL100 Composition 4
FCS105 Nutrition and Healthy Living 3
PHIL100 Ethics in Society 3
PSY110 Lifespan Psychology 3
SPCH100 Interpersonal Skills 3

(AS2315/AS3321)

It is recommended that students take as many required general education courses as possible before beginning the program. BIOL 220 must be completed within five years of the start date of NURS 2000.

Students who graduated with the PN Diploma outside the state of Minnesota or before 1983 must enroll in and successfully complete a special laboratory course to validate the Minnesota 1800 Abilities. Students will be granted 24 credits for their PN Diploma. At the completion of the A.S. Degree, students are eligible to take the NCLEX examination for Registered Nursing.

PRE-REQUISITES (completed prior to Nursing Program acceptance) 12

BIOL220 Human Anatomy 4
ENGL100 Composition 4
NURS1900 Nursing Role Transition 1
PSY110 Lifespan Psychology 3

NURSING MOBILITY OPTION A.S. DEGREE 73 CREDITS

Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

BIOL220 Human Anatomy 4
BIOL230 Human Physiology 4
BIOL240 Pathophysiology 3
BIOL280 Microbiology 3
FCS105 Nutrition and Healthy Living 3
PHIL100 Ethics in Society 3
PSY110 Lifespan Psychology 3
SPCH100 Interpersonal Skills 3

(AS2315/AS3321)

Refer to Student Background Studies for Health and Child Care Majors on page 13 of this publication.
FARIBAULT and MANKATO CAMPUSES

Program Length
A.S. Degree - 61 Credits
Certificate - 30 Credits

PROGRAM PENDING APPROVAL

PROGRAM DESCRIPTION

The degree option will prepare individuals for safety management and technician positions and/or prepare students to transfer into baccalaureate programs. Articulation transfer agreements are pending with regional universities.

The certificate option will provide opportunities for individuals who currently hold a baccalaureate degree in another field, or for those not seeking a degree, to prepare for safety positions.

This program will have online options for one or more of its courses which are presently under development.

OCCUPATIONAL SAFETY MANAGEMENT
A.S. DEGREE 61 CREDITS

REQUIRED CORE SAFETY COURSES 30
SAFE1000 Introduction to Industrial Processes 3
SAFE1100 Introduction to Safety and Health 3
SAFE1200 Fire Protection 3
SAFE1300 Safety & Health Program Management 3
SAFE1400 Hazard Recognition and Control 3
SAFE1600 Industrial Hygiene 3
SAFE2100 Ergonomics 3
SAFE2200 Safety Laws, Regulations and Standards 3
SAFE2300 Modern Theories of Safety Programming 3
SAFE2400 Practicum/Internship 3

REQUIRED GENERAL EDUCATION 31
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46
ENGL100 Composition 4
SPCH110 Public Speaking 3
SPCH100 Interpersonal Skills
or SPCH1120 Small Group Communication 3
MATH120 College Algebra 4
PSYC100 Intro to Psychology 4
PHYS101 Intro to Physics 3
CHEM106 Intro to Chemistry 3
ENVR101 Perspectives in Environ Science 4
ENGL1100 Technical Writing 3

(Pending MnSCU Approval)

OCCUPATIONAL SAFETY MANAGEMENT
CERTIFICATE 30 CREDITS

REQUIRED CORE SAFETY COURSES 30
SAFE1000 Introduction to Industrial Processes 3
SAFE1100 Introduction to Safety and Health 3
SAFE1200 Fire Protection 3
SAFE1300 Safety & Health Program Management 3
SAFE1400 Hazard Recognition and Control 3
SAFE1600 Industrial Hygiene 3
SAFE2100 Ergonomics 3
SAFE2200 Safety Laws, Regulations and Standards 3
SAFE2300 Modern Theories of Safety Programming 3
SAFE2400 Practicum/Internship 3

(Pending MnSCU Approval)
OFFICE TECHNOLOGY
2005-2006 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
A.A.S. Degree - 64-72 Credits
Diploma - 31-53 Credits
Certificates - 22 Credits

Admission Dates
Fall Semester - Medical Coding Specialist, Medical
Transcription Specialist
Fall and Spring Semester - All Other Programs

PROGRAM DESCRIPTION
The Office Technology program offers training and instruction for students interested in becoming executive assistants, administrative assistants, legal secretaries, legal administrative secretaries, office systems specialists, help desk specialists, medical coding specialists, medical transcription specialists and receptionists. Students may choose from certificate, diploma or degree programs.

PROGRAM CORE COMPETENCIES (COMMON)
As a result of completing this program, the student will be able to:
1. Demonstrate input technology.
2. Apply knowledge of applications/operating system software.
3. Demonstrate verbal and written business communications.
4. Utilize information organization and retrieval systems.
5. Exhibit basic computer architecture knowledge.

LEGAL ADMIN./LEGAL SECRETARY - Common Plus
1. Articulate legal procedures using appropriate legal terminology.
2. Create basic legal documents.

MEDICAL CODING/TRANSCRIPTION - (See Page 103)

OFFICE SYSTEMS SPECIALIST - Common Plus
1. Demonstrate support of hardware and software application for the end-user.
2. Perform content design for electronic dissemination.

BASIC ENTRANCE REQUIREMENTS
Students either must currently have or attain the skills in the following prerequisite course:

OTEC1001 Introduction to Computer Software 2
OTEC1790 Basic Keyboarding 2

This program has an online option for one or more of its courses. Contact Advisor for online option availability.

OFFICE SYSTEMS SPECIALIST
A.A.S. DEGREE  67 CREDITS

PROGRAM DESCRIPTION
This program is designed to prepare the students for employment with a focus toward information processing from the “office/end-user support” perspective. Applied skills are developed in personal computer software usage, electronic mail, network and media management, end-user applications support, systems administration tasks, personal computer maintenance, internet, multimedia and emerging software technologies.

PRE-REQUISITES
OTEC1800 Keyboarding I 3

REQUIRED TECHNICAL COURSES  50
COMP1110 Integrated Software Applications II 2
COMP1200 PC Hardware & Software Essentials 4
COMP1220 Hardware Maintenance (PC) 2
COMP1400 Web Page Programming I 3
COMP1500 Networking Essentials 2
COMP2115 Advanced Software Applications 1
OTEC1820 Business English 3
OTEC1840 Business Presentations 3
OTEC1875 Word Processing Concepts & Applications: Core 3
OTEC2810 Computer Technology 3
OTEC2815 Employment Portfolio 3
OTEC2820 Business Communications 3
OTEC2830 Desktop Publishing 3
OTEC2835 Office Financial Applications 3
OTEC2845 Multimedia Web Technology 3
OTEC2855 Internship (Optional) 1-3
OTEC2860 Office Management 3
OTEC2870 Information Resource Management 3
OTEC2875 Word Processing Concepts & App.: Expert 3

REQUIRED GENERAL EDUCATION  17
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46
PHIL100 Ethics in Society 3
SPCH100 Interpersonal Skills 3
SPCH120 Public Speaking 3
General Education Electives 8
(AAS2238/AAS3224)

ADMINISTRATIVE ASSISTANT
A.A.S. DEGREE  68 CREDITS

PROGRAM DESCRIPTION
This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. Other responsibilities may include the following: perform research, supervise or train others, take minutes at meetings, purchase equipment and supplies, and present data. After completion of this program, students will be proficient with oral and written communications, as well as decision-making and problem-solving skills.
**Office Technology**

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### Required Technical Courses 51

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<td>OTEC2800</td>
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### Required General Education 17

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

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For more information visit online.southcentral.edu

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### Legal Assistant

#### A.A.S. Degree 67 Credits

**Mankato Only**

**Program Description**

Legal assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcription, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal assistant drafts documents, gathers information relevant to the client’s case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal assistant manages the procedural tasks for clients in the law office with an attorney’s supervision.

There are 12 credits of legal courses in this major. These 12 credits are offered face to face as well as online. Many of the non-legal courses are also offered online. The difference between a legal assistant degree and a legal assistant diploma is that the degree has 16 credits of General Education.

#### Required Technical Courses 48

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>OTEC1730</td>
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<td>OTEC1800</td>
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<td>OTEC2812</td>
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<td>OTEC2815</td>
<td>Employment Portfolio</td>
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<td>OTEC2820</td>
<td>Business Communications</td>
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<td>OTEC2830</td>
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<td>OTEC2870</td>
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<tr>
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#### Additional Required Courses 6

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<td>SPCH100</td>
<td>Interpersonal Skills</td>
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<td>General Education Electives</td>
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</table>

For more information visit online.southcentral.edu

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### Administrative Assistant Diploma 54 Credits

**Program Description**

This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. After completion of this program, students will be proficient with oral and written communications, as well as decision-making and problem-solving skills.

#### Required Technical Courses 48

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OTEC1725</td>
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<td>OTEC2815</td>
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<tr>
<td>OTEC2875</td>
<td>Word Processing Concepts &amp; App.: Expert 3</td>
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For more information visit online.southcentral.edu
Legal assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcription, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal assistant drafts documents, gathers information relevant to the client’s case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal assistant manages the procedural tasks for clients in the law office with an attorney’s supervision.

There are 12 credits of legal courses in this major. These 12 credits are offered face to face as well as online. Many of the non-legal courses are also offered online. The difference between a legal assistant degree and a legal assistant diploma is that the degree has 16 credits of General Education.

**REQUIRED TECHNICAL COURSES**

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<td>Word Processing Concepts &amp; Applications: Core</td>
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<tr>
<td>OTEC2735</td>
<td>Family &amp; Criminal Law</td>
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<td>Legal Proofreading &amp; Editing</td>
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<tr>
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**ADDITIONAL ELECTIVE COURSES**

- Elective [3]

This program is designed to prepare students for employment as a receptionist. Because receptionists answer questions from the public and provide information about the organization, they need to develop strong interpersonal and communication skills. Besides traditional tasks like answering telephones, routing calls, and greeting visitors, receptionists may serve a security function by monitoring the access of visitors. They may also perform duties such as opening and sorting mail, updating appointment calendars, and doing simple recordkeeping, word processing, and filing.

**REQUIRED TECHNICAL COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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(DIP3220)
**OFFICE TECHNOLOGY**

### MEDICAL CODING SPECIALIST
**DIPLOMA** 36 CREDITS

**PROGRAM DESCRIPTION**
This program is designed to prepare an individual who is interested in working with physicians and other health care professionals in the many types of medical facilities to understand coding of diagnoses and procedures. Students will learn about reimbursement and compliance with government and third party payer rules. The student will become knowledgeable in the diagnostic and procedural coding systems, medical terminology, anatomy and physiology, medical office procedures, reimbursement guidelines, and medical documentation. The demand for skilled coders in the health care settings makes the opportunity for employment exceptional. The changes in reimbursement by governmental insurance plans and the many third party payers makes the demand for individuals who are knowledgeable in coding and compliance plans a valuable resource in clinics, physician offices, ambulatory surgery centers, hospitals, long-term care facilities, and other health care facilities. *Successful completion of all required technical courses requires passing with a C/2.0 or above for progression in the program and graduation.*

#### PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
1. Utilize knowledge of medical terminology, anatomy/physiology and pathological conditions to coding of medical documents
2. Apply ICD-9-CM diagnostic coding classification and conventions to medical conditions and procedures
3. Review surgical procedures, consultations, and medical documentation and apply CPT coding guidelines for accurate reimbursement
4. Utilize third-party reimbursement processes and guidelines and the relationship to diagnostic procedural coding systems
5. Understand the confidentiality and legality of medical records and apply these standards to the various healthcare settings

#### REQUIRED TECHNICAL COURSES 31
- **HC1000** Medical Terminology 3
- **HC1001** Advanced Medical Terminology 3
- **HC1914** Anatomy/Physiology/Disease Conditions I 4
- **HC1924** Anatomy/Physiology/Disease Conditions II 4
- **OTEC1920** ICD-9-CM Coding I 3
- **OTEC1925** ICD-9-CM Coding II 3
- **OTEC1928** CPT Coding I 3
- **OTEC1930** ICD-9-CM Coding III/CPT Coding II 4
- **OTEC2930** Medical Office Procedures 4

#### ADDITIONAL REQUIRED COURSES 5
- **SPCH100** Interpersonal Skills 3
- **OTEC1001** Introduction to Computers 2
  (DIP2241/DIP3257)

### MEDICAL TRANSCRIPTION SPECIALIST
**DIPLOMA** 32 CREDITS

**PROGRAM DESCRIPTION**
This program is designed for students who are interested in working in a medical facility and enjoy transcribing medical dictation and reports. The student must be proficient in keyboarding, word processing, grammar and sentence structure, medical terminology, and basic medical science. There is a demand for skilled medical transcriptionists throughout the health care industry. The opportunity to work in many health care settings and even at home is appealing to many who are presently working in the field. The increased technology in the computerization of medical records, digital dictation systems, and the voice recognition processes makes the demand for skilled professionals even greater. Physicians and other health care professionals rely upon the expertise of medical transcriptionists to transform the spoken word into comprehensive medical documentation that accurately reflects patient office visits, consultations, surgical procedures, and hospitalizations. Employment opportunities would include clinics, hospitals, long-term care facilities, chiropractic clinics, and other health care related facilities. *Successful completion of all required technical courses requires passing with a C/2.0 or above for progression in the program and graduation.*

#### PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
1. Apply knowledge of medical terminology to documents and dictations to be transcribed
2. Apply knowledge of anatomy and physiology and the relationship to disease pathology to physician dictation and transcribed documents
3. Utilize skills in word processing, keyboarding, and grammatical sentence structure for transcription of medical documents
4. Apply skills developed in medical transcription techniques for completion of various documents transcribed and filed in the patients medical records
5. Apply standards to the various healthcare settings demonstrating confidentiality and legality of medical records

#### REQUIRED TECHNICAL COURSES 26
- **HC1000** Medical Terminology 3
- **HC1001** Advanced Medical Terminology 3
- **HC1914** Anatomy/Physiology/Disease Conditions I 4
- **OTEC1800** Keyboarding I 3
- **OTEC1820** Business English 3
- **OTEC1900** Medical Transcription I 3
- **OTEC2900** Medical Transcription II 3
- **OTEC2930** Medical Office Procedures 4

#### ADDITIONAL REQUIRED COURSES 6
- **SPCH100** Interpersonal Skills 3
- **OTEC1875** Word Processing Concepts & Applications: Core 3 4
  (DIP2240/DIP3258)
FARIBAULT CAMPUS

Program Length
A.A.S. Degree - 60-63 Credits
Diploma - 37-40 credits

Admission Dates
Fall Semester

PROGRAM CORE COMPETENCIES
As a result of completing this program, the student will be able to:
1. Perform work in an ethical, safe and legal manner
2. Perform shop duties in accordance with industry standards
3. Demonstrate the proper use of tools and equipment
4. Understand the function of all components of multiple ignition systems
5. Use gained knowledge to troubleshoot engine related problems

OUTDOOR POWER AND RECREATIONAL EQUIPMENT TECHNICIAN
A.A.S. DEGREE 60 CREDITS

PROGRAM DESCRIPTION
The Outdoor Power and Recreational Equipment Technician program is designed to give the student the skills required in a shop that services A.T.V.s, snowmobiles and personal watercraft in addition to lawn and garden equipment.

REQUIRED TECHNICAL COURSES 34
- OPAM1810 Basic Drive Systems 2
- OPAM1836 Basic Electrical, Starting and Charging Systems 3
- OPAM1840 Basic Fuel Systems 2
- OPAM1850 Basic Ignition Systems 4
- OPAM1864 Trailer Basics 1
- OPAM1870 Basic Engines, Tools & Measuring Instruments 4
- RECE1810 Outdoor Power I 3
- RECE1820 Outdoor Power II 3
- RECE1830 A.T.V. I 3
- RECE1840 A.T.V. II 3
- RECE1850 Snowmobile and P.W.C. I 3
- RECE1860 Snowmobile and P.W.C. II 3

REQUIRED GENERAL EDUCATION 18
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

ENGL100 Composition 4
HIST160 World History I 4
PHIL100 Ethics in Society 3
PSYC100 Introduction to Psychology 4
SPCH100 Interpersonal Skills (AAS2439) 3

OUTBOARD MOTOR TECHNICIAN
A.A.S. DEGREE 63 CREDITS

PROGRAM DESCRIPTION
The Outboard Motor Technician program is designed to prepare the student to repair large and small horsepower outboard motors in a marina, repair facility or specialty store. Diagnostic troubleshooting is a major part of this program.

REQUIRED TECHNICAL COURSES 37
- OPAM1810 Basic Drive Systems 2
- OPAM1836 Basic Electrical, Starting and Charging Systems 3
- OPAM1840 Basic Fuel Systems 2
- OPAM1850 Basic Ignition Systems 4
- OPAM1864 Trailer Basics 1
- OPAM1870 Basic Engines, Tools & Measuring Instruments 4
- GMAR1820 Power Trim and Tilt Systems 1
- GMAR1834 Basic Propellers and Rigging 3
- GMAR1844 Outboard Fuel and Lubrication Systems 2
- GMAR1860 Basic Steering Systems 1
- GMAR1895 Outboard Motor Powerheads and Service 6
- GMAR2812 Outboard Gearcases 2
- GMAR2872 Advanced Powerheads 3
- GMAR2890 Outboard Diagnostic Troubleshooting 3

REQUIRED NON-TECHNICAL COURSES 5
- CC1879 Using the Internet 1
- OTEC1001 Introduction to Computers 2
- OTEC1500 Customer Service 1
- SBMT1900 Introduction to Small Business Ownership 1

ELECTIVES (with advisor approval) 3

REQUIRED GENERAL EDUCATION 18
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 46

ENGL100 Composition 4
HIST160 World History I 4
PHIL100 Ethics in Society 3
PSYC100 Introduction to Psychology 4
SPCH100 Interpersonal Skills (AAS2440) 3

◆ ◆ ◆
OUTDOOR POWER AND MARINE

OUTDOOR POWER AND RECREATIONAL EQUIPMENT TECHNICIAN
DIPLOMA 37 CREDITS

PROGRAM DESCRIPTION
The Outdoor Power and Recreational Equipment Technician program is designed to give the student the skills required in a shop that services A.T.V.s, snowmobiles and personal watercraft in addition to lawn and garden equipment.

REQUIRED TECHNICAL COURSES 34
OPAM1810 Basic Drive Systems 2
OPAM1836 Basic Electrical, Starting and Charging Systems 3
OPAM1840 Basic Fuel Systems 2
OPAM1850 Basic Ignition Systems 4
OPAM1864 Trailer Basics 1
OPAM1870 Basic Engines, Tools & Measuring Instruments 4
RECE1810 Outdoor Power I 3
RECE1820 Outdoor Power II 3
RECE1830 A.T.V. I 3
RECE1840 A.T.V. II 3
RECE1850 Snowmobile and P.W.C. I 3
RECE1860 Snowmobile and P.W.C. II 3

REQUIRED NON-TECHNICAL COURSES 3
OTEC1001 Introduction to Computers 2
SBMT1900 Introduction to Small Business Ownership 1

OUTBOARD MOTOR TECHNICIAN
DIPLOMA 40 CREDITS

PROGRAM DESCRIPTION
The Outboard Motor Technician program is designed to prepare the student to repair large and small horsepower outboard motors in a marina, repair facility or specialty store. Diagnostic troubleshooting is a major part of this program.

REQUIRED TECHNICAL COURSES 37
OPAM1810 Basic Drive Systems 2
OPAM1836 Basic Electrical, Starting and Charging Systems 3
OPAM1840 Basic Fuel Systems 2
OPAM1850 Basic Ignition Systems 4
OPAM1864 Trailer Basics 1
OPAM1870 Basic Engines, Tools & Measuring Instruments 4
GMAR1820 Power Trim and Tilt Systems 1
GMAR1834 Basic Propellers and Rigging 3
GMAR1844 Outboard Fuel and Lubrication Systems 2
GMAR1860 Basic Steering Systems 1
GMAR1895 Outboard Motor Powerheads and Service 6
GMAR2812 Outboard Gearcases 2
GMAR2872 Advanced Powerheads 3
GMAR2890 Outboard Diagnostic Troubleshooting 3

REQUIRED NON-TECHNICAL COURSES 3
OTEC1001 Introduction to Computers 2
SBMT1900 Introduction to Small Business Ownership 1
(DIP2437)
**FARIBAULT and MANKATO CAMPUSES**

**Program Length**  
Diploma - 60 Credits

**Admission Dates**  
Fall and Spring Semester

**Program Description**  
The Farm Business Management program is designed for students actively engaged in the operation and management of a farm business. The purpose of the program is to develop the manager's ability to organize resources in order to meet business and family goals. Management is the utilization of resources to maximize the return to the scarcest resource which is a continuous decision-making process. The program emphasizes goal setting, the identification of resources, records management, business analysis and interpretation.

**Program Core Competencies**  
As a result of completing this program, the student will be able to:
1. Establish, compile, maintain, and understand business records.
2. Analyze and use historical business data.
3. Establish and regularly evaluate business goals and plans.
4. Demonstrate necessary skills to manage business resources.

**Diploma 60 Credits**

**Required Technical Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Preparation for Farm Business Analysis</td>
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<td>FBMT1131</td>
<td>Managing and Modifying Farm System Data</td>
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<tr>
<td>FBMT2141</td>
<td>Interpreting and Evaluating Financial Data</td>
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<tr>
<td>FBMT2151</td>
<td>Strategies in Farm System Data Management</td>
<td>4</td>
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<td>FBMT2161</td>
<td>Examination of the Context of Farm System Management</td>
<td>4</td>
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<tr>
<td>FBMT1112</td>
<td>Foundations for Farm Business Management</td>
<td>4</td>
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<td>or FBMT1142</td>
<td>Fundamentals of Farm Business Management (Internet Only)</td>
<td>4</td>
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<td>FBMT1122</td>
<td>Implementing the System Management Plan</td>
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<td>Interpreting and Using Farm System Data</td>
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<td>FBMT2142</td>
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<td>FBMT2152</td>
<td>Integrating System Information for Financial Planning</td>
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<td>FBMT2162</td>
<td>Refining Farm System Management</td>
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**Technical Course Electives**

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<td>Introduction to Farm Business Management</td>
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<tr>
<td>FBMT1213</td>
<td>Managing a Farm System in a Global Economy</td>
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<td>FBMT1223</td>
<td>Using System Analysis in Total Farm Planning</td>
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<td>FBMT1233</td>
<td>Application of Productive Enterprise Information</td>
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<td>FBMT2243</td>
<td>Using Financial Instruments in Farm System Management</td>
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<td>FBMT2253</td>
<td>System Plans and Projections</td>
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<td>FBMT2263</td>
<td>Evaluating Farm System Programs</td>
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<td>FBMT2209</td>
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<td>Effective Time Management</td>
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<td>Family Wellness &amp; Business Relationships</td>
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<td>FBMT2325</td>
<td>Ethics in this Business of Agriculture</td>
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<td>FBMT2330</td>
<td>Business Math Principles</td>
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<td>FBMT2335</td>
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<td>FBMT2340</td>
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<td>FBMT2345</td>
<td>CPR and First Aid</td>
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This program is eligible for state grant funding only.
FARM BUSINESS MANAGEMENT
ADVANCED CERTIFICATE
2005-2006 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
Advanced Certificate - 30 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION

The Advanced Farm Business Management program is an
Advanced Technical Specialty Certificate program
designed for students who have completed the full Farm
Business Management program and wish to continue to
update their management skills in the rapidly changing and
challenging area of farm business management.

Similar to Farm Business Management, most students in
the Advanced Farm Business Management program will
enroll as part-time students and will carry 3 to 5 credits per
semester.

REQUIRED TECHNICAL COURSES 18

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>FBMA2100</td>
<td>Fundamentals of Financial Management as it Relates to Risk Management</td>
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<tr>
<td>FBMA2101</td>
<td>Applied Financial Management as it Relates to Risk Management</td>
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<tr>
<td>FBMA2110</td>
<td>Fundamentals of Financial Management/Strategic Planning Emphasis</td>
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<td>FBMA2111</td>
<td>Applied Financial Management/Strategic Planning Emphasis</td>
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<tr>
<td>FBMA2120</td>
<td>Fundamentals of Financial Management/Business Plan Emphasis</td>
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<tr>
<td>FBMA2121</td>
<td>Applications in Financial Management/ Business Plan Emphasis</td>
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TECHNICAL COURSE ELECTIVES (May be repeated) 12

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FBMA2130</td>
<td>Directed Study - Decision Making</td>
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<tr>
<td>FBMA2131</td>
<td>Directed Study - Communications</td>
<td>2</td>
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<tr>
<td>FBMA2132</td>
<td>Directed Studies in Modern Agricultural Tech.</td>
<td>2</td>
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<tr>
<td>FBMA2133</td>
<td>Directed Studies in Farm Business and/or Family Transition</td>
<td>2</td>
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<tr>
<td>FBMA2134</td>
<td>Directed Study - Personnel Management</td>
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<tr>
<td>FBMA2135</td>
<td>Directed Study - Enterprise Alternatives</td>
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<td>FBMA2200</td>
<td>Current Issues in Farm Business Mgmt.</td>
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<td>FBMA2201</td>
<td>Directed Study - Current Issues in FBM (CERT2110/CERT3122)</td>
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</table>

FARM BUSINESS MANAGEMENT PROGRAM
OFFICE LOCATIONS AND PHONE NUMBERS

Blue Earth ...........507-526-2894 or 526-5380
Fairfax ....................507-426-8355
Faribault ..................507-332-5836 or 332-5837 or 332-5845
or 1-800-422-0391
Glencoe ...................320-864-2461
Mankato ...................507-389-7278 or 389-7288 or 389-7391
or 1-800-722-9359
Montgomery ...............952-492-2141
New Prague ..............507-744-2561
New Ulm ..................507-354-7836
Nicollet ..................507-225-3109
Sleepy Eye ...............507-794-4241
Waseca (Otisco) ..........507-835-8261

This program is eligible for state grant funding only.
FARM BUSINESS MANAGEMENT FARM COMMODITY MARKETING CERTIFICATE
2005-2006 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
Certificate - 25 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION

The Farm Business Management Commodity Marketing program is a certificate program for students who wish to learn more about marketing the commodities produced on their farms. It is designed for students actively engaged in the operation and management of a farm business.

Similar to other Farm Business Management programs, most students in the Farm Commodity Marketing program will enroll as part-time students and will carry 3 to 5 credits per semester.

REQUIRED TECHNICAL COURSES 25

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FBMM1170</td>
<td>Intro to Farm Commodities Marketing</td>
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<td>FBMM1173</td>
<td>Directed Study - Introduction to Farm Commodities Marketing</td>
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<tr>
<td>FBMM1180</td>
<td>Applying Commodity Marketing Fundamentals</td>
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<td>FBMM1183</td>
<td>Directed Study - Applying Commodity Marketing Fundamentals</td>
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<tr>
<td>FBMM1190</td>
<td>Evaluating Farm Commodity Marketing Tools</td>
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<tr>
<td>FBMM1193</td>
<td>Directed Study - Evaluating Farm Commodity Marketing Tools</td>
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<td>FBMM2170</td>
<td>Monitoring Farm Commodity Marketing Plans</td>
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<td>FBMM2173</td>
<td>Directed Study - Monitoring Farm Commodity Marketing Plans</td>
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<td>FBMM2180</td>
<td>Strategies in Farm Commodity Marketing</td>
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<tr>
<td>FBMM2183</td>
<td>Directed Study - Strategies in Farm Commodity Marketing</td>
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(CERT2111/CERT3125)

FARM BUSINESS MANAGEMENT COMMODITY MARKETING OFFICE LOCATIONS AND PHONE NUMBERS FOR FACULTY SERVING ALL OF SOUTH CENTRAL MINNESOTA. CALL THE OFFICE CLOSEST TO YOU TO INQUIRE ABOUT CLASS LOCATIONS.

Faribault ....................507-332-5836
or 1-800-422-0391

Mankato .......................507-389-7278
or 1-800-722-9359

Nicollet .......................507-225-3109

Sleepy Eye ....................507-794-4241

This program is eligible for state grant funding only.
FARIBAULT and MANKATO CAMPUSES

**Program Length**
Diploma - 39 Credits

**Admission Dates**
Open Enrollment

**Program Description**
Students in the Small Business Management Program must be actively engaged in the ownership, management or operation of a small business, or the start-up of a business. The purpose of the program is to develop the owner and/or manager’s ability to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial management, and human resources management. This is a part-time program with evening classes and at-the-business educational training.

**Program Core Competencies**
As a result of completing this program, the student will be able to:
1. Establish business goals
2. Utilize appropriate business records
3. Utilize business plans for the functional areas of their business
4. Manage business resources effectively

**Small Business Management Program Office Locations and Phone Numbers**
Faribault ....................... 507-332-5843 or 1-800-422-0391
Mankato ......................... 507-389-7323 or 1-800-722-9359
New Ulm ......................... 507-354-5858
Chaska .......................... 612-361-3552

**Diploma**

**39 Credits**

**Required Technical Courses**
- SBMT1110 SBM Organizational Planning 2
- SBMT1120 SBM Business Systems 3
- SBMT1210 SBM Financial Systems 3
- SBMT1220 SBM Financial Management 3
- SBMT1230 SBM Financial Analysis 3
- SBMT1310 SBM Marketing Systems 2
- SBMT1320 SBM Marketing Management 2
- SBMT1410 SBM Personnel Systems 3

**Technical Course Electives**

**Record Keeping**
- SBMT2130 SBM Record Keeping 3
- SBMT2131 SBM Assets & Inventory Management 2
- SBMT2132 SBM Accounts Receivable and Accounts Payable Management 2
- SBMT2133 SBM Reconciling and Closing Accounts 2
- SBMT2134 SBM Payroll Systems 3
- SBMT2135 SBM Payroll Reports 2
- SBMT2136 SBM Year End Closing 1

**Financial Management**
- SBMT2240 SBM Organizational Structure 1
- SBMT2241 SBM Financial and Tax Planning 2
- SBMT2242 SBM Risk Management 1
- SBMT2243 SBM Cost Analysis 2
- SBMT2244 SBM Pro-Forma Statements 2

**Marketing**
- SBMT2330 SBM Sales and Marketing Analysis 2
- SBMT2331 SBM Marketing Research 1
- SBMT2332 SBM e-Business Sales 2
- SBMT2333 SBM Customer Information Systems 1
- SBMT2334 SBM Customer Service 2

**Human Resource Management**
- SBMT2420 SBM Supervisory Skills I 2
- SBMT2421 SBM Supervisory Skills II 2
- SBMT2422 SBM Compensation and Benefits 2

**Management Skills**
- SBMT2531 SBM Business Communication 1
- SBMT2532 SBM Business Math 1
- SBMT2533 SBM Time Management 1
- SBMT2534 SBM Stress Management 1

**Business Computerization**
- SBMT2610 SBM Computerization-Accounting 3
- SBMT2611 SBM Computerization-Sales & Marketing 3
- SBMT2612 SBM Computerization-Human Resources 3

**Special Topics**
- SBMT2700 SBM Going into Business 3
- SBMT2900 SBM Independent Study 1-3

(DIP2109/DIP3121)

This program is eligible for state grant funding only.
# Small Business Management Certificate 21 Credits

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<tr>
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<td>SBMT1120 SBM Business Systems</td>
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<td>SBMT1210 SBM Financial Systems</td>
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<td>SBMT1220 SBM Financial Management</td>
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<tr>
<td>SBMT1230 SBM Financial Analysis</td>
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</tr>
<tr>
<td>SBMT1310 SBM Marketing Systems</td>
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<td>SBMT1320 SBM Marketing Management</td>
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<td>SBMT1410 SBM Personnel Systems</td>
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(CERT2144/CERT3144)

# Record Keeping Certificate 18 Credits

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<td>SBMT1210 SBM Financial Systems</td>
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<td>SBMT2130 SBM Record Keeping</td>
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**ADDITIONAL REQUIRED COURSES** *(Choose from the following)*

| SBMT2131 SBM Assets & Inventory Management | 2 |
| SBMT2132 SBM Accounts Receivable and Accounts Payable Management | 2 |
| SBMT2133 SBM Reconciling and Closing Accounts | 2 |
| SBMT2134 SBM Payroll Systems | 3 |
| SBMT2135 SBM Payroll Reports | 2 |
| SBMT2136 SBM Year End Closing | 1 |

(CERT2143/CERT3143)

# Financial Management Certificate 14 Credits

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<td>SBMT1120 SBM Business Systems</td>
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<tr>
<td>SBMT1210 SBM Financial Systems</td>
<td>3</td>
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<tr>
<td>SBMT1220 SBM Financial Management</td>
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(CERT2142/CERT3142)

# Marketing Certificate 14 Credits

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<td>SBMT1120 SBM Business Systems</td>
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<td>SBMT1310 SBM Marketing Systems</td>
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<td>SBMT1220 SBM Marketing Management</td>
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**ADDITIONAL REQUIRED COURSES** *(Choose from the following)*

| SBMT2330 SBM Sales and Marketing Analysis | 2 |
| SBMT2331 SBM Marketing Research | 1 |
| SBMT2332 SBM e-Business Sales | 2 |
| SBMT2333 SBM Customer Information Systems | 1 |

(CERT2141/CERT3141)

# Human Resources Certificate 12 Credits

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<tr>
<td>SBMT1120 SBM Business Systems</td>
<td>3</td>
</tr>
<tr>
<td>SBMT1410 SBM Personnel Systems</td>
<td>3</td>
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</tbody>
</table>

**ADDITIONAL REQUIRED COURSES** *(Choose from the following)*

| SBMT2420 SBM Supervisory Skills I | 2 |
| SBMT2421 SBM Supervisory Skills II | 2 |
| SBMT2422 SBM Compensation and Benefits | 2 |

(CERT2140/CERT3140)
Companies of all sizes throughout Southern Minnesota come to find South Central College as the leader in preparing and maintaining a qualified workforce, for increasing workforce productivity, and supporting new business growth. SCC links employers with providers, offering specialized curriculum and consultant services to meet the specific needs of area businesses.

SCC offers training courses for credit or as hour-based classes. Most classes are flexible in delivery. Businesses can choose to have training provided at their business, a campus site, or any other designated location. SCC will design the type, style, and length of training to fit the goals of any organization.

**SPORT OCCUPATIONS**
- Area restaurant owners and food service workers rely on SCC to provide ongoing certification and recertification for their industry.
- ServSafe Food Manager Certification/Recert.
- Certified Dietary Manager
- School Food Service
- Balancing Work and Family
- Child Development

**BUSINESS/INDUSTRY TRAINING**
- APICS
- AutoCAD
- Blueprint Reading
- CNC Programming
- Computer Training
- Ed2go: Online
- Electronics
- EPA: Section 608
- G & T
- GMP/HACCP
- Grant Partnership Opportunities
- GroupSystems: Meeting Facilitation, Web Surveys, Strategic Planning, & Risk Management
- Health and Nursing
- Human Resource Training Topics
- Hydraulics
- Industrial/Mfg. Practices
- Interpersonal Skills
- ISO
- ASQ Certification Review
- Language Training/Workplace Spanish
- Management Development
- Motorcycle Training
- Nurse Refresher
- Nursing Assistant/Home Health Aide Test Out
- Printing & Graphics
- Pro Engineering
- Supervisory Management
- Welding/Welding Certification
- Communications
- Power Limited Technician Continuing Education
- Real Estate Pre-Licensing Education
- Leadership/Supervision
- Employee Growth Plans
- Customer Service
- Lean Thinking
- Six Sigma
- Mastercam
- Quality Skill Development
SCC can assist your business in staying compliant with the ever-changing safety regulations that affect your industry. The college hosts monthly OSHA breakfast and luncheon sessions as well as safety classes that provide the needed training, in a timely and cost-effective manner. SCC also offers general industry and office ergonomic evaluation.

SAFETY & HEALTH

A new addition to the array of safety training offered through SCC is the Industrial PowerLift® designed so that your employees learn the techniques for material handling for back injury prevention. Many companies are finding this 3-hour course a great investment.

For the Construction Material Industry
- MSHA Annual Refresher Training
- MSHA Experienced Miner Training
- MSHA New Miner Training
- PowerLift®
- Code–Plumbing, Electrical & Steam Engineering (Boiler)

PUBLIC SAFETY TRAINING

SCC’s Public Safety program offers various courses in Firefighting and Law Enforcement training based on the needs of area departments. Classes can be taken at the College or at area Fire Stations or Law Enforcement agencies. Unique to SCC are mobile training units that allow instruction to be delivered virtually anywhere! SCC also is host to over 700 participants that attend the State Fire/EMS/Rescue School held annually on the Mankato Campus.

- Fire Training
- Law Enforcement Training
- Mobile Unit Training: Trench Rescue, RIT, Confined Space Awareness, Ventilation, EVOC Training Squads
- Commercial/Vehicle Inspection/Recertification
- Industrial Fire Brigade

EMERGENCY MEDICAL SERVICES

SCC offers a vast network of educational training to area EMTs and First Responders. Child care providers and health care personnel look to SCC for their continuing education needs.

- CPR–Adult, Professional, Pediatric & Instructor
- EMT Initial & Refresher
- First Responder Initial & Refresher
- OSHA Emergency Care/First Aid
- Special EMS Topics for Continuing Education

INTENSIVE CARE PARAMEDIC

- Advanced Cardiac Life Support–Provider & Instructor
- Pre-Advanced Cardiac Life Support
- Pediatric Advanced Life Support–Provider & Instructor
- Introduction to EKGs
- Introduction to IVs
GENERAL INDUSTRY AND CONSTRUCTION SAFETY AND HEALTH

- On-Site Safety Management
- Workplace Substance Abuse
- OSHA Training Institute Courses
- Aerial Lift
- OSHA Citation Abatement Assistance
- Program Development
- Workers’ Compensation Management
- Mobile Hands-On Unit Training:
  - Confined Space and Excavation
  - Safety and Health Audits
- Safety Training
- Safety Teams
- Forklift

SAFETY AND HEALTH/MSHA, TRADE AND INDUSTRY

For the Construction Material Industry
- Annual Refresher Training
- Experienced Miner Training
- New Miner Training
- PowerLift®
- Code–Plumbing, Electrical, & Steam Engineering (Boiler)

SAFETY AND HEALTH/MSHA, TRADE AND INDUSTRY

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- CPR—Adult, Professional, Pediatric & Instructor
- EMT Initial and Refresher
- First Responder Initial and Refresher
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- Special EMS Topics for Continuing Education

INTENSIVE CARE PARAMEDIC

- Advanced Cardiac Life Support—Provider & Instructor
- Pre-Advanced Cardiac Life Support
- Pediatric Advanced Life Support—Provider & Instructor
- Introduction to EKGs
- Introduction to IVs

CUSTOMIZED TRAINING SUPPORT STAFF

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Coordinators: Jane, Joan, & Mark
BUSINESS/INDUSTRY TRAINING

- APICS
- AutoCAD
- Blueprint Reading
- CNC Programming
- Computer Training
- Ed2go: Online
- Electronics
- EPA: Section 608
- G D & T
- GMP/HACCP
- Grant Partnership Opportunities
- GroupSystems: Meeting Facilitation, Web Surveys, Strategic Planning, & Risk Management
- Health and Nursing
- Human Resource Issues
- Hydraulics
- Industrial/Mfg. Practices
- Interpersonal Skills
- ISO
- ASQ Certification Review
- Language Training/Workplace Spanish
- Management Development
- Motorcycle Training
- Printing & Graphics
- Pro Engineering
- Supervisory Management
- Welding/Welding Certification
- NA/HHA Test Out
- Nurse Refresher
- Communications
- Power Limited Technician Continuing Ed
- Real Estate Pre-Licensing Education
- Leadership/Supervision
- Employee Growth Plans
- Customer Service
- Lean Thinking
- Six Sigma
- Mastercam
- Quality Skill Development

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SERVICE OCCUPATIONS
- ServSafe Food Manager Certification/Recertification
- Certified Dietary Manager
- School Food Service
- Balancing Work and Family
- Child Development

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PUBLIC SAFETY TRAINING
- Commercial/Vehicle Inspection
- Fire
- Industrial Fire Brigade
- Law Enforcement
- Mobile Unit Training: Trench Rescue, Confined Space, Ventilation, RIT & Evac Training Squads

CUSTOMIZED TRAINING SUPPORT STAFF

CUSTOMIZED TRAINING

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Coordinators: Al, Anne, & Bill

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Coordinators: Jane, Joan, & Mark
### AUTO BODY COLLISION TECHNOLOGY FUNDAMENTALS

**ABCT1800** 1 Credits (1 Lec.)
This course introduces students to the auto body industry, its careers, and work standards. Basic shop procedures are covered in the course and students gain insight to the equipment, personal health, safety, and special tools used in auto body repair.

**ABCT1801** 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

**ABCT1802** 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

**ABCT1810** 3 Credits (1 Lec./2 Lab)
Students learn the characteristics of sheet metal repair processes in minor damage. Students practice sheet metal repair on panels or damage on vehicles. Students learn material product safety and safe use of body fillers.

**PRIMING AND REFINISH SYSTEM PREPARATION**

**ABCT1820** 3 Credits (1 Lec./2 Lab)
This course teaches students refinishing safety, tools, equipment, surface preparation, and material application procedures.

**AUTO COLLISION MECHANICAL I**

**ABCT1830** 2 Credits (1 Lec./1 Lab)
Principles of removing and replacing mechanical components in front and rear wheel drive vehicles as related to the auto body industry. The course includes environmental issues.

**TRIM, HARDWARE AND GLASS**

**ABCT1850** 3 Credits (1 Lec./2 Lab)
Students learn procedures for removal and replacement of stationary and movable glass. Also covered are various methods of trim and hardware attachments.

**AUTO BODY WELDING**

**ABCT1860** 3 Credits (1 Lec./2 Lab)
This course covers safety procedures, setup and operation of MIG and oxyacetylene welding equipment. Flat, vertical, horizontal and overhead positions on automotive sheet metal will be practiced. Oxyacetylene and plasma arc cutting processes are included.

**REFINISHING**

**ABCT1870** 3 Credits (1 Lec./2 Lab)
This course teaches panel, blending and overall refinishing procedures using single and multi-stage refinishing products.

**SHEET METAL II**

**ABCT1880** 3 Credits (1 Lec./2 Lab)
This course teaches advanced sheet metal repairs, replacement and sectioning on exterior cosmetic panels, panel adjustments, and fitting procedures.

**DAMAGE APPRAISAL AND SHOP MANAGEMENT**

**ABCT2800** 3 Credits (1 Lec./2 Lab)
This course includes identification and calculation of vehicle damage using manuals and computer assisted procedures. Shop management procedures will include inventory management, parts and repair ordering, customer relations and communication skills.

**AUTO BODY LAB I**

**ABCT2803** 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

**ABCT2804** 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

**APPEARANCE MATCHING**

**ABCT2810** 3 Credits (1 Lec./2 Lab)
This course teaches students identification and correction of color match and appearance problems. The techniques of tinting, color correction, paint, and vehicle detailing will be covered.

**COMPOSITES**

**ABCT2820** 2 Credits (1 Lec./1 Lab)
This course teaches students identification and repair of interior and exterior automotive plastics including sheet molded compound and fiberglass.

**MEASURING AND PULLING SYSTEMS**

**ABCT2830** 3 Credits (1 Lec./2 Lab)
Students will use mechanical and computer assisted measuring systems to analyze and develop repair procedures on frame and unibody vehicles. Frame racks, bench and floor pulling systems will be utilized to repair direct and indirect damage on open and closed panels.

**STRUCTURAL REPAIR**

**ABCT2850** 3 Credits (1 Lec./2 Lab)
This course covers replacement, sectioning procedures and corrosion protection of frame, unibody and structural members and components. Wheel alignment as it applies during structural repair will be covered.

**AUTO COLLISION MECHANICAL II**

**ABCT2870** 3 Credits (1 Lec./2 Lab)
This course teaches collision service techniques for chassis, electronic components, steering and suspension systems, anti-lock brake systems, air bags and related vehicle safety systems.

**AUTO BODY LAB II**

**ABCT2900** 1-4 Credits (Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience. This is a variable credit offering.

**OCCUPATIONAL INTERNSHIP**

**ABCT2910** 1-8 Credits (Lab)
Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisites: Instructor Approval)

**SPECIAL PROBLEMS**

**ABCT2920** 1-6 Credits (Lab)
This course will be of individual design to allow students hands-on or classroom as needed to practice skills required in the auto body industry.

**BUSINESS LAW**

**ACCT1800** 3 Credits (3 Lec.)
This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include ethics, the court system, legal system, contracts, negotiable instruments, agency and employment, bailments, business organizations, sales and insurance. (Prerequisites: None) This course has an online option.

**PRINCIPLES OF BOOKKEEPING**

**ACCT1804** 3 Credits (3 Lec.)
This course covers the basic accounting cycle for service and merchandising businesses. Topics include the analysis of business transactions, recording transactions in general and special journals, handling of cash, completing the accounting cycle and the preparation of basic financial reports and financial statements. Designed for administrative support, computer careers, marketing management students, or as preparation for ACCT1810. (Prerequisites: None)

**FINANCIAL ACCOUNTING**

**ACCT1810** 4 Credits (3 Lec./1 Lab)
This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include recording transactions related to internal controls, short-term investments, inventories, plant and equipment, intangible assets and long-term investments. (Prerequisite: None)

**MANAGERIAL ACCOUNTING**

**ACCT1811** 4 Credits (3 Lec./1 Lab)
This course covers the accounting principles and concepts applicable to partnerships and corporate organizations, accounting for current, contingent, and long-term liabilities, investments, cash flow statements, financial statement analysis, department and branch accounting, consolidated financial statements, plant assets and intangible assets. Also considered are concepts applicable analyzing financial statements, managerial and cost accounting principles, and budgeting. (Prerequisites: ACCT1810)

**PAYROLL ACCOUNTING**

**ACCT1814** 2 Credits (1 Lec./1 Lab)
This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and 1099 tax forms. (Prerequisites: ACCT1810) This course has an online option.

**COMPUTERIZED ACCOUNTING (PEACHTREE)**

**ACCT1834** 3 Credits (1 Lec./2 Lab)
This course is an introduction to the use of computers and related software used in the accounting function of the business environment. Topics include general ledger accounting, payroll procedures, accounts receivable, and accounts payable. (Prerequisites: ACCT1810) This course has an online option.

**ACCOUNTING SOFTWARE APPLICATIONS**

**ACCT1838** 3 Credits (1 Lec./2 Lab)
This course is designed to provide accounting applications to be solved with spreadsheet and database software. Microsoft Excel and Access will be the program used. Applications include financial statements and budgets. (Prerequisites: Ability to use the computer with minimal assistance) This course has an online option.

**PROFESSIONAL ACCOUNTING CAREERS**

**ACCT1870** 1 Credit (1 Lec.)
This course covers specific topics relating to applying for accounting positions. Topics covered in this course are your appearance, networking tips, exploring different accounting careers, meeting your job’s expectations, preparing resumes and interviewing techniques. Each student is required to have one employment interview as part of this course. (Prerequisites: None)

**INTERMEDIATE ACCOUNTING I**

**ACCT2821** 4 Credits (4 Lec.)
This is the first of the two course intermediate accounting series. The content of this course covers the overview of the accounting process, the income statement, the balance sheet, the statement of cash flows, the time value of money, the various components of the balance sheet which includes cash, receivables, inventory and fixed assets. (Prerequisites: ACCT1810 and 1811 or equivalent as deemed by instructor)

**INTERMEDIATE ACCOUNTING II**

**ACCT2822** 4 Credits (4 Lec.)
This is the second of the two course intermediate accounting series. The content of this course covers short-term debt, long-term debt, stockholder’s equity, investments, leases, earnings per share, reporting the impact of changing prices, financial statement analysis and other advanced accounting topics. (Prerequisites: ACCT2821 or equivalent)
ACCOUNTING INFORMATION SYSTEMS
ACCT2847 3 Credits (3 Lec.)
This course identifies the distinct information systems knowledge required by accountants, and it incorporates accurate and understandable material that addresses those specific needs. (Prerequisites: ACCT1810) This course has an online option.

ACCOUNTING INTERNSHIP
ACCT2850 1-8 Credits (Lab)
This course provides students with actual work experiences in accounting careers. A competency-based internship plan will be developed for each student. (Prerequisites: Advisor approval)

COURSE DESCRIPTIONS

ACCT2827 3 Credits (3 Lec.)
This course introduces the student to finance concepts for small to medium businesses. Concepts covered in this course include financial markets, implication of interest rates to business, understanding of financial statements, risk versus return, use of debt financing, use of equity financing, capital budgeting concepts, cost of capital, determining the appropriate financing mix, forecasting techniques, working capital management and liquid asset management. (Prerequisite: ACCT1810 & ACCT1811)

ACCOUNTING INFORMATION SYSTEMS
ACCT2847 3 Credits (3 Lec.)
This course identifies the distinct information systems knowledge required by accountants, and it incorporates accurate and understandable material that addresses those specific needs. (Prerequisites: ACCT1810) This course has an online option.

ACCT2861 4 Credits (4 Lec.)
This course covers manufacturing accounting concepts. Cost concepts and behaviors will be analyzed while job order costing, process costing, accounting for materials, direct labor and factory overhead will be covered. (Prerequisite: ACCT1810, 1811)

COST/MANAGERIAL ACCOUNTING
ACCT2862 4 Credits (4 Lec.)
This course is an extension of ACCT2861. This course covers budgeting, standard costing, direct costing, differential analysis, capital planning, transfer pricing and decision making under uncertainty. (Prerequisite: ACCT2861 or equivalent)

FUND/NONPROFIT ACCOUNTING
ACCT2863 3 Credits (3 Lec.)
The purpose of this course is to assist students in gaining a knowledge of accounting and financial reporting currently recommended for state and local governmental entities, school districts, and other not-for-profit organizations. The course will assist the student in developing a knowledge of the accounting differences between governmental and not-for-profit entities and business enterprises. (Prerequisite: ACCT1810)

INCOME TAX I
ACCT2864 4 Credits (3 Lec./1 Lab)
The purpose of this course is to expose students to an explanation of Federal and Minnesota individual income tax as it relates to the preparation of the required tax returns. Tax research is also examined in this course. Students will have hands-on experience in preparing Federal and Minnesota income tax returns. (Prerequisites: None) This course has an online option.

INCOME TAX II
ACCT2865 3 Credits (2 Lec./1 Lab)
This course provides an explanation and interpretation of the Internal Revenue Code as applied to sole proprietorships, partnerships and corporate. Topics include business income, expenses, business tax credits, withholding and payment of established estate and trust tax issues, taxes, installment sales, and inventories. (Prerequisites: ACCT2864) This course has an online option.

ADVANCED/INTERNATIONAL ACCOUNTING
ACCT2875 3 Credits (2 Lec./1 Lab)
This course will cover international accounting standards unique to seven (+) countries, a study on business cultural differences, and United States business consolidation procedures. (Prerequisites: ACCT2821 or concurrent)

AGRICULTURAL SELLING SKILLS
AGBS1100 3 Credits (2 Lec./1 Lab)
This course covers the basic and advanced principles and techniques used in selling agricultural merchandise and services. Agricultural Sales has taken on increased importance in recent years. The introduction of new products and services has magnified the need for technically competent knowledgeable sales personnel. Role-playing and advanced, in-depth sales presentations will be done in class. Students will also be required to make an industry visit and write appropriate letters. (Prerequisites: None)

AGRICULTURE INTERNET
AGBS2005 1 Credit (1 Lab)
This course is for those students who wish to use the internet as a source of technical information about agriculture. Students will be collecting information from a variety of different sources using the world wide web. (Prerequisites: None)

COMMERCIAL DRIVER'S LICENSE
AGBS2015 1 Credit (1 Lec.)
This course covers the MN Department of Public Safety information relating to safe driving of commercial vehicles utilized in the agriculture industry. Information concerning vehicle pre-trip inspection, air brakes, hazardous materials, endorsements, and safety information are covered. Testing information concerning the commercial knowledge test. Information on hazardous materials test, and tanker test areas are also covered. (Prerequisites: None)

AGBUSINESS FINANCIAL MANAGEMENT
AGBS2100 3 Credits (3 Lec.)
This course covers all major aspects of agribusiness financial management through extensive problem solving, financial analysis, and financial planning. (Prerequisites: AGEC1100)

AGBUSINESS FINANCIAL ANALYSIS
AGBS2200 3 Credits (2 Lec./1 Lab)
This course covers a review of current business analysis factors, criteria and procedures, comparative analysis, and application of computerized programs to agribusiness financial analysis. Students will request and study and analyze current agribusiness annual reports (Prerequisite: AGBS1100)

GRAIN ELEVATOR OPERATION-HEDGING
AGBS2300 2 Credits (1 Lec./1 Lab)
This course covers all aspects of profitable grain elevator operation including operational goal development, parts and function, operation procedures, market alternative evaluations, commodity quality factors, and inventory control system. (Prerequisites: AGBS1100, AGBS2100, AGEC2400)

INTERNATIONAL FIELD STUDY SEMINAR
AGBS2990 3 Credits (Lab)
This course covers an introduction to agricultural, food, and environmental systems in other countries of the world. The field study seminar consists of two major components: a series of pre-departure seminars and a two-week period within a host country. The field study will introduce students to the history, geography, cultures and socio-economic situations of the country they will visit. Students will also explore the agricultural, food and environmental system of another country.

INDIVIDUALIZED STUDY/SPECIAL PROBLEMS
AGBS2995 1-6 Credits (Lab)
This course allows the student to pursue special projects or areas of interest. The number of credits must be agreed upon by advisor/advisee prior to registration. (Prerequisites: Successful completion of two semesters of training or by special arrangement)

FERTILIZER INDUSTRY EQUIPMENT
AGCH1100 2 Credits (1 Lec./1 Lab)
This course covers all fertilizer application methods. Equipment focus will include airflown, spinner, soliciation, liquid application and injection application systems. Knowledge of equipment, associated systems operation and maintenance will be learned. Safe operation of this equipment will be emphasized. (Prerequisites: None)

HERBICIDE INDUSTRY EQUIPMENT
AGCH1200 2 Credits (1 Lec./1 Lab)
This course covers all herbicide application methods. Equipment will include terragrator, rogator, operation and maintenance along with the associated systems. Safe operation of this equipment will be emphasized. Monitors, marking systems, controllers and hydraulic systems will be reviewed. Customer relations between the operator and farmer will be covered. Calculation of production, profitability and applicator record keeping is a part of the class. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement.)

WORK EXPERIENCE - EQUIPMENT OPERATION I
AGCH1300 1-4 Credits (Lab)
This course is a cooperative work-study program between SCC and local fertilizer and chemical businesses to allow the student to have on the job experience in the Ag Chemical field. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement.)

WORK EXPERIENCE - EQUIPMENT OPERATION II
AGCH1305 1-4 Credits (Lab)
This course features a cooperative on the job education program in an agribusiness field. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement.)

AGRICULTURAL ECONOMICS
AGEC1100 3 Credits (2 Lec./1 Lab)
This course covers agriculture’s economic dimensions and impact, economic principles, calculation of economic returns, and evaluation of economic alternatives. Capital, use, cost appraisal, risk considerations under a variety of economic conditions, farm credit sources and creditor relationships will also be discussed. (Prerequisites: None)

PRINCIPLES OF FARM RECORDS
AGEC1200 3 Credits (2 Lec./1 Lab)
This course covers types of records, setup and use of Minnesota Farm and Ranch Account Book, completion of a sample farm record problem in an account book and on a computerized record program, a review of various recordkeeping systems, and selection and implementation of computerized record programs. Students will initiate records on a current farming operation. (Prerequisites: None)

INTERPRETATION OF FARM RECORDS
AGEC2200 3 Credits (2 Lec./1 Lab)
This course covers closeout and analysis of the Chet White Farm example accounting problem and the home farm account book. Also covered will be various analysis techniques, a comparative analysis of all farm production, efficiency and financial factors, and a review of current tax management factors. (Prerequisites: AGEC1100, AGEC1200)

FARM MANAGEMENT CHALLENGE
AGEC2300 2 Credits (1 Lab)
This course covers goal development, advanced economic principle application, production factor organization, farm program development and farm operating agreements. Students will develop an individual marketing plan for their farm operation, cash flows, budgets and prepare for the challenges anticipated in the profession of farm production. (Prerequisites: AGEC1100, AGEC1200, AGEC2200 and AGEC2400)

COMMODITY FUTURES MARKETS
AGEC2400 3 Credits (3 Lec.)
This course covers futures market structure and function, futures commodity contract specifications, futures trading procedures and commodity futures trading strategies. Course provides students with background in size and scope of agricultural, role of marketing in the agribusiness system, functions of marketing, development of marketing in agribusiness, government intervention in markets, approaches to the marketing of commodities in trade and marketing management in agribusiness firms. Students will also study agribusiness market plans, analyze market opportunities, market objectives, pricing terminology and pricing strategies. (Prerequisites: None)
Agricultural Transfer and Law

AGEC2500 2 Credits
This course covers farm estate planning. Topics include federal and state estate tax laws and their impact, estate-planning options, will preparation and the role of life insurance. Course includes sources of law, basic contract types and components, personal and real property features, land descriptions, legal fences, animal control legalities, water rights, liability and reimbursement of losses, and bankruptcy provisions. (Prerequisites: None)

Alternative Agriculture

AGEC2600 2 Credits
One of the changes taking place in agriculture is an increasing interest in the production of alternative crop and animal enterprises. This class will examine and evaluate those enterprises. A look at the profitability, marketing and risks of producing an alternative product as well as the resources and information available to assist in developing a plan to produce an alternative product. The opportunities to produce a value-added product will be studied. A close look will be taken those organizations that provide assistance to producers as well as businesses currently raising and marketing alternative agriculture products.

Outdoor Power Equipment

AGME1601 3 Credits
This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment and attachments are emphasized. (Prerequisites: None)

Equipment Assembly, Operation, Adjustment and Reconditioning I

AGME1812 2 Credits
This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator’s manual, uses a checklist, uses a torque chart, learns the procedure for threading and taping, installs heli-coils and keen sets, sharpens drill bits, installs the hydraulic system, follows the hydraulic diagram, assembles machinery, touches up paint, and adjusts the equipment for field use. (Prerequisites: None)

Equipment Assembly, Operation, Adjustment and Reconditioning II

AGME1613 2 Credits
This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator’s manual, uses a checklist, uses a torque chart, learns the procedure for threading and taping, installs heli-coils and keen sets, sharpens drill bits, installs the hydraulic system, follows the hydraulic diagram, assembles machinery, touches up paint, and adjusts the equipment for field use. (Prerequisites: None)

Precision Measuring Tools

AGME1821 1 Credit
This course covers using precision tools. The student will learn to use micrometers and vernier calipers (English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (test gas and diesel), cylinder leakage testing, and pressure gauge testing, and antifreeze testing. (Prerequisites: None)

Gas/Diesel Engine Repair I

AGME1822 3 Credits
This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn seals and gaskets; spring check; intake and exhaust valve; and reassembly heads. In addition, students will perform tasks such as engine removal/replacement and disassembly/reassembly; sleeve removal/replacement; crankshaft, camshaft, drive, piston, bearing, and rod measuring. The reassembled engine will be timed, adjusted, and tested on the dynamometer. (Prerequisites: AGME1821)

Engine Support Systems and Lab

AGME1823 3 Credits
This course covers cooling, lubrication and intake / exhaust systems. The student will identify, troubleshoot and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas / Diesel Engine Repair I. (Prerequisites: AGME1821)

Tractor Power Trains

AGME1831 3 Credits
This course includes lecture and laboratory experience in dry clutches, wet clutches, mechanical transmissions, power take-off units, final drives, differentials, brackets, and steering. (Prerequisites: None)

Tractor Electrical Systems

AGME1861 3 Credits
This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, lighting systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

Parts Department Operation

AGME1881 1 Credit
This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisites: None)

Hydraulic Theory

AGME1891 1 Credit
This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic components that make up the modern hydraulic systems. Students must read and sign the safety form of the state. (Prerequisites: None)

Gas/Diesel Engine Repair II

AGME1923 4 Credits
This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Mechanical Transmissions, Electrical Systems, and other mechanical courses. The students will repair custom systems. The practical repair work will involve engine overhaul (gas and diesel), and clutch, brake and electrical repairs. Customer units must be completed by the end of the course. (Prerequisites: AGME1821, AGME1822, AGME1661)

Agricultural Welding

AGME1935 2 Credits
This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

Hydraulic Assist/Hydrostatic Transmissions

AGME2832 2 Credits
This course covers speed change, poweshift, and hydrostatic transmissions. The student identifies transmission operation, leakages, powerflow, and diagnoses problems. The student performs disassembly, repairing, reassembly, and adjusting of various transmissions. The transmissions covered in the course include John Deere 8 and 6 speed, International Harvester TA, White 3 speed, Case RPS-34, Case- IH Magnum, and Sunstrand/Eaton hydrostatic. (Prerequisites: AGME1821, AGME1851)

Air Conditioning

AGME2841 1 Credit
This course covers the air conditioning system. The student will learn to clean, evacuate, charge, test, and diagnose the air conditioning system. Refrigerant identification equipment will be utilized. Compressor seal and head gasket replacement is included. (Prerequisites: None)

Introduction to Diesel

AGME2852 1 Credit
This course covers an introduction to the diesel system, components, operation and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

Diesel Injection (Pumps)

AGME2853 3 Credits
This course covers the operation, disassembly, repair and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair and adjust internal parts; reassemble parts; and perform pump adjustments on the test bench. (Prerequisites: None)

Advanced Ag Electrical/Electronics

AGME2863 2 Credits
This course covers review, troubleshooting and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME1861)

AG Tech Seminar

AGME2882 1 Credit
This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

Hydraulic Theory and Diagnosis

AGME2892 4 Credits
This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME1891)

Agricultural Business Service Technician

AGME2940 11 Credits
This course is a cooperative work-study program between the SCC Agribusiness Service Technician program and area dealerships or industries which allows the student an employment-like work experience. Application of competencies gained from previous course work will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. (Prerequisites: To be developed on an individual basis.)
TRACTOR/EQUIPMENT REPAIR I
AGME2945 3 Credits (Lab)
This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customers' tractor and school units. (Prerequisites: AGME1822, 1823, 1831, 1891, 1923)

TRACTOR/EQUIPMENT REPAIR II
AGME2946 4 Credits (Lab)
This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customers' tractor and school units. (Prerequisites: AGME 2863, AGME2945)

TRACTOR/EQUIPMENT DIAGNOSIS AND REPAIR
AGME2947 4 Credits (Lab)
This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customers' tractor and school units and will follow machine check sheet upon completion. (Prerequisites: AGME2863, AGME2945)

EMPLOYER/EMPLOYEE ISSUES
AGRI1800 2 Credits (2 Lec.)
This course covers the principles of supervision and being supervised as they relate to the goals of agriculture businesses. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determining personnel needs, finding and recruiting people, performance appraisals, training plans, promotions and terminations will be included. (Prerequisites: None)

AGRICULTURAL TECHNOLOGY SEMINAR
AGRI2700 2 Credits (1 Lec./1 Lab)
This seminar will provide students the opportunity to self-direct studies in agricultural technology in their areas of interest. Technologies to be considered could include but are not limited to, plant protection, precision farming, application industries, livestock equipment, biotechnologies, financial resource management, sustainable agriculture, environmental impacts of agriculture, agricultural workforce and agricultural production. Some organized events will be part of this course. The major emphasis will be self-directed learning. (Prerequisites: None)

SUPERVISED OCCUPATIONAL EXPERIENCE (GENERAL)
AGRI2780 1-7 Credits (Lab)
This course features a cooperative on-the-farm at-the-agribusiness educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating agribusiness supervisor’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (AGROMONY)
AGRI2781 1-4 Credits (Lab)
This course features a cooperative on-the-farm at-the-agribusiness educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating agribusiness supervisor’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (NUTRITION)
AGRI2782 1-4 Credits (Lab)
This course features a cooperative on-the-farm at-the-agribusiness educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating agribusiness supervisor’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (PRECISION)
AGRI2783 1-4 Credits (Lab)
This course features a cooperative on-the-farm at-the-agribusiness educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating agribusiness supervisor’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (TO-BE-ARRANGED)
AGRI2784 1-4 Credits (Lab)
This course features a cooperative on-the-farm at-the-agribusiness educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (FARM MANAGEMENT)
AGRI2790 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (CROP PRODUCTION)
AGRI2791 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (MACHINERY MANAGEMENT)
AGRI2792 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (BEEF FINISHING)
AGRI2793 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (BEEF COW-CALF)
AGRI2794 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (SWINE)
AGRI2795 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (SHEEP)
AGRI2796 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

SUPERVISED OCCUPATIONAL EXPERIENCE (DAIRY)
AGRI2797 1-4 Credits (Lab)
This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

LIVESTOCK PRODUCTION PRINCIPLES
ANSC1100 3 Credits (3 Lec.)
This course covers animal production history and economic impact, breed development, animal anatomy and physiology, animal product features, gland and hormone functions, growth and lactation physiology, environmental animal production factors, and animal research. (Prerequisites: instructor’s and cooperating farm operator’s approval and a signed agreement.)

BEEF PRODUCTION
ANSC1105 2 Credits (1 Lec./1 Lab)
This course focuses on the beef industry as a productive enterprise. Focus will center on beef cattle genetics, herd and herd health, selection of beef breeding maternal and paternal traits, beef carcass traits, beef operation record keeping, calving, raising of calves, cow-calf herd and feedlot management, beef herd analysis, and beef marketing alternatives. (Prerequisites: None)

LIVESTOCK LAB
ANSC1200 2 Credits (1 Lec./1 Lab)
This course is designed to teach the fundamental principles of livestock genetics in a practical manner. The course deals with the physiology of reproduction and application of genetics for improvement of the livestock herd. Livestock selection materials and methods of live animal and carcass evaluation will be conducted. Subjective and objective evaluation methods and measurements will be included. (Prerequisites: None)

DAIRY PRODUCTION
ANSC1205 2 Credits (1 Lec./1 Lab)
This course focuses on the dairy industry as a productive enterprise. Focus will center on dairy cattle genetics, herd health, selection of dairy maternal and paternal traits, daily dairy operation record keeping, calving, raising of calves, dairy herd management, dairy herd analysis, and dairy industry careers. (Prerequisites: None)

CATTLE ARTIFICIAL INSEMINATION
ANSC1305 1 Credit (1 Lab)
This course covers a study of the techniques and equipment necessary for the artificial insemination in cattle. Principles involved in insemination selection, bull selection, semen collection and storage, semen evaluation, insemination, record keeping, mating appraisal, and cleanup procedures will all be addressed in this course. (Prerequisites: None)

FEED PROCESSING AND MANAGEMENT
ANSC1610 2 Credits (2 Lec.)
This course covers the importance, size and complexity of the feed industry. Common practices and procedures used in demonstrating the value of different feeds and feeding systems and common management practices used to maximize efficiency will be discussed. Students will gain an understanding of all aspects of feed processing, handling and storage. Determining the size requirements based on present and future expansion of the operation will be covered. An in-depth knowledge of different preparation and distribution systems and how they can complement each other will be included. (Prerequisites: None)
PRINCIPLES OF ANIMAL NUTRITION
ANSC2100 2 Credits (2 Lec.)
This course covers the fundamentals of nutrition and the essential nutritional requirements of livestock, including sources and composition of nutrients and how they are digested, absorbed, and used as food. (Prerequisites: None)

RUMINANT AND NON-RUMINANT NUTRITION
ANSC2200 3 Credits (2 Lec./1 Lab)
This course covers a practical approach to livestock nutrition. Ratios will be balanced using National Research Council recommendations. The main emphasis will be on swine, dairy, and beef. Some time will be spent on sheep, poultry, and horses. Laboratory exercises will cover feeding trials and testing feeds for protein. (Prerequisites: ANSC2100)

DRAFTING FUNDAMENTALS
ARCH1000 3 Credits (1 Lec./2 Lab)
This course is the first drafting course for those students who have no drafting background. It covers basic drafting knowledge and techniques. It includes lettering, line weights, orthographic projection, measuring and the use of drafting instruments. It is a prerequisite for any student not having previous drafting education.

BASIC RESIDENTIAL DRAFTING
ARCH1110 3 Credits (1 Lec./2 Lab)
This course covers architectural drafting career information, dimensioning, symbols and notation. Lettering, line techniques and accuracy are stressed. (Prerequisites: ARCH1000 or previous drafting experience)

RESIDENTIAL STRUCTURES AND SYSTEMS
ARCH1120 3 Credits (1 Lec./2 Lab)
This course covers the methods of residential construction, including wall framing, structure, stair construction and site plans. (Prerequisites: ARCH1110)

BASIC AUTOCAD
ARCH1140 3 Credits (1 Lec./2 Lab)
This course covers an introduction to the use, operations and methods of AutoCad, a computer-aided drafting system, with a hands-on approach. (Prerequisite: None)

RESIDENTIAL CONSTRUCTION
ARCH1210 3 Credit (1 Lec./2 Lab)
This course covers the materials and methods used to construct a complex residence. CAD is used for all drafting work. Independent work and problem solving, as well as applying the Building Code are emphasized. (Prerequisites: ARCH1120, 1140; corequisite ARCH1240)

ADVANCED RESIDENTIAL DRAFTING
ARCH1220 3 Credits (1 Lec./2 Lab)
This course covers drafting a complete set of construction documents for a complex residence using CAD. Finishes, energy conservation, cabinetwork and site work are included. Independent work and problem solving are emphasized as well as coordination of information and complete drawings. (Prerequisite: ARCH1210)

RESIDENTIAL ESTIMATING
ARCH1230 2 Credits (1 Lec./1 Lab)
This course covers estimating quantities of labor and materials for residential construction. Residential construction materials and methods and an introduction to residential construction specifications are included. Students will make material take-off estimates and estimate a complete residential project. (Prerequisites: ARCH1120, MATH1050)

ARCHITECTURAL AUTOCAD
ARCH1240 3 Credits (1 Lec./2 Lab)
This course covers the using AutoCAD and AutoCAD Architectural Desktop to make architectural working drawings, as well as 3-D models. Emphasis will be on drawing production and production techniques. (Prerequisites: ARCH1120, ARCH1140)

INTERNSHIP
ARCH1310 1-4 Credits (Lab)
This course covers applying classroom knowledge to the workplace. Students are responsible for finding an appropriate construction-related job. Course requirements will be adapted to the type of work performed by the students. It may be taken more than once. (Prerequisite: Advisor approval)

SPECIAL PROBLEMS
ARCH1320 1-4 Credits (Lab)
This course covers independent work by the student on a selected problem related to architectural drafting or construction. It may be taken more than once. (Prerequisite: Advisor approval)

LIGHT COMMERCIAL CONSTRUCTION
ARCH2100 6 Credits (2 Lec./4 Lab)
This course covers materials and methods used for constructing light commercial buildings. Building code knowledge, zoning, and preparation of details, sketching skills, as well as preparation of construction documents using CAD are emphasized. Work is done in teams. Includes approximately 240 hours of CAD work. (Prerequisites: ARCH1120, 1240)

STATIC, STRENGTH OF MATERIALS
ARCH2110 3 Credits (1 Lec./2 Lab)
This course covers forces, vectors, bending, shear, calculation of equilibrium, stress, strain and strength of materials associated with common construction materials such as wood, steel, concrete and masonry. (Prerequisites: MATH11050)

HEAVY COMMERCIAL CONSTRUCTION
ARCH2200 6 Credits (2 Lec./4 Lab)
This course covers materials and method for constructing heavy commercial buildings. Materials knowledge, handicapped accessibility requirements, building code requirements as well as sketching skills, CAD skills and working as member of a work team are emphasized. Includes approximately 240 hours of CAD work. (Prerequisites: ARCH1120, 1240)

DRAFTING BUSINESS PRACTICE
ARCH2210 2 Credits (1 Lec./1 Lab)
This course covers legal situations in construction. Contracts, bidding, forms of business organization, lien law and bonding are included. (Prerequisite: ARCH1120)

ART APPRECIATION
ART1100 3 Credits (3 Lec.)
Art appreciation is the historical and topical study of art and its relationship to culture and society. This course incorporates the extensive use of visual materials to teach the essentials and aesthetics of art, civilization, and daily life. (Prerequisite: READ0080, 0090) (MnTC 6: Humanities and Fine Arts)

MATERIALS AND BASIC FORM
ART1802 4 Credits (1 Lec./3 Lab)
This course will study the five basic principles of drawing: form, value, texture and lighting. Students will begin to understand visual problem solving and the importance of formatting and preparing their work for reproduction. (Prerequisites: None)

DRAWING AND DRAPING THE FIGURE
ART1804 3 Credits (1 Lec./2 Lab)
This course covers the basic understanding of the human form. Skeletal and muscular features are covered along with proportions and age group characteristics. This course also covers the seven basic folds and the principles which cause folds to form around objects. (Prerequisites: ART1802)

ANIMAL DRAWING
ART1806 3 Credits (1 Lec./2 Lab)
This course covers animal drawing with emphasis on basic form, skeletal and muscular study and understanding how the animal form relates to the human form. (Prerequisites: ART1802, 1804)

TYPOGRAPHY/DESIGN
ART1808 3 Credits (1 Lec./2 Lab)
This course covers the various typefaces, and their creative use in layout and design. (Prerequisites: ART1810)

DIMENSIONAL DRAWING
ART1810 3 Credits (1 Lec./2 Lab)
This course covers the principles and use of perspective and technical illustration as drawing tools. Students will learn how to make multimedia presentations with sound, stills, animation and graphics. Students will also continue to develop their illustration and layout and design skills. (Prerequisites: ART2812)

PORTFOLIO I
ART1812 2 Credits (2 Lab)
This course covers the purpose and display of artwork by use of the portfolio, which is an essential tool for the student to secure a job in the Commercial and/or Graphic Arts field. The student will begin the process of building a portfolio. (Prerequisites: ART1820)

COMPUTER LAB I
ART1820 4 Credits (1 Lec./3 Lab)
Geared for the Commercial Artist, this course covers basic function of the Macintosh and use of computer illustration and photo retouching and compositing applications. (Prerequisites: Intro to MAC or Basic Macintosh experience)

COMPUTER LAB II
ART1821 3 Credits (1 Lec./2 Lab)
Geared for the Commercial Artist, students will have hands-on experience with the functions of InDesign. Each student will complete projects to learn the basic features of this page layout program. (Prerequisites: Intro to MAC or Basic Mac experience)

SPECIAL PROBLEMS
ART1824/2824 1-4 Credits (Lab)
With the approval of the instructor, students can receive credit for internships and specialty course work during the first and second year. This course will be modified each semester to meet the current needs of the students. (Prerequisites: Instructor Approval)

PAPER
ART2802 3 Credits (1 Lec./2 Lab)
Students will learn basic paper standards for the development of advanced package design and stock conversion possibilities. (Prerequisites: ART1810, 1820)

ADVANCED DESIGN AND ILLUSTRATION
ART2804 3 Credits (1 Lec./2 Lab)
Students will learn advanced design and illustration principles on the board and in the use of various software: Illustrator, Photoshop and InDesign which will be essential in all assignments until the end of the year. (Prerequisites: ART1808, )

PRODUCT PHOTOGRAPHY
ART2806 3 Credits (1 Lec./2 Lab)
Students will plan and be supervising a product photography session. Students will learn how to handle set-up and lighting problems. Final photographs will be retouched, composited with type and output. (Prerequisites: ART1810, 1820)

PORTFOLIO II
ART2808 3 Credits (1 Lec./2 Lab)
This course covers the continued development of the student traditional and digital portfolio. The student will research different employment possibilities in their area of interest. (Prerequisites: ART1812)

DIGITAL COMMUNICATIONS
ART2810 3 Credits (1 Lec./1 Lab)
Students will learn the basics of HTML and how a commercial artist should plan and design a web page and working with Flash and Dreamweaver. (Prerequisites: ART1810, 1820)

MEDIA I
ART2812 1-3 Credits (Lab)
Students will learn basic information, terminology, flowcharts, storyboarding and the fundamentals of Flash for interactive presentation. The course also covers package design and graphic output. (Prerequisites: ART1810, 1820)

MEDIA II
ART2814 1-3 Credits (Lab)
Students will learn how to create multimedia presentations with sound, stills, animation and graphics. Students will also continue to develop their illustration and layout and design skills. (Prerequisites: ART2812)

MEDIA III
ART2816 1-3 Credits (Lab)
Students will produce multimedia and/or graphic projects and target their work towards their area of interest. (Prerequisites: ART2814)
COURSE DESCRIPTIONS

PORTFOLIO III
1-3 Credits (Lab)
With the guidance of the instructor, students will set-up job interviews and continue their employment research to further develop their traditional and digital portfolios. (Prerequisites: ART2808)

INTRODUCTION TO AUTO SERVICE
AST1112 2 Credits (1 Lec./1 Lab)
This course is a prerequisite for the Auto Service Technology program. The course will include the following topics: shop safety and operation, shop practices and procedures, vehicle identification, use of service information, proper use of hand tools / power tools / hoists / and other equipment, basic fasteners, and bearings and seals. The course also develops the student’s ability to follow instructions, interpret specifications, make needed repairs, solder wire connections, double flare steel tubing and perform minor vehicle service. (Prerequisites: None)

SERVICE MANAGEMENT
AST1122 2 Credits (1 Lec./1 Lab)
This course provides instruction in customer relations / expectations, service sales, shop management, business practices and ethics, and customer satisfaction. (Prerequisites: None)

BASIC ELECTRICAL
AST1212 2 Credits (1 Lec./1 Lab)
This course covers the fundamentals of electricity and electronics. Sources of electricity, circuits, magnetism, resistance, coils, capacitance, instruments, diodes, and solid-state devices will be presented in a manner which relates the subject to the occupation. (Prerequisites: None)

ADVANCED ELECTRICAL/ELECTRONICS
AST1222 2 Credits (1 Lec./1 Lab)
This course focuses on the advanced electrical/electronic systems used in contemporary automobiles. The goal of this course is to develop the skills necessary to deliver timely, accurate and dependable diagnosis, service and repair. The most recent diagnostics, equipment, tools and materials are the standard for this class. (Prerequisites: AST1212)

STARTING AND CHARGING SYSTEMS
AST1233 3 Credits (1 Lec./2 Lab)
This course includes instruction in the theory, construction and operation of starting and charging systems. Component identification, testing, diagnosis and repair will be emphasized. (Prerequisites: AST1222)

ENGINE DIAGNOSIS
AST1311 1 Credit (1 Lab)
This course covers engine function and noise diagnosis using various types of test equipment. This course focuses on developing the skills needed to diagnose and analyze basic engine problems. (Prerequisites: AST1712 or instructor approval)

LOWER ENGINE SERVICE
AST1323 3 Credits (1 Lec./2 Lab)
This course covers the theory of engine operation and construction, parts identification, measurements and engine wear locations. Determining the service procedures an engine will require and the reconditioning of all lower engine components are included in this course. (Prerequisites: AST1311)

UPPER ENGINE SERVICE
AST1332 2 Credits (1 Lec./1 Lab)
This course covers testing and rebuilding cylinder heads. The student will analyze cylinder compression and leakage tests to determine if valve and seat service is necessary. Hands-on experience consists of valve refacing, valve guide service, valve seat reconditioning, valve spring testing, shim selection, and proper installation. (Prerequisites: AST1311)

ENGINE LAB
AST1341 1 Credit (1 Lab)
This course is designed to allow students enrolled in the engine services sequence to complete assigned projects. (Prerequisites: AST1323, AST1332 or instructor approval)

CLUTCH & DRIVE LINE
AST1412 2 Credits (1 Lec./1 Lab)
This course covers standard automotive and light truck clutches. Content includes design, adjustment, overhaul, diagnosis, and repair. Also included are mechanical and hydraulic systems. The drive line section includes phasing, alignment, and balance. (Prerequisites: AST1112 or instructor approval)

MANUAL TRANSMISSION/TRANSAXLE
AST1422 2 Credits (1 Lec./1 Lab)
This course teaches the operation and the proper repair procedures for the types of manual transmissions / transaxles used in late-model vehicles. (Prerequisites: AST1112 or instructor approval)

SUSPENSION/STEERING & WHEEL ALIGNMENT
AST1513 3 Credits (2 Lec./2 Lab)
This course covers front and rear suspension systems, wheel balance and steering systems and components. Students will be required to perform a front and rear wheel alignment. (Prerequisites: AST1112 or instructor approval)

BRAKES
AST1613 3 Credits (1 Lec./2 Lab)
This course covers the principles of friction and braking systems, hydraulic systems, disc and drum brakes, parking brakes, and power assist units. Emphasis will be placed on operation, diagnosis and repair of various types of braking systems. (Prerequisites: AST1112 or instructor approval)

ADVANCED BRAKES
AST1622 2 Credits (1 Lec./1 Lab)
This course focuses on anti-lock brake systems, components and diagnostic and repair procedures will be emphasized. (Prerequisites: AST1222, AST1613 or Instructor approval)

BASIC TUNE-UP (non-computer)
AST1712 2 Credits (1 Lec./1 Lab)
This course covers the theory and principles of operation of automotive gasoline engines, electrical, ignition and emission control systems. (Prerequisites: AST1212, or instructor approval)

ADVANCED ELECTRICAL DIAGNOSIS
AST2242 2 Credits (2 Lab)
This course enables the advanced student the opportunity to study the complex electrical systems used in contemporary vehicles and develop the skills necessary to diagnose and repair them. (Prerequisites: AST1112 or instructor approval)

REAR AXLE/DIFFERENTIAL
AST2342 2 Credits (1 Lec./1 Lab)
This course will cover the operation of and repair procedures for the types of differentials used on late-model vehicles. (Prerequisites: AST1112 or instructor approval)

AUTOMATIC TRANSMISSION I
AST2442 2 Credits (2 Lecs.)
This course covers how an automatic transmission works, the basic parts, functions, and power flow of the hydraulic circuits. This course also includes the basic theory of torque converters, planetary gears, clutches, bands and hydraulic circuit operation. (Prerequisites: AST1112 or instructor approval)

AUTOMATIC TRANSMISSION II
AST2452 2 Credits (1 Lec./1 Lab)
This course is a hands-on lab class in which various systems and repair are studied in the classroom. Practical work will be incorporated. (Prerequisites: AST1222, 1712, 2723 or instructor approval)

ADVANCED WHEEL ALIGNMENT
AST2522 2 Credits (1 Lec./1 Lab)
This course covers the methods of four-wheel alignment checks and correction procedures and any changes in front or rear suspension systems. (Prerequisites: AST1513, or instructor approval)

FOUR-WHEEL DRIVE
AST2482 2 Credits (1 Lec./1 Lab)
This course covers the operation and repair of transfer cases and hubs in four-wheel drive vehicles. (Prerequisites: AST1422 or instructor approval)

ADVANCED BRAKING SYSTEMS
AST2752 2 Credits (1 Lec./1 Lab)
This course helps students develop the skills required to diagnose drivability concerns. The course concentrates on General Motors computer-controlled systems. (Prerequisites: AST2743, or Instructor approval)

DRIVEABILITY-GM
AST2772 2 Credits (1 Lec./1 Lab)
This course helps students develop the skills required to diagnose drivability concerns. The emphasis is upon Asian built vehicles. (Prerequisites: AST2743 or instructor approval)

DRIVEABILITY - CHRYSLER & FORD
AST2782 3 Credits (3 Lab)
This course helps the student to develop the skills required to diagnose drivability concerns. The course concentrates on Chrysler and Ford computer-controlled systems. (Prerequisites: AST2743 or Instructor approval)

IMPORT FUEL INJECTION
AST2772 2 Credits (1 Lec./1 Lab)
This course helps the student develop the skills required to diagnose drivability concerns. The emphasis is upon Asian built vehicles. (Prerequisites: AST2743 or instructor approval)

ADVANCED SYSTEMS DIAGNOSIS
AST2782 2 Credits (2 Lab)
This course provides the opportunity for the advanced student to develop special diagnostic skills in troubleshooting all types of vehicle performance concerns. The latest tools, testers, and diagnostic aids will be incorporated. (Prerequisite: Instructor approval)

BASIC AIR CONDITIONING
AST2812 2 Credits (1 Lec./1 Lab)
This course covers the principles of air conditioning. Various system types, malfunction diagnosis, testing, and repair are studied in the classroom. Practical work such as component replacement, system evacuation charging, and performance testing will be included. (Prerequisites: AST2743, or instructor approval. N. Mankota/Mankata) None (Faribaultl)
This course focuses on technology and how it applies to the world of work. The changes, applications, challenges, and opportunities in a rapidly growing technological revolution will provide topics for discussion.

WAM BASIC APPLICATIONS

AWE1160 3 Credits (3 lab)
A course will cover simple switch input encoders, output decoders, DTMF pads, membrane switches, RS-232c interface, USB, and parallel devices, touch screen flat panel displays, and remote control technology. To interact with hi-tech equipment and systems, a human interface is required. This interface could be a keyboard, display, and a printer in a computer system, or switches, potentiometers, and reseats for control of simple circuit parameters. Other personal interface devices that are commonly used include remote controls, keyless security devices, alarm systems, PDAs, memory mounting-remote segments of control mice, and LCD controls for the panels. Theory of operation of high resolution color displays will be covered along with a variety of equipment, including high-definition digital DLP and plasma displays, as well as sound and motion detectors. IP based Internet interface control systems for world wide personal control and short range Bluetooth devices will be covered.

APPLIED TROUBLESHOOTING

AWE2160 3 Credits (3 lab)
This course focuses on practical electronics to build troubleshooting skills. Problem solving will be emphasized applied to current devices and products. Troubleshooting skills are developed through the use of test equipment and measurements.

COMMUNICATIONS SYSTEMS

AWE2180 3 Credits (3 lab)
This is a course in electronic communications from DC to light waves, or from “a to z”. Topics covered include building and using basic components of audio and RF circuits, modulation of carriers, AM, FM, PM and digital transceiver characteristics. This course includes topics of electromagnetic wave propagation, antenna design and characteristics, radiation patterns, antenna types, transmission lines measurements, cable types and identification, connector installation and maintenance. Using a block diagram approach, UHF simplex and duplex transceiver and receiving systems will be covered. Simulation will be analyzed with communications test set measurements.

CONTROL NETWORKS AND DEVICES

AWE2240 3 Credits (1 lec / 2 lab)
As electronic systems become more complex, they need to be tied together. This course will examine computer networks, one-wire networks for sensors, serial/parallel connections, level shifting circuits, and interfacing a variety of electronic systems to each other.

CONVERGENT TECHNOLOGY

AWE2260 3 Credits (3 lab)
This course is to prepare you in taking national certification examinations. Included in the course is a review of basic electronics, components, power supplies, analog circuits, digital circuits, ICs, antennas and transmission lines, use of block diagrams and test equipment. Also included is an introduction to the certification process, options available and requirements each of the areas. Low Voltage topics included in the course.

INTERNSHIP

AWE2270 3 - 5 Credits
Practical work experience with local, regional or national wireless carriers and/or corporations dealing with installation, manufacturing, selling or providing wireless service. You will gain first hand working knowledge of the requirements of the industry. Mentors and partnerships with GWEA industry members are encouraged for on-site and job site skill development.

WIRELESS APPLICATIONS

AWE2280 3 credits (3 lab)
This course is a study of wireless applications. Include are cellular, PCS and wireless communications used by the major carriers and service providers. New wireless applications and products will be covered. Operation and maintenance of diagnostic equipment will be emphasized.

FAMILY AND PERSONAL RELATIONSHIPS

BHVS100 3 Credits (3 Lec.)
Human relationships play a significant role in the development of individuals and their success. Students will become familiar with current research and theories which impact this development by learning about values, goals, marital roles, communication, work and family, parenting, divorce, remarriage, and diversity; giving a realistic picture of families today with an emphasis of what the family can become. (Prerequisites: None) (MNTC 5: History/Social and Behavioral Science) This course has an online option.
CACE1477 1 Credit
This online course combines an understanding of how children learn Reading and how to promote that learning by supporting the instruction of the classroom teacher. (Offered in collaboration with St. Cloud Technical College. See advisor for assistance in registering.)

PATHOPHYSIOLOGY
BIOL240 3 Credits (2 Lec./1 Lab)
This course provides an in-depth study of the chemical, biological and psychological process involved with alterations of health, using systemic and non-systemic approaches. (Prerequisite: READ0080, 0090) (MnTC 3: Natural Sciences)

MATH STRATEGIES FOR PARAPROFESSIONALS
CACE1477 1 Credit (1 Lec.)
This online course combines an understanding of how children learn Math and how to promote that learning by supporting the instruction of the classroom teacher. (Offered in collaboration with St. Cloud Technical College. See advisor for assistance in registering.)

INTRODUCTION TO FOOD SERVICE
CART1800 2 Credits (1 Lec./1 Lab)
This course includes an introduction to the food service industry, culinary terms, use of weights and measures, and kitchen safety. The course also covers equipment and knife identification and use. (Prerequisites: None)

FOOD AND BEVERAGE CONTROL
CART1803 1 Credit (1 Lec.)
This course is designed to teach food and beverage costing systems. Students will learn ingredient, batch, plate and menu costing techniques. Project students emphasize calculating food cost and beverage costs and percentages, labor costs and percentages, and labor productivity ratios. (Prerequisites: None)

WOK/ORIENTAL COOKERY
CART1855 2 Credits (1 Lec./1 Lab)
This course is designed to give the student the knowledge and skills needed to prepare a variety of wok/oriental dishes. (Prerequisites: None)

CDEV2120 3 Credits (3 Lec./1 Lab)
This course explores career opportunities for working with children in a variety of child development programs. The course also examines job requirements, duties, regulations, and issues from both a theoretical and practical perspective. Students will explore the professional characteristics for becoming successful professionals in early childhood settings.

FOUNATIONS OF CHILD DEVELOPMENT
CDEV2120 3 Credits (2 Lec./1 Lab)
This course provides an overview of typical and atypical development across cultures, from prenatal through school age. The course focuses on developmental theories with appropriate practices in a variety of early childhood care and education settings. This course has an online option.

CHILD SAFETY, HEALTH AND NUTRITION
CDEV2220 4 Credits (3 Lec./1 Lab)
This course will guide the student in obtaining skills needed to establish and maintain a physically and psychologically safe and healthy learning environment for young children. Topics include preventing illness and accidents, handling emergencies, providing health, safety and nutrition educational experiences, meeting children's basic nutritional needs, child abuse and current health-related issues. THIS COURSE DOES NOT INCLUDE CPR OR FIRST AID CERTIFICATION.

GUIDANCE: MANAGING THE PHYSICAL AND SOCIAL ENVIRONMENT
CDEV2320 4 Credits (3 Lec./1 Lab)
This course provides an overview of the physical and social environments that promote learning and development for young children. It includes an introduction to basic child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies; recognition, communication, setting limits, problem-solving and behavior modification. Students apply their knowledge of the environment's role in an actual work setting.

FAMILY/COMMUNITY RELATIONS
CDEV2420 3 Credits (3 Lec./1 Lab)
This course helps child care providers increase their understanding of diverse families and provide an opportunity to examine how current societal and community issues impact the development of children and the well-being of families. The changing role and structure of families as well as cultural diversity/dynamics, bias, public education, housing, employment, crime, health care, legal services, and social services will be explored. This course has an online option.

INFANT-TODDLER DEVELOPMENT AND LEARNING EXPERIENCES
CDEV2510 3 Credits (3 Lec./1 Lab)
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. (Prerequisite: CDEV2120 or concurrent with advisor permission)

MIXED AGE DEVELOPMENT AND LEARNING EXPERIENCES
CDEV2136 4 Credits (3 Lec./1 Lab)
This course provides an overview of mixed-age 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. (Prerequisite: CDEV2120 or concurrent with advisor permission)

PLANNING AND IMPLEMENTING CURRICULUM
CDEV2340 4 Credits (3 Lec./1 Lab)
This course examines the role of the teacher in early childhood settings. It applies the knowledge of child development as it relates to individual children, communities, curriculum and communication activities.

PROFILES OF THE EXCEPTIONAL CHILD
CDEV2310 3 Credits (2 Lec./1 Lab)
This course examines the role of the teacher in early childhood settings. It applies the knowledge of child development as it relates to individual children, communities, curriculum and communication activities.

INTERNSHIP
CDEV2510 3 Credits (9 OJT hrs/wk)
This course provides an opportunity to apply knowledge and skill in an actual child development setting. Students will observe and assess children's behavior, facilitate free choice play, implement adult-directed learning experiences, and maintain professional relationships.

CHILDREN WITH DIFFICULT BEHAVIORS
CDEV2520 3 Credits (2 Lec./1 Lab)
This course helps students understand children's behavior problems and identify intervention strategies to prevent and resolve problem behavior, use behavior modification techniques effectively and design behavior plans. (Prerequisite: CDEV1230 or concurrent with advisor permission)

SENSORY MOTOR DEVELOPMENT LEARNING EXPERIENCES
CDEV2540 3 Credits (2 Lec./1 Lab)
This course provides an overview of sensory-motor learning experiences in either home, school or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote sensory, fine motor, gross motor, perceptual-motor, and self-care skill development.

COGNITIVE DEVELOPMENT / MULTIMEDIA EXPERIENCES
CDEV2550 3 Credits (2 Lec./1 Lab)
This course provides an overview of cognitive and multimedia learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote literacy, conversation, literature, literacy and bi-lingualism.

LANGUAGE AND LITERATURE DEVELOPMENT EXPERIENCES
CDEV2560 3 Credits (2 Lec./1 Lab)
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 literacy, conversation, literature, literacy and bi-lingualism.

SOCIAL, EMOTIONAL AND MORAL DEVELOPMENT EXPERIENCES
CDEV2590 3 Credits (2 Lec./1 Lab)
This course provides an overview of social-emotional and moral learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote emotional development, moral development, self concept, self esteem, social skills, diversity awareness, social studies, altruism and moral responsibility.

PROFESSIONAL LEADERSHIP
CDEV2600 3 Credits (2 Lec./1 Lab)
This course prepares students to take an active leadership role in the child development profession by examining the history, current trends and future of child care and early childhood education.
### Course Descriptions

#### CDEV2640 3 Credits
This course provides an advanced level exploration of program management skills for teachers of young children. Emphasis is on organizing, implementing, and evaluating a quality, comprehensive child care program plan. (Prerequisite: CDEV1200; CDEV1210; CDEV1230)

#### PRACTICUM
CDEV2810 3 Credits (9 OJT hrs/wk)
This course provides an opportunity to apply knowledge and skill in program planning for early childhood/special education leadership roles. Students identify, design, implement and analyze a comprehensive program that includes schedules, daily plans, sensitivity to needs of individual children and families, integration of children with special needs, integration of community resources, cooperation with co-workers, and staff development considerations.

#### INTRODUCTION TO CHEMISTRY
CHEM106 3 Credits (3 Lec.)
A one-semester introduction to the field of chemistry, this course is designed to allow the student to understand how chemistry relates to everyday life and to learn some of the language and concepts of chemistry. (Prerequisite: MATH 0060, 0070, 0080, 0090) (MTHC 3: Natural Sciences)

#### CONCEPT ENGINEERING I
CIM1110 4 Credits (2 Lec./2 Lab)
This course covers topics directly related to understanding the basics of manufacturing an end product (custom motorcycle). The topics include selection and identification of metals, part design, manufacturing techniques and finish work. Safety will also be covered in this class.

#### COMPUTER CONTROL PROGRAMMING I
CIM1120 3 Credits (1 Lec./2 Lab)
This course covers basic computer control programming as well as set-up and operation of the CNC machining center, lathe and wire electrical discharge machine. This equipment is necessary for the completion of the advanced project (custom motorcycle). (Prerequisites: None)

#### QUALITY ASSURANCE I
CIM1130 3 Credits (1 Lec./2 Lab)
This course combines an introduction to precision measurement, print creation and reading as well as geometric dimensioning and tolerancing. These topics are used to produce a quality end product. (Prerequisites: None)

#### APPLICATIONS I
CIM1140 5 Credits (5 Lab)
This course is designed to give hands-on experience to the topics learned in CIM1110. The student will use the saw, drill press, mill and lathe. The projects will be used in the final assembly of an advanced project (custom motorcycle). (Prerequisites: None)

#### CONCEPT ENGINEERING II
CIM1210 4 Credits (2 Lec./2 Lab)
This course is a continuation of Concept Engineering I. The topics include intermediate level part design and manufacturing techniques. (Prerequisites: CIM1110)

#### COMPUTER CONTROL PROGRAMMING II
CIM1220 3 Credits (1 Lec./2 Lab)
This course is a continuation of Computer Control Programming I. Topics included are advanced G & M code programming, canned cycles, interpolation, and cutter compensation. Set-ups and machine operation will be continued in this class. (Prerequisites: CIM1120)

#### QUALITY ASSURANCE II
CIM1230 2 Credits (1 Lec./1 Lab)
This course is a continuation of Quality Assurance I. New topics include standard and digital height gauges along with the Rockwell hardness tester. (Prerequisites: CIM1130)

#### APPLICATIONS II
CIM1240 3 Credits (3 Lab)
This course is a continuation of Applications I. New topics include machining with carbide producing heat-treated parts and basic surface grinding. (Prerequisites: CIM1140)

#### CONCEPT ENGINEERING III
CIM2110 4 Credits (2 Lec./2 Lab)
This course is a continuation of Concept Engineering II. New topics include introduction to solid modeling and assembly drawings. (Prerequisites: CIM2120)

#### COMPUTER CONTROL PROGRAMMING III
CIM2120 3 Credits (1 Lec./2 Lab)
This course is a continuation of Computer Control Programming II. New topics include downloading, editing advanced set-ups and operations. (Prerequisites: CIM2120)

#### QUALITY ASSURANCE III
CIM2130 3 Credits (1 Lec./2 Lab)
This course is a continuation of Quality Assurance II. New topics include the coordinating measuring machine and statistical process control. (Prerequisites: CIM2130)

#### APPLICATIONS III
CIM2140 4 Credits (4 Lab)
This course is a continuation of Applications II. New topics include advanced grinding techniques. (Prerequisites: CIM2140)

#### CONCEPT ENGINEERING IV
CIM2210 4 Credits (1 Lec./3 Lab)
This course is a continuation of Concept Engineering III. New topics include advanced project in the production of advanced project (custom motorcycle). (Prerequisites: CIM2110)

#### COMPUTER CONTROL PROGRAMMING IV
CIM2220 3 Credits (1 Lec./2 Lab)
This course is a continuation of Computer Control Programming III. New topics include alternative work holding and advanced tooling set-up and operation for production of advanced project (custom motorcycle). (Prerequisites: CIM2120)

#### QUALITY ASSURANCE IV
CIM2230 3 Credits (1 Lec./2 Lab)
This course is a continuation of Quality Assurance III. New topics include advanced techniques of measurement and final inspection of advanced project (custom motorcycle). (Prerequisites: CIM2130)

#### APPLICATIONS IV
CIM2240 4 Credits (4 Lab)
This course is a continuation of Applications III. New topics include the finishing of projects for the staging of the advanced project (custom motorcycle). (Prerequisites: CIM2140)

#### APPLIED WELDING
CIM2250 2 Credits (1 Lec./1 Lab)
This course covers topics necessary for the production of the advanced project (custom motorcycle). Topics included will be brazing, silver soldering, basic arc, wire feed and TIG welding. (Prerequisites: none)

#### THE COMMUNITY HEALTH WORKER’S ROLE: ADVOCACY AND OUTREACH
CMHW1000 3 Credits
This course focuses on community health workers’ personal safety, self care, and personal wellness and on the promotion of health and disease prevention for clients. Course content includes information on creating a comfortable and internship field work. (includes 48 hours of internship)

#### ORGANIZATION AND RESOURCES: COMMUNITY AND PERSONAL STRATEGIES
CMHW1015 2 Credits
This course focuses on the community health worker’s knowledge of the community and the ability to prioritize and organize work. Emphasis is on the use of critical analysis of resources and on problem solving. (includes 48 hours of internship)

#### THE COMMUNITY HEALTH WORKER’S ROLE: TEACHING AND CAPACITY BUILDING
CMHW1025 1 Credit
This course focuses on the community health worker’s role in teaching and increasing the capacity of the community and of the client to access the health care system. Emphasis is on establishing healthy lifestyles with clients and developing agreements to take responsibility for achieving health goals. You will learn about and practice methods for planning, developing and implementing plans with clients to promote wellness.

#### THE COMMUNITY HEALTH WORKER: LEGAL AND ETHICAL RESPONSIBILITIES
CMHW1035 1 Credit
This course focuses on the legal and ethical dimensions of the community health workers’ role. You will study the boundaries of the community health worker position, agency policies, confidentiality, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities.

#### COMMUNITY HEALTH WORKER: COORDINATION, DOCUMENTATION AND REPORTING
CMHW1045 1 Credit
This course focuses on the importance and ability of the community health worker to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements.

#### COMMUNICATION SKILLS AND CULTURAL COMPETENCE
CMHW1055 3 Credits
This course provides the content and skills in communication to assist community health workers in effectively interacting with a variety of clients, their families and a range of healthcare providers. You will learn about communicating verbally and non-verbally, listening and interviewing, networking, building trust and working in teams. You will practice communication skills in the context of a community’s culture and the cultural implications that can affect client communication. (includes 48 hours of internship)

#### PROGRAMMING FUNDAMENTALS
COMP1000 2 Credits (1 Lec./1 Lab)
This course is designed to be a student’s first exposure to computer programming. This course covers an introduction to the BASIC programming language using Microsoft QuickBASIC. Topics include basic input and output operations, arithmetic operations, comparing, control break logic, and array processing. An introduction to Visual Basic is also included. (Prerequisites: None)

#### INTERNET FUNDAMENTALS
COMP1002 1 Credit (1 Lab)
Students will learn to use the Internet in a productive and satisfying way. Coursework is designed for new or occasional users. The text, examples and exercises will take you through the basic tools, services and methods used with the Internet. You will see how to tap into large collections of resources available on the Internet. Through e-mail you will learn how to communicate with anyone accessible via the Internet. You’ll also learn a little bit about using the Internet with other Internet workers, icon-based browsers such as Netscape and a variety of search engines will be introduced to the learner. This is a “hands-on” course where the instructor will use many learning tools (discussion, multimedia presentations, and mentoring sessions) while the learner will practice the tools and document their findings. (Prerequisite: Knowledge of Windows or windows-like interface)

#### INTRODUCTION TO INFORMATION SYSTEMS
COMP1100 1 Credit (1 Lab)
This course introduces the student to the world of information systems and networking. Students will be trained on the history and role of computing, the relationship of information systems to other business entities, legal, liability, licensing and privacy concerns, information security, and other related subjects common to all fields in the information system and networking industry. (Prerequisites: None)

#### INTEGRATED SOFTWARE APPLICATIONS I
COMP1105 2 Credits (1 Lec./1 Lab)
This course is designed for students who have a basic knowledge of spreadsheets, word processing and slide shows. Topics to be covered include: formatting, creating formulas and functions, using wizards to create charts, graphs and pivot tables, linking documents, creating a slide show using text, images and multimedia, mail merge, creating web ready documents and macros. Students will learn how to integrate applications together to create final capstone project for this course. (Prerequisite: Basic Windows Navigation Skills)
INTEGRATED SOFTWARE APPLICATIONS II
COMP1110 2 Credits (1 Lec./1 Lab)
This course covers the concepts and construction of a relational database. The student will be trained on the design and creation of a relational database. Included will be the use of tables, queries, forms, and reports. The course will also cover the creation of user interfaces (macros & menus) and integration with spreadsheets. (Prerequisite: COMP1105)

PC HARDWARE AND SOFTWARE ESSENTIALS
COMP1200 4 Credits (4 Lec.)
This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands on activities and labs, students will learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification. Prerequisite: Basic Windows Navigation Skills

IBM MVS OPERATING SYSTEM
COMP1205 3 Credits (1 Lec./2 Lab)
This course introduces the IBM mainframe computer system. Topics include: hardware components of a mainframe computer system, OS/390 operating system concepts, data storage concepts and file access methods, using ISPF and SDSF, job control language, using various batch utility programs, file transfer, program development process, and UNIX system services. (Prerequisite: None)

IBM iSERIES OPERATING SYSTEM
COMP1210 3 Credits (1 Lec./2 Lab)
This course introduces the student to the IBM i-Series midrange computer and its operating system. Students will be trained on the basics of the OS, library and object management, work management concepts, CL commands and basic CL programming, and the SEU, DPU, and SQA. Students will be trained on DTDs, schemas, namespaces, Xpath, DOM, SAX, DLT, SVG and SOAP, as well as web services. (Prerequisite: COMP1400)

HARDWARE MAINTENANCE I [PC]
COMP1220 2 Credits (2 Lab)
This course is designed to be an introduction to microcomputer system maintenance. Topics include basic microcomputer components (Roppy drives, hard drives, CD-ROM drives, video, memory, system boards, and other essential hardware devices), proper hardware installation, repair, troubleshooting, as well as, operating system installation. Students will be doing in-class hands-on projects relating to each topic. (Prerequisite: COMP1200)

JAVA I
COMP1300 3 Credits (1 Lec./2 Lab)
This course is an introduction to the Java programming language. Students will be trained on data types, control statements, structures, methods, operators, and exception handling. Cross-platform debugging techniques will be introduced as well as program development concepts. This course is procedurally oriented and does not cover OOP (object oriented programming) (Prerequisite: COMP1000 or previous programming experience, Minimum typing speed 20 WPM)

COBOL
COMP1310 3 Credits (1 Lec./2 Lab)
This course introduces the COBOL programming language. Topics include structured programming concepts, basic input & output operations, arithmetic operations, editing, comparing, sorting, control-break processing, table processing, subprograms, and SAM & VSAM file updating. (Prerequisite: COMP1205, COMP1000 or previous programming experience)

WEB I
COMP1400 3 Credits (2 Lec./1 Lab)
This course focuses on using HTML to create attractive web presentations. Students will be trained on elementary HTML programming structures, good graphical design, including a web presence, HTML text structures, formatting hyperlinks, flp, color and image usage, tables, frames, and forms. (Prerequisite: COMP1002 or equivalent knowledge, minimum typing speed of 20 WPM)

NETWORKING ESSENTIALS (BASIC)
COMP1500 2 Credits (2 Lab)
This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network. Network concepts such as the OSI model, topologies, and major protocols, as well as the basic functions of system administration and operation are covered. The course is operating system independent and provides an introduction to several popular network operating systems (NOSs). (Prerequisite: COMP1200)

NETWORKING ESSENTIALS (ADVANCED)
COMP1505 2 Credits (1 Lec.)
This course serves as an advanced course in networking concepts such as the OSI model, topologies, and major protocols, as well as the advance functions of system administration and operation are covered, such as TCP/IP subnetting, installing DHCP, and DNS. The course is operating system independent and provides setup of some of the advance functions most popular network operating systems (NOSs) use. (Prerequisite: COMP1500)

ADVANCED SOFTWARE APPLICATIONS
COMP2115 3 Credits (1 Lec.)
This course covers advanced topics using primarily database and spreadsheet software. The students will automate tasks in the applications using the VBA macro language. They will also be integrating data into their applications from other sources (such as SQL Server) data files. Students will work on individual and team projects. (Prerequisite: COMP1105, COMP1110)

JAVA II
COMP2305 3 Credits (1 Lec./2 Lab)
This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. Students will also be trained on the basics of the OS, library and object management, work management concepts, CL commands and basic CL programming, and the SEU, DPU, and SQA utilities, security, and system administration. (Prerequisite: None)

CICS PROGRAMMING
COMP2315 2 Credits (1 Lec./1 Lab)
This course introduces interactive programming on an IBM mainframe computer system using the teleprocessing monitor CICS. Students will develop CICS application programs using the COBOL programming language. Topics include: CICS services, designing screens and coding maps, Cobol and pseudo-conversational program design, data validation, debugging and testing using EDF, accessing VSAM files and DB2 databases, temporary storage concepts, creating a CICS pool facility, designing a menu system including security, web enabling a CICS application program. (Prerequisite: COMP1205, COMP1310)

RPG I
COMP2320 3 Credits (1 Lec./2 Lab)
This course introduces the RPG programming language which is used primarily on the IBM i-series network computer. Students will be trained on basic O/I, report editing, arithmetic operations, comparisons, control-break logic, tables, arrays, and disk file creation and updating. (Prerequisite: COMP1210)

RPG II
COMP2325 2 Credits (2 Lab)
This course presents advanced RPG capabilities. Students will be trained on creating and maintaining physical and logical files, using embedded SQL, creating interactive applications using display files, and doing server control language programming. (Prerequisite: COMP2320)

VB NET
COMP2330 2 Credits (1 Lec./1 Lab)
This course covers the VB.NET language which utilizes object oriented principles. Topics include building a VB.net application using the Visual Studio environment, debugging, converting VB 6 programs to VB .NET, accessing databases using ADO.net controls, and writing web services. (Prerequisite: COMP1300)

CLIENT/SERVER PROGRAMMING
COMP2335 2 Credits (1 Lec./1 Lab)
This course will familiarize students on the principles of client/server computing. Students will work in teams to develop databases, user interfaces, and other client/server software. Design and reports are the focus, not the creation of a client/server application as well as appropriate documentation. (Prerequisite: COMP1200, COMP1300, COMP1400)

DATABASE MANAGEMENT [SQL]
COMP2340 2 Credits (2 Lab)
This course introduces IBM's mainframe database management system DB2. Topics include: database design concepts, creating a relational database, developing batch COBOL application programs to access a relational database, using complex and scalar functions, using union and join functions, using sub-queries, and using the interactive tools SPFU and QMF. (Prerequisite: COMP3130)

WEB II
COMP2405 3 Credits (2 Lec./1 Lab)
This course emphasizes the programming aspects of web page development. Students will be trained how to create web-based applications using both client and server-side programming. (Prerequisite: COMP1400)

WEB III
COMP3100 2 Credits (1 Lec./1 Lab)
This course focuses on XML and its supporting technologies that are used in person-to-computer and computer-to-computer communications. Students will be trained on DTDs, schemas, namespaces, XPath, DOM, SAX, DLT, SVG and SOAP, as well as web services. (Prerequisite: COMP1400)

WEB IV [SERVER TECHNOLOGIES]
COMP2415 3 Credits (2 Lec./1 Lab)
This course concentrates on installing, configuring, and managing the Apache and IIS web servers. Students will be trained on what a web server is, how it works, and the planning, installation, configuration, and maintenance aspects of managing a web site as well as server-side programming. (Prerequisite: COMP1400)

NETWORKING I (INETWARE)
COMP2515 3 Credits (3 Lec.)
This course is designed to be an introduction to network administration, using Novell's Netware operating system. Students will be trained on directory structure, eDirectory, security, utilities, operating system installation and printing with the primary emphasis on how to manage a Novell Network. (Prerequisite: COMP1200, COMP1500, COMP1505)

NETWORKING II (MCSE CORE)
COMP2520 3 Credits (2 Lec./1 Lab)
This course will introduce students to Microsoft Windows and directory services through lectures, demonstrations, discussions, and hands-on labs. Students will learn how to use Active Directory and Microsoft Management Console to centrally manage users, groups, shared folders, and network resources, and to administer the use of resources and services with group policies. This course shows how to implement and troubleshoot security in a directory services infrastructure, and monitor and optimize Active Directory performance. The course also focuses on how to administer Internet Information Services, Terminal services and Print services. Students will also learn how to deploy Windows remotely using Remote Installation Services (RIS). (Prerequisite: COMP1500, COMP1505)

NETWORKING III (MCSE ADVANCED)
COMP2525 3 Credits (2 Lec./1 Lab)
This course will show students how to plan their network infrastructure around features supported by Windows. Issues such as network protocols and services are compared based on the requirements of your organization. This includes compatibility with Novell NetWare, UNIX, and Macintosh computers. In addition, the importance of the Transmission Control Protocol/Internet Protocol (TCP/IP) for enterprise networks is emphasized because of the new feature set of Windows. This includes using Domain Name System (DNS), Windows Internet Name Service (WINS), and Dynamic Host Configuration Protocol (DHCP) in Active Directory-enable environments. Students will also learn how to manage, secure, and troubleshoot features and services for Windows enterprise networks, including Routing and Remote Access. (Prerequisite: COMP1500, COMP1505)
NETWORKING IV (SECURITY) COMP2525 3 Credits (3 Lec.)
Fundamentals of Network Security will teach students to design and implement security solutions that will reduce the risk of revenue loss and vulnerability. The course will be an introduction to network security and general security processes. There will be particular emphasis on security policy design and management, security technologies, products and solutions, firewall and secure router design, installation, configuration and maintenance, AAA implementation using routers and firewalls, and VPN implementation using routers and firewalls. (Prerequisite: COMP1500, COMP1505)

NETWORKING V (WIRELESS DATA NETWORKS) COMP2530 2 Credits (2 Lec.)
Fundamentals of Wireless LANs is an introductory course that will focus on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the areas of wireless LAN setup & troubleshooting, 802.11a & 802.11b technologies, products and solutions, wite Surveys, resilient WLAN design, installation and configuration, WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, and vendor interoperability strategies. (Prerequisite: COMP1500, COMP1505)

LINUX ADMINISTRATION AND SERVICES COMP2535 2 Credits (2 Lec.)
This course trains students on how to use the Linux operating system and introduces them to the GNOME, and KDE graphical user interfaces (GUI). The class is for new users of the Linux operating environment. They will learn fundamental command-line features of Linux including file system navigation, changing file permissions, the vi text editor, Bash shell features, and basic network services. (Prerequisite: COMP2500, COMP1505)

CAPSTONE PROJECT / INTERNSHIP COMP2605 1 Credits (1 Lab)
This course is used to assess and validate student learning and performance throughout the previous semesters as well as to give students an opportunity to practice their skills in a simulated business environment. This course is used to assess and validate student learning and performance throughout the previous semesters as well as to give students an opportunity to practice their skills in a simulated business environment. (Prerequisite: COMP1200, or equivalent industry experience and instructor’s permission)

LINUX FOR USERS COMP2700 1 Credits (1 Lec.)
This course introduces the PC user to the fundamentals of the UNIX operating system. Using a hands-on, practical approach, the student will be guided through the basics of UNIX system concepts and architecture. The student will practice these basic concepts and approaches using a terminal on UNIX (UNIX-T). Specific areas covered in this course are the UNIX file system, text editors, file processing, shell programming, utility programs, the X-Windows system, and a brief exposure to shell programming languages. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1200, or equivalent industry experience and instructor’s permission)

LINUX SYSTEM ADMINISTRATION COMP2705 1 Credits (1 Lec.)
This course approaches concepts, including hands-on projects, is designed to serve the needs of students who plan to work as Linux system administrators. It will train the student in the installation and use of a Linux-based computer from the point of view of a system administrator. Students enrolling in this class must have some prior experience in one of the UNIX dialects, preferably Linux. The student will become familiar with tools and processes related to installing and administering a Linux computer. The course includes use of hands-on projects and case studies taken from real-life situations that will challenge the student’s critical-thinking and problem-solving skills. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1200, COMP2700, or equivalent industry experience and instructor’s permission)

PROGRAMMING FOR LINUX COMP2710 1 Credits (1 Lec.)
This course is designed to train the student who plans to work on Linux and/or UNIX systems in the use of those programming languages commonly found in Linux and UNIX environments such as the AWK, Perl and C languages and shell scripts. Students enrolling in this class must have some prior experience in one of the UNIX dialects (preferably Linux) as well as some programming experience. The student will become familiar with tools and processes related to writing, compiling, debugging and installing programs on Linux and UNIX systems. The course makes use of hands-on projects and case studies taken from real-life situations that will challenge the student’s critical-thinking and problem-solving skills. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1000, COMP2700, or equivalent industry experience and instructor’s permission)

ADVANCED LINUX SYSTEM ADMINISTRATION COMP2715 2 Credits (2 Lec.)
This course is a follow-on to COMP2705 and delves more deeply into the Linux operating system. It includes in-depth experiences in the details of Linux installation, file system operation and management, system initialization, the X-Windows graphical user interface and process management. It also addresses common administration tasks, system backup operations, software installation and performance tuning. This course maps to CompTIA’s Linux+ certification objectives and is a good method to use in preparing for this certification exam. This course is a ten-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP2705, or equivalent industry experience and instructor’s permission)

LINUX NETWORK SERVICES COMP2720 1 Credits (1 Lec.)
This course contains practical, hands-on instruction on those networking technologies, protocols and applications commonly found in Linux environments. Students will work with client, network and file-sharing services on live Linux servers, including applications such as the r-utilities, NFS, Samba and ip. In addition to these common Linux networking topics, basic critical services will also be covered, such as e-mail servers, terminal services, and an introduction to firewalls. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP2715, or equivalent industry experience and instructor’s permission)

INFORMATION SECURITY BASICS [NSTISSI 4011] COMP2800 4 credits
NSTISSI 4011 Terminal Objectives:
• Understand the threats and vulnerabilities of information systems
• Recognize the need to protect data, information, and the means to protect
• Develop a working knowledge of INFOSEC principles and practices
• Design, execute, and evaluate INFOSEC security procedures and practices

SECURE SYSTEMS OPERATIONS [CNSS 4013] COMP2805 4 credits
CNSS 4013 Terminal Objectives:
• Identify system vulnerabilities and recommend security solutions
• Investigate and document system security technology, policies, and training requirements
• Analyze and evaluate system security technology, policies, and training requirements
• Perform a multi-disciplined assessment of both technical and non-technical security features of an information system
• Determine skill sets necessary to certify a system and identify suitable personnel

ENTERPRISE INFOSEC MANAGEMENT [CNSS 4014/NSTISSI 4015] COMP2810 4 credits
CNSS 4014 and NSTISSI 4014 Terminal Objectives:
• Develop a working knowledge of enterprise information security
• Design and implement effective information security guidelines and policies
• Ensure the establishment, administration, and coordination of system security
• Assess network security
• Grant final approval to operate the system

ADVANCED COMPUTER FORENSICS COMP2825 4 credits
This course builds on the student’s achievement in Computer Forensics I and adds the legal aspects of forensic operations. Students will finish out the course by working through a capstone project that links the competencies addressed in the three courses in the computer forensics category.

INFORMATION SYSTEMS ATTACKS, DEFENSE & COUNTERMEASURES [NSTISSI 4011] COMP2830 4 credits
This course provides the student with in-depth exploration of various methods of attacking and defending the use of computer systems. The course will cover the rudiments of such attacks. It explores system security from the point of view of the attackers and their methodologies. This course allows students to employ live computer viruses and other attack vectors in a secure “clean-room” environment in order to play the roles of both the attacker and defender in hands-on activities.

JOB SITE EXPERIENCE IA CPCB1800 2 Credits (2 Lab)
This course covers general safety both on the project site and in the shop. Also covered is the use of hand, portable power, and stationary shop tools. An informal exam and basic estimating is also included. (Prerequisites: None)

BASIC CONSTRUCTION REMODELING THEORY & JOB SITE EXPERIENCE IA CPCB1810 4 Credits (1 Lec./3 Lab)
This course covers codes, planning and the rough framing of the fall project. (Prerequisites: None)
BASIC CONSTRUCTION REMODELING THEORY & JOB SITE EXPERIENCE IB
CPCB1811 4 Credits (1 Lec./3 Lab)
This course covers the exterior and interior finishing of the fall project. (Prerequisites: CPCB1800, 1810)

RESIDENTIAL BLUEPRINT READING
CPCB1830 2 Credits (1 Lec./1 Lab)
This course is an introduction to blueprint reading and covers the identification of symbols, reading basic plans, details, and diagrams from other trade areas. (Prerequisites: None)

COMMERCIAL BLUEPRINT READING
CPCB1855 2 Credits (1 Lec./1 Lab)
This course deals with the reading of a commercial set of blueprints. (Prerequisites: CPCB1830)

HOUSE DESIGN AND ESTIMATING
CPCB1860 3 Credits (1 Lec./2 Lab)
This course covers the design, drafting and estimating of the house that will be built starting in the fall of the second year. (Prerequisites: CPCB1830, 1855)

CABINETMAKING I
CPCB1875 2 Credits (1 Lec./1 Lab)
This course covers the planning, drafting and estimating of cabinets for the home and fall project. (Prerequisites: General Education Math)

CABINETMAKING II
CPCB1876 4 Credits (4 Lab)
This course covers the construction of the cabinets drawn in CPCB1875. (Prerequisites: CPCB1875)

CABINETMAKING III
CPCB1877 5 Credits (5 Lab)
This course covers installation of the cabinets, fabrication and installation of the countertop, and the finishing of the kitchen. (Prerequisites: CPCB1875, 1876)

ADVANCED CARPENTRY THEORY
CPCB2802 2 Credits (2 Lec.)
This lecture course covers theories relating to site planning, through enclosing the home, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, shingle installation and window installation. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH100) Should be taken concurrently with CPCB2821L, 2812 and 2830.

ELECTRONIC RECORD KEEPING AND ESTIMATING
CPCB2803 1 Credit (1 Lec.)
This course covers the basic fundamentals required to establish a working spreadsheet of records and how to format this information into a systematic method of record keeping. This course will also allow you to transfer information into a contractors bid ready for the work force. This course will introduce you to different computer software. (Prerequisites: None)

ADVANCED JOB SITE EXPERIENCE IA
CPCB2811 5 Credits (5 Lab)
This lab course covers site planning, work with transit, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, shingle installation and window/door installation. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH100). Should be taken concurrently with CPCB2802, 2812, 2830.

ADVANCED JOB SITE EXPERIENCE IB
CPCB2812 5 Credits (5 Lab)
This lab course covers site planning, work with transit, excavation, forming for footings, pouring footings, forming basement walls, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, and shingle installation. (Prerequisites: CPCB2811)

STAIRWAY TECHNOLOGY
CPCB2825 4 Credits (2 Lec./2 Lab)
This course covers the code requirements and the layout of different types of stairways. Each student will be required to build a model stairway using hand tools. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH100) Should be taken concurrently with CPCB2835, 2836, 2850.

FRAMING SQUARE TECHNOLOGY
CPCB2830 2 Credits (2 Lec.)
This course covers the use of all the scales found on the framing square. The student will use the square to figure all types of rafters, use the board measure scale, octagon scale, and the brace scale. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH100)

ADVANCED INTERIOR FINISHING IA
CPCB2835 3 Credits (2 Lec./1 Lab)
This course covers the theory and practical application of interior finishing. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH100) Should be taken concurrently with CPCB2825, 2836, 2850.

ADVANCED INTERIOR FINISHING IB
CPCB2836 2 Credits (2 Lab)
This course covers the theory and practical application of interior finishing. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH100) Should be taken concurrently with CPCB2825, 2836, 2835.

EXTERIOR FINISH
CPCB2850 3 Credits (1 Lec./2 Lab)
This course covers exterior finishing including applying sidings and trim, and building decks and patios. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH100) Should be taken concurrently with CPCB2825, 2835, 2836.

ADVANCED CONCRETE TECHNOLOGY
CPCB2855 2 Credits (1 Lec./1 Lab)
This course covers all exterior concrete work including the garage floors, driveways, sidewalks, patios, stoops, steps, and retaining walls. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2800).

CARPENTRY/CABINETMAKING INTERNSHIP
CPCB2900 2 Credits (4 Lab)
This course covers on-the-job experience under the supervision of a construction company foreperson or supervisor. The supervisor will report job performance to the carpentry instructor weekly. (Prerequisites: all courses in the Carpentry-Cabinetmaking program)

CARPENTRY/CABINETMAKING OPEN LAB
CPCB2905 1-4 Credits (Lab)
This course allows for completion of work and perfecion of previously-acquired skills. A project may be done on approval of the instructor. (Prerequisites: All courses in the Carpentry-Cabinetmaking curriculum)

DIRECT SERVICE PROFESSIONALISM
CSP1801 3 Credits (3 Lec.)
This course gives an overview of how service providers/paraprofessionals work with one another in order to assure the delivery of optimal and individual supports. Topics which the course reviews includes: the history of service and service provision, the use of support teams (effective teamwork, team dynamics, communication skills and problem solving skills), working with families, direct service provider roles and responsibilities, diversity, confidentiality and advocacy issues. (Prerequisites: None) This course has an online option.

PHYSICAL DEVELOPMENTAL SUPPORTS I
CSP1802 3 Credits (3 Lec.)
This course will review more specific common as well as uncommon diagnosis, disorders and impairments from a neurological and physical to mental health, which includes developmental disabilities, sensory impairments, cerebral palsy, traumatic brain injury, autism, eating disorders, behavioral disorders and mental illness. Through research and presentation, students will learn the cause, treatment, affect and supports for people with these types of disabilities. (Prerequisites: all 1800 courses) This course has an online option.

FACILITATING POSITIVE BEHAVIORS I
CSP1803 3 Credits (3 Lec.)
This course provides an overview of positive supports for individuals with challenging learning abilities and reviews human development, learning styles and teaching techniques. Emphasis is placed on understanding and supporting the individual's learning barriers by using positive approaches. Students will explore how their individual values and personal experiences influence how they respond to and assess individual abilities. Methods for designing, planning, developing and implementing skill oriented support plans are taught in this course. Completing functional assessments, observing, documenting and reporting progress on learning plans are learned through practical experience. (Prerequisites: None) This course has an online option.

PERSON CENTERED PLANNING
CSP1804 3 Credits (3 Lec.)
This course will outline futures planning and the utility of this process in translating personal choices, strengths, dreams and desires into a plan. Students will review current laws and rules governing services to people with disabilities and the role of the direct service provider and the support network. Students will demonstrate their ability to facilitate a group process using a person centered approach. (Prerequisites: None) This course has an online option.

PHYSICAL DEVELOPMENTAL SUPPORTS II
CSP1902 3 Credits (3 Lec.)
This course will review more specific common as well as uncommon diagnosis, disorders and impairments from a neurological and physical to mental health, which includes developmental disabilities, sensory impairments, cerebral palsy, traumatic brain injury, autism, eating disorders, behavioral disorders and mental illness. Through research and presentation, students will learn the cause, treatment, affect and supports for people with these types of disabilities. (Prerequisites: all 1800 courses) This course has an online option.

FACILITATING POSITIVE BEHAVIORS II
CSP1903 3 Credits (3 Lec.)
This course provides an in-depth look at positive supports for children and adults with challenging behaviors. Emphasis is placed on understanding behavior and responding to behavior with positive supports. Students will acquire knowledge and skills related to basic approaches and principles, completing various types of functional assessments, the importance of using nonaversive interventions and the selection and use of appropriate nonaversive behavioral supports. The student will be able to write basic learning/behavior support programs. (Prerequisites: all 1800 courses) This course has an online option.

CHALLENGING BEHAVIORS
CSP1905 2 Credits (2 Lec.)
This course provides an in-depth study of several mechanisms of intervention: assessment, plan design, implementation and evaluation. Additionally, analysis of a wide variety of multiple positive behavior strategies will be conducted. The student will be able to assess problem behavior, plan and implement interventions, design proactive manipulations and integrate a multi-intervention and multi-disciplinary team approach. (Prerequisites: All 1800 courses) This course has an online option.

SUPPORTIVE INTERVENTIONS
CSP1906 2 Credits (2 Lec.)
This course reviews the philosophy of behavior modification, incident and accident reports, and documentation requirements. It also provides an in-depth analysis of specialized considerations for service professionals when implementing Emergency Control procedures, permitted control procedures and control procedures omitted by Minnesota laws. The student will learn about the Risk Management and Individual Service Plans in this course. (Prerequisites: All 1800 courses) This course has an online option.
LEADERSHIP IN SERVICE PROVISION
CSP1906 2 Credits (2 Lec.)
This course will enhance the knowledge and skills of the newly promoted or experienced supervisor, and manager in the Health and Human Services occupation. Those who hold the status of Designated Coordinators (DC) or Qualified Mental Retardation Personnel (QMRP) will learn what it takes to hire the most appropriate person for the job and how to retain those staff through respect, loyalty and team work. This course will give you the skills to identify performance issues and how to manage these issues in the most appropriate manner. This course will teach you how to teach your staff to manage themselves. (Prerequisites: None)

BASIC SIGN LANGUAGE
CSP1907 3 Credits (3 Lec.)
This course teaches the basics of American Sign Language the first level of a three level program. (Prerequisites: None)

INTERNSHIP
CSP1910 4 Credits (4 Lab)
The internship in the Community Supports for People with Disabilities program will include options of portfolio and hands-on experiences. The portfolio option will only apply tho those students who have at least 2 full years of experience with one agency, which will include professional experiences, samples and demonstrations from student’s education and work experiences. Students may also be required to complete up to two additional credits of hands-on experiential work assignment under direction of a Designated Coordinator (DC) or Qualified Mental Retardation Professional (QMRP). Students who do not have adequate work experience will be required to complete 4 credits of directed on-the-job experience under direction of a DC or QMRP. Requirements and descriptions for these options can be obtained from the program faculty. (Prerequisites: all 1800, 1900 and supportive course work)

DENTAL SCIENCE I
DA1811 2 Credits (2 Lec.)
Dental Science is designed to provide the student with the fundamental, anatomical and physiological structures of the human body. Emphasis will be placed on the head and neck anatomy. (Prerequisites: None)

DA1812 2 Credits (2 Lec.)
Dental anatomy is the fundamental study of the permanent and deciduous dentitions including morphology, function and occlusion. (Prerequisites: None)

PRECLINICAL DENTAL ASSISTING
DA1813 2 Credits (2 Lec.)
Preclinic is designed to provide fundamental knowledge of microbiology and infection control measures. Patient management, utilizing psychological theories and application will be included to prepare the student for clinical application of these skills. (Prerequisites: None)

CHAIRSIDE DENTAL ASSISTING I
DA1814 4 Credits (3 Lec./1 Lab)
Chairside Dental Assisting provides the basic clinical background knowledge and skills required for dental assisting clinical, diagnostic and methods. Areas emphasized include patient safety and positioning, instrument nomenclature, chairside assisting techniques, treatment planning, 4-6 handed operative dentistry, isolation and pt. maintenance. (Prerequisites: None)

DENTAL MATERIALS
DA1815 3 Credits (2 Lec./1 Lab)
This course is designed to be a study of the fundamental purpose, composition, manipulation, properties and storage of materials utilized in the dental practice and laboratory setting. (Prerequisites: None)

RADIOLOGY
DA1816 5 Credits (2 Lec./1 Lab)
This course is designed to provide the fundamental knowledge and skill of radiographic infection control, biology, protection and safety, radiologic physics, film processing and developing, management imaging principles and techniques, intra-oral techniques, patient management, record keeping and quality assurance. (Prerequisites: None)

DENTAL PRACTICE MANAGEMENT
DA1821 2 Credits (2 Lec.)
The course is designed to provide the general knowledge and ability to apply the knowledge in dental practice management, administrative and supportive duties necessary in the modern dental practice. (Prerequisites: Intro to Computers)

CLINICAL DENTAL ASSISTING
DA1822 2 Credits (2 Lab)
This course is designed to provide the dental assisting student with four-handed and six-handed dental assisting experience on clinical patients with practicing dental staff interpreting patient clinical rotations. (Prerequisites: DA1813, 1814, 1815)

DENTAL SCIENCE II
DA1823 2 Credits (2 Lec.)
The course is designed to provide basic knowledge in pharmacology and oral pathology. Emphasis will be placed on methods of application, classifications and usage of knowledge in clinical settings. (Prerequisites: DA1811, 1812)

CHAIRSIDE DENTAL ASSISTING II
DA1824 4 Credits (3 Lec./1 Lab)
This course is a continuation of Chairside Dental Assisting I designed to provide a working knowledge of general and specialty laboratory and clinical skills in chairside and laboratory dental procedures. Emphasis will be placed on dental specialty procedures, expanded function skills, armamentarium and supplies necessary to perform these tasks. (Prerequisites: DA1814)

DENTAL ASSISTING EXPANDED FUNCTIONS
DA1825 4 Credits (2.5 Lec./1.5 Lab)
This course is designed to train chairside dental assistants in the expanded functions for advanced level skills. Procedures emphasized will be those allowed by the Minnesota Board of Dentistry for Registered Assistants. (Prerequisites: DA1813, 1814)

RADIOLOGY II
DA1826 3 Credits (2 Lec./1 Lab)
The course is a continuation of Radiology I with the additional knowledge of alternative and supplemental radiographic techniques and procedures, exposure factors and image production, extraoral radiology, specialized imaging, radiographic anatomy, interpretation, pitfalls, and radiographic administration. (Prerequisites: DA1816)

DENTAL NUTRITION
DA1827 1 Credit (1 Lec.)
Course is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventive dental philosophies. (Prerequisites: None)

D.A. INTERNSHIP I
DA1831 4 Credits (4 Lab)
This course is designed to provide the dental assisting student with practical experience in a clinical dental assisting environment. An extramural dental assisting experience in a dental practice will provide opportunities involving clinical duties and expanded functions delegated to the chairside assistant within the field of dentistry in the local community. (Prerequisites: All academic and clinic courses fall and spring)

D.A. INTERNSHIP II
DA1841 4 Credits (4 Lab)
The course is a continuation of the extramural dental assisting experience designed to give the student practical experience in dental practices. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: All academic and clinic courses fall and spring)

PRINCIPLES OF MACROECONOMICS
ECOY10 3 Credits (3 Lec.)
A study of aggregate economic behavior and current economic issues, policies and problems. Macroeconomics measures such as inflation, employment, and the growth of output are examined along with the tools a government can use to foster a stable economy. (Prerequisites: READ0080, 0090) (MNTC 5, 8: History/ Social & Behavioral Science, Global Perspective)

PRINCIPLES OF MICROECONOMICS
ECOY12 3 Credits (3 Lec.)
This course examines theories of how various types of product, service, and resource markets operate and the resulting implications for public policy. Topics include decision-making by consumers, business firms, and government as well as price determination, resource allocation, and income determination via markets. (Prerequisites: READ0080, 0090) (MNTC 5, 8: History & Social and Behavioral Sciences, Global Perspective)

INTRODUCTION TO PROSE LITERATURE (MSU)
ENGL113 4 Credits
Study and analysis of prose literature in English from earlier periods through contemporary. Works will be chosen from the following forms: short stories, essays, novels, novels, memoirs, autobiographies, and other long forms. Emphasizes critical reading of and writing about literature. (MNTC 1, 6: Communication, Humanities & Fine Arts)

WRITING AND ENGLISH I
ENGL0080 3 Credits (2 Lec./1 Lab)
This course consists of a review of basic grammar and an introduction to writing paragraphs and essays. The final project for this class will consist of developing, writing, and editing an essay.

WRITING AND ENGLISH II
ENGL0090 3 Credits (2 Lec./1 Lab)
This course offers an overview in the use, basic study, and review of the standard English language. The course emphasizes English usage, sentence structure, punctuation, grammar, and spelling and will be applied throughout the writing process. Students will review and improve their basic English and writing skills.

COMPOSITION
ENGL100 4 Credits (4 Lec.)
Composition is concerned with developing, through theory and practice, the ability to communicate in written form for personal and professional reasons. Students will develop writing skills, analytical skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will learn methods of writing informatively and persuasively. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 1: Communication)

TECHNICAL COMMUNICATION
ENGL1100 3 Credits (3 Lec.)
This course covers the basics of technical communication needed for the workplace. Students will plan, compose, format, edit, proofread, and revise a variety of technical communication, including correspondence, proposals, instructions, descriptions, and reports. The students will give oral presentations. Students will complete primary and secondary research and use Webpals, library resources, and the Internet. Students will also apply critical thinking / problem solving skills. (Prerequisites: None)

HUMAN DIVERSITY & LITERATURE/FILM
ENGL120 4 Credits (4 Lec.)
Introduces students to works of literature and film with a focus on understanding the literary and cinematic contributions made by under-represented peoples. Designed to develop critical thinking, reading, and writing skills, and increase appreciation of the diversity of human experience. Topics include multicultural literature/film and women’s literature/film. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

WORLD LITERATURE/FILM
ENGL130 4 Credits (4 Lec.)
Introduces students to works of literature and film from a variety of world cultures. Designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. Emphasizes cultural thinking, reading, and writing. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)
This course will introduce students to the study of creative writing. Course content focuses primarily on reading several genres of writing (e.g., short story, poetry, non-fiction, and play/screenplay) and then practicing those forms and completing constructive critique of students’ practice. (Prerequisite: ENGL 100) (MnTC 1, 6: Communications, Humanities and Fine Arts)

FUNDAMENTALS OF FINANCIAL MANAGEMENT AS IT RELATES TO RISK MANAGEMENT
FBMA2100 3 Credits
This course is intended to have the student enhance their decision-making skills relating to business risk management. This course will have the student further investigate tools available to their business that would be effective in reducing potential risk for their operation. Emphasis will be placed on having the student research risk management options that will meet their business, family and personal needs. (Prerequisites: None)

APPLIED FINANCIAL MANAGEMENT AS IT RELATES TO RISK MANAGEMENT
FBMA2101 3 Credits
This course is intended to have the student apply concepts in financial management that can be used in the development of a business risk management program. The student is to implement risk management tools that will assist in meeting their business, family and personal needs. (Prerequisites: None)

FUNDAMENTALS OF FINANCIAL MANAGEMENT/STRATEGIC PLANNING EMPHASIS
FBMA2110 3 Credits
This course will enable students to identify the elements necessary to evaluate and create a strategic plan for the business. Determining uses for the plan today and tomorrow and developing a plan to locate those team members necessary for strategic plan creation. (Prerequisites: None)

APPLIED FINANCIAL MANAGEMENT/STRATEGIC PLANNING EMPHASIS
FBMA2111 3 Credits
This course will provide practical application of strategic planning skills. Application skills will be practiced upon and applied to the student’s business and business plan. (Prerequisites: None)

FUNDAMENTALS OF FINANCIAL MANAGEMENT/BUSINESS PLAN EMPHASIS
FBMA2120 3 Credits
This course will provide practical application of the business plan. Application skills will be practiced and applied as the student’s business plan is prepared and implemented. (Prerequisites: None)

APPLICATIONS IN FINANCIAL MANAGEMENT/BUSINESS PLANS
FBMA2121 3 Credits
This course will provide the necessary instruction to put together and implement a business plan for the farm business. (Prerequisites: None)

DIRECTED STUDY - DECISION MAKING
FBMA2130 2 Credits
This course will examine the individual, family and farm business decision-making process with emphasis on upgrading and improving decision-making resources, tools and skills. Particularly, this course will lead the student to critically analyze information, applications and implications of decision-making as it relates to their own situation. Students will evaluate their own decision-making process. (Prerequisites: Diploma from 1-6 Farm Business Management Curriculum)

DIRECTED STUDY - COMMUNICATIONS
FBMA2131 2 Credits
This course will assist the student in further acquiring and developing a higher level of communication skills. Students will review and evaluate various communication methods and techniques in dealing with and relating to individuals in both the public and private sector. Students will use this information to formulate an effective communication method and style. Additional course content may include student initiated or group activities. (Prerequisites: Diploma from 1-6 Farm Business Management Curriculum)

DIRECTED STUDIES IN MODERN AGRICULTURAL TECHNOLOGY
FBMA2132 2 Credits
This course will deal with experiencing modern agricultural technological changes and determining if they fit into an individual’s farming operation. (Prerequisite: None)

DIRECTED STUDIES IN FARM BUSINESS AND/OR FAMILY TRANSITION
FBMA2133 2 Credits
This course provides the opportunity for the student to study the many aspects of farm business and/or family transition which occur in the typical farm business. (Prerequisite: None)

DIRECTED STUDY - PERSONNEL MANAGEMENT
FBMA2134 2 Credits
This course will organize skills for effective management of farm employees. The course will be designed to develop skills such as: generation of organizational packages, individual expectations / evaluations and team meetings. (Prerequisite: None)

DIRECTED STUDY - ENTERPRISE ALTERNATIVES
FBMA2135 2 Credits
This course will assist those students wanting to make changes in their farm business through enterprise expansion, addition or enhancement. The course will develop a set of procedures for exploring and evaluating alternative choices. (Prerequisite: None)

CURRENT ISSUES IN FARM BUSINESS MANAGEMENT
FBMA2200 1-5 Credits
This course is designed to assist students further develop their skills in business management by providing an opportunity to investigate and apply tools that may be effective in reducing potential risk, performing strategic planning, and revising business plans in their farm business operation. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. As a current issues course, this course may be repeated as designated by the instructor. Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs. (Prerequisite: None, however recommended in sequence with FBMA2201)

DIRECTED STUDIES - CURRENT ISSUES IN FARM BUSINESS MANAGEMENT
FBMA2201 1-5 Credits
This course is designed to assist students further develop their skills in business management by providing an opportunity for students to maintain the financial and enterprise database, and to generate financial statements, business analyses, and financial projections required for risk management planning, strategic management planning, farm business plan development, commodity market planning, and tax management planning. Emphasis is placed on the development and maintenance of farm business data, reports, and plans. As a current issue course, this course may be repeated as desired. Students may enroll in a range of one to five credits during each enrollment depending on their individual needs. (Prerequisite: None, however recommended in sequence with FBMA2200)

DIRECTED STUDY - EVALUATING FARM BUSINESS MANAGEMENT
FBMA2202 1-5 Credits
This course is designed to assist students further develop their skills in business management by providing an opportunity for students to maintain the financial and enterprise database, and to generate financial statements, business analyses, and financial projections required for risk management planning, strategic management planning, farm business plan development, commodity market planning, and tax management planning. Emphasis is placed on the development and maintenance of farm business data, reports, and plans. As a current issue course, this course may be repeated as desired. Students may enroll in a range of one to five credits during each enrollment depending on their individual needs. (Prerequisite: None, however recommended in sequence with FBMA2200)

DIRECTED STUDY - EVALUATING FARM COMMODITY MARKETING TOOLS
FBMIM1193 2 Credits
This course will allow the student to implement and use the marketing tools appropriate to the current marketing situation, the course will focus on the selection and use of various farm commodity marketing tools as they apply to the student’s individual farm business and marketing plan.

DIRECTED STUDY - APPLING COMMODITY MARKETING FUNDAMENTALS
FBMIM1190 3 Credits
This course is designed to teach students the various methods and tools to market farm commodities. The focus of this course is to apply commodity marketing fundamentals to the farm business.

DIRECTED STUDY - APPLYING COMMODITY MARKETING FUNDAMENTALS
FBMIM1170 3 Credits
This course is designed to introduce students to the various methods and tools to market farm commodities.

EVALUATING FARM COMMODITY MARKETING TOOLS
FBMIM1190 3 Credits
This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.

DIRECTED STUDY - EVALUATING FARM COMMODITY MARKETING TOOLS
FBMIM1193 2 Credits
This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.

EVALUATING FARM COMMODITY MARKETING TOOLS
FBMIM1190 3 Credits
This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.

DIRECTED STUDY - EVALUATING FARM COMMODITY MARKETING TOOLS
FBMIM1193 2 Credits
This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.

EVALUATING FARM COMMODITY MARKETING TOOLS
FBMIM1190 3 Credits
This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.

DIRECTED STUDY - EVALUATING FARM COMMODITY MARKETING TOOLS
FBMIM1193 2 Credits
This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.
### COURSE DESCRIPTIONS

**DIRECTED STUDY - MONITORING FARM COMMODITY MARKETING PLANS**

- **FBMM2173** 2 Credits
  This course will provide activities directed toward monitoring and refining the student’s farm commodity marketing plan.

**STRATEGIES IN FARM COMMODITY MARKETING**

- **FBMM2180** 3 Credits
  This course is designed to help students plan and implement marketing strategies necessary to achieve farm business and personal goals. It focuses on formulating long term marketing strategies appropriate to the student’s individual farm business and marketing plan.

**DIRECTED STUDY - STRATEGIES IN FARM COMMODITY MARKETING**

- **FBMM2183** 2 Credits
  This course will help students identify and implement marketing strategies necessary to achieve their farm business and personal goals. This course will focus on implementing long term marketing strategies appropriate to the student’s individual farm business and marketing plan.

**INTRO TO FARM BUSINESS MANAGEMENT**

- **FBMT1211** 4 Credits
  This course introduces basic farm business management concepts. Students will study the farm management planning cycle and develop an understanding of its relationship to: family and farm business goal setting, cash and enterprise accounting principles, and tax planning. (Prerequisites: None)

**FOUNDATIONS FOR FARM BUSINESS MANAGEMENT**

- **FBMT1112** 4 Credits
  This course is an overview of the Farm Business Management program. The student will be introduced to goal setting, self and business assessment, record keeping, and business projections to provide the foundation for personal and business management progress. Current issues affecting business management are an integral part of the course. (Prerequisites: None)

**PREPARATION FOR FARM BUSINESS ANALYSIS**

- **FBMT1121** 4 Credits
  This course will take the student through a step-by-step procedure to close out a complete year of farm business records. The course will emphasize tax planning, completing inputs to livestock and crop enterprises, and emphasizing cash and liabilities accuracy. A completed business and enterprise analysis will be the course focus. (Prerequisites: None)

**IMPLEMENTING THE SYSTEM MANAGEMENT PLAN**

- **FBMT1122** 4 Credits
  This course continues to build on the foundation of farm business management. The student will complete a farm business financial and enterprise analysis. Sound financial record keeping is an integral component. (Prerequisites: None)

**FUNDAMENTALS OF FARM BUSINESS MANAGEMENT (ON-LINE COURSE)**

- **FBMT1142** 4 Credits
  This course provides the farm business owner or manager with management concepts and applications that will be directly applied to the business. General management concepts are introduced to offer perspective to the many different functions, roles and skills required for effective and efficient business operation. Students will continue their study of management fundamentals by exploring the goal setting process. Upon completion of the self-assessment process, students will identify, prioritize and implement goals that apply directly to their business. Students will also begin their study of accrual accounting using a double-entry farm accounting system. Basic accounting concepts will be presented and applied to the farm business. (Prerequisites: None)

**MANAGING A FARM SYSTEM IN A GLOBAL ECONOMY**

- **FBMT1213** 2 Credits
  This course assists the students in achieving awareness of the development of agricultural policies and practices throughout the world and assessing the impact of these policies and practices on the profitability and viability of their farm business. (Prerequisites: None)

**USING SYSTEM ANALYSIS IN TOTAL FARM PLANNING**

- **FBMT1223** 2 Credits
  This course assists the student with a farm business analysis, and the exploration of possible implications and/or solutions of these concepts. A systematic method to assess farm business strengths and weaknesses based on the analysis will be used. (Prerequisites: None)

**MANAGING & MODIFYING FARM SYSTEM DATA**

- **FBMT1131** 4 Credits
  This course will help the student refine their farm business data system and assist them in applying year end procedures for farm business analysis. Students improve accuracy in the following: farm enterprise analysis, tax planning and filling, and cash and liabilities checks. (Prerequisites: None)

**INTERPRETING & USING FARM SYSTEM DATA**

- **FBMT1132** 4 Credits
  This course provides an opportunity for the student to view the farm business and its various components through a number of vehicles such as balance sheets, farm personal and managerial inventories, enterprise reports and historical data. (Prerequisites: None)

**APPLICATION OF PRODUCTIVE ENTERPRISE INFORMATION**

- **FBMT1233** 2 Credits
  This course describes procedures for applying enterprise information provided by computerized analysis of farm business accounts. (Prerequisites: None)

**INTERPRETING AND EVALUATION OF FINANCIAL DATA**

- **FBMT2141** 4 Credits
  This course continues to expand on preparation and evaluation of the farm business analysis. The course provides continued guidance and perfection of business record closeout procedures, tax implications of management decisions, and continues to monitor farm business and family goals. (Prerequisites: None)

**INTERPRETING TRENDS IN BUSINESS PLANNING**

- **FBMT2142** 4 Credits
  This course examines whole farm, enterprise, balance sheet, and inventory trends. Current analysis data is compared to historical data in making future farm business planning decisions. Financial ratios are used to indicate the farm financial structure. (Prerequisites: None)

**USING FINANCIAL INSTRUMENTS IN FARM SYSTEMS MANAGEMENT**

- **FBMT2243** 2 Credits
  This course integrates the application of various financial instruments used in acquiring capital for use in the business and investigates the way in which both earnings and financial progress can be measured. (Prerequisites: None)

**STRATEGIES IN FARM SYSTEM DATA MANAGEMENT**

- **FBMT2151** 4 Credits
  This course will help the student focus on long term strategies necessary to maintain and enhance the farm business and personal future financial goals. The student will complete the year by preparing for an accurate, usable business analysis. (Prerequisites: None)

**INTEGRATING SYSTEM INFORMATION FOR FINANCIAL PLANNING**

- **FBMT2152** 4 Credits
  This course uses farm system information to develop a farm financial plan. Interpretation and analysis of the farm system data will enhance the reliability of the farm plan. The comprehensive farm plan will integrate historical trends, farm and personal goals, financial and enterprise performance of the farm business.

**SYSTEM PLANS AND PROJECTIONS**

- **FBMT2253** 2 Credits
  This course enables the combination of concepts for preparing farm system plans and projections, and the interaction of possible implications and/or solutions of these concepts. (Prerequisites: None)

**EXAMINATION OF THE CONTEXT OF FARM SYSTEM MANAGEMENT**

- **FBMT2161** 4 Credits
  This course is designed to assist students in preparation of improved farm system management procedures. Students in the course will evaluate several years of an improved farm system analysis. (Prerequisites: None)

**REFINING FARM SYSTEM MANAGEMENT**

- **FBMT2162** 4 Credits
  This course is the culmination of activities designed to enable the student to develop and implement a comprehensive farm business strategic plan. The student will use the components of the Farm Business Management program to develop and support a farm business strategic plan. (Prerequisites: None)

**EVALUATING FARM SYSTEM PROGRAMS**

- **FBMT2263** 2 Credits
  This course develops an awareness of individuals and agencies, both public and private, which have expertise available to assist the farm operator to solve farm systems problems. It enables study and application of farm business evaluation concepts, and exploration of possible implications. Exact subject matter and time spent per topic will vary depending on student need, location and time. (Prerequisites: None)

**SPECIAL TOPICS - GENERAL FARM MANAGEMENT**

- **FBMT2200** 1 Credit
  This course covers special topics of interest in general farm management. (Prerequisites: None)

- **FBMT2201** 1 Credit
  This course covers special topics of interest in general farm management. (Prerequisites: None)

- **FBMT2202** 1 Credit
  This course covers special topics of interest in general farm management. (Prerequisites: None)

- **FBMT2203** 1 Credit
  This course covers special topics of interest in general farm management. (Prerequisites: None)

- **FBMT2204** 1 Credit
  This course covers special topics of interest in general farm management. (Prerequisites: None)

- **FBMT2205** 2 Credits
  This course covers special topics of interest in general farm management. (Prerequisites: None)
COURSE DESCRIPTIONS

FBMT2217 2 Credits
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2207 2 Credits
This course covers special topics of interest in general farm management.  (Prerequisites: None)

FBMT2208 2 Credits
This course covers special topics of interest in general farm management.  (Prerequisites: None)

FBMT2213 1 Credit
This course covers special topics of interest in marketing.  (Prerequisites: None)

FBMT2214 1 Credit
This course covers special topics of interest in marketing.  (Prerequisites: None)

FBMT2215 2 Credits
This course covers special topics of interest in marketing.  (Prerequisites: None)

FBMT2216 2 Credits
This course covers special topics of interest in marketing.  (Prerequisites: None)

FBMT2217 2 Credits
This course covers special topics of interest in marketing.  (Prerequisites: None)

FBMT2218 2 Credits
This course covers special topics of interest in marketing.  (Prerequisites: None)

FBMT2219 2 Credits
This course covers special topics of interest in marketing.  (Prerequisites: None)

FBMT2220 1 Credit
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2221 1 Credit
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2222 1 Credit
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2223 1 Credit
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2224 1 Credit
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2225 2 Credits
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2226 2 Credits
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2227 2 Credits
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2228 2 Credits
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2229 2 Credits
This course covers special topics of interest in crops.  (Prerequisites: None)

FBMT2230 1 Credit
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2231 1 Credit
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2232 1 Credit
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2233 1 Credit
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2234 1 Credit
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2235 2 Credits
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2236 2 Credits
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2237 2 Credits
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2238 2 Credits
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2239 2 Credits
This course covers special topics of interest in livestock.  (Prerequisites: None)

FBMT2300 2 Credits
This course will discuss basic computer literacy, identify commonly used software and demonstrate the uses of commonly used software.  (Prerequisites: None)

FBMT2305 2 Credits
This course is an overview of legal issues affecting ownership, operation and transfer for business operators and managers.  (Prerequisites: None)
OUTBOARD FUEL AND LUBRICATION SYSTEMS
GMAR1844 2 Credits (1 Lec./1 Lab)
This course will familiarize the student with a wide range of designs of fuel and lubricant delivery systems. The student will be given the opportunity to inspect, diagnose, repair, adjust carbureted, and fuel injected, as well as oil injected and non-oil injected outboard motors. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

BASIC STEERING SYSTEMS
GMAR1860 1 Credit (1 Lab)
This course will illustrate the various designs of marine steering systems. The student will have the opportunity to practice removal, installation, and adjustment of several different style systems. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD MOTOR POWERHEADS & SERVICE
GMAR1895 6 Credits (2 Lec./4 Lab)
Students will learn required maintenance for both two and four stroke cycle conventional and fuel injected outboard motors. Participating attention will be toward the newer technology equipment available today. Students will utilize computers as well as conventional diagnostic equipment in the development of their troubleshooting skills. Diagnosis, disassembly, inspection, repair, reassembly and testing is also covered in this course. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD GEARCASES
GMAR2812 2 Credits (1 Lec./1 Lab)
This course will allow the student to gain familiarity with all types of outboard gearcases. Students will have the opportunity to disassemble various gearcase designs and to perform repairs and adjustments. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

ADVANCED POWERHEADS
GMAR2872 3 Credits (1 Lec./2 Lab)
In this course the student will learn to diagnose and repair bigger more sophisticated outboard motor powerheads. This includes extensive testing of mechanical, electrical, and fuel systems. Fuel injected and computer controlled units will be covered. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD DIAGNOSTIC TROUBLESHOOTING
GMAR2890 3 Credits (1 Lec./2 Lab)
This course involves extensive troubleshooting of outboard motors. This includes mechanical, electrical, ignition, and fuel systems, conventional and computer controlled. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

INTRO TO GRAPHICS PRODUCTION
GP1000 4 Credits (2 Lec./2 Lab)
This course is a survey of the Graphics Industry. Topics will include the history of the field, job opportunities, employment requirements, the impact of the printing in our lives, current issues within the industry and a future outlook of the field. Hands-on lab sessions in digital image preparation, electronic publishing, graphic design software (such as a page layout software like Adobe InDesign or QuarkXPress) to the computer-to-plate process. (Course will be taught using a common text document to obtain a manipulation of HyperText Markup Language (HTML) commands into a common text document. The course will be taught using a common text document to obtain a manipulation of HyperText Markup Language (HTML) commands into a common text document. Some live industry projects may be assigned with deadlines being met. (Prerequisites: GP1010, GP1020, GP1040, GP1100, and GP1120).

INTRO TO DIGITAL PRODUCTION CONCEPTS I
GP1100 3 Credits (1 Lec./2 Lab)
This course is a continuation of GP1100 Introduction to Adobe Photoshop. The students will be introduced to some advanced features of the Adobe Photoshop application such as mask-making, layers, drop shadows, blending, and advanced curve and level management. (Prerequisites: None).

ADVANCED ADOBE PHOTOSHOP
GP1105 1 Credit (1 Lab)
This course is a continuation of GP1100 Introduction to Adobe Photoshop. The students will be introduced to some advanced features of the Adobe Photoshop application such as mask-making, layers, drop shadows, blending, and advanced curve and level management. (Prerequisites: None).

COLOR I
GP1110 3 Credits (1 Lec./2 Lab)
The basic concept and theory of color as it pertains to Graphics Production are introduced in this class. (Prerequisites: Concurrent with GP1110). The concepts of color, color models and graphical computer formats and their output are stressed. Students begin to apply ICC profiles to various assignments. (Prerequisites: GP1000, 1010, 1020, 1040, 1100).

DIGITAL PRODUCTION CONCEPTS II
GP1120 3 Credits (1 Lec./2 Lab)
This is an introductory course defining how automated workflows have impacted the technology within the printing industry. This course will concentrate on the workflow of jobs in the prepress area to the plating stage. Each learner will have the opportunity to experience how job files move from an application software (such as a page layout software like Adobe InDesign or QuarkXPress) to the computer-to-plate stage. (Prerequisites: GP1000, 1015, 1020, 1040).

PRINTING PROCESSES I
GP1160 3 Credits (1 Lec./3 Lab)
This course is designed to acquaint the learner with the fundamentals of offset press operation. Coursework includes the fundamentals of platemaking and pre-press functions (bindery). Different types of plate and paper are stressed as well as the equipment used to expose and develop them. The bindery functions of cutting paper, padding, folding, drilling, stitching etc. are all utilized in this course. The students will cover the inks and papers used in the printing industry. Students will be introduced to the various types of inks and weights, grains, coatings and textures of paper. Additionally, students will make mathematical paper calculations for cutting stock to the size of a job and for ordering paper stock. (Prerequisites: GP 1000 and GP 1015).

COLOR II
GP2010 4 Credits (1 Lec./3 Lab)
Color II expands the students knowledge base of various color models to understand how ICC profiles are created. This course emphasizes the creation of a color managed lab through hands-on work by quantifying, calibrating, and converting the various input and output devices in the graphics lab. Students become familiar with operating densitometers, spectrophotometers and monitor calibrators. (Prerequisites: GP1110).

CAPSTONE PROJECTS
GP2140 3 Credits (1 Lec./2 Lab)
This course covers the development of a capstone project that demonstrates advanced level skills learned throughout their tenure in the Graphics Production program. Students will design and assemble a show board for display purposes. The students will be rewarded to create both analog and digital portfolios for the purpose of displaying their work. Other areas covered in this class will be interviewing skills, role playing and actual industry visits. (Prerequisites: All first-year graphics courses and first semester second year courses)

WEB PRODUCTION TECHNIQUES
GP2185 4 Credits (1 Lec./3 Lab)
This course is intended for learners who have used the World Wide Web using a web browser and wish to convert their graphics work to the World Wide Web. This course will address building and maintaining a website. The course will be taught using a common Windows-based text editor. An advantage of some form of Windows-based software is desired and typing skills are required. The learner will experience entering HyperText Markup Language (HTML) commands into a common text document. In addition, they will learn how to manipulate various text and images that can be viewed on the Internet. (Prerequisites: Knowledge of Adobe Photoshop, Adobe Illustrator, Adobe Acrobat).
COURSE DESCRIPTIONS

PREREQUISITES: None

This course includes concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function in a Basic Home Health Aide. Skills are taught in a simulated laboratory setting. After successful completion of classroom and laboratory studies, students will participate in supervised clinical experiences in a long-term care health facility. (Prerequisites: None)

EMERGENCY MEDICAL TECHNICIAN

This program consists of 112 hours of classroom instruction and a minimum of 16 hours of hospital clinical observation and training. The course includes anatomy, physiology, cardiopulmonary resuscitation certification, splinting techniques, lifting and moving patients, emergency childbirth, trauma & medical emergency care. (Prerequisite: None)

EMERGENCY MEDICAL TECHNICIAN REFRESHER

This 28-hour course provides refresher training for state certified and nationally registered EMTs who must re-certify every two years. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. (Prerequisite: Minnesota EMT number and expiration date)

FIRST RESPONDER "INITIAL"

This 48-hour course provides emergency care training to fire/rescue personnel, law enforcement officers, industrial safety personnel, especially when they are the first on the scene of injuries and medical problems. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. (Prerequisite: None)

FIRST RESPONDER "REFRESHER"

This 16-hour course provides refresher training to state certified First Responders who need to refresh every two years. It is intended as an update on revised emergency care skills and techniques for recertification. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. (Prerequisite: State Certified First Responder)

INTRODUCTION TO AMERICAN HISTORY

This course surveys the history of America from the contributions of the indigenous Indian peoples through the Colonial Era (17th and 18th centuries) to the American Revolution and Early Republic (18th and 19th centuries). It examines how historical American culture, institutions, and events influence the present United States. Students will be able to discuss the major historical figures, events, and ideas of these centuries. (Prerequisite: READ0080, 0090) (MnTC 5, 7: History & Social and Behavioral Sciences, Human Diversity)

WORLD HISTORY I

This course is a survey of world history examining ancient, classical, and medieval civilizations prior to the emergence of the West as a world power (c. 3500 BCE - 1450 CE). The course explores how environmental, economic, political, social, religious and other intellectual and cultural factors combined in different ways to influence the development of major world regions such as Africa, EurAsia, and the Americas. The goal is for students to understand how fundamental institutions and cultural norms of different world regions developed out of their own internal environments as well as in response to developments and influences from other cultural systems and historical forces. (Prerequisite: READ0080, 0090) (MnTC 5, 8: History & Social and Behavioral Sciences, Global Perspective)

MEDICAL TERMINOLOGY

This course teaches students to recognize and build medical terms after learning the meaning of word parts. The course is based on a systems approach. (Prerequisite: None) This course has an online option.
ALTERNATIVE REFRIGERATION SYSTEMS LAB II
HVAC2100 2 Credits (2 Lab)
This course covers all types of refrigeration systems, residential and commercial. The course is designed for the student who wants more hands-on training. The student will troubleshoot, repair, and replace refrigeration systems. (Prerequisites: HVAC2000, 2100 or concurrent)

ELECTRICAL CIRCUITS
HVAC2000 2 Credits (1 Lec./1 Lab)
This is an introductory course designed to help students understand the relationships of electricity. Electrical units, terms, formulas, and electrical schematics are covered. (Prerequisites: None)

1PH MOTORS AND Auxiliary CONTROLS
HVAC2101 2 Credits (1 Lec./1 Lab)
This course will cover the theory, installation and application of single-phase AC motors commonly utilized in the HVAC industry. Students will learn how to wire and troubleshoot single-phase motors and their starting components. Three-phase transformers and motors with associated auxiliary controls will also be covered. (Prerequisites: HVAC2000 or concurrent)

REFRIGERATION THEORY
HVAC2100 2 Credits (1 Lec./1 Lab)
This course introduces the students to the refrigeration system, how it works, and the relationship between pressure and temperatures. We will discuss the reasons for EPA testing, refrigeration terminology, troubleshooting, and the proper handling of refrigerants. (Prerequisites: None)

REFRIGERATION CONTROLS
HVAC2110 2 Credits (1 Lec./1 Lab)
This course covers controls found in both household and commercial refrigeration systems. The functions and operation of these controls will be discussed along with proper troubleshooting procedures. (Prerequisites: HVAC2100 or concurrent)

TESTING REFRIGERATION SYSTEMS
HVAC2120 2 Credits (1 Lec./1 Lab)
This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. (Prerequisites: HVAC2000, 2100, 2110 or concurrent)

COOLERS/CASES
HVAC2200 3 Credits (1 Lec./2 Lab)
This course covers the application of the basic tools, test equipment and repair procedures available to the service technician to analyze and repair refrigeration equipment. (Prerequisites: HVAC2000, 2100 or Instructor Approval)

FREEZERS/CASES
HVAC2210 3 Credits (1 Lec./2 Lab)
This course covers commercial freezers. The electrical, mechanical systems will be studied, analyzed, operated and tested. The students will study and follow EPA regulations on handling refrigerants. Proper safety and troubleshooting techniques will be used. (Prerequisites: HVAC2000, 2100 or Instructor Approval)

COMMERCIAL ICE MAKERS
HVAC2220 3 Credits (1 Lec./2 Lab)
This course covers commercial ice makers used in the industry today. The electrical, mechanical and water systems will be studied, analyzed, connected and operated. The students will study and follow EPA regulations on handling refrigerants. Proper safety and troubleshooting procedures will be taught. The students will then apply this knowledge when testing the electrical, mechanical and water systems. (Prerequisites: HVAC2000, 2100 or Instructor Approval)

COMMERCIAL ALTERNATIVE SYSTEMS
HVAC2230 1 Credit (1 Lab)
This course will take a look at commercial refrigeration systems found in the Mankato area, along with the companies that service them. The class will take field trips to local businesses and service companies to see how they operate. (Prerequisites: HVAC2210 or concurrent)

CENTRAL AIR CONDITIONING
HVAC2240 2 Credits (1 Lec./1 Lab)
This course covers central air conditioning. The electrical and mechanical systems will be studied and analyzed along with installation requirements. Students will troubleshoot, repair, and replace central air conditioning systems. Students will apply that knowledge when troubleshooting electrical and mechanical failures. (Prerequisites: HVAC2210 or Instructor Approval)

BRAZING
HVAC2250 1 Credit (1 Lec.)
This course covers brazing equipment and materials. Students will be introduced to the brazing process, terms, and personal safety. (Prerequisites: None)

INDOOR AIR QUALITY
HVAC2300 2 Credits (1 Lec./1 Lab)
This course covers equipment that deals with today's problem with indoor air quality. EAC's and Air to Air Exchangers will be studied, analyzed, operated, and tested. Students will use proper troubleshooting and safety techniques while working on these units. (Prerequisites: None)

HYDRONIC HEAT
HVAC2310 2 Credits (1 Lec./1 Lab)
This course covers the hydronic heating systems. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting and safety techniques for testing electrical and mechanical operations in the lab. (Prerequisites: HVAC2000 or concurrent)

GAS HEAT
HVAC2320 3 Credits (1 Lec./2 Lab)
This course covers different gas heating systems found in homes today. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting and safety techniques for testing electrical and mechanical operations in the lab. (Prerequisites: HVAC2000 or concurrent)

COMMERCIAL PACKAGE HEAT/COOL UNITS
HVAC2335 2 Credits (1 Lec./1 Lab)
In this course students will learn the installation, repair and servicing practices for commercial rooftop single-phase and three-phase HVAC units. The application of commercial control day/night thermostats and economizer packages will be covered. The student will also be introduced to direct-fired make-up air unit operation and servicing. (Prerequisites: HVAC2000, 2320 or concurrent)

OIL HEAT/ELECTRIC HEAT
HVAC2330 2 Credits (1 Lec./1 Lab)
This course covers oil-fired and electric furnaces and the associated mechanical and electrical systems. Along with the electrical and mechanical systems, troubleshooting, safety, and service practice. The student must understand pumps and controls. The applicability of the design will be addressed. (Prerequisites: None)

SHEET METAL Ductwork FABRICATION
HVAC2340 3 Credits (1 Lec./2 Lab)
This course will introduce the student to duct sizing methods, heat loss/gain calculations, computer software, blue print reading, the fabrication of sheet metal reducers, transitions, 90's and offsets, installation of plenum and extended plenum systems and for heating and cooling applications will be explored. (Prerequisites: None)

ADVANCED CENTRAL AIR CONDITIONING LAB I
HVAC2400 1 Credit (1 Lab)
This course covers all aspects of today's central air conditioners. This course is designed for students who need more hands-on training. The students will hook-up, operate, and diagnose problems associated with today's central air conditioners. (Prerequisites: HVAC2240 or concurrent)

ADVANCED CENTRAL AIR CONDITIONING LAB II
HVAC2410 2 Credits (2 Lab)
This course covers all aspects of today's central air conditioners. This course is designed for students who want more hands-on training. The students will hook-up, operate, and diagnose problems associated with today's central air conditioners. (Prerequisites: HVAC2240 or concurrent)

AIR CONDITIONING INTERNSHIP I
HVAC2420 1 Credit (1 Lab)
This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. (Prerequisites: HVAC2240 or concurrent)

AIR CONDITIONING INTERNSHIP II
HVAC2430 2 Credits (2 Lab)
This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. (Prerequisites: HVAC2240 or concurrent)

ADVANCED REFRIGERATION LAB I
HVAC2440 1 Credit (1 Lab)
This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. (Prerequisites: HVAC2200, 2100 or concurrent)

ADVANCED REFRIGERATION LAB II
HVAC2450 2 Credits (2 Lab)
This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. (Prerequisites: HVAC2200, 2100 or concurrent)

REFRIGERATION INTERNSHIP I
HVAC2460 1 Credit (1 Lab)
This course covers refrigeration work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2100 or concurrent)

REFRIGERATION INTERNSHIP II
HVAC2470 2 Credits (2 Lab)
This course covers refrigeration work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2100 or concurrent)

ADVANCED HEATING LAB I
HVAC2500 1 Credit (1 Lab)
This course covers all aspects of today's heating systems. This course is designed for students who want more hands-on training. The students will troubleshoot, repair, and replace furnaces as needed. (Prerequisites: HVAC2320 or concurrent)

ADVANCED HEATING LAB II
HVAC2510 2 Credits (2 Lab)
This course covers all aspects of today's heating systems. This course is designed for students who want more hands-on training. The students will troubleshoot, repair, and replace furnaces as needed. (Prerequisites: HVAC2320 or concurrent)

HEATING INTERNSHIP I
HVAC2520 1 Credit (1 Lab)
This course covers heating work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2230 or concurrent)

HEATING INTERNSHIP II
HVAC2530 2 Credits (2 Lab)
This course covers heating work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2230 or concurrent)
HEATING INTERNSHIP II
VAC2600 1-3 Credits (Lab)
This course allows the student to pursue special projects or areas of interest. The number of credits must be agreed upon by advisor/advisee prior to registration. (Prerequisites: Successful completion of two semesters of training or by special arrangement)

INTRODUCTION TO PARAMEDICINE
ICP1000 3 Credits (2 Lec./1 Lab)
The EMT-Paramedic has a variety of duties. This course demonstrates the difference between the various levels of the Emergency Medical Technicians and the responsibilities that accompany each level of training. It also includes introductory topics that the individual must understand in order to function as a paramedic. Such topics include: medical/legal issues, communications, stress management, patient management, medical terminology, infection control, and patient assessment.

ANATOMY AND PHYSIOLOGY FOR EMS
ICP1005 3 Credits (3 Lec.)
This course is designed as an introduction to body structure and function. An emphasis will be placed on body systems specifically related to paramedicine and how that knowledge can be applied to EMS care.

EMS SKILLS
ICP1010 5 Credits (1 Lec./4 Lab)
EMS Skills focuses on the Basic life Support skills that the EMT-P must master along with this introduction to advanced skills. These include: patient assessment, airway control with adjuncts, IV therapy, suctioning, communication skills, ALS skills, and medication administration and other invasive techniques.

PHARMACOLOGY FOR EMS
ICP1020 3 Credits (2 Lec./1 Lab)
The intent of this course is to introduce the student to basic pharmacological concepts, principles of drug safety and basic drug categories. Legal aspects of drug administration, drug standards, and use of reference material will be included. Specialized medications utilized in ALS transports will also be discussed. This course will have a primary focus on specific drugs used by paramedics.

CARDIAC CARE IN EMS
ICP1040 4 Credits (2 Lec./2 Lab)
This course will prepare the EMT-P to assess and manage those cardiac emergencies that result from coronary atherosclerosis, along with a number of conditions involving pathology of peripheral circulation. The interpretation of cardiac dysrhythmias receives primary emphasis in this course. Includes ACLS provider certification.

TRAUMA CARE
ICP1050 3 Credits (2 Lec./1 Lab)
This course deals with the many aspects of trauma including: kinematics, evaluation, management, packaging and transport. Advanced BTLS certification is included.

PATHOPHYSIOLOGY IN EMS
ICP1060 5 Credits (5 Lec.)
This course discusses a variety of topics and medical conditions that occur in the various body systems. Emphasis is placed on field management of medical emergencies.

EMS ADVANCED SKILLS
ICP2010 5 Credits (2 Lec./3 Lab)
This course is designed to orient the student to the rescue environment. Emphasis is placed on the role and responsibilities of the paramedic during a rescue sequence, including essential skills needed to keep the paramedic and the patient safe. Topics include Mass Casualty Incidents (include ICS and START disaster response), hazardous materials, basic rescue, water and ice rescue, avalanche rescue and single rescue, emergency driving, special rescue situations and auto extraction for the paramedic. Also included is an introduction to advanced intensive care paramedic skills. Additional clinical rotations will also be completed.

CRITICAL CARE CLINICAL
ICP2030 3 Credits (3 Lab)
Clinical areas include Emergency Rooms, Intensive Care Unit, Cardiac Intensive Care, Telemetry Unit and Operating Room where applicable.

CRITICAL CARE CLINICAL II
ICP2040 3 Credits (3 Lab)
Clinical areas include Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics.

FIELD INTERNSHIP I
ICP2050 3 Credits (3 Lec.)
This internship involves experiences with an advanced life support system provided by a fire service and municipal hospital service.

FIELD INTERNSHIP II
ICP2060 3 Credits (3 Lec.)
This internship involves experiences with an advanced life support system provided by a private service.

SPECIAL POPULATIONS
ICP2070 5 Credits (3 Lec./2 Lab)
This course covers medical considerations in areas such as geriatric patients, obstetrics, gynecological patients, neonates, pediatrics, behavior disorders, developmentally disabled and psychiatric patients. Includes PALS certification.

PARAMEDIC REFRESHER
ICP2080 3 Credits (3 Lec.)
This course will be a comprehensive review of the paramedic technical courses and designed to prepare the candidate to challenge the National Registry Exam. It will also meet the requirements for the required 48 hour paramedic refresher.

HAZARDOUS MATERIALS
ICP2090 1 Credit (1 Lec.)
This course is designed to meet the training standards designed in NFPA473 “Standards for Competencies of EMT Personnel Responding to Hazardous Materials Incidents”. This class combines didactic training with audio-visual materials that will provide a review of pertinent “awareness” level information. To insure a safe EMS response to a hazardous materials situation at the Operations Level, additional information and practical laboratory time will be provided as necessary.

INTRODUCTION TO MASS COMMUNICATION
MASS110 4 Credits (4 Lec.)
This course explores the structures, functions, and effects of the media in contemporary society. (Prerequisite: READ0080, 0090) (MnTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

MATH IMPROVEMENT I
MATH0060 3 Credits (2 Lec./1 Lab)
Designed primarily for those students entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. (Prerequisite: A score of at least 56 on the Arithmetic portion of the Accuplacer test.)

MATH IMPROVEMENT II
MATH0070 3 Credits (2 Lec./1 Lab)
Continuing along similar to Math Improvement I, this course begins with a review of basic arithmetic skills but at a somewhat higher level. In addition to those topics mentioned above, extensions are made to signed number arithmetic, expressions containing roots and powers, and computations in which the order of operations matters. Certain elementary topics leading up to algebra are also covered, including translating real-world problems to symbolic form, solving simple linear equations, and computing perimeters, areas and volumes. (Prerequisite: A score of at least 24 on the Arithmetic portion of the Accuplacer test.)

BEGINNING ALGEBRA
MATH0080 2 Credits (2 Lec./1 Lab)
This course is designed for students beginning the study of algebra or for those needing a review. A good background in arithmetic is assumed. Among the traditional algebra topics covered are techniques for solving linear equations and inequalities, graphing linear equations, carrying out arithmetic operations on polynomials, factoring polynomials, simplifying rational expressions, and solving rational equations. (Prerequisite: MATH 0070 or a score of at least 35 on the Arithmetic portion of the Accuplacer test.)

MATH0090 3 Credits (2 Lec./1 Lab)
This is a continuation of Beginning Algebra. The primary purpose is to provide a foundation for college level mathematics and sciences. It explores two main themes: understanding how functions behave and solving equations. In the first case, properties of various functions will be studied such as linear, quadratic, exponential and logarithmic functions, as well as those involving radicals. Then solving types of equations and their solutions are considered including those which are linear or quadratic, equations containing radicals and simple systems of equations. (Prerequisite: MATH 0080 or a score of at least 64 on the Intermediate Algebra portion of the Accuplacer test.)

APPLIED MATHEMATICS
MATH1000 2 Credits (1 Lec./1 Lab)
This course reviews essential concepts of arithmetic, basic algebra and elementary geometry, and then applies each to real-world situations. This includes applications of whole number arithmetic, decimal and common fractions, percentages, extensions to signed number arithmetic, ratios and proportions. Important algebraic and geometric problem-solving methods are also developed. Finally, the course draws together the standard techniques for working with and converting between the English and Metric systems of measurement. (Prerequisite: A score of at least 56 on the Arithmetic portion of the Accuplacer test.)

TECHNICAL MATHEMATICS
MATH1050 3 Credits (2 Lec./1 Lab)
Designed primarily for those students entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. (Prerequisite: A score of at least 65 on the Elementary Algebra portion of the Accuplacer test.)

CONCEPTS IN MATHEMATICS
MATH115 3 Credits (2 Lec./1 Lab)
This is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It covers a range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, number systems, plane geometry, algebra, financial mathematics, combinatorics, and elementary probability and statistics. (Prerequisites: Two years of high school algebra or MATH 0090, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

COLLEGE ALGEBRA
MATH120 4 Credits (4 Lec.)
This course is primarily concerned with the techniques and functions, most of which are algebraic in nature. The course begins with a review of essential properties of the real number system, rational exponents and graphs of equations and inequalities, and then proceeds to cover linear functions, quadratic functions, other polynomial and rational functions and their asymptotes, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, and systems of linear equations and inequalities, simple sequences and series, permutations and combinations. (Prerequisites: Two years of high school algebra or MATH 0090, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)
TRIGONOMETRY
MATH125 3 Credits (3 Lec.)
A study of the six trigonometric functions, their inverses and their applications forms the heart of this course. First, the two common methods of angle measure are derived along with the related concepts of length of arc and area of a sector. Then the trigonometric functions are defined in terms of the unit circle and their properties such as domain, range, period and amplitude are explored, along with their associated graphs. This leads to a study of identities and conditional equations. Triangle trigonometry and real-world applications follow, with an investigation of associated themes such as vectors, exponential and logarithmic (Prerequisites: Two years of high school algebra or MATH 0909, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

ELEMENTARY STATISTICS
MATH154 4 Credits (4 Lec.)
This course introduces the essential branch of mathematical statistics, applying them to a broad range of areas including business, manufacturing, economics, and the physical, biological and social sciences. Topics include descriptive measures of data, measures of central tendency, variability, standard probability distributions, tests of hypotheses, confidence intervals and estimation. To put the treatment on a strong foundation, concepts of probability are developed throughout and shown to form the unifying theme behind modern statistics. (Prerequisites: Two years of high school algebra or MATH 0909, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

BASIC LABORATORY TECHNIQUES/ORIENTATION
MDLT1810 3 Credits (1 Lec./2 Lab)
This course is an orientation course that familiarizes the student with a career in the medical laboratory field. It covers basic skills in clinical laboratory techniques and provides the student with practice. Topics include: MLT/Phlebotomy program policies; certification; working with various pieces of equipment; safety; infection control; quality control; specimen collection/handling/processing; good laboratory technique and maintaining efficiency and accuracy. The practice of phlebotomy is heavily emphasized in this course. Students will continue to enhance their phlebotomy skills in other clinical courses. Blood samples are needed, and also during the clinical internship. (Prerequisites: None) This course has an online option.

HEMATOLOGY I
MDLT1815 3 Credits (2 Lec./1 Lab)
This course covers basic hematology procedures involving such tests as red cell counts, white cell counts, platelet counts, hemoglobin determination, hematocrits, sedimentation rates and reticulocyte counts. Also covered are the abnormalities of these elements which cause disease, and bone marrow procedures. (Prerequisites: MDLT1810 may also be taken concurrently or with Program Director permission) This course has an online option.

COAGULATION
MDLT1820 2 Credits (1 Lec./1 Lab)
This course covers the basic principles and procedures of the coagulation factors and their cascade sequence, vascular and platelet components, fibrinolysis, thrombosis, anticoagulant therapy and quality control. Abnormalities of the coagulation system will also be covered. (Prerequisites: MDLT1810 or Program Director permission) This course has an online option.

URINALYSIS/BODY FLUIDS
MDLT1825 3 Credits (2 Lec./1 Lab)
This course covers basic urinalysis procedures and body fluid analysis used in the clinical laboratory. Physical, chemical and microscopic examination of urine will be performed. Basic analysis of body fluids will also be discussed with an emphasis on laboratory methodology. Currently the course MDLT1810 may also be taken concurrently or with Program Director permission) This course has an online option.

HEMATOLOGY II
MDLT1830 3 Credits (2 Lec./1 Lab)
A continuation of Hematology I. It includes the study of anemias and leukemias, and the correlation of these disease processes. Instruction includes lecture and laboratory case studies, and the use of commercial kits and interpreting results. (Prerequisites: MDLT1810 may also be taken concurrently or with Program Director permission) This course has an online option.

IMUNNOHEMATOLOGY
MDLT2805 2 Credits (2 Lec./2 Lab)
This course covers the introduction to both the theory and practical aspects of Immunohematology. Areas of study include blood typing, antibody screening, antibody identification, cross matching, direct antiglobulin testing, donor selection and blood component usage. The course is designed to prepare the student for practical training in Immunohematology. (Prerequisite: MDLT1810 may also be taken concurrently or with Program Director permission) This course has an online option.

MICROBIOLOGY I
MDLT2811 3 Credits (1 Lec./2 Lab)
This course covers the introduction and identification of clinically significant microorganisms. Emphasis is placed on specimen sources, growth characteristics, techniques for identification, and quality control. (Prerequisites: MDLT1610 or with Program Director permission) This course has an online option.

CHEMISTRY I
MDLT2817 4 Credits (3 Lec./1 Lab)
This course covers the analysis of chemical constituents of plasma, serum, urine and other body fluids. Emphasis is placed on methodology, methodology and clinical significance of carbohydrate metabolism, non-protein nitrogen, renal and liver function, tumor markers and porphyrins. Accuracy in performance, quality control and laboratory safety is stressed. (Prerequisites: MDLT1810 may also be taken concurrently or with Program Director permission) This course has an online option.

CHEMISTRY II
MDLT2818 3 Credits (2 Lec./1 Lab)
This course is a continuation of Clinical Chemistry I and includes basic concepts of clinical lab operations of lipids, electrolytes, acid/base balance, therapeutic drug monitoring, enzymology and toxicology. The MLT student learns the theory and technique of each procedure, quality control, normal values of chemical constituents analyzed. Concepts that are basic to the operation of automated laboratory instruments will be discussed. (Prerequisites: MDLT2817 or with Program Director permission) This course has an online option.

MICROBIOLOGY II
MDLT2821 3 Credits (1 Lec./2 Lab)
This course is a continuation of Clinical Microbiology I. The students will receive further basic practical instruction and the isolation and identification of clinically significant microorganisms. A short introduction to parasitology/mycology/virology/Mycobacterium species will also be included. (Prerequisites: MDLT1610 or Program Director permission) This course has an online option.

CLINICAL ORIENTATION
MDLT2825 1 Credit (1 Lec.)
This course covers an explanation of the hospital and clinical structure and the student's role in the clinical and practical setting. The student will learn the basic knowledge necessary for effective understanding of his/her expectations and evaluations as a MLT student in the clinical practice training and his/her role as an employee after graduation. (Prerequisites: MDLT1810, 1815, 1825, 1830, 1835, 2805, 2810, 2817, 2818, 2820 or with Program Director permission)

CRUSE DESCRIPTIONS

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge gained in the didactic phase in a real employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures, and critical thinking skills. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission)

Clinical sequence courses consist of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MDLT 2900</td>
<td>Clinical: Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 2901</td>
<td>Clinical: Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 2902</td>
<td>Urinalysis and Body Fluids</td>
<td>2</td>
</tr>
<tr>
<td>MDLT 2903</td>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 2904</td>
<td>Clinical: Immunology</td>
<td>1</td>
</tr>
<tr>
<td>MDLT 2905</td>
<td>Clinical: Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 2906</td>
<td>Clinical: Coagulation</td>
<td>4</td>
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</tbody>
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FACILITY MAINTENANCE
MEAG1500 4 Credits (1 Lec./2 Lab)
This course covers farm and residential electrical wiring. Practical 120/240-volt circuit wiring, electrical safety, device selection, installation methods, grounding, bonding and service entrance panels are included. Agricultural confinement housing wiring and electric motors for frame application are explained. Another component in this course includes both electric arc, gas welding and a short section on the wire welding system. Students spend time in the welding lab completing welds. (Prerequisites: None)

AG EQUIPMENT MAINTENANCE I
MEAG1600 2 Credits (1 Lec./1 Lab)
This course covers basic harvesting, tillage and planting equipment. The student will learn all component parts and proper adjustments of equipment. Machine adjustment may be accomplished on demonstration units, operator manual examples, actual equipment or field trips. This course covers theory and service competencies necessary to maintain small engines, gasoline-powered vehicles and diesel-powered vehicles on the farm. The course includes field trips and instruction in maintaining equipment found in farm feed processing centers, fertilizer equipment in the farm setting and grain handling equipment on the farm. Students will gain an awareness of vehicle and facility equipment preventive maintenance programs. (Prerequisites: None)

AGRICULTURAL INDUSTRY EQUIPMENT
MEAG1700 2 Credits (1 Lec./1 Lab)
This course covers theory and service competencies necessary to maintain small engines, gasoline-powered vehicles, and diesel-powered vehicles. The course includes field trips and instruction in maintaining equipment found in feed mills, fertilizer plants, and grain elevators. Students will gain an awareness of vehicle and facility equipment preventive maintenance programs. (Prerequisites: None)

PLANNING FARMSTEAD ENVIRONMENTS
MEAG2200 4 Credits (3 Lec./1 Lab)
This course covers farm building materials and methods of construction. Farmstead planning concepts are examined and applied to the student’s home farm situation. Design and drawing of various types of farm buildings are included. The storing, drying, processing and handling of grain and feed are included. Ventilation of livestock buildings and animal waste management is emphasized. Students will gain experience in sizing and selecting equipment for agricultural materials handling applications. (Prerequisites: None)
INTRODUCTION TO SALES

MKT1800 3 Credits (3 Lec.)
This course serves as a foundation for future sales courses. The instructional approach combines both traditional and innovative presentations of course content that is dependent upon student involvement. The course covers the steps in the personal selling process, determining and describing features and benefits of products as well as the process of closing a sale. Throughout the course students will create and deliver personal sales presentations.

PRINCIPLES TO MARKETING

MKT1810 3 Credits (3 Lec.)
This course covers the basic marketing concepts for marketers and non-marketing students. Developing a rational marketing approach to the practices of modern marketing as they are used in a wide variety of settings. The course includes discussion on the marketing mix, the four p’s of marketing, channels of distribution, target marketing, ethical, social responsibility, global marketing and the impact of the internet.

INTERNERSHIP

MKT1817 1-3 Credits (Lab)
This course allows the student to receive practical experience in his/her chosen career area. A training plan outlining what will be learned is jointly developed among the student, employer and college. (Prerequisites: None)

MARKETING RESEARCH

MKT1920 3 Credits (3 Lec.)
This course involves practical application of the concepts of involved in marketing research. Students will work in teams to explore the fundamentals of marketing research by completing a major project. The course content includes: finding secondary data, conducting focus groups, organizing observational research, creating surveys, statistical analysis and report writing.

HUMAN RESOURCE MANAGEMENT

MKT1930 3 Credits (3 Lec.)
This course will cover the area of adapted traditional marketing tools appropriate for various situations in small and medium enterprises. The course approaches both the concepts of marketing and entrepreneurship using adapted traditional marketing theories. Discussion will include the steps in preparing an actual business plan, review of basic calculations in obtaining money for the company, calculating profitability, product pricing, discounts, markups and markdowns.

LEADERSHIP STRATEGIES

MKT1940 3 Credits (3 Lec.)
This course is designed to help students recognize their leadership potential and help improve their interpersonal skills needed in today’s workplace. Students will explore various leadership strategies through self assessment and reflective exercises. A training plan will be used to provide the framework for developing career portfolios. Resume development, interviewing skills and networking are an integral part of the course.

PROFESSIONAL DEVELOPMENT II

MKT2850 1 Credit
This course focuses on the continued importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meeting will be required.

MUSIC APPRECIATION

MUSC100 3 Credits (3 Lec.)
This course is a historical study of music and its relation to culture and society including a brief survey of the elements of music, incorporating the extensive use of audio recordings. Attendance at a live performance is required. (Prerequisite: READ0080, 0090) (MnTC 6: Humanities and Fine Arts)

FOUNDATIONS OF NURSING

NURS1000 3 Credits
This course introduces the student to the basic concepts of nursing. Topics include professionalism, the nursing process, communication, cultural diversity, aspesis, nutrition, and wellness. Legal and ethical aspects related to nursing will be discussed. Body systems are introduced with an emphasis on the neurological, respiratory, gastrointestinal, and genitourinary systems. Aspects related to pre- and post-operative care and pain management will be discussed. Health status and safety concerns are identified. Needs specific to physical and mental disorders in the elderly population are discussed. Principles of documentation will be identified.

CLINICAL FOUNDATION

NURS1050 4 Credits
This course provides an opportunity to integrate classroom/lab learning with supervised client care in a healthcare setting. Students utilize the nursing process to collect data, implement nursing interventions, and administer medications. Emphasis is placed on organization, critical thinking, therapeutic communication, and a holistic approach to client care. Professional behavior will be modeled.
systems are covered. In addition, fluid and electrolyte crisis intervention, and group therapy. Appropriate
behaviors will be discussed.

The student is introduced to the fundamental concepts of growth and development in the childbearing family through observation and interaction with clients. Students will demonstrate effective communication with other members of the healthcare team. Professional nursing behavior will be demonstrated. Students have the opportunity to care for post-partum mothers and newborn infants in the acute care setting. The effect of culture on the child bearing and enteral routes. The course expands the student's knowledge base of drug classifications. The importance of correlating lab values and medication dosages is identified. The student will be taught medication dosage calculation and will demonstrate competence. Medical terminology and abbreviations will be threaded throughout the course.

APPLICATION OF NURSING

This course introduces the student to alteration in functioning in basic disease processes. The integrative, respiratory, gastrointestinal, genitourinary, endocrine, cardiovascular, hematological, neurological, neurosensory, and musculoskeletal systems are covered. In addition, fluid and electrolyte balance, oncology, and end-of-life care are discussed. The student will incorporate the nursing process by identifying nursing observations and interventions specific to alterations in each body system.

CLINICAL APPLICATION

Students apply theory related to alteration in body systems through observation and interaction with clients in a variety of healthcare settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The nursing process is implemented with an emphasis on critical thinking. Organizational skills are developed with opportunities to care for multiple clients. Students may have the opportunity to observe the role of the nurse in specialty areas. Students will demonstrate effective communication with other members of the healthcare team. Professional nursing behavior will be demonstrated. Students have the opportunity to care for post-partum mothers and newborn infants in the acute care setting. The effect of culture on the child bearing family will be discussed.

FAMILY NURSING/CLINICAL

This course introduces students to concepts in mental health and mental illness. The impact of culture and value systems on mental health is identified. Treatments discussed include: medication and behavior therapy, crisis intervention, and group therapy. Appropriate nursing interventions for clients exhibiting maladaptive behaviors will be discussed.
COURSE DESCRIPTIONS

OTEC1700 3 Credits
This course covers legal procedures, documents, and terminology relating to family law in Minnesota. Machine transcription techniques, word processing, and grammar basics will be applied. Documents are prepared using word processing equipment and machine transcription. (Prerequisites: Concurrent with OTEC1702)

OTEC1790 2 Credits
This course covers the development of basic keyboarding techniques using the touch method of the computer. Emphasis will be on learning the touch method of typing alphabetic, punctuation, function, and service keys. In addition, machine operating techniques and skill development will be introduced. The keyboarding goal will be to attain a minimum rate of 30 words per minute with accuracy. (Prerequisites: None)

BASICS IN OFFICE TECHNOLOGY

OTEC1800 3 Credits
This course reviews basic keyboarding techniques using the touch method. Emphasis is on building speed and accuracy on a computer keyboard. Basic formatting concepts for producing such documents as letters, envelopes, memos, tables, and reports will be introduced. Proofreading skills will be emphasized. (Prerequisites: OTEC1790 or a minimum keyboarding speed of 30 wpm or with advisor approval) This course has an online option.

BUSINESS ENGLISH

OTEC1820 3 Credits
This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference sources to correct sentences, paragraphs, and business documents. (Prerequisites: Enrollment depends on college assessment scores.)

BASIC BUSINESS SKILLS

OTEC1840 2 Credits
This course covers preparation of graphics for visualization and presentation. You will create overheads and computer-generated slide shows using PowerPoint, input devices, and source files with preset output techniques. The learner will create individual and composite presentations using text, graphs, sound, and images. (Prerequisites: Basic Windows navigation skills required, applications software knowledge very helpful, speech course also helpful) This course has an online option.

WORD PROCESSING CONCEPTS & APPLICATIONS: CORE

OTEC1875 2 Credits
This course is designed to build an understanding of word processing using Microsoft Word software. It begins with the introduction of concepts such as entering text, text editing, terminology, on-line help, spell checking, and printing. It continues with all the basic skills you will need to use the application at core level of proficiency. (Prerequisites: OTEC1790 or instructor approval) This course has an online option.

EMPLOYMENT SEARCH SKILLS

OTEC2000 2 Credits
This course introduces students to a process for developing self-awareness – considering career opportunities, constraints, choices, and consequences – identifying career related goals – and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of, and an appreciation for, the job search process. Students will use Internet and library resources. This course has an online option.

CIVIL PROCEDURE

OTEC1730 3 Credits
This course will include an in depth discussion and hands on experience in creation of documents for the Minnesota and federal court systems, civil litigation and alternative procedures. Students will transcribe documents and proofread for accuracy. This course will emphasize Minnesota procedures. (Prerequisites: Students must type at least 45 words per minute and have a working knowledge of Microsoft Word.)

LEGAL APPLICATIONS III

OTEC1703 2 Credits
This course covers legal procedures, documents, and terminology relating to family law in Minnesota. Machine transcription techniques, word processing, and grammar basics will be applied. Documents are prepared using word processing equipment and machine transcription. (Prerequisites: Concurrent with OTEC1702)

OTEC1820 3 Credits
This course will allow students to review, proofread and edit a variety of legal documents. Students will learn to produce perfect copy. Students will use word processing techniques used in law offices that allow for automation of repetitive forms. Students will also proofread documents created using macros for variable information accuracy. General grammar and punctuation will be emphasized along with Minnesota procedures. (Prerequisites: OTEC1725, OTEC1730, OTEC2735)

KEYBOARDING II

OTEC2800 3 Credits
This course covers the continuing development of keyboarding speed and accuracy. More advanced document formatting, such as letters, and tables with special features, templates, mail merge, multi-page reports, columns, etc., may be included. Students will continue to develop proofreading skills as they format documents from straight copy, rough draft, handwritten copy, and other source materials. (Prerequisites: OTEC1800, OTEC1875. OTEC1875 could be taken concurrently with advisor approval.) This course has an online option.

MEDICAL TRANSCRIPTION I

OTEC1900 3 Credits
This is the first of two applied transcription courses. In this course, students will transcribe dictated medical material into a variety of usable medical documents. Report formats for chart notes, history and physicals, consultations, operative reports, and discharge summaries will be examined. Emphasis will be on authentic forms and material, building speed and accuracy, proofreading and correcting errors. (Prerequisites: concurrent with HC1000)

ICD-9-CM CODING I

OTEC1920 3 Credits
This is the first course in the introduction of the coding rules and conventions for the coding of diseases and procedures and an in-depth study of ICD-9-CM (International Classification of Diseases, 9th Revision, Clinical Modifications). (Prerequisites: HC1000 or concurrent, OTEC2930 or concurrent)

ICD-9-CM CODING II

OTEC1922 3 Credits
This is a continuation of OTEC1920. The course covers the diagnostic coding in-depth for multiple healthcare facilities. It compares and contrasts the coding for reimbursement in outpatient facilities and hospital inpatient care. The course will introduce establishing compliance plans for reimbursement and coding conventions. (Prerequisites: OTEC1920, HC1000, HC1901, HC1914 or concurrent)

CPT CODING I

OTEC1928 3 Credits
This is the first introduction to procedural coding and covers all areas of the Current Procedural Coding (CPT) manual. The actual cases are designed to give the student a broad knowledge of the different CPT sections and subsections. The student will learn the importance of medical documentation and the assigning of the CPT codes and its impact on reimbursement. (Prerequisites: HC1001 or concurrent, HC1000, HC1914 or concurrent, OTEC2930)

ICD-9-CM CODING III - CPT Coding II

OTEC1930 4 Credits
This course is a continuation of OTEC1920, 1925, and 1928 with an emphasis on coding ICD-9-CM and CPT for physician billing/outpatient facilities and inpatient hospitalization. It includes coding for diagnosis, medical procedures and experiences with regard to reimbursement and compliance for Diagnosis Related Groups (DRG’s) and the Relative Based Resource Value Scale (RBRVS). The course provides for coding in mental health facilities (cross-walk with DSM-IV), long-term care facilities, and Ambulatory Surgery Centers (ASC’s). (Prerequisites: OTEC1920, 1925, 1928)

EMPLOYMENT SEARCH SKILLS

OTEC2000 2 Credits
This course introduces students to a process for developing self-awareness – considering career opportunities, constraints, choices, and consequences – identifying career related goals – and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources. This course has an online option.

COMPUTER TECHNOLOGY

OTEC2810 2 Credits
This course provides the context to give the student an understanding of terminology and functions of computers-based systems hardware, software, and their associated devices. The learning experiences include standard desktop computers to networks with an emphasis on Internet usage and various applications. (Prerequisites: None) This course has an online option.

OFFICE PROCEDURES

OTEC2812 3 Credits
Topics covered in this course include aspects of the changing office; managing work, time and resources; using office technology and equipment; preparing communications; processing mail; handling financial procedures; providing customer service; scheduling appointments; receiving visitors; making travel arrangements; planning and conducting meetings; using telecommunications; professional development; and leadership. (Prerequisites: OTEC1800, OTEC1820, OTEC1875) (Highly recommended prerequisites: OTEC2800, OTEC2875)

EMPLOYMENT PORTFOLIO

OTEC2815 3 Credits
This course will assist the student in the development of professional job search documentation, which would include a paper resume, cover letter, follow-up letter and a digital and paper portfolio. Students will create their own digital portfolio for use in individual job search, by utilizing the skills they have mastered while completing their course of study. Students will use many aspects of technology (digital cameras, scanners, audio equipment, presentation software and word processing software) to create their personal digital portfolio. Students will also be introduced to the e-folio concept and web site and will create a basic e-folio. (Prerequisites: OTEC1875, OTEC1840)

BUSINESS COMMUNICATIONS

OTEC2820 3 Credits
This course covers the principles of effective written communication and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications—not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcement, instructions, forms letters, and news releases. Specific letter or memo types may include request and response, claim and adjustment, persuasive, creative, and goodwill communications. Students will learn about letter and envelope formats, international communication differences, and organizational approaches to writing correspondence. Students will learn about words to avoid, transitions, parallel structure, and the "you" attitude. Students will also be introduced to library and Internet research techniques and will use real-world applications. (Prerequisites: OTEC1820, basic keyboarding skill)
This course is designed to provide the student with a basic understanding of the structure and function of the human body. Instruction includes terminology, function, structural and functional anatomy of the muscular, skeletal, and nervous systems. (Prerequisites: None) This course has an online option.

LEGAL/ETHICAL ISSUES FOR PHLEBOTOMISTS
PHLE1100 2 Credits (1 Lec.)
This course familiarizes the student with the various medical and legal issues that affect their activities as a healthcare professional. Topics included in instruction are confidentiality, patient bill of rights, right of privacy and informed consent. (Prerequisites: None) This course has an online option.

MULTISKILLING FOR PHLEBOTOMISTS
PHLE1200 2 Credits (1 Lec./1 Lab)
This course cross trains the phlebotomy student in different skill areas within the laboratory. Instruction includes EKGs, CLIA’88 waived testing procedures and POCT (point-of-care-testing). (Prerequisites: MDLT1810 or Program Director permission)

INTERNSHIP
PHLE1300 5 Credits
PHLE1300 constitutes the student’s clinical rotation. It consists of 120 contact hours of supervised practice of phlebotomy at an affiliated hospital or clinic. Internship experiences are specifically planned and implemented through the coordinated efforts of the faculty and staff at South Central College and the internship site. (Prerequisites: All support and technical phlebotomy coursework must be completed or Program Director permission)

SOILS I
PLSC1105 3 Credits (2 Lec./1 Lab)
This course covers the management and production of small grains and forages, including varietal selection, planting features, calculating yields, production costs, growth management, harvesting techniques, and marketing techniques. Also covered is forage management and emphasis on alfalfa production. Topics will focus on establishment, winter survival, fertilization, cutting management and varieties. Forage management of grasses with emphasis on establishment, fertilization procedures, and grazing practices that can be used to reduce soil erosion. Evaluations of soil samples will be conducted in the agribusiness lab and in the field. (Prerequisites: None)

SMALL GRAIN / FORAGES
PLSC1200 3 Credits (3 Lec.)
This course covers both the technical and practical information that should be of assistance to a student who would farm or go into the fertilizer business. The course deals with the basic soil-plant relationships and the effects of fertility. Detailed information on fertilizer materials and the information of test results will also be covered. Students will put into practice many of the crops sciences that are required by someone pursuing a career in the fertilizer and/or chemical field. Students will determine the proper rates and application methods. (Prerequisites: PLSC1100)

PRECISION AGRICULTURE
PLSC1205 2 Credits (2 Lec.)
This course will introduce the student to grid mapping as a part of precision agriculture. The course objective includes basic understanding of precision agriculture high tech equipment and strategies. Students will gain an understanding of precision farming hardware, software and management strategies, GIS, GPS, remote sensing, differential correction and yield monitoring will be course topics. (Prerequisite: Understanding of Microcomputers)
QFPR1842 3 Credits (1 Lec./2 Lab) This course covers the preparation of classical and convenience stocks. From these stocks, different soups and sauces will be prepared using various preparation techniques. (Prerequisites: Opam1810, 1836, 1840, 1850, 1864, 1870)

INTRODUCTION TO BREAKFAST AND PANTRY QFPR1846 3 Credits (1 Lec./2 Lab) This course teaches the cooking of meats, eggs, cereals, potatoes, batter products and the preparation of fresh fruits for breakfast and the proper techniques and procedures for the preparation of salads, salad dressings and sandwiches. This course will include commercial production techniques used in the preparation of breakfast and pantry foods. (Prerequisites: None)

BASIC BAKING QFPR1850 4 Credits (1 Lec./3 Lab) This course covers baking terminology, function of ingredients, and the preparation of finished products such as quick breads, pies, cakes, cookies, dessert sauces, custards, puddings and classical pastries. (Prerequisites: None)

QUALITY ASSURANCE QFPR1880 2 Credits (2 Lec.) This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food service industry. An understanding of the laws and regulations related to sanitation in food service operation is also covered. (Prerequisites: None)

QUALITY FOOD PRODUCTION QFPR1890 3 Credits (1 Lec./2 Lab) This course teaches the preparation of meat, seafood, vegetables, fruits, pasta and other menu items using the various moist and dry heat cooking methods. This course will include production techniques used in commercial kitchens. (Prerequisites: None)

TECHNICAL SKILLS OF MEAT PROCESSORS READ0080 3 Credits (2 Lec./Lab) This course offers a step-by-step approach to improving reading skills by building vocabulary and improving comprehension. Working individually or in small groups, students will develop skills for determining word meaning from context clues and will learn strategies that will provide a basis for effective reading. The students will become aware of critical thinking concepts.

TECHNICAL SKILLS OF MEAT PROCESSORS READ0090 3 Credits (3 Lec.) This course is designed to provide students with the opportunity to develop the reading skills necessary to achieve academic success. Students will work individually or in small groups to utilize reading strategies that will build vocabulary and improve comprehension. Developing these strategies will enable students to think critically as they read technical materials.

INTRODUCTION TO FOOD SERVICE MANAGEMENT SAFE1000 3 Credits (3 Lec.) This course introduces students to industrial, manufacturing, construction, and business processes and organization. The course will focus on contemporary designs of the workplace and the role that the safety function plays.

INTRODUCTION TO SAFETY AND HEALTH SAFE 1100 3 Credits (3 Lec.) This course introduces students to the safety and health field. Topics include general safety and health concepts, terminology, overview of historical developments, program concepts, worker’s compensation basics, hazard recognition, and the safety assessment process.

FIRE PROTECTION SAFE 1200 3 Credits (3 Lec.) This is an introductory course in fire protection. Topics include the chemistry of fire, behavior of fire, fire hazards, fire suppression systems, alarms and detection systems, process fire hazards, and transportation fire hazards. Special emphasis will be given to life safety and building codes.

SAFETY AND HEALTH PROGRAM MANAGEMENT SAFE1300 3 Credits (3 Lec.) This course develops fundamental knowledge about safety policy, procedures, practices, and administrative controls for safety. Topics include: company safety policies and procedures, program administration, recordkeeping, training programs, delivery systems, and evaluation of program effectiveness.
HAZARD RECOGNITION AND CONTROL
SAFE 1400 3 Credits (3 Lec.)
This course will address hazard recognition in both construction and industrial environments. Common engineering practices and procedures to remedy these hazards will be examined. New technology will be evaluated relative to safety hazard control. Students will be exposed to real life situations and required to formulate solutions to protect workers and resources.

INDUSTRIAL HYGIENE
SAFE 1600 3 Credits (3 Lec.)
This course is devoted to the principles of industrial hygiene and toxicology, and includes the study of the theory and practices of industrial hygiene and the use of basic industrial hygiene equipment and instrumentation. Topics include: recognition, evaluation and control of hazards related to toxic chemicals, ionizing and non-ionizing radiation, noise, biological substances, abnormally temperatures and pressures, and airborne contaminants.

ERGONOMICS
SAFE 2100 3 Credits (3 Lec.)
This course covers a range of relationships between people and machines. Of primary significance for safety are the design of the items to minimize injuries and errors that lead to accidents and injuries.

SAFETY LAWS, REGULATIONS AND STANDARDS
SAFE 2200 3 Credits (3 Lec.)
This course covers the processes, sources and applications for minimum safety requirements established by laws, regulations, standards and codes. Included are: federal, state, and local laws, agencies, regulations, codes, and voluntary standards.

MODERN THEORIES OF SAFETY PROGRAMMING
SAFE 2300 3 Credits (3 Lec.)
Students in this course will examine Behavior Based Safety Practices and other newer theories utilized in Safety Programming. Students will be required to develop a model safety program.

PRACTICUM / INTERNSHIP
SAFE2400 3 Credits (3 Lab)
This course is designed to provide the student with a field experience to observe how safety procedures and/or policies are implemented in business, industry, and/or construction environments.

Students in the certificate program can receive credit for professional level safety experience towards their certificate. Students will be required to submit a formal description of prior professional level safety experience which will be evaluated by SCC.

SBM ORGANIZATIONAL PLANNING
SBMT1110 2 Credits
In this class the student will do a business self-study, create a mission and vision statement and set business and personal goals. (Prerequisites: None)

SBM BUSINESS SYSTEMS
SBMT1120 3 Credits
In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBM FINANCIAL SYSTEMS
SBMT1210 3 Credits
In this class the student will design, evaluate and apply an appropriate recordkeeping system for the business and learn to interpret financial statements. (Prerequisites: None)

SBM FINANCIAL MANAGEMENT
SBMT1220 3 Credits
In this class the student will study cost controls and break-even analysis. They will also learn the process of pricing products and services for the business. (Prerequisites: None)

SBM FINANCIAL ANALYSIS
SBMT1230 3 Credits
In this class the student will study how to analyze the profit and loss statement, the balance sheet and how to do ratio and trend analysis. (Prerequisites: SBMT1210)

SBM MARKETING SYSTEMS
SBMT1310 2 Credits
In this class the student will identify the 5 P's of marketing for the business, identify and refine the business image, and create a marketing strategy for the business. (Prerequisites: None)

SBM MARKETING MANAGEMENT
SBMT1410 2 Credits
In this class the student will learn advertising and promotional techniques and create an advertising plan. They will also learn the basics of selecting appropriate media and ad design. (Prerequisites: SBMT1310)

SBM PERSONNEL SYSTEMS
SBMT1410 3 Credits
In this class the student will learn recruiting and hiring techniques for the business. They will study training methodology and how to create personnel files and manuals. (Prerequisites: None)

INTRODUCTION TO SMALL BUSINESS OWNERSHIP
SBMT1900 1 Credit
This course is designed to introduce the student to self-employment as a career choice. Topics to be covered include: entrepreneur personalities, strategic planning, introduction to bookkeeping and financial statements, capital requirements, marketing your product or service, understanding the risk and joys of self employment, how leadership and communication are related to human resources, and the federal and state tax implication on different forms of business. The student will develop a business plan for their particular industry. (Prerequisites: None)

SBM RECORD KEEPING
SBMT2130 3 Credits
In this class the student will learn to identify source documents, and practice data entry, general journal entries, sales journal entries and expense journal entries. (Prerequisites: None)

SBM ASSET & INVENTORY MANAGEMENT
SBMT2131 2 Credits
In this class the student will learn the process of managing assets, asset allocation and inventory so as to improve business profitability. (Prerequisites: None)

SBM ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE MANAGEMENT
SBMT2132 2 Credits
In this class the student will learn the process of managing the accounts receivable, creating reports and establishing customer credit guidelines. The student will also learn the process of managing accounts payable, creating reports and controlling cash flow. (Prerequisites: None)

SBM RECONCILIATION & CLOSING ACCOUNTS
SBMT2133 2 Credits
In this class the student will learn the process of reconciling and closing accounts, and matching account summaries to appropriate documents. (Prerequisites: None)

SBM PAYROLL SYSTEMS
SBMT2134 3 Credits
In this class the student will learn to identify the needed components of a payroll system for their business, process an initial payroll and create monthly, quarterly and yearly reports. (Prerequisites: None)

SBM PAYROLL REPORTS
SBMT2135 2 Credits
In this class the student will learn to use the appropriate documents for reporting employee earnings to the state and federal governments on a monthly, quarterly and yearly basis. (Prerequisites: SBMT2134)

SBM YEAR END CLOSING
SBMT2136 1 Credit
In this class the student will learn the process of closing expense and revenue accounts and making adjusting entries for the year-end. (Prerequisites: None)

SBM ORGANIZATIONAL STRUCTURE
SBMT2240 1 Credit
In this class the student will learn about the various organizational structures that a small business may take and their strengths and weaknesses. (Prerequisites: None)

SBM FINANCIAL AND TAX PLANNING
SBMT2241 2 Credits
In this class the student will begin the process of financial and tax planning for the company. (Prerequisites: SBMT1230)

SBM RISK MANAGEMENT
SBMT2242 1 Credit
In this class the student will learn various techniques for identifying and minimizing risk for their business. (Prerequisites: None)

SBM COST ANALYSIS
SBMT2243 2 Credits
In this class the student will learn to apply direct materials, direct labor and other expenses associated with a job. They will create appropriate records and reports. (Prerequisites: None)

SBM PRO-FORMA FINANCIAL STATEMENTS
SBMT2244 2 Credits
In this class the student will learn how to construct pro-forma income and balance sheet statements and financial forecasts. (Prerequisites: SBMT1230)

SBM SALES AND MARKETING ANALYSIS
SBMT2330 2 Credits
In this class the student will conduct a sales audit of the business and complete a sales and marketing analysis report based on customer and product information. (Prerequisites: SBMT1310)

SBM MARKETING RESEARCH
SBMT2331 1 Credit
In this class the student will learn how to conduct some primary and secondary market research as it relates to their business. (Prerequisites: None)

SBM E-BUSINESS SALES
SBMT2332 2 Credits
In this class the student will examine business to customer sales transactions and applications for their business. (Prerequisites: None)

SBM CUSTOMER INFORMATION SYSTEMS
SBMT2333 1 Credit
In this class the student will learn the process of collecting and compiling customer information for increased sales opportunities and improved customer service. (Prerequisites: SBMT1310)

SBM CUSTOMER SERVICE I
SBMT2334 2 Credits
This class is designed to give additional skills to the business owner or manager which improves the customer service offered by the business. The class will focus on creating a customer service plan, training staff to deal with customer service issues and identifying management procedures to maintain and improve customer service. (Prerequisites: None)

SBM SUPERVISORY SKILLS I
SBMT2420 2 Credits
In this class the student will study employee communication skills and dealing with different behavioral types in individuals and strategies for building work teams. (Prerequisites: None)

SBM SUPERVISORY SKILLS II
SBMT2421 2 Credits
In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: SBMT2420)

SBM EMPLOYEE COMPENSATION
SBMT2422 2 Credits
In this class the student will identify employee compensation and benefit options for their business and government rules and regulations regarding compensation for employees. (Prerequisites: None)

SBM BUSINESS COMMUNICATIONS
SBMT2531 1 Credit
In this class the student will practice their speaking and writing to improve their communication skills. They will also learn about different styles of communication and how to address each. (Prerequisites: None)
NORMAL SPEECH/LANGUAGE DEVELOPMENT
SLPA1800 3 Credits (3 Lec.)
Acquisition and sequences of phonological, syntactical, morphological and semantic features of language development across the lifespan. (Prerequisites: SLPA1800, 1805)

SLP ASSISTANT LEVEL I
SLPA1801 4 Credits (3 Lec./1 Lab)
This class is an introduction to the duties of the Speech Language Pathologist / Assistant. It includes: scope of practice, types of work settings, laws, interpreting behavioral objectives, performing clinical treatment plans, screenings, behavioral modification plans, and documentation. (Prerequisites: SLPA1800, 1805)

NORMAL PHONETIC TRANSCRIPTION
SLPA1802 3 Credits (2 Lec./1 Lab)
The transcription of written symbols for speech sounds. (Prerequisites: None)

CLINICAL OBSERVATION
SLPA1803 1 Credit (1 Lab)
Directed observation of clinical intervention in speech language pathology. (Prerequisites: SLPA1805)

TECHNOLOGY IN REHAB
SLPA1804 2 Credits (1 Lec./1 Lab)
An overview of augmentative and alternative communication systems, which covers the use of: no technology, low-level, or high-level technology systems, and software. (Prerequisites: None)

INTRODUCTION TO COMMUNICATION DISORDERS
SLPA1805 3 Credits (3 Lec.)
Classification and management of speech, language and hearing disorders. (Prerequisites: None)

SLP ASSISTANT LEVEL II
SLPA2803 4 Credits (3 Lec./1 Lab)
This class is a continuation of SLP-A Level I skills with in-depth application of those skills. (Prerequisites: SLPA1801)

SLP ASSISTANT LEVEL III
SLPA2805 3 Credits (2 Lec./1 Lab)
This class will supplement the internship experience with case studies and design of therapeutic materials/ideas for clinical intervention based on written treatment plans. (Prerequisites: SLPA1801, 2803)

SLP ASSISTANT INTERNSHIP
SLPA2806 2 Credits (2 Lab)
Supervised experience with a Speech-Language Pathologist at a work setting. (Prerequisites: SLPA2803)

ANATOMY AND PHYSIOLOGY
FOR SPEECH AND HEARING
SLPA2809 2 Credits (2 Lec.)
Anatomy and physiology for respiration, phonation, articulation, resonance, and swallowing. (Prerequisites: None)

INTRODUCTION TO SPANISH CULTURE
SPAN100 3 Credits (3 Lec.)
This course acquaints students with the civilization and culture of Spain and Latin America in contrast to and in comparison with that of the United States. The course is taught in English; no previous knowledge of Spanish is required. (Prerequisites: READ0080, 0090) (MNTC 7: Human Diversity)

INTERPERSONAL SKILLS
SPCH100 3 Credits (3 Lec.)
The course develops, through theory and practice, the ability to communicate with all others. Students develop skills for creating and sustaining relationships, taking others’ points of view, and shaping self-esteem within and outside of relationships. Students complete readings, papers, exams, and in-class activities. (Prerequisites: ENGL0080, 0090) (MNTC 1: Communication)

PUBLIC SPEAKING
SPCH110 3 Credits (3 Lec.)
The course cultivates, through theory and practice, the ability to communicate orally in professional situations. Students develop speaking skills, analytical skills, and presentation skills. Students learn methods of informative and persuasive speaking. Students complete readings, speeches, exams, and in-class activities. (Prerequisites: READ0080, 0090) (MNTC 1: Communication)

SMALL GROUP COMMUNICATION
SPCH120 3 Credits (3 Lec.)
The course develops or improves effective communication for leaders and participants in the small group setting. Learners develop and apply critical thinking and communication skills through case discussion, group activities, and group presentations. The emphasis of this class is on helping the student develop and improve the skills necessary to become a more effective small group participant. The skills needed for this role include understanding the group process and communicating effectively within this group process. (Prerequisites: READ0080, 0090) (MNTC 1, 2: Communication, Critical Thinking)

COURSE DESCRIPTIONS
ADMINISTRATION

Stover, Keith – President – B.S., Black Hills State University; M.S., South Dakota State University

Lundblad, Larry – Senior Vice-President – B.S., Iowa State University; B.A., M.S., Minnesota State University, Mankato; Ph.D., University of Minnesota

Straka, Rick – Vice President of Finance and Operations – B.A., Gustavus Adolphus College; CPA

Kubat, Laural – Human Resources Director – A.A.S., Vermilion Community College; B.S., M.S., Minnesota State University, Mankato

Colemer, Dena – Director of Planning and Research - B.S., M.S., North Dakota State University

DEANS

Brudelie, Al – Dean of Management Education – B.S., M.S., University of Minnesota

Burns, Dan – Program Supervisor – B.S, M.S., Minnesota State University, Mankato

Genelin, Nancy - Dean of Instruction – B.S., Minnesota State University, Mankato; M.S., Winona State University

Hellmich, Dave – Dean of Instruction – B.A., DePauw University (IN); M.A., Indiana University; Ph.D., University of Florida

Johnson, Dave – Dean of Students – B.A., M.S., Minnesota State University, Mankato

Nordblom, Suzanne – Dean of Instruction T&I – B.A., M.A., Ph.D.(ABD), University of Minnesota, Twin Cities

Taylor, Wes – Dean of Instructional Technology – B.F.A, M.S., Utah State University

SUPPORT SERVICES

Beer, Linda – Registrar – A.A., B.S., M.S. Minnesota State University, Mankato

Dinse, Jayne – Director of Financial Aid – A.A.S., University of Minnesota; B.A., Concordia University

Freiborg, Mary – Alumni Director – B.S., Moorhead State University

Gonzalez, Francisco – Diversity Training and Investigator – B.A., University of Puerto Rico; M.A., Minnesota State University, Mankato

Kruse, Dave – Webmaster – A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato

Nichols, Sandy – Director of Nursing Programs – B.S., M.S., Winona State University

Rusch, Kathi – Service, Work & Learning Center Director – B.S., University of Minnesota; M.S., Minnesota State University, Mankato

Schickling, Lisa – Counselor – B.S., M.S., Minnesota State University, Mankato

Splinter, Ann – Community Relations/Marketing – Diploma, South Central College; B.A., Concordia University

Tse, Linda – Counselor – B.S., Southern Illinois University; M.S., Minnesota State University, Mankato

Weber, Marilyn – Academic Support Center Supervisor – B.S., St. Cloud State University

FACULTY

Anderson, Linda – Computer Careers - Diploma, South Central College; B.S., Minnesota State University, Mankato

Augustin, Bradley – Farm Business Management – B.S., M.S., University of Minnesota

Baldwin, John – Applied Wireless Electronics – B.S., University of Minnesota

Barklow, John – Computer Integrated Machining – Diploma, South Central College

Baumann, Rich – Farm Business Management - B.S., M.Ed., University of Minnesota

Beckman, Ira – Farm Business Management – B.S., M.Ed., University of Minnesota

Bigbee, Gale - Graphics Production - B.S., M.S., Minnesota State University, Mankato

Boehne, Tom – Computer Careers - Diploma, South Central College; B.A., Gustavus Adolphus College; M.S., Minnesota State University, Mankato

Brady, Jim – Automotive Service – B.S., Minnesota State University, Mankato

Braithwaite, Deb – Outdoor Power (Marine and Small Engine Mechanics) – Diploma, South Central College

Bronnenberg, Alan – Accounting – B.S., University of Wyoming

Burgess, Gail – Mathematics – B.A., University of Northern Colorado; M.S., Chadron State College, Chadron, Nebraska

Burns, John – Computer Careers – B.S., Minnesota State University, Mankato

Chromy, Harold – Accounting – B.S., Minnesota State University, Mankato; CPA

Cramer, Bob – Ag Service Technician - Diploma, North Dakota State College of Science

Cronn-Mills, Kirstin – English, Speech Communications – B.A., M.A., University of Nebraska, Lincoln; Ph.D., Iowa State University

DeMars, Jason – Computer Integrated Machining – Diploma, South Central College

Dershem, Kurt – Philosophy – B.A., M.A., Ph.D., Bowling Green State University

Dumdie, Jennifer – Dental Assisting – Diploma, South Central College

Edwards, Dave – Communications – B.A., Kent State University; B.S., University of Wisconsin; M.A., Indiana State University

Edwards, Tom – Computer Careers – B.S., University of Minnesota

Ernst, Lynda – Office Technology - Diploma, Brainerd Technical College; B.S., St. Cloud State University; M.S., University of Minnesota

Fischer, Jeff – Computer Integrated Machining - Diploma, Hutchinson Technical College

Garbinska, Ala – Librarian – B.S., Wroclaw University; M.S., Dominican University

Gaulrapp, Paul – Computer Integrated Machining – Diploma, Alexandria Technical College

Goettlicher, Chuck - Applied Wireless Electronics - Diploma, South Central College

Gorman, Paul – Farm Business Management - B.S., South Dakota State University; M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

Grenz, Lynn – Child Development – B.S., Minnesota State University, Mankato

Gross, Sandra – Practical Nursing – B.S.N., Minnesota State University, Mankato
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Field</th>
<th>Education/Institutions/Qualifications</th>
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<tbody>
<tr>
<td>Groves, Lynne</td>
<td>Instructional Technology /Curriculum Specialist</td>
<td>- A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato</td>
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<td>Guerber, Jean</td>
<td>Office Technology</td>
<td>- B.S., M.Ed., University of Minnesota</td>
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<td>Hammitt, Dave</td>
<td>Accounting</td>
<td>- B.S., M.A., University of South Dakota</td>
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<td>Haney, Dennis</td>
<td>Office Technology</td>
<td>- B.S., University of Maryland</td>
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<td>Hanson, Jim</td>
<td>Hotel, Restaurant and Institutional Cooking</td>
<td>- Diploma, Culinary Institute of America; Diploma, Dunwoody Industrial Institute; B.S., University of Denver; M.B.A., Minnesota State University, Mankato</td>
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<tr>
<td>Heminover, Mary</td>
<td>Developmental</td>
<td>- A.A., Austin Junior College; B.S., M.S., Minnesota State University, Mankato</td>
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<td>Henry, Tom</td>
<td>Math</td>
<td>- B.S., Hope College; M.A. Minnesota State University, Mankato</td>
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<td>Hermanson, Don</td>
<td>Agribusiness Production</td>
<td>- A.A., Golden Valley Lutheran College; B.S., University of Wisconsin, River Falls; M.Ed., University of Minnesota</td>
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<td>Hood, Lori</td>
<td>Office Technology</td>
<td>- B.S., Minnesota State University, Mankato</td>
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<td>Huxford, Todd</td>
<td>Heating, Ventilation, Air Conditioning/Refrigeration</td>
<td>- Diploma, South Central College</td>
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<td>Johnson, Peter</td>
<td>Computer Careers</td>
<td>- B.A., Concordia University, St. Paul</td>
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<td>Kester, Barbara</td>
<td>Nursing Assistant/Home Health Aide</td>
<td>- B.S., Minnesota State University, Mankato</td>
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<td>Klanderud, Joan</td>
<td>Librarian</td>
<td>- B.S., University of Nebraska, Omaha</td>
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<td>Kruckeberg, Lyn</td>
<td>Practical Nursing</td>
<td>- A.S., Riverland Community and Technical College; B.S., Viterbo College</td>
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<td>Kunz, Gene</td>
<td>Farm Business Management</td>
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<td>Auto Body &amp; Collision Technology</td>
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<td>Lenz, Linda</td>
<td>Literacy</td>
<td>- A.A., Austin Community College; B.S., St. Cloud State University</td>
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<td>Lewis, Donna</td>
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<td>Lindeman, Ron</td>
<td>Farm Business Management</td>
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<td>Linehan, Patricia</td>
<td>Composition, English/Literacy, Psychology</td>
<td>- B.A., University of Montana; M.A., Colorado State University; Ph.D., Purdue University</td>
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<td>Madigan, Kristin</td>
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<td>Madsen, Liz</td>
<td>Graphics Production</td>
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<td>Malterer, Norma</td>
<td>Academic Support Center</td>
<td>- B.S., St. Cloud State University</td>
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<td>Maruska, Kristi</td>
<td>Marketing Education</td>
<td>- B.S., Minnesota State University, Mankato; M.B.A., University of St. Thomas</td>
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<td>Marzolf, Jim</td>
<td>Farm Business Management</td>
<td>- B.S. University of Wisconsin, River Falls; MBA, Purdue University</td>
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<td>Matzke, Lisa</td>
<td>Paramedic</td>
<td>- Nationally Registered EMT-P; A.S., Minnesota State University, Mankato; B.A., Concordia University</td>
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<td>McCormack Norum, Lucinda</td>
<td>College Readiness</td>
<td>- B.A., St. Olaf College; M.A., University of Minnesota, Twin Cities</td>
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<tr>
<td>McCaughlin, Kevin</td>
<td>Commercial Art - Diploma</td>
<td>- South Central College</td>
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<tr>
<td>Metz, Karon</td>
<td>Dental Assisting</td>
<td>- A.A.S., B.S., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Miller, Becky</td>
<td>Office Technology</td>
<td>- Diploma, South Central College</td>
</tr>
<tr>
<td>Miller Nagel, Kellie</td>
<td>Community Support for People with Disabilities</td>
<td>- B.A., University of Alaska, Fairbanks</td>
</tr>
<tr>
<td>Moorhouse, Roberta</td>
<td>Marketing Education - A.A.S.</td>
<td>- B.S., M.S., University of North Dakota</td>
</tr>
<tr>
<td>Morken, Diane</td>
<td>Academic Support Center</td>
<td>- B.S., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Mrotz, Anne</td>
<td>Customized Training, Family Consumer Science</td>
<td>- B.S., University of Minnesota; M.S., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Murphy, Tracy</td>
<td>Speech Communication</td>
<td>- A.A., Itasca Community College; B.A., St. Cloud State University; M.A., Minnesota State University, Mankato</td>
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<tr>
<td>Murray, Louise</td>
<td>Practical Nursing</td>
<td>- B.S., University of St. Francis</td>
</tr>
<tr>
<td>Narjes, Shayne</td>
<td>Marketing Education</td>
<td>- B.S., Minnesota State University, Mankato; M.B.A., University of St. Thomas</td>
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<tr>
<td>Neigebauer, Pete</td>
<td>Agribusiness</td>
<td>- B.S., University of Minnesota</td>
</tr>
<tr>
<td>Nelson, Don</td>
<td>Architectural Drafting</td>
<td>- A.A.S., North Dakota State School of Science; B.A., B.S., North Dakota State University</td>
</tr>
<tr>
<td>Niemeier, Nona</td>
<td>Health Occupations</td>
<td>- B.A., Gustavus Adolphus College; M.S., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Nurre, Neil</td>
<td>Graphics Production</td>
<td>- B.S., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Obermeyer, Jessica</td>
<td>Practical Nursing</td>
<td>- A.A., Worthington Community College; B.S., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Oelslager, Laurie</td>
<td>Paramedic Coordinator</td>
<td>- Nationally Registered EMT-P; Certificate, A.A., Rochester Community College; A.S., B.S., M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota</td>
</tr>
<tr>
<td>Ohrt, Bonnie</td>
<td>Accounting</td>
<td>- State Teaching Certificate, Dakota State Teachers College; CPA; B.A., M.A., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Ommundson, Mike</td>
<td>Outdoor Power (Marine and Small Engine Mechanics)</td>
<td>- Diploma, South Central College</td>
</tr>
<tr>
<td>Oraskovich, Larry</td>
<td>Farm Business Management</td>
<td>- B.S., University of Minnesota</td>
</tr>
<tr>
<td>Otto, C. Dean</td>
<td>Small Business Management</td>
<td>- B.S., M.B.A., Minnesota State University, Mankato</td>
</tr>
<tr>
<td>Paddock, Mark</td>
<td>Carpentry Cabinetmaking</td>
<td>- Diploma, South Central College</td>
</tr>
<tr>
<td>Petersen, Darla</td>
<td>Medical Laboratory Technician</td>
<td>- M.T., B.S., Minnesota State University, Mankato; M.A., St. Mary's University</td>
</tr>
<tr>
<td>Peterson, Ann</td>
<td>Office Technology</td>
<td>- Diploma, Southwestern MN Vocational School; A.A., Iowa Lakes Community College; B.S., Minnesota State University, Mankato; Ed.D., University of Minnesota</td>
</tr>
</tbody>
</table>
Pfarr, Brian - Farm Business Management - B.S., Minnesota State University, Mankato
Pilcher, Marc - Carpentry Cabinetmaking - Diploma, South Central College
Plotz, Merlyn - Applied Wireless Electronics - Diploma, South Central College; B.S., M.S., Minnesota State University, Mankato
Roberts, Loren - Auto Body & Collision Technology - Diploma, South Central College
Roe, Kirk - Farm Business Management - B.S., M.S., University of Nebraska, Lincoln
Roesler, Al - Farm Business Management - B.S., University of Wisconsin, River Falls; M.S., Minnesota State University, Mankato
Rollins, John - Oral Communications / Speech - B.A., B.S., M.S., M.A., Minnesota State University, Mankato
Russell, Ken - Architectural Drafting - Diploma, South Central College
Sanders, W.C. - Community Support for People with Disabilities - A.A.S., Iowa Lakes Community College; B.S., M.S., Minnesota State University, Mankato;
Schloesser, Brad - Agribusiness - B.S., University of Minnesota; M.S., Montana State University
Schmidt, Ray - English - B.A., Bemidji State University; B.S., Minnesota State University, Mankato; M.A., Minnesota State University, Mankato
Schmit, Jay - Heating, Ventilation, Air Conditioning/Refrigeration - Diploma, South Central College
Schroeder, Don - Computer Careers - Diploma, South Central College; B.S., Minnesota State University, Mankato
Schwieger, Robin - Farm Business Management - B.S., Iowa State
Sprague, Dan - Small Business Management - B.A., St. Cloud State University; M.B.A., University of Wisconsin, Madison
Stelten, Dick - Automotive Service - Diploma, South Central College
Stewart, Robert - Biology - B.S., M.S., James Madison University
Stuckey, Elizabeth - Practical Nursing - B.A., Gustavus Adolphus College
Taylor, Scott - Small Business Management - B.A., Coe College; M.M., Northwestern University, Evanston, Illinois; M.S.C., New Seminary, New York, New York; Ed.D., University of St. Thomas
Tobin, John - Small Business Management - B.S., St. Cloud State University
Van Nurden, Pauline - Farm Business Management - B.S., M.Ed., University of Minnesota
Wergeland, Diane - Office Technology - B.S., Moorhead State University; M.S., University of North Dakota
Wertish, Doug - Farm Business Management - B.S., South Dakota State University; M.Ed., University of Minnesota
Westphal, Gail - Practical Nursing - LPN Certificate, South Central College; B.S.N., Minnesota State University, Mankato
White, Bruce - Ag Chemical Applicator Technician - A.A., Worthington Community College; B.S., University of Minnesota
Williams, Bob - Commercial Art - Diploma, South Central College; A.S., B.S., M.S., Minnesota State University, Mankato
Winslow, Karen - Practical Nursing - B.S.N., Minnesota State University, Mankato
Woodford, John - Farm Business Management - B.S., South Dakota State University
Yentsch, Doug - Accounting - B.S., Minnesota State University, Mankato
Zakula, George - Office Technology - B.A., University of Minnesota, Duluth; B.A., College of St. Scholastica
Zarn, Mike - Marketing Education - B.S., M.S., Minnesota State University, Mankato

CUSTOMIZED TRAINING COORDINATORS
Brown, Tim - Customized Training Coordinator - B.S., Stout State, Menomonie; M.S., University of Wisconsin, Stout
Carter, Jane - Customized Training Coordinator - B.S., University of Minnesota
Haase, Candice - Safety and Health Coordinator - Diploma, Anoka Technical College
Hoffman, Caren - Child Development Coordinator - B.S., State University, New York

(To Support Services with new title??)
Kluender, Mark - MEI Project Coordinator - B.S., Minnesota State University, Mankato
Kluver, Al - Public Safety Coordinator - B.S., M.A., Minnesota State University, Mankato
Knutson, Brian - Customized Training Coordinator - B.S., Moorhead State University
Kocer, Dan - Mine Safety Regional Coordinator - B.S., University of South Dakota; M.S., Colorado State University
Rasmussen, Joan - Customized Training Coordinator - A.A.S., South Central College
Sinkbeil, Jim - Emergency Medical Services Coordinator/Instructor - A.S., University of Minnesota; B.S., M.S., Minnesota State University, Mankato
Stratman, Jason - Customized Training Coordinator - B.S., Columbia Southern University, Alabama
Vosberg, Tom - Industrial Safety & Health Coordinator - Advanced Safety Certificate; A.A., Inver Hills Community College; B.A., Metropolitan State University
Weston, Bob - Safety & Health Coordinator - B.A., Concordia University

ACADEMIC SUPPORT CENTER
Kruckenberg, Douglas - College Lab Assistant - B.S., M.S., Minnesota State University, Mankato
Lopez, Lupe - Bilingual Technical Tutor - Diploma, South Central College
Olesen, Connie - College Lab Assistant - B.A., Moorhead State University
Stupec, Rebecca - College Lab Assistant - B.A., Purdue University

STUDENT AFFAIRS
Herda, Bev - Admissions/Student Affairs - A.A., Lake Regional Jr. College; B.S., Valley City State College
Nelson, Deb - Admissions/Student Affairs - Diploma, Minneapolis Area Vocational Technical Institute, B.S., Minnesota State University, Mankato
Prange, Elizabeth - Admissions Representative - B.A.S., University of Minnesota, Duluth
Scholarships

All students attending South Central College are eligible for scholarships. The SCC Foundations clearly recognize the need for community assistance in providing for student scholarships at SCC. These organizations fund raise in the local communities and through our Alumni and staff. There are over 200 awards available to SCC students that come from funds raised by these organizations. Over $200,000 was given out to students in 2005.

SCHOLARSHIP FORMS ARE AVAILABLE FROM SEPTEMBER 1, 2005 THROUGH MARCH 20, 2006 IN THE FINANCIAL AID OFFICE AND ONLINE AT www.southcentral.edu
APPLICATION DEADLINE IS MARCH 20, 2006

South Central College, Alumni & Friends

Alumni Scholarships
These scholarships are sponsored by the SCC Alumni Association. They are made possible by contributions to the Alumni Scholarship Fund.

To be eligible for the SCC Alumni Scholarships:
• You must be an alum or have an immediate family member who attended the technical college in Faribault or Mankato
• Complete the SCC Scholarship Application Form, available from the Financial Aid Office, or on-line at www.southcentral.edu/scholarships
• Attach copies of educational transcripts (high school and post-high school)
• All materials must be submitted by the application deadline listed on the Application Form.

The number of scholarships given will be determined by the donated funds available on an annual basis.

For information on the Alumni Associations contact Mary Freiborg, Alumni Director at (507) 389-7449 or (507) 332-5803.

South Central College Foundation, Faribault

The South Central College Foundation, Faribault was founded in 1983 as the Faribault Area Vocational Technical Trust Association to promote technical education in the Faribault area. The Foundation is a non-profit organization, separate from South Central College, and is governed by a local board of directors.

The South Central College Foundation-Faribault supports South Central College and its students through fund raising efforts focusing on student scholarships, instructional equipment and staff development. One fund drive is held each fall during which area businesses, individuals, staff and alumni are invited to participate in these efforts.

For additional information contact Shelly Rockman, Executive Director at (507) 332-5808.

South Central College, Mankato Campus Foundation

FOUNDATION MISSION
“To obtain, manage, and allocate contributions to support the South Central College mission of providing higher education for employment and life long learning.”

The Mankato Campus Foundation exists to assist the college with their mission, and to assist in building strong partnerships between the college and local business and industry. The Foundation is a non-profit organization with a Board of Directors whose efforts raise additional dollars for the institution.

Proceeds from fundraising activities fund three initiatives at SCC: Student Scholarships, Staff Development, and Instructional Equipment.

The Foundation is committed to the advancement of technical education in the North Mankato/ Mankato area.

For information contact Tami Christensen, Executive Director at (507) 389-7342.
Become the NEXT PRESIDENTIAL SCHOLARSHIP WINNER!

2004-2005 PRESIDENTIAL SCHOLARSHIP WINNERS

ELIGIBILITY INCLUDES:

- High school seniors admitted as a full-time student for Fall
- 3.75 or greater cumulative GPA provided on transcript
- Must exhibit leadership skills and community involvement
- Must complete the enclosed application form and provide two recommendations

Visit our website September 1 through mid-March at www.southcentral.edu for a list of our available scholarships.
Complete the following application or apply on-line by the March 20, 2006 Deadline.

OVER $200,000 in additional scholarships available for SCC students.
South Central College Foundation
2006-2007 Scholarship Application

The South Central College Foundations are pleased to announce their 2006-2007 scholarships. Thanks to the generosity of area businesses, individuals, SCC staff and alumni, the Foundations have over $100,000 available for scholarships this year. The amount increases each year as a direct result of the Annual Fund Drive and fundraising events held annually by the Foundations.

Application Deadline: March 20, 2006

How to Apply
1. Applications may be obtained from the South Central College Student Affairs Office, or on-line at www.southcentral.edu
   Printed and on-line applications are available from September 1, 2005 through March 20, 2006
2. Before submitting materials, the applicant should check to see that all questions are answered and any attachments are enclosed. It is the applicant’s responsibility to make sure all information is submitted - including recommendation forms. Omission of any of the required items (application and two recommendation forms) will remove the application from consideration by the selection committee.

Criteria
Applicants must be an admitted or currently enrolled SCC student. Applicants will be judged on the basis of 1) Scholastic Achievement* 2) Financial Need 3) Demonstrated Character 4) Activities in School and Community 5) Work Experience (current and past). *NOTE: Certain awards are based strictly on financial need and do not consider academic achievement in their criteria. To meet this guideline, a current Free Application For Federal Student Aid, FAFSA, must be on file at SCC. A minimum grade point average (GPA) of 2.0 while attending SCC is required to receive an award.

Notification of Selection
Letters will be sent to all applicants and a list of recipients will be posted in the Student Affairs Office and Foundation Office on each campus upon selection. A list of recipients will also be available on SCC’s website.

Disbursement - Fall Semester 2006
* Scholarship Recipients are required to attend the Scholarship Awards Ceremony in April and/or May 2006 to thank their donors.
* Funds are distributed with Fall Financial Aid Disbursement in September 2006.
* Scholarship awards must be used at South Central College for tuition and fees unless otherwise noted.
* Most scholarships are awarded to full-time students (12 credits or more). A limited number of part-time scholarships are available.

Return the application to:

Student Affairs Office
RE: Scholarship Application
SCC Faribault Campus
1225 Third Street SW
Faribault, MN 55021
Phone: 507-332-5817
or 1-800-422-0391

or

Student Affairs Office
RE: Scholarship Application
SCC Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003
Phone: 507-389-7269
or 1-800-722-9359

To Apply Online: www.southcentral.edu
SCHOLARSHIP APPLICANT INFORMATION FORM

Last Name                  First Name          Middle Initial          Social Security Number

Address                  Telephone Number

City                      State                 Zip                 County                E-mail Address

Major/Field of Study for Fall Semester 2006          Anticipated SCC Graduation Date

Please indicate the names and phone numbers of two individuals submitting RECOMMENDATION FORMS for you.

1. Name: __________________________________________ Phone:__________________________________________
   Relationship to you:_________________________________________________________

2. Name: __________________________________________ Phone:__________________________________________
   Relationship to you:_________________________________________________________

NOTE: It is the applicant's responsibility to make sure all information is submitted, including recommendation forms. Omission of any of the required items (application and two recommendation forms) will remove the application from consideration by the selection committee.

Please answer the following questions, highlighting your experiences, skills and abilities, to assist in the award selection process. You may attach an additional sheet with any information that does not fit in the spaces provided below.

1) GOALS AND ASPIRATIONS

Why did you choose the major or field of study in which you are enrolling?

What are your personal, educational, and career goals?

2) AWARDS, HONORS AND ACTIVITIES

List awards and honors received, school and community activities and organizations (current or past) in which you have participated. Please list complete organizational name (no acronyms).

Office/Award/Honor          Organization/Activity          Number of Years of Involvement
3) WORK EXPERIENCE
Describe your work experience and what you have learned as an employee.

4) ADDITIONAL INFORMATION
Why should you be selected to receive a scholarship?

What else would you like the Scholarship Committee to know about you?

| Completing the following information may allow you to be eligible for certain designated scholarships. You are encouraged to answer the following questions: |
| To be considered for Utility Provider Scholarships, check your provider’s name if listed here: |
| ____ BENCO Electric ____ CenterPoint Energy/Minnegasco |
| ____ Xcel Energy ____ Steele-Waseca Cooperative Electric |
| To be considered for a Single Parent Scholarship: |
| Are you a single parent? ________________ The child of a single parent? __________________ |
| If you have children, how many? __________ What ages? ________________ |
| To be considered for an Alumni Scholarship: |
| Have you or your immediate family member(s) attended this technical college? __________________ |
| If so, list name(s) & relationship to you ________________________________________________ |
| Year(s) of their Graduation __________ Name at Graduation (if different) ___________________ |
| To be considered for a Nontraditional Student Scholarship: |
| Are you entering or returning to college as an independent adult over the age of 21? ________________ |
| Do you have any special circumstances, personal, financial, educational, family-related, medical or disability that we should consider when reviewing this application? |
| Please consider me for the Presidential Scholarship (high school seniors only) |
| In checking the box above, I acknowledge a high school cumulative GPA of 3.75 or greater and can show that I exhibit leadership skills and involvement in the community. I also agree to participate in an interview with the SCC College President and selection committee if invited. |

If I am awarded a scholarship, I understand my name and photo may be used on SCC’s website in addition to SCC’s papers of record: the Mankato Free Press and the Faribault Daily News unless I have a signed Confidential List Form on file with the SCC Student Affairs Office.

REQUIRED ACADEMIC INFORMATION
By completing and submitting this application, you are authorizing the scholarship committee to review your student record, which includes, but is not limited to, financial aid office, your current academic transcript, and prior high school and college transcripts. I certify that the information submitted is correct. (Applicant’s high school transcript including grade point average and class rank must be on file with the SCC Admissions Office.)
I understand that my scholarship award will be used to attend South Central College.
I agree to participate in SCC’s Scholarship Awards Ceremony April 17, 2006 (Faribault) or May 1, 2006 (Mankato).

Applicant’s Signature Date

APPLICATION DEADLINE: MARCH 20, 2006
SCHOLARSHIPS

THIS AREA TO BE COMPLETED BY APPLICANT

Name of Scholarship Applicant

Social Security Number

Major/Field of Study

Campus Attending

Email Address

RECOMMENDATION FORM

NOTE TO REFERENCE: Your thoughtful completion of this rating form will assist the Scholarship Selection Committee in judging the merit of the applicant. Please complete and return.

MAIL TO: SCC Mankato Campus
        Student Affairs Office
        RE: Scholarship Reference
        P.O. Box 1920
        North Mankato, MN 56002-1920

SCC Faribault Campus
Student Affairs Office
RE: Scholarship Reference
1225 Third Street SW
Faribault, MN 55021

Recommendation forms must be postmarked no later than March 20, 2006 for the application to be considered by the selection committee.

Reference Information

Please Print:

Name of Reference

Address

City

State

Zip Code

Title

Place of Employment

Relationship to Applicant (i.e. teacher, counselor, clergy, or supervisor, etc.)

Length of time you’ve known applicant
Rate the applicant in each of the following areas:

1. How do you rate this applicant’s performance in leadership situations? __ __ __ __
2. How do you rate this applicant’s ability to work with others? __ __ __ __
3. How do you rate this applicant’s ability to work independently? __ __ __ __
4. How do you rate this applicant’s consideration for feelings and opinions of others? __ __ __ __
5. How do you rate this applicant’s acceptance of responsibility? __ __ __ __
6. How do you rate this applicant’s response to supervision and constructive criticism? __ __ __ __
7. How do you rate the general respect for this applicant in the school and/or community? __ __ __ __

What is the most positive quality you have noticed about this person?

What else would you like the Scholarship Committee to know about this applicant?

Signature of Reference __________________________ Date __________
THIS AREA TO BE COMPLETED BY APPLICANT

<table>
<thead>
<tr>
<th>Name of Scholarship Applicant</th>
<th>Social Security Number</th>
</tr>
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<tr>
<th>Major/Field of Study</th>
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<th>Campus Attending</th>
<th>Email Address</th>
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</tbody>
</table>

RECOMMENDATION FORM

NOTE TO REFERENCE: Your thoughtful completion of this rating form will assist the Scholarship Selection Committee in judging the merit of the applicant. Please complete and return.

MAIL TO:  
SCC Mankato Campus  
Student Affairs Office  
RE: Scholarship Reference  
P.O. Box 1920  
North Mankato, MN 56002-1920

SCC Faribault Campus  
Student Affairs Office  
RE: Scholarship Reference  
1225 Third Street SW  
Faribault, MN 55021

Recommendation forms must be postmarked no later than March 20, 2006 for the application to be considered by the selection committee.

Reference Information

Please Print:

Name of Reference

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Title

Place of Employment

Relationship to Applicant (i.e. teacher, counselor, clergy, or supervisor, etc.)

Length of time you've known applicant
## Rate the applicant in each of the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Fair</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How do you rate this applicant’s performance in leadership situations?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. How do you rate this applicant’s ability to work with others?</td>
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<td></td>
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<tr>
<td>7. How do you rate the general respect for this applicant in the school and/or community?</td>
<td></td>
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</tr>
</tbody>
</table>

What is the most positive quality you have noticed about this person?

What else would you like the Scholarship Committee to know about this applicant?

---

Signature of Reference  
Date
HIGH SCHOOL/GED TRANSCRIPT RELEASE PERMISSION

Note to applicant:
Tear off, sign and send or give directly to last high school attended. Your transcript cannot be sent without signed permission.

I, (Student Name) ________________________________

hereby request ________________________________

Last High School Attended - Include City and State

I hereby request

to send a high school transcript, GED record, and/or IEP to:

South Central College

☐ Faribault    ☐ Mankato

(Check SCC campus you will be attending)

Address ________________________________

City __________________ State _______ Zip Code ________

Applicant's Signature __________________ Date: ____________

TRANSCRIPT INFORMATION:

Name Used on School Transcript ________________________________

Year Graduated or Last Attended ________________________________

Date of Birth __________________ Social Security Number ________

This information will be used only to verify the correct identity of the student.

Parent's Signature (if under 18) __________________ Date: ____________

Note to school personnel: Send all transcripts and/or IEPs directly to the College indicated by the applicant. Please copy this release and return it with the transcript. Keep the original release for your records.
**APPLICATION FOR ADMISSION**

- All Applicants must sign this application form in the box provided on opposite side of form.
- Print or type using blue or black ink.
- Complete your answers accurately. Misrepresentation of application information is sufficient grounds for canceling admission.
- A one-time $20 non-refundable application/records fee must be included with your application.
- Official high school and college transcripts must be submitted to SCC’s Office of Admissions.

Use a separate form to apply for international admission at SCC. (Call the Office of Admissions to request the required form.)

**NOTE:** South Central College is asking you to provide information that includes private and/or confidential information under state and federal law. SCC is asking for this information in order to process your application.

You are not legally required to provide the information SCC is requesting; however, if you do not provide sufficient information, SCC may not be able to effectively process your application. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

South Central College abides by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request. Lack of English skills will not be a barrier to admission and participation.

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**PERSONAL DATA**

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>Date of Application</th>
</tr>
</thead>
</table>

Name used in high school records or in other educational records and transcripts if different from above (Optional) (Last, First, Middle)

Social Security Number

SCC uses social security numbers for student identification purposes on student records. Providing your social security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Current Mailing Address (House/Apartment Number, Street, P.O. Box/Rural Route) | City | State | Zip Code | County
---|---|---|---|---
Permanent Address, If Different From Above (Street, P.O. Box/Rural Route) | City | State | Zip Code | County

Home Phone | Business Phone | E-Mail Address
---|---|---
( ) | ( ) | 

Are you a resident of Minnesota? Yes ☐ No ☐ If yes, how long? If no, what state are you a resident of?

Are you a U.S. citizen? Yes ☐ No ☐ If not, type of VISA: (International students and non-immigrants must complete a separate application form.)

Permanent Resident (if applicable): ☐ Refugee ☐ Resident Alien ☐ Other:
South Central College

Name of program, major, or curriculum you plan to follow; e.g. Automotive Service, Practical Nursing, Computer Careers, etc.
(Write ‘undecided’ if you are, but indicate any alternatives you are considering.)
1: ___________________________ 2: ___________________________

What is your current educational intent at this institution?
- [ ] Complete courses, but not a degree
- [ ] Earn associate (two-year) degree (A.A.S./A.S.)
- [ ] Earn associate (two-year) degree and transfer
- [ ] Earn occupational certificate
- [ ] Complete courses and transfer without a degree
- [ ] Earn a Diploma of Occupational Proficiency

What term do you intend to begin taking courses? (Check only one and indicate the year)
- [ ] Fall
- [ ] Spring
- [ ] Summer

Do you plan to attend:
- [ ] Full-Time? (12 or more credits)
- [ ] Part-Time? (fewer than 12 credits)

Have you attended this college before?  [ ] Yes  [ ] No
If yes, last date attended: ___________________________

REQUEST FOR CONFIDENTIAL INFORMATION

Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender  [ ] Male  [ ] Female

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?
- [ ] Yes
- [ ] No

Race and ethnic background (select any that apply)
- [ ] American Indian or Alaska Native
  - A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment.
- [ ] Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent
- [ ] Black or African American - A person having origins in any of the black racial groups of Africa
- [ ] Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands
- [ ] White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa

What is the highest level of education for your parent(s)/guardian(s)?
Please respond for the parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.

Parent/Guardian #1
- [ ] No high school diploma
- [ ] High school diploma
- [ ] Some college
- [ ] Two-year college degree/diploma
- [ ] Bachelor’s degree or higher
- [ ] Not sure/don’t know

Parent/Guardian #2
- [ ] No high school diploma
- [ ] High school diploma
- [ ] Some college
- [ ] Two-year college degree/diploma
- [ ] Bachelor’s degree or higher
- [ ] Not sure/don’t know

EDUCATIONAL DATA

Do you have a high school diploma?  [ ] Yes  [ ] No
If no, do you have a GED?  [ ] Yes  [ ] No
High School graduation date: ___________________________
Are you currently in high school  [ ] Yes  [ ] No

High school attended ___________________________ City ___________________________ State ___________________________ Zip Code ___________________________

List any other post-secondary institutions attended Official transcripts from each institution attended must be sent directly to the Admissions Office of SCC.

College/University/Institution ___________________________ City ___________________________ State ___________________________ Dates of Attendance ___________________________ Degrees Earned ___________________________

College/University/Institution ___________________________ City ___________________________ State ___________________________ Dates of Attendance ___________________________ Degrees Earned ___________________________

College/University/Institution ___________________________ City ___________________________ State ___________________________ Dates of Attendance ___________________________ Degrees Earned ___________________________

Are you a high school student planning to take college courses under the Minnesota Post-Secondary Enrollment Options Program (PSEO)?  [ ] Yes  [ ] No
If yes, please contact your high school counselor and also the admissions office at SCC.

SIGNATURE REQUIRED BY ALL APPLICANTS

All of the information included is true and completed to the best of my knowledge.

Applicant’s Signature ___________________________ Date ___________________________