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# South Central College

2012-2013 Academic Catalog

## Accounting

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.

*Choose to earn your degree during the day, or through our new evening completion option. Online course options are also available.*

### Core Competencies

1. Analyze, interpret, communicate, and utilize financial information.
2. Complete all aspects of the accounting cycle.
3. Generate accurate and timely financial information using contemporary industry software.

### Accounting Degrees

- Accountant AAS Degree
- Accounting Technician AAS Degree
- Accounting Assistant Diploma
- Accounting Technician Diploma
- Payroll Clerk Certificate

# South Central College

2012-2013 Academic Catalog

## Accountant AAS Degree

72 Credits

AAS 2214/AAS 3230  
Degree Description

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. Responsibilities may include recording receipts, recording disbursements, closing year end records, compiling financial statements, preparing internal management, and/or state and federal reports. Accountants perform these duties both manually and with computer assistance. Students enrolled will be required to take 20 credits of Liberal Arts and Sciences courses.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (16 Courses)

Complete all of the following courses:

- ACCT1800** Business Law (3 Credits)
- ACCT1810** Financial Accounting (4 Credits)
- ACCT1811** Managerial Accounting (4 Credits)
- ACCT1814** Payroll Accounting (3 Credits)
- ACCT1835** Computerized Accounting II (3 Credits)
- ACCT1870** Professional Accounting Careers (1 Credit)
- ACCT2821** Intermediate Accounting I (3 Credits)
- ACCT2822** Intermediate Accounting II (3 Credits)
- ACCT2847** Fraud, Auditing and Internal Controls (4 Credits)
- ACCT2861** Cost Accounting I (4 Credits)
- ACCT2862** Cost Accounting II (3 Credits)
- ACCT2863** Fund/Nonprofit Accounting (3 Credits)
- ACCT2864** Income Tax I (4 Credits)
- ACCT2865** Income Tax II (3 Credits)
- ACCT2900** Accounting Review (3 Credits)

### Required Liberal Arts and Sciences (5 Courses)

To complete the Accountant AAS Degree, students must complete 18 MNTC credits from 3 of the 10 MNTC Goal areas.

The following courses are required:

- ENGL100** Composition (4 Credits)
- COMM140** Interpersonal Communication (3 Credits)
- COMM110** Public Speaking (3 Credits)
- Or
- COMM120** Small Group Communication (3 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)
- Or
- ECON120** Principles of Microeconomics (3 Credits)
- MATH115** Concepts in Math (4 Credits)
- Or
- MATH120** College Algebra (4 Credits)
- Or
- MATH154** Elementary Statistics (4 Credits)

### Elective Credits (3 Credits)

Choose 3 credits from ACCT, MKT,COMP,OTEC or ECON.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Accounting Technician AAS Degree

70 Credits

AAS 2242/AAS 3259  
Degree Description

The A.A.S. degree in Accounting Technician is designed to prepare students for a crossfunctional position that emphasizes working in an advanced electronic office environment. Typical responsibilities would be installation and operation of accounting software packages, computerized processing of federal and state reporting forms, information processing, graphical presentation of reports, and database management. Students enrolled will be required to take 20 credits of Liberal Arts and Sciences courses.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (14 Courses)

Complete all of the following courses:

- ACCT1800** Business Law (3 Credits)
- ACCT1810** Financial Accounting (4 Credits)
- ACCT1811** Managerial Accounting (4 Credits)
- ACCT1814** Payroll Accounting (3 Credits)
- ACCT1835** Computerized Accounting II (3 Credits)
- ACCT1870** Professional Accounting Careers (1 Credit)
- ACCT2821** Intermediate Accounting I (3 Credits)
- ACCT2847** Fraud, Auditing and Internal Controls (4 Credits)
- ACCT2861** Cost Accounting I (4 Credits)
- ACCT2864** Income Tax I (4 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)
- OTEC1840** Business Presentations (3 Credits)
- Or
- COMP1140** Web Development (4 Credits)

### Required Liberal Arts and Sciences (5 Courses)

To complete the Accounting Technician AAS Degree, students must complete 18 MNTC credits from 3 of the 10 MNTC Goal areas.

The following courses are required:

- ENGL100** Composition (4 Credits)
- COMM140** Interpersonal Communication (3 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)
- Or
- ECON120** Principles of Microeconomics (3 Credits)
- MATH115** Concepts in Math (4 Credits)
- Or
- MATH120** College Algebra (4 Credits)
- Or
- MATH154** Elementary Statistics (4 Credits)
- COMM110** Public Speaking (3 Credits)
- Or
- COMM120** Small Group Communication (3 Credits)

### Technical Electives (5 Credits)

Choose 5 credits from ACCT,COMP,MKT,COMP,OTEC,or ECON.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Accounting Assistant Diploma

34 Credits

DIP 2229/ DIP 3242  
Degree Description

An accounting assistant 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 assistant 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.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (8 Courses)

Complete the following courses:

- ACCT1800** Business Law (3 Credits)
- ACCT1810** Financial Accounting (4 Credits)
- ACCT1811** Managerial Accounting (4 Credits)
- ACCT1814** Payroll Accounting (3 Credits)
- ACCT1835** Computerized Accounting II (3 Credits)
- ACCT1870** Professional Accounting Careers (1 Credit)
- ACCT2847** Fraud, Auditing and Internal Controls (4 Credits)

### Required Liberal Arts and Sciences (1 Course)

Complete the following course:

- ENGL100** Composition (4 Credits)

### Elective Credits (5 Credits)

Choose 5 credits from any of the following Technical and/or Liberal Arts and Sciences courses:

- ACCT2827** Principles of Finance (3 Credits)
- ACCT2850** Accounting Internship (1 - 8 Credits)
- ACCT2863** Fund/Nonprofit Accounting (3 Credits)
- ACCT2864** Income Tax I (4 Credits)
- COMM110** Public Speaking (3 Credits)

Or

- COMM120** Small Group Communication (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Accounting Technician Diploma

48 Credits

DIP 2213/ DIP 3241  
Degree Description

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.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (12 Courses)

Complete all of the following courses:

- ACCT1800** Business Law (3 Credits)
- ACCT1810** Financial Accounting (4 Credits)
- ACCT1811** Managerial Accounting (4 Credits)
- ACCT1814** Payroll Accounting (3 Credits)
- ACCT1835** Computerized Accounting II (3 Credits)
- ACCT1870** Professional Accounting Careers (1 Credit)
- ACCT2821** Intermediate Accounting I (3 Credits)
- ACCT2847** Fraud, Auditing and Internal Controls (4 Credits)
- ACCT2861** Cost Accounting I (4 Credits)
- ACCT2863** Fund/Nonprofit Accounting (3 Credits)
- ACCT2864** Income Tax I (4 Credits)

### Required Liberal Arts and Sciences (1 Course)

Complete the following course:

- ENGL100** Composition (4 Credits)

### Elective Credits (5 Credits)

Choose 5 credits from the following Technical and/or Liberal Arts and Sciences courses:

- ACCT2827** Principles of Finance (3 Credits)
- ACCT2850** Accounting Internship (1 - 8 Credits)
- COMM110** Public Speaking (3 Credits)

Or

- COMM120** Small Group Communication (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Payroll Clerk Certificate

23 Credits

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CERT2248/ CERT3270

Degree Description

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, the Accounting Assistant-Diploma and the Accounting Technician-Diploma.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (5 Courses)

Complete all of the following courses:

**ACCT1810** Financial Accounting (4 Credits)

**ACCT1814** Payroll Accounting (3 Credits)

**ACCT1835** Computerized Accounting II (3 Credits)

**ACCT1870** Professional Accounting Careers (1 Credit)

### Elective Credits (9 Credits)

Choose 9 credits from any of the following Technical and/or Liberal Arts and Sciences courses:

**ACCT1811** Managerial Accounting (4 Credits)

**ACCT2847** Fraud, Auditing and Internal Controls (4 Credits)

**MKT 1930** Human Resource Management (3 Credits)

**COMM140** Interpersonal Communication (3 Credits)

**COMM110** Public Speaking (3 Credits)

Or

**COMM120** Small Group Communication (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness

### Agribusiness Degrees

- Agricultural Education Technology Partnership AS Degree
- Agribusiness Office Specialist/Manager AAS Degree
- Ag Chemical Applicator Technician Certificate

# South Central College

2012-2013 Academic Catalog

## Agricultural Education Technology Partnership AS Degree

60 Credits

AS 3129  
Degree 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

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (7 Courses)

Complete all of the following courses:

- AGBS1100** Agricultural Selling Skills (3 Credits)
- ANSC1100** Livestock Production Principles (3 Credits)
- ANSC2100** Principles of Animal Nutrition (3 Credits)
- MEAG1610** Ag Equipment Maintenance (3 Credits)
- PLSC1100** Soils I (3 Credits)
- PLSC1300** Agronomy I (2 Credits)
- PLSC1400** Agronomy II (3 Credits)

### Other Recommended Courses

The following courses are offered through the University of Minnesota Twin Cities through distance education. These courses are not specifically required to complete your degree at South Central College

- AFEE1001** Introduction to Agricultural Education and Extension (1 Credit)
- AFEE1002** Principles of Career Planning for Ag Professionals (1 Credit)
- AFEE2096** Professional Practicum in Ag Education: Early Experience (1 Credit)

### Required Liberal Arts and Sciences

Completing the Minnesota Transfer Curriculum (MnTC) requirements alone satisfies the lower division general education requirement at all Minnesota two and four-year colleges and universities.

To complete the Minnesota Transfer Curriculum, students must: A) Complete all 10 goals B) Complete at least 40 college-level credits from courses listed within the 10 goal areas of the MnTC. C) Earn a cumulative GPA of 2.0 or higher in all MnTC courses.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Office Specialist/Manager AAS Degree

72 Credits

AAS 3126

Degree 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.

### Degree Core Competencies

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

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (15 Courses)

Complete the following courses:

- AGBS1100** Agricultural Selling Skills (3 Credits)
- AGBS2150** Agribusiness Financial Management (4 Credits)
- AGEC1100** Agricultural Economics (3 Credits)
- AGRI1800** Employer/Employee Issues (2 Credits)
- AGRI2700** Agricultural Technology Seminar (2 Credits)
- AGRI2780** Agribusiness Internship (1 - 9 Credits)
- ANSC1100** Livestock Production Principles (3 Credits)
- OTEC1800** Keyboarding I (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)
- OTEC2812** Office Procedures (3 Credits)
- OTEC2835** Office Financial Applications II (3 Credits)
- OTEC2870** Information Resource Management (3 Credits)
- SGAG1000** Ag Orientation (1 Credit)

### Technical Electives (9 Credits)

Choose 9 credits from the following courses:

- AGBS2990** International Field Studies Seminar (3 Credits)
- AGEC2400** Marketing Principles (3 Credits)
- AGEC2450** Commodity Marketing Strategies (2 Credits)
- AGEC2500** Agricultural Transfer and Law (2 Credits)
- ANSC2100** Principles of Animal Nutrition (3 Credits)
- OTEC2815** Employment Portfolio (3 Credits)
- OTEC2820** Business Communications (3 Credits)
- OTEC2830** Microsoft Publisher (3 Credits)
- PLSC1100** Soils I (3 Credits)
- PLSC1300** Agronomy I (2 Credits)

## Required Liberal Arts and Sciences (3 Courses)

To complete an AAS Degree, students must complete 18 MnTC credits from 3 of the 10 MNTC Goal Areas.

The following courses are required:

**ENGL100** Composition (4 Credits)

**COMM140** Interpersonal Communication (3 Credits)

**ECON110** Principles of Macroeconomics (3 Credits)

Or

**ECON120** Principles of Microeconomics (3 Credits)

## Elective Liberal Arts and Sciences

Select 8 additional MnTC credits in goals 1-10. Courses must be selected in consultation with advisor/faculty. Recommended courses are: COMM 110, BIOL 101, PSYC 100, PHIL 100.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Ag Chemical Applicator Technician Certificate

30 Credits

CERT3117

Degree 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.

### Certificate Core Competencies

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

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (12 Courses)

Complete the following courses:

- AGBS1100** Agricultural Selling Skills (3 Credits)
- AGBS2015** Commercial Driver's License (1 Credit)
- AGRI1800** Employer/Employee Issues (2 Credits)
- AGRI2700** Agricultural Technology Seminar (2 Credits)
- AGRI2780** Agribusiness Internship (1 - 9 Credits)
- MEAG1700** Agricultural Industry Machinery Maintenance (3 Credits)
- PLSC1100** Soils I (3 Credits)
- PLSC1200** Soils II (3 Credits)
- PLSC1205** Precision Agriculture (3 Credits)
- PLSC1300** Agronomy I (2 Credits)
- PLSC1400** Agronomy II (3 Credits)
- SGAG1000** Ag Orientation (1 Credit)

### Elective Courses (Suggested)

These courses are not required but are suggested as courses which may be beneficial to you in this career field. You will graduate from this program even if you do not complete these courses.

- AGBS2995** Individualized Study/Special Problems (1 - 6 Credits)
- AGEC1100** Agricultural Economics (3 Credits)
- PLSC1105** Forages and Pasture Management (2 Credits)
- PLSC2100** Agronomy Lab (2 Credits)
- PLSC2700** Advanced Agronomy (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Agribusiness Production

Emphasis Areas available include: Agronomy, Swine, Dairy, Diversified

Program emphasis areas provide 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. Students will be required to keep a complete farm record for analysis and interpretation. An on-the-farm internship will be required. The A.A.S. Degree includes 18 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively.

### Core Competencies

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.

### Agribusiness Production Degrees

- Agribusiness Production AAS Degree
- Agribusiness Production Diploma

# South Central College

2012-2013 Academic Catalog

## Agribusiness Production AAS Degree

72 Credits

AAS 3152

Degree Description

Here is a list of courses required to earn the Agribusiness Production Associate of Applied Science Degree

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (11 Courses)

You must complete all of the following classes:

**AGEC1100** Agricultural Economics (3 Credits)

**AGEC1200** Principles of Farm Records (3 Credits)

**AGEC2400** Marketing Principles (3 Credits)

**AGEC2250** Farm Business Planning & Analysis (4 Credits)

**AGEC2500** Agricultural Transfer and Law (2 Credits)

**AGRI2700** Agricultural Technology Seminar (2 Credits)

**ANSC1100** Livestock Production Principles (3 Credits)

**MEAG1500** Facility Maintenance (3 Credits)

**PLSC1100** Soils I (3 Credits)

**PLSC1300** Agronomy I (2 Credits)

**SGAG1000** Ag Orientation (1 Credit)

### Internship (11 Credits)

Complete 11 credits

**AGRI2780** Agribusiness Internship (1 - 9 Credits)

### Agribusiness Emphasis Areas (14 Credits)

Select at least 14 credits from one of the following Agribusiness emphasis areas.

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGRI1800, AGECE2450,2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1610, AGRI1800, AGECE2450,2600

Diversified Emphasis: Select 14 credits from any of these departments: AGECE, AGRBS, AGRI, ANSC, MEAG, PLSC or SWPR.

### Required Liberal Arts and Sciences (2 Courses)

To complete an AAS Degree, students must complete 18 MNTC credits from 3 of the 10 MNTC Goal Areas.

Two courses from MnTC Area 1 are required.

### Additional Required Liberal Arts and Sciences

Select additional courses from MNTC Goal Areas 2 - 10 to total 18 credits.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Production Diploma

72 Credits

DIP 3153

Degree Description

Here is a list of courses required to earn the Agribusiness Production Diploma of Occupational Proficiency

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (14 Courses)

You must complete all of the following classes:

- AGEC1100** Agricultural Economics (3 Credits)
- AGEC1200** Principles of Farm Records (3 Credits)
- AGEC2400** Marketing Principles (3 Credits)
- AGEC2250** Farm Business Planning & Analysis (4 Credits)
- AGEC2500** Agricultural Transfer and Law (2 Credits)
- AGEC2450** Commodity Marketing Strategies (2 Credits)
- AGRI1800** Employer/Employee Issues (2 Credits)
- AGRI2700** Agricultural Technology Seminar (2 Credits)
- ANSC1100** Livestock Production Principles (3 Credits)
- MEAG1500** Facility Maintenance (3 Credits)
- MEAG2200** Planning Farmstead Environments (3 Credits)
- PLSC1100** Soils I (3 Credits)
- PLSC1300** Agronomy I (2 Credits)
- SGAG1000** Ag Orientation (1 Credit)

### Internship (11 Credits)

Complete 11 credits

- AGRI2780** Agribusiness Internship (1 - 9 Credits)

### Agribusiness Emphasis Areas (19 Credits)

Select at least 19 credits from one of the following Agribusiness emphasis areas.

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGEC2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1610, AGEC2600, AGBS2015

Diversified Emphasis: Select 19 credits from any of these departments: AGEC, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

### Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Area 1:

### Additional Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Areas 2 through 10.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service and Management

Emphasis Areas available include: Agronomy, Animal Science, Diversified

These program areas are 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. The A.A.S. Degree includes 18 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively. An 11 credit supervised occupational internship in an agribusiness firm is required.

### Core Competencies

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.

### Agribusiness Service and Management Degrees

- Agribusiness Service and Management AAS Degree
- Agribusiness Service and Management Diploma

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service and Management AAS Degree

72 Credits

AAS 3150

Degree Description

Here is a list of courses required to earn the Agribusiness Service and Management Associate of Applied Science Degree

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (9 Courses)

You must complete all of the following classes:

**AGBS1100** Agricultural Selling Skills (3 Credits)

**AGBS2150** Agribusiness Financial Management (4 Credits)

**AGEC1100** Agricultural Economics (3 Credits)

**AGEC2400** Marketing Principles (3 Credits)

**AGRI2700** Agricultural Technology Seminar (2 Credits)

**ANSC1100** Livestock Production Principles (3 Credits)

**PLSC1100** Soils I (3 Credits)

**PLSC1300** Agronomy I (2 Credits)

**SGAG1000** Ag Orientation (1 Credit)

### Internship (11 Credits)

Complete 11 credits

**AGRI2780** Agribusiness Internship (1 - 9 Credits)

### Agribusiness Emphasis Areas (14 Credits)

Select at least 19 credits from one of the following Agribusiness emphasis areas.

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGRI1800, AGECE2450,2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1500,1700, AGBS2105, AGECE2600

Diversified Emphasis: Select 14 credits from any of these departments: AGECE, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

### Required Liberal Arts and Sciences (2 Courses)

To complete an AAS Degree, students must complete 18 MNTC credits from 3 of the 10 MNTC Goal Areas.

Two courses from MnTC Area 1 are required.

### Additional Required Liberal Arts and Sciences

Select additional courses from MNTC Goal Areas 2 - 10 to total 18 credits.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service and Management Diploma

72 Credits

DIP 3151  
Degree Description  
Here is a list of courses required to earn the Agribusiness Service and Management Diploma of Occupational Proficiency

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (14 Courses)

You must complete all of the following classes:

- AGBS1100** Agricultural Selling Skills (3 Credits)
- AGBS2015** Commercial Driver's License (1 Credit)
- AGBS2150** Agribusiness Financial Management (4 Credits)
- AGEC1100** Agricultural Economics (3 Credits)
- AGEC2400** Marketing Principles (3 Credits)
- AGEC2450** Commodity Marketing Strategies (2 Credits)
- AGEC2500** Agricultural Transfer and Law (2 Credits)
- AGRI1800** Employer/Employee Issues (2 Credits)
- AGRI2700** Agricultural Technology Seminar (2 Credits)
- ANSC1100** Livestock Production Principles (3 Credits)
- PLSC1100** Soils I (3 Credits)
- PLSC1300** Agronomy I (2 Credits)
- SGAG1000** Ag Orientation (1 Credit)
- MEAG1500** Facility Maintenance (3 Credits)
- MEAG1700** Agricultural Industry Machinery Maintenance (3 Credits)

### Internship (11 Credits)

Complete 11 credits  
**AGRI2780** Agribusiness Internship (1 - 9 Credits)

### Agribusiness Emphasis Areas (18 Credits)

Select at least 18 credits from one of the following Agribusiness emphasis areas.

Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGECE2600

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, AGECE2600, AGBS2990,2995

Diversified Emphasis: Select 18 credits from any of these departments: AGECE, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

### Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Area 1:

### Additional Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Areas 2 through 10.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service Technician

The Agribusiness Service Technician 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).

### Core Competencies

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

### Agribusiness Service Technician Degrees

- Agribusiness Service Technician AAS Degree
- Agribusiness Service Technician, Diversified AAS Degree
- Agribusiness Service Technician Diploma
- Agribusiness Service Technician, Diversified Diploma
- Agribusiness Technician Diploma
- Agribusiness Technician's Aide Diploma

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service Technician AAS Degree

72 Credits

AAS 3127

Degree Description

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 Liberal Arts & Sciences component of 15 credits.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (18 Courses)

Complete the following courses:

- AGME1801** Outdoor Power Equipment (3 Credits)
- AGME1812** Equipment Assembly, Operation, Adjustment and Reconditioning I (2 Credits)
- AGME1813** Equipment Assembly, Operation, Adjustment and Reconditioning II (2 Credits)
- AGME1821** Precision Measuring Tools (1 Credit)
- AGME1822** Gas/Diesel Engine Repair I (3 Credits)
- AGME1823** Engine Support Systems and Lab (3 Credits)
- AGME1831** Tractor Power Trains (3 Credits)
- AGME1861** Tractor Electrical Systems (3 Credits)
- AGME1881** Parts Department Operation (1 Credit)
- AGME1891** Hydraulic Theory (1 Credit)
- AGME1923** Gas/Diesel Engine Repair II (4 Credits)
- AGME1930** Ag Welding (2 Credits)
- AGME2832** Hydraulic Assist/Hydrostatic Transmissions (2 Credits)
- AGME2841** Air Conditioning (1 Credit)
- AGME2852** Introduction to Diesel (1 Credit)
- AGME2853** Diesel Injection (Pumps) (3 Credits)
- AGME2863** Advanced Agricultural Electrical/Electronics (2 Credits)
- AGME2892** Hydraulic Theory and Diagnosis (4 Credits)

### Internship (11 Credits)

Complete 11 credits:

- AGME2940** Agribusiness Service Technician Internship (11 Credits)

### Technical Electives (5 Credits)

Select 5 credits from the following courses in consultation with advisor/faculty.

- AGBS2015** Commercial Driver's License (1 Credit)
- AGBS2995** Individualized Study/Special Problems (1 - 6 Credits)
- AGME2882** Ag Tech Seminar (1 Credit)
- AGME2945** Tractor/Equipment Repair I (3 Credits)
- AGME2946** Tractor/Equipment Repair II (4 Credits)
- AGME2947** Tractor/Equipment Diagnosis and Repair (4 Credits)
- PLSC1205** Precision Agriculture (3 Credits)

### Liberal Arts and Sciences

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas. Select credits in consultation with advisor/faculty.



PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service Technician, Diversified AAS Degree

72 Credits

AAS 3130

Degree Description

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 Liberal Arts & Sciences component of 15 credits.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (8 Courses)

Complete the following courses:

**AGME1812** Equipment Assembly, Operation, Adjustment and Reconditioning I (2 Credits)

**AGME1822** Gas/Diesel Engine Repair I (3 Credits)

**AGME1823** Engine Support Systems and Lab (3 Credits)

**AGME1831** Tractor Power Trains (3 Credits)

**AGME1861** Tractor Electrical Systems (3 Credits)

**AGME2841** Air Conditioning (1 Credit)

**AGME2852** Introduction to Diesel (1 Credit)

**AGME2892** Hydraulic Theory and Diagnosis (4 Credits)

### Internship (11 Credits)

Complete 11 credits:

**AGME2940** Agribusiness Service Technician Internship (11 Credits)

### Technical Electives (26 Credits)

Select 26 credits from the following courses in consultation with advisor/faculty.

**AGBS2015** Commercial Driver's License (1 Credit)

**AGBS2995** Individualized Study/Special Problems (1 - 6 Credits)

**AGME1801** Outdoor Power Equipment (3 Credits)

**AGME1813** Equipment Assembly, Operation, Adjustment and Reconditioning II (2 Credits)

**AGME1821** Precision Measuring Tools (1 Credit)

**AGME1881** Parts Department Operation (1 Credit)

**AGME1891** Hydraulic Theory (1 Credit)

**AGME1923** Gas/Diesel Engine Repair II (4 Credits)

**AGME1930** Ag Welding (2 Credits)

**AGME2832** Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

**AGME2853** Diesel Injection (Pumps) (3 Credits)

**AGME2863** Advanced Agricultural Electrical/Electronics (2 Credits)

**AGME2882** Ag Tech Seminar (1 Credit)

**AGME2945** Tractor/Equipment Repair I (3 Credits)

**AGME2946** Tractor/Equipment Repair II (4 Credits)

**AGME2947** Tractor/Equipment Diagnosis and Repair (4 Credits)

**PLSC1205** Precision Agriculture (3 Credits)

**SGAG1000** Ag Orientation (1 Credit)

## **Liberal Arts & Sciences**

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas in consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service Technician Diploma

72 Credits

DIP 3128

Degree Description

The program is designed to prepare a student for entry level career opportunities in the diesel, farm equipment, and industrial mechanics fields. Students will diagnose and repair engines, fuel systems, power trains, electrical systems, hydraulics, air conditioning, and related machinery. With additional training and experience many technicians become shop foreman, service managers or open their own business.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (23 Courses)

Complete the following courses:

- AGME1801** Outdoor Power Equipment (3 Credits)
- AGME1812** Equipment Assembly, Operation, Adjustment and Reconditioning I (2 Credits)
- AGME1813** Equipment Assembly, Operation, Adjustment and Reconditioning II (2 Credits)
- AGME1821** Precision Measuring Tools (1 Credit)
- AGME1822** Gas/Diesel Engine Repair I (3 Credits)
- AGME1823** Engine Support Systems and Lab (3 Credits)
- AGME1831** Tractor Power Trains (3 Credits)
- AGME1861** Tractor Electrical Systems (3 Credits)
- AGME1881** Parts Department Operation (1 Credit)
- AGME1891** Hydraulic Theory (1 Credit)
- AGME1923** Gas/Diesel Engine Repair II (4 Credits)
- AGME1930** Ag Welding (2 Credits)
- AGME2832** Hydraulic Assist/Hydrostatic Transmissions (2 Credits)
- AGME2841** Air Conditioning (1 Credit)
- AGME2852** Introduction to Diesel (1 Credit)
- AGME2853** Diesel Injection (Pumps) (3 Credits)
- AGME2863** Advanced Agricultural Electrical/Electronics (2 Credits)
- AGME2882** Ag Tech Seminar (1 Credit)
- AGME2892** Hydraulic Theory and Diagnosis (4 Credits)
- AGME2945** Tractor/Equipment Repair I (3 Credits)
- AGME2946** Tractor/Equipment Repair II (4 Credits)
- AGME2947** Tractor/Equipment Diagnosis and Repair (4 Credits)
- SGAG1000** Ag Orientation (1 Credit)

### Internship (11 Credits)

Complete 11 credits:

- AGME2940** Agribusiness Service Technician Internship (11 Credits)

### Elective Credits (1 Credit)

Complete 1 credit from courses offered in the following departments in consultation with faculty: AGBS, AGEC, AGRI, ANSC, MEAG, PLSC, SGAG, SWPR, OTEC, HLTH

### Liberal Arts and Sciences (6 Credits)

Students must select 6 MNTC credits from 2 of the 10 MntC goal areas in consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Service Technician, Diversified Diploma

72 Credits

DIP 3131  
Degree Description

The diploma 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. An 11 credit internship experience in a dealership or related firm is required.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (9 Courses)

Complete the following courses:

- AGME1812** Equipment Assembly, Operation, Adjustment and Reconditioning I (2 Credits)
- AGME1822** Gas/Diesel Engine Repair I (3 Credits)
- AGME1823** Engine Support Systems and Lab (3 Credits)
- AGME1831** Tractor Power Trains (3 Credits)
- AGME1861** Tractor Electrical Systems (3 Credits)
- AGME2841** Air Conditioning (1 Credit)
- AGME2852** Introduction to Diesel (1 Credit)
- AGME2892** Hydraulic Theory and Diagnosis (4 Credits)
- SGAG1000** Ag Orientation (1 Credit)

### Internship (11 Credits)

Complete 11 credits:

- AGME2940** Agribusiness Service Technician Internship (11 Credits)

### Technical Electives (34 Credits)

Complete 34 credits from the following courses:

- AGBS2015** Commercial Driver's License (1 Credit)
- AGBS2995** Individualized Study/Special Problems (1 - 6 Credits)
- AGME1801** Outdoor Power Equipment (3 Credits)
- AGME1813** Equipment Assembly, Operation, Adjustment and Reconditioning II (2 Credits)
- AGME1821** Precision Measuring Tools (1 Credit)
- AGME1881** Parts Department Operation (1 Credit)
- AGME1891** Hydraulic Theory (1 Credit)
- AGME1923** Gas/Diesel Engine Repair II (4 Credits)
- AGME1930** Ag Welding (2 Credits)
- AGME2832** Hydraulic Assist/Hydrostatic Transmissions (2 Credits)
- AGME2853** Diesel Injection (Pumps) (3 Credits)
- AGME2863** Advanced Agricultural Electrical/Electronics (2 Credits)
- AGME2882** Ag Tech Seminar (1 Credit)
- AGME2945** Tractor/Equipment Repair I (3 Credits)
- AGME2946** Tractor/Equipment Repair II (4 Credits)
- AGME2947** Tractor/Equipment Diagnosis and Repair (4 Credits)
- AGR11800** Employer/Employee Issues (2 Credits)
- PLSC1205** Precision Agriculture (3 Credits)

### Liberal Arts and Sciences

Students must select 6 MNTC credits from 2 of the 10 MnTC goal areas in consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Technician Diploma

37 Credits

DIP 3147

Degree Description

The certificate is designed to prepare a student for entry level career opportunities in the diesel, farm equipment, and industrial mechanics fields. Students will diagnose and repair engines, fuel systems, power trains, electrical systems, hydraulics, air conditioning, and related machinery. With additional training and experience many technicians become shop foreman, service managers or open their own business.

This diploma is designed for the student who has prior training in the field or credit for life experience a pretest or prior course work is required for admittance to this program.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (12 Courses)

Complete the following courses:

**AGME2832** Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

**AGME2841** Air Conditioning (1 Credit)

**AGME2852** Introduction to Diesel (1 Credit)

**AGME2853** Diesel Injection (Pumps) (3 Credits)

**AGME2863** Advanced Agricultural Electrical/Electronics (2 Credits)

**AGME2882** Ag Tech Seminar (1 Credit)

**AGME2892** Hydraulic Theory and Diagnosis (4 Credits)

**AGME2945** Tractor/Equipment Repair I (3 Credits)

**AGME2946** Tractor/Equipment Repair II (4 Credits)

**AGME2947** Tractor/Equipment Diagnosis and Repair (4 Credits)

**AGME2940** Agribusiness Service Technician Internship (11 Credits)

**OTEC1001** Computer Software for College (2 Credits)

Or

**OTEC1790** Keyboarding for College (2 Credits)

### Elective Credit (1 Credit)

Select one credit from courses in the following subjects: AGBS, AGEC, AGRI, ANSC, MEAG, PLSC, SGAG, SWPR, OTEC or HLTH. Courses must be selected in consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Agribusiness Technician's Aide Diploma

35 Credits

DIP 3146

Degree Description

The diploma is designed to prepare students for career opportunities in the diesel, farm equipment and industrial mechanics field. Students will prepare for entry level employment in a variety of settings doing lube services, detailing and light mechanical repairs. With additional course work and experience technician aides will become service technicians.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (16 Courses)

Complete the following courses:

**AGME1801** Outdoor Power Equipment (3 Credits)

**AGME1812** Equipment Assembly, Operation, Adjustment and Reconditioning I (2 Credits)

**AGME1813** Equipment Assembly, Operation, Adjustment and Reconditioning II (2 Credits)

**AGME1821** Precision Measuring Tools (1 Credit)

**AGME1822** Gas/Diesel Engine Repair I (3 Credits)

**AGME1823** Engine Support Systems and Lab (3 Credits)

**AGME1831** Tractor Power Trains (3 Credits)

**AGME1861** Tractor Electrical Systems (3 Credits)

**AGME1881** Parts Department Operation (1 Credit)

**AGME1891** Hydraulic Theory (1 Credit)

**AGME1923** Gas/Diesel Engine Repair II (4 Credits)

**AGME1930** Ag Welding (2 Credits)

**AGME2940** Agribusiness Service Technician Internship (11 Credits)

**AGRI1800** Employer/Employee Issues (2 Credits)

**HLTH1952** First Aid (1 Credit)

**SGAG1000** Ag Orientation (1 Credit)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Associate in Arts

### Mission of Liberal Arts & Sciences

The Mission of South Central College Liberal Arts & Sciences is to broaden the awareness, knowledge, skills, attitudes, and values students to be successful in life and work.

### Philosophy of Liberal Arts & Sciences

*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 faculty 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 Liberal Arts & Sciences. Faculty members continue their intellectual and professional growth through professional advancement activities, including discipline-specific conferences and workshops.

*Program:* Liberal Arts & Sciences program offerings at SCC are regularly reviewed and challenged for relevance and validity. We believe that the Liberal Arts & Sciences program provides essential life skills, prepares 4-year bound students for transfer, and enhances technical education by exposing students to a broader perspective beyond their core field of study. Liberal Arts & Sciences 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 Liberal Arts & Sciences

- Individuality and diversity of learners
- Partnership of students and faculty in the learning community
- Life-long learning
- Continuous assessment and 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

### AA Concentration Options

South Central College has developed several concentrations to help you focus your liberal arts education while at our college. What is a concentration? A concentration in the Associate in Arts degree allows you to meet the requirement of the A.A., meet transfer requirements, and focus on a particular academic discipline. While the concentration might not meet all the first two years of requirements for a baccalaureate degree in the discipline, it will prepare you for the upper division study in the field. And, you get to focus on the topic you are interested in.

These concentrations include:

- Communication
- English
- Fine Arts
- History
- Psychology

Please see your advisor for additional information about the AA concentrations.



## Associate in Arts Degrees

- Associate in Arts

# South Central College

2012-2013 Academic Catalog

## Associate in Arts AA Degree

60 Credits

NA 3805/ NA 8005  
Degree Description

The Associate in Arts (AA) degree is awarded for successful completion of a 60 semester credit program in Liberal Arts & 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) specified below, 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.

### General Requirements

#### MINNESOTA TRANSFER CURRICULUM

Completing the Minnesota Transfer Curriculum (MnTC) requirement alone satisfies the lower division general education requirement at all Minnesota two and four-year public colleges and universities.

To complete the Minnesota Transfer Curriculum students must:

1. Complete all ten goals.
2. Complete at least 40 college-level credits from courses listed within the ten goal areas MnTC.
3. Earn a cumulative GPA of 2.0 or higher and a 67% completion rate in coursework completed at South Central College.

#### ASSOCIATE OF ARTS DEGREE / GRADUATION REQUIREMENTS:

Complete a total of 60 semester credits numbered 100 and above (college level) as described below:

1. Complete the MnTC
2. All A.A. students must complete the FYE 100 First Year Experience course (1 credit) within the first three semesters (Fall, Spring, Summer) they attend South Central College. This course is required for all A.A. students unless the student has:
  - Completed 24 college level credits
  - Taken a First Year Experience course at another accredited college
3. Complete the Capstone course after the completion of at least 32 credits (1 credit)
4. Complete electives to meet 60 semester credits (Up to 16 credits can be from technical/career courses)
5. Complete at least one (1) credit in a health and wellness course
6. Earn a cumulative GPA of 2.0 and a 67% completion rate
7. Earn a GPA of 2.0 or higher in MnTC coursework.

**NOTE: Credits from repeated courses count only once**

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

## Goal Area 1 - Oral and Written Communication

Choose one course from parts A, B and C.

### PART A

**ENGL100** Composition (4 Credits)

### PART B

**COMM100** Introduction to Human Communication (3 Credits)

Or

**COMM110** Public Speaking (3 Credits)

Or

**COMM120** Small Group Communication (3 Credits)

Or

### PART C

**CAP 250** Associate of Arts Capstone Class (1 Credit)

## Goal Area 2 - Critical Thinking

Complete all 9 other Goal Areas OR select from one of the following:

**HUM 100** Critical Thinking (3 Credits)

Or

**PHIL100** Ethics in Society (3 Credits)

Or

**PHIL130** Logic (4 Credits)

## Goal Area 3 - Natural Sciences

Choose two courses from two different disciplines:

**BIOL100** Introduction to Biology (4 Credits)

**BIOL101** Introduction to Ecology (4 Credits)

**BIOL106** Introduction to Cell Biology (3 Credits)

**BIOL110** Biology of Disease (3 Credits)

**BIOL115** General Biology I (4 Credits)

**BIOL116** General Biology II (4 Credits)

**BIOL150** (Credit)

And

**BIOL151** (Credit)

**BIOL160** (Credit)

And

**BIOL161** (Credit)

**BIOL220** \*Human Anatomy (4 Credits)

**BIOL225** Anatomy and Physiology I (4 Credits)

**BIOL230** \*Human Physiology (4 Credits)

**BIOL235** Anatomy and Physiology II (4 Credits)

**BIOL240** Pathophysiology (3 Credits)

**BIOL270** Microbiology (4 Credits)

**CHEM101** The Chemistry of Everything (3 Credits)

**CHEM108** Introduction to Chemistry (4 Credits)

**CHEM120** Principles of Chemistry I (5 Credits)

**CHEM121** Principles of Chemistry II (5 Credits)

**GEOG100** Elements of Geography (3 Credits)

**GEOG101** Introduction to Physical Geography (3 Credits)

**PHYS101** Introductory Physics (3 Credits)

**PHYS211** Principles in Physics I (4 Credits)

**PHYS221** General Physics I (4 Credits)

**PHYS222** General Physics II (4 Credits)

## Goal Area 4 - Mathematical/Logical Reasoning

Choose one course from the following:

- MATH115** Concepts in Math (4 Credits)
- MATH120** College Algebra (4 Credits)
- MATH125** Trigonometry (3 Credits)
- MATH130** Pre-Calculus (4 Credits)
- MATH131** Calculus I (4 Credits)
- MATH132** Calculus II (4 Credits)
- MATH154** Elementary Statistics (4 Credits)
- MATH231** Ordinary Differential Equations (4 Credits)
- MATH233** Multivariable Calculus (4 Credits)
- MATH240** Elementary Linear Algebra (4 Credits)
- PHIL130** Logic (4 Credits)

## Goal Area 5 - History and Social Sciences

Choose two courses from two different disciplines:

- ANTH100** Introduction to Anthropology (4 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)
- ECON120** Principles of Microeconomics (3 Credits)
- ETHN101** American Racial Minorities (3 Credits)
- ETHN110** The Immigrant Experience (3 Credits)
- GEOG103** Introduction to Cultural Geography (3 Credits)
- GEOG200** Special Topics in Geography: (3 Credits)
- HIST120** U.S. History I (4 Credits)
- HIST121** U. S. History II (4 Credits)
- HIST160** World History I (4 Credits)
- HIST161** World History II: The Rise of the West (4 Credits)
- HIST162** World History III: The Twentieth Century (4 Credits)
- HIST205** Special Topics in History: (1 - 4 Credits)
- POL 110** American Government (3 Credits)
- PSYC100** Introduction to Psychology (4 Credits)
- PSYC110** Lifespan Psychology (3 Credits)
- PSYC140** Psychology of Positive Adjustment (4 Credits)
- PSYC210** Social Psychology (4 Credits)
- PSYC220** Health Psychology (4 Credits)
- PSYC230** Abnormal Psychology (4 Credits)
- PSYC240** Child and Adolescent Psychology (4 Credits)
- PSYC250** Industrial Organizational Psychology (4 Credits)
- PSYC280** Special Topics in Psychology: (4 Credits)
- SOC 100** Family Personal Relations (3 Credits)
- SOC 101** Introduction to Sociology (3 Credits)
- SOC 106** Introduction to Criminal Justice (3 Credits)
- SOC 201** Marriage and Family (3 Credits)
- SOC 205** Special Topics in Sociology: (3 Credits)
- SOC 206** Juvenile Delinquency (3 Credits)

## Goal Area 6 - Humanities and Fine Arts

Choose two courses from two different disciplines:

- ART 100** Art Appreciation (3 Credits)
  - ART 110** Art Structure (3 Credits)
  - ART 120** Metal Art (3 Credits)
  - ART 125** Sculpture (3 Credits)
  - ART 130** Painting (3 Credits)
  - ART 135** Introduction to Watercolor (3 Credits)
  - ART 140** Digital Photography (3 Credits)
  - ART 150** Drawing I (3 Credits)
  - ART 180** Digital Photography 2 (3 Credits)
  - ART 201** Art History I (3 Credits)
  - ART 202** Art History II (3 Credits)
  - ENGL110** Introduction to Literature (4 Credits)
  - ENGL120** Perspectives in Literature, Film, and American Diversity (4 Credits)
  - ENGL130** Perspectives in Literature, Film, and Global Cultures (4 Credits)
  - ENGL140** British Literature (4 Credits)
  - ENGL150** Introduction to Poetry (4 Credits)
  - ENGL160** Introduction to Short Story (4 Credits)
  - ENGL205** Special Topics in Literature & Film: (4 Credits)
  - ENGL206** Children's Literature (4 Credits)
  - ENGL208** African American Literature (4 Credits)
  - ENGL210** Creative Writing (4 Credits)
  - ENGL220** Creative Writing: Fiction (4 Credits)
  - HUM 111** Introduction to Film (4 Credits)
  - HUM 121** Introduction to the Humanities (4 Credits)
  - HUM 122** Introduction to Humanities II (4 Credits)
  - HUM 150** Global Connections Travel Seminar (1 Credit)
  - HUM 205** Special Topics in the Humanities: (1 - 4 Credits)
  - HUM 250** Global Connections Travel Seminar II (1 - 3 Credits)
  - PHIL105** World Religions (3 Credits)
  - PHIL110** Philosophy and Popular Culture (3 Credits)
  - PHIL150** Medical Ethics (3 Credits)
  - PHIL205** Special Topics in Philosophy: (1 - 3 Credits)
  - PHIL220** Philosophy and the Just Society (3 Credits)
  - MUSC100** Music in the Global Culture (3 Credits)
  - MUSC131** Music Theory 1 (2 Credits)
- And
- MUSC141** Vocal Ensemble - Concert Choir (1 Credit)
  - THTR100** Introduction to Theater (3 Credits)
  - THTR110** Introduction to Acting I (3 Credits)

## Goal Area 7 - Human Diversity

Choose one course from the following:

- COMM130** Intercultural Communication (3 Credits)
- ENGL120** Perspectives in Literature, Film, and American Diversity (4 Credits)
- ENGL208** African American Literature (4 Credits)
- ETHN110** The Immigrant Experience (3 Credits)
- HIST120** U.S. History I (4 Credits)
- HIST121** U. S. History II (4 Credits)
- HUM 112** Native American Perspectives (4 Credits)
- PSYC110** Lifespan Psychology (3 Credits)
- PSYC230** Abnormal Psychology (4 Credits)
- PSYC240** Child and Adolescent Psychology (4 Credits)
- PSYC250** Industrial Organizational Psychology (4 Credits)
- SOC 201** Marriage and Family (3 Credits)

## Goal Area 8 - Global Perspective

Choose one course from the following:

- ANTH100** Introduction to Anthropology (4 Credits)
- ART 201** Art History I (3 Credits)
- ART 202** Art History II (3 Credits)
- ASL 101** American Sign Language 1 (3 Credits)
- COMM130** Intercultural Communication (3 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)
- ECON120** Principles of Microeconomics (3 Credits)
- ENGL130** Perspectives in Literature, Film, and Global Cultures (4 Credits)
- GEOG103** Introduction to Cultural Geography (3 Credits)
- GEOG105** World Regional Geography (3 Credits)
- HIST160** World History I (4 Credits)
- HIST161** World History II: The Rise of the West (4 Credits)
- HIST162** World History III: The Twentieth Century (4 Credits)
- HIST205** Special Topics in History: (1 - 4 Credits)
- HUM 122** Introduction to Humanities II (4 Credits)
- HUM 150** Global Connections Travel Seminar (1 Credit)
- HUM 250** Global Connections Travel Seminar II (1 - 3 Credits)
- MUSC100** Music in the Global Culture (3 Credits)
- PSYC210** Social Psychology (4 Credits)
- PHIL105** World Religions (3 Credits)
- SOC 101** Introduction to Sociology (3 Credits)
- SPAN105** Elementary Spanish I (4 Credits)
- SPAN110** Elementary Spanish II (4 Credits)
- SPAN205** Intermediate Spanish (4 Credits)

## Goal Area 9 - Ethical and Civic Responsibility

Choose one course from the following:

- ETHN101** American Racial Minorities (3 Credits)
- HUM 110** Introduction to Global Peace and Social Justice Issues (4 Credits)
- MASS110** Introduction to Mass Communication (4 Credits)
- PHIL100** Ethics in Society (3 Credits)
- PHIL140** Science in Society (3 Credits)
- PHIL150** Medical Ethics (3 Credits)
- PHIL215** Business Ethics (3 Credits)
- PHIL220** Philosophy and the Just Society (3 Credits)
- POL 110** American Government (3 Credits)
- PSYC140** Psychology of Positive Adjustment (4 Credits)
- SOC 106** Introduction to Criminal Justice (3 Credits)
- SOC 205** Special Topics in Sociology: (3 Credits)
- SOC 206** Juvenile Delinquency (3 Credits)

## Goal Area 10 - People and the Environment

Choose one course from the following:

- BIOL100** Introduction to Biology (4 Credits)
- BIOL150** (Credit)
- And
- BIOL151** (Credit)
- GEOG100** Elements of Geography (3 Credits)
- GEOG101** Introduction to Physical Geography (3 Credits)
- GEOG105** World Regional Geography (3 Credits)
- HHP 101** Health and the Environment (3 Credits)
- HUM 112** Native American Perspectives (4 Credits)
- PHIL210** Environmental Ethics (3 Credits)

## Additional Required Course

NOTE: FYE 100 does not apply to an MNTC goal area. Choose the following course:

- FYE 100** First Year Experience (1 Credit)

## Health Courses

With the exception of HHP 101 (MnTC Goal 10), none of the other HHP courses apply to a MnTC goal area. Students enrolled in technical programs should NOT complete a HHP course to satisfy Liberal Arts and Sciences requirements. Choose one course from the following:

- FCS 105** Nutrition and Healthy Living (3 Credits)
- HHP 100** Introduction to Health (3 Credits)
- HHP 101** Health and the Environment (3 Credits)
- HHP 102** Introduction to Fitness and Wellness (3 Credits)
- HHP 103** Nutrition in Exercise and Performance (2 Credits)
- HHP 104** Concepts of Fitness (2 Credits)
- HHP 121** Topics in Aerobic Conditioning: (1 Credit)
- HHP 122** Topics in Mind/Body Fitness: (1 Credit)
- HHP 123** Topics in Strength Training: (1 Credit)
- HHP 124** Topics in Lifetime Fitness Activities: (1 Credit)
- HHP 126** Topics in Aerobic Conditioning - Cycling (1 Credit)
- HHP 127** Topics in Mind/Body Fitness Pilates (1 Credit)
- HHP 128** Topics in Mind/Body Fitness Yoga (1 Credit)
- HHP 205** Drug Education (3 Credits)
- HHP 210** Stress Management (3 Credits)

## Non-MnTC Credits

A maximum of 16 Non-MnTC credits may apply toward the 60 credits required for the AA degree. These credits do not apply to an MnTC goal.

(Credit)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Auto Body and Collision Technology

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 6 Liberal Arts & Sciences credits. The A.A.S. Degree option provides students with the opportunity to develop technical skills and to broaden personal horizons through the requirement of 15 Liberal Arts & Sciences 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.

### Core Competencies

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

### Auto Body and Collision Technology Degrees

- Auto Body and Collision Technology AAS Degree
- Auto Body and Collision Technology Diploma



# South Central College

2012-2013 Academic Catalog

## Auto Body and Collision Technology AAS Degree

72 Credits

AAS 3415

Degree 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 6 Liberal Arts & Sciences credits. The A.A.S. Degree option provides students with the opportunity to develop technical skills and to broaden personal horizons through the requirement of 15 Liberal Arts & Sciences credits. Individual students are required to have tools relative to the trade area.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (18 Courses)

Select the following courses:

**ABCT1805** Auto Body Collision Technology Fundamentals (2 Credits)

**ABCT1801** Auto Body Lab I (4 Credits)

**ABCT1810** Sheet Metal I (3 Credits)

**ABCT1820** Priming and Refinish System Preparation (3 Credits)

**ABCT1860** Auto Body Welding (3 Credits)

**ABCT1802** Auto Body Lab II (4 Credits)

**ABCT1850** Trim, Hardware and Glass (3 Credits)

**ABCT1870** Refinishing (3 Credits)

**ABCT1880** Sheet Metal II (3 Credits)

**ABCT2800** Damage Appraisal and Shop Management (3 Credits)

**ABCT2803** Auto Body Lab III (4 Credits)

**ABCT1840** Auto Collision Mechanical I (3 Credits)

**ABCT2810** Appearance Matching (3 Credits)

**ABCT2820** Composites (2 Credits)

**ABCT2830** Measuring and Pulling Systems (3 Credits)

**ABCT2804** Auto Body Lab IV (4 Credits)

**ABCT2850** Structural Repair (3 Credits)

**ABCT2870** Auto Collision Mechanical II (3 Credits)

### Technical Elective Credits (1 Credit)

Courses must be selected in consultation with advisor/faculty. Choose from the following courses or see advisor/faculty for additional offerings.

**ABCT2910** Occupational Internship (1 - 9 Credits)

**ABCT2920** Special Problems (1 - 6 Credits)

**ABCT2805** Auto Body and Collision Air Conditioning (2 Credits)

### Required Liberal Arts & Sciences

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC goal areas. Courses must be selected in consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Auto Body and Collision Technology Diploma

64 Credits

DIP 3414

Degree 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 6 Liberal Arts & Sciences credits. The A.A.S. Degree option provides students with the opportunity to develop technical skills and to broaden personal horizons through the requirement of 15 Liberal Arts & Sciences credits. Individual students are required to have tools relative to the trade area.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (19 Courses)

Complete all of the following courses:

**ABCT1805** Auto Body Collision Technology Fundamentals (2 Credits)

**ABCT1801** Auto Body Lab I (4 Credits)

**ABCT1810** Sheet Metal I (3 Credits)

**ABCT1820** Priming and Refinish System Preparation (3 Credits)

**ABCT1860** Auto Body Welding (3 Credits)

**ABCT1802** Auto Body Lab II (4 Credits)

**ABCT1850** Trim, Hardware and Glass (3 Credits)

**ABCT1870** Refinishing (3 Credits)

**ABCT1880** Sheet Metal II (3 Credits)

**ABCT2800** Damage Appraisal and Shop Management (3 Credits)

**ABCT2803** Auto Body Lab III (4 Credits)

**ABCT1840** Auto Collision Mechanical I (3 Credits)

**ABCT2810** Appearance Matching (3 Credits)

**ABCT2820** Composites (2 Credits)

**ABCT2830** Measuring and Pulling Systems (3 Credits)

**ABCT2804** Auto Body Lab IV (4 Credits)

**ABCT2805** Auto Body and Collision Air Conditioning (2 Credits)

**ABCT2850** Structural Repair (3 Credits)

**ABCT2870** Auto Collision Mechanical II (3 Credits)

### Required Liberal Arts and Sciences (6 Credits)

To complete the diploma, students must complete 6 MNTC credits from 2 of the 10 MNTC goal areas. Courses must be approved by advisor/faculty.

### Elective Courses (Suggested)

These courses are not required but are suggested as courses which may be beneficial to you in this career field. You will graduate from this program even if you do not complete these courses.

**ABCT2900** Auto Body Lab (1 - 4 Credits)

**ABCT2910** Occupational Internship (1 - 9 Credits)

**ABCT2920** Special Problems (1 - 6 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Automotive Service

*Program Mission:* Provide the opportunity for students to acquire the skills necessary for entrylevel 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. Graduates find entry level positions in dealerships, independent repair facilities and fleet services. With additional training and experience, many technicians become shop foreman, service advisor, service manager or open their own business.

*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.

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

### Core Competencies

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. Troubleshoot and repair engine performance
8. Demonstrate Professionalism

### Automotive Service Degrees

- Automotive Services AAS Degree
- Automotive Service Diploma

# South Central College

2012-2013 Academic Catalog

## Automotive Services AAS Degree

72 Credits

AAS 3417

Degree Description

The Automotive Service program is designed to provide the opportunity to acquire the skills necessary for entry-level employment in the automotive service industry. An individual completing this program will find employment opportunities available in a variety of settings. Graduates find entry level positions in dealerships, independent repair facilities and fleet services. With additional training and experience, many technicians can become a shop foreman, service advisor, service manager or open their own business.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (23 Courses)

Complete all of the following courses:

- AST 1112** Introduction to Auto Service (2 Credits)
- AST 1121** Service Management (1 Credit)
- AST 1212** Basic Electrical (2 Credits)
- AST 1222** Advanced Electrical/Electronics (2 Credits)
- AST 1233** Starting and Charging Systems (3 Credits)
- AST 1311** Engine Diagnosis (1 Credit)
- AST 1323** Lower Engine Service (3 Credits)
- AST 1332** Upper Engine Service (2 Credits)
- AST 1341** Engine Lab (1 Credit)
- AST 1412** Clutch & Drive Line (2 Credits)
- AST 1423** Manual Transmission/Transaxle & 4X4 (3 Credits)
- AST 1513** Suspension/Steering & Wheel Alignment (3 Credits)
- AST 1613** Brakes (3 Credits)
- AST 1712** Basic Tune-up (Non-computer) (2 Credits)
- AST 2432** Rear Axle/Differential (2 Credits)
- AST 2442** Automatic Transmission I (2 Credits)
- AST 2452** Automatic Transmission II (2 Credits)
- AST 2462** Automatic Transmission III (2 Credits)
- AST 2723** Fuel Systems I (3 Credits)
- AST 2733** Introduction to Automotive Computers (3 Credits)
- AST 2743** Fuel Systems II (3 Credits)
- AST 2752** Engine Performance & Drivability (2 Credits)
- AST 2812** Basic Air Conditioning (2 Credits)

### Auto Lab (3 Courses)

NOTE: Qualified sophomores may substitute COE for one credit of Auto Lab. Choose 3 credits from the following:

- AST 2911** Auto Lab I (1 Credit)
- AST 2921** Auto Lab II (1 Credit)
- Or
- AST 2931** Auto Lab III (1 Credit)
- AST 2941** Auto Lab IV (1 Credit)

### Liberal Arts and Sciences

To complete an AAS Degree, students must complete 18 MNTC credits from 3 of the 10 MNTC goal areas.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Automotive Service Diploma

64 Credits

DIP 3416

Degree Description

The Automotive Service program is designed to provide the opportunity to acquire the skills necessary for entry-level employment in the automotive service industry. An individual completing this program will find employment opportunities available in a variety of settings. Graduates find entry level positions in dealerships, independent repair facilities and fleet services. With additional training and experience, many technicians can become a shop foreman, service advisor, service manager or open their own business.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (27 Courses)

Complete all of the following courses:

- AST 1112** Introduction to Auto Service (2 Credits)
- AST 1121** Service Management (1 Credit)
- AST 1212** Basic Electrical (2 Credits)
- AST 1222** Advanced Electrical/Electronics (2 Credits)
- AST 1233** Starting and Charging Systems (3 Credits)
- AST 1311** Engine Diagnosis (1 Credit)
- AST 1323** Lower Engine Service (3 Credits)
- AST 1332** Upper Engine Service (2 Credits)
- AST 1341** Engine Lab (1 Credit)
- AST 1412** Clutch & Drive Line (2 Credits)
- AST 1423** Manual Transmission/Transaxle & 4X4 (3 Credits)
- AST 1513** Suspension/Steering & Wheel Alignment (3 Credits)
- AST 1613** Brakes (3 Credits)
- AST 1712** Basic Tune-up (Non-computer) (2 Credits)
- AST 2432** Rear Axle/Differential (2 Credits)
- AST 2442** Automatic Transmission I (2 Credits)
- AST 2452** Automatic Transmission II (2 Credits)
- AST 2462** Automatic Transmission III (2 Credits)
- AST 2723** Fuel Systems I (3 Credits)
- AST 2733** Introduction to Automotive Computers (3 Credits)
- AST 2743** Fuel Systems II (3 Credits)
- AST 2752** Engine Performance & Drivability (2 Credits)
- AST 2812** Basic Air Conditioning (2 Credits)
- AST 2911** Auto Lab I (1 Credit)
- AST 2921** Auto Lab II (1 Credit)
- AST 2931** Auto Lab III (1 Credit)
- AST 2941** Auto Lab IV (1 Credit)

### Required Liberal Arts and Sciences (6 Credits)

Complete 6 MNTC credits from MNTC goals 1-10.

### Other Required Courses (2 Credits)

Select 2 additional Liberal Arts & Sciences or Technical credits

### Technical Electives (1 Credit)

Complete 1 credit from the following courses:

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Biology

South Central College is pleased to be adding a Biology Associate in Science (AS) degree. This major allows you to take the first two years of your Biology degree at SCC and then transfer to complete your Bachelor's degree at a 4-year institution. We are proud to have an articulation agreement with Minnesota State University, Mankato to make your transfer an easy one!

Pursuing a career in Biology can be immensely rewarding and exciting. You'll learn to ask questions, make observations, evaluate evidence and solve problems. Studying Biology provides insight on how living things work, how they interact with one another and how they evolve.

There are several career paths you can follow as a Biologist including: research, healthcare, environmental management and conservation as well as biology education.

### Biology Degrees

- Biology AS Degree

# South Central College

2012-2013 Academic Catalog

## Biology Associate in Science

60 Credits

AS 3513/ AS 2513  
Degree Description

The Biology program at South Central College was developed to provide students with the first two years of a broad based education in Biology and its supporting sciences. It is specifically designed to prepare students to transfer into the junior year of a Biology major at a four year college. This program articulates with the Biology program at Minnesota State University, Mankato.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Courses (6 Courses)

Complete the following courses:

- MATH125** Trigonometry (3 Credits)
- CHEM121** Principles of Chemistry II (5 Credits)
- BIOL115** General Biology I (4 Credits)
- BIOL116** General Biology II (4 Credits)
- BIOL211** Genetics (4 Credits)
- BIOL250** Biology Capstone (2 Credits)

### Biology Electives (8 Credits)

Choose 8 credits from the following courses:

- BIOL220** \*Human Anatomy (4 Credits)
- BIOL230** \*Human Physiology (4 Credits)
- BIOL270** Microbiology (4 Credits)
- CHEM220** Organic Chemistry I (5 Credits)
- CHEM221** Organic Chemistry II (5 Credits)

### Additional Required Liberal Arts and Sciences (5 Courses)

Choose the following courses:

- MATH120** College Algebra (4 Credits)
- PHYS211** Principles in Physics I (4 Credits)
- CHEM120** Principles of Chemistry I (5 Credits)
- ENGL100** Composition (4 Credits)
- COMM110** Public Speaking (3 Credits)

### Liberal Arts and Sciences Electives

To complete an AS degree in Biology, students must complete 30 MNTC credits from 6 of the 10 MnTC Goal Areas. Courses should be selected in consultation with advisor/faculty.

Select an additional 10 credits to fulfill three other MNTC goal areas (MNTC Goals 2,5,6,7,8,9,10.)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Building Design and Energy Technology

Building Design and Energy Technology prepares students to apply basic building engineering principles and technical skills in support of architects, engineers and planners engaged in designing and developing commercial buildings, and energy related systems. Instruction includes building design and modeling, engineering drawing, electronic drawing software, energy technology and building systems. Grads will be prepped for a nationally recognized "Green" certification, Building Analyst, and Envelop Certification.

A laptop is required for this program. Please consult faculty before purchase.

Due to the highly responsible nature of the work performed, no grade lower than a C in any required course with a BDET Prefix will be counted towards graduation.

### Core Competencies

1. Create high quality construction documents.
2. Solve design/detail problems using research.
3. Apply energy-related systems and assemblies to design projects.
4. Apply building industry standards.
5. Demonstrate proficiency in 2D and 3D drawing software.

### Building Design and Energy Technology Degrees

- Building Design and Energy Technology AAS Degree
- Building Design and Energy Technology Diploma



# South Central College

2012-2013 Academic Catalog

## Building Design and Energy Technology AAS Degree

60 Credits

AAS 3486

Degree Description

Building Design and Energy Technology prepares students to apply basic building engineering principles and technical skills in support of architects, engineers and planners engaged in designing and developing commercial buildings, and energy related systems. Instruction includes building design and modeling, engineering drawing, electronic drawing software, energy technology and building systems. Grads will be prepped for a nationally recognized "Green" certification, Building Analyst, and Envelop Certification.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (16 Courses)

NOTE: Due to the highly responsible nature of the work performed, no grade lower than a C in any required course with a BDET prefix will be counted towards graduation.

You must complete all of the following classes:

**BDET1100** Introduction to Building Design and Energy Technology (1 Credit)

**BDET1110** Studio I (4 Credits)

**BDET1120** Estimating Concepts (2 Credits)

**BDET1130** Materials and Methods (3 Credits)

**BDET1150** AutoCAD (2 Credits)

**BDET1210** Studio II (4 Credits)

**BDET1220** Building Analyst (3 Credits)

**BDET1240** Construction Documents (2 Credits)

**BDET1250** Revit (2 Credits)

**BDET1260** Special Topics in Environmental Design (1 Credit)

**BDET2110** Studio III (4 Credits)

**BDET2120** Statics and Strengths of Materials (3 Credits)

**BDET2130** MEP Systems (Mechanical, Electrical and Plumbing) (3 Credits)

**BDET2140** Building Codes (2 Credits)

**BDET2210** Studio IV (6 Credits)

**BDET1320** Internship (3 Credits)

### Required Liberal Arts & Sciences (3 Courses)

To complete an AAS degree, students must complete 15 MnTC credits from 3 of the 10 MnTC goal areas. The following courses are required:

**MATH125** Trigonometry (3 Credits)

### Liberal Arts and Sciences - Electives

Select an additional 4 credits from MnTC goals 2,3,5,6,7,8,9 or 10.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Building Design and Energy Technology Diploma

32 Credits

DIP 3487

Degree Description

Building Design and Energy Technology prepares students to apply basic building engineering principles and technical skills in support of architects, engineers and planners engaged in designing and developing commercial buildings, and energy related systems. Instruction includes building design and modeling, engineering drawing, electronic drawing software, energy technology and building systems. Grads will be prepped for a nationally recognized "Green" certification, Building Analyst, and Envelop Certification.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (10 Courses)

NOTE: Due to the highly responsible nature of the work performed, no grade lower than a C in any required course with a BDET prefix will be counted towards graduation.

You must complete all of the following classes:

**BDET1100** Introduction to Building Design and Energy Technology (1 Credit)

**BDET1110** Studio I (4 Credits)

**BDET1120** Estimating Concepts (2 Credits)

**BDET1130** Materials and Methods (3 Credits)

**BDET1150** AutoCAD (2 Credits)

**BDET1210** Studio II (4 Credits)

**BDET1220** Building Analyst (3 Credits)

**BDET1240** Construction Documents (2 Credits)

**BDET1250** Revit (2 Credits)

**BDET1260** Special Topics in Environmental Design (1 Credit)

### Required Liberal Arts and Sciences (8 Credits)

Please complete both of the following courses:

**MATH120** College Algebra (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Business Management

The Business Management Program is designed to provide students with a broad background in general business concepts. The program focuses on the skills and knowledge needed in the areas of accounting, marketing and management, computer technology and office administration. The program increases opportunities for students to be successful in their current job as well as assisting them in their career advancement endeavors. The program also includes a Liberal Arts & Sciences component that helps students develop a well-rounded view of the world in which they live and work.

### Core Competencies

1. Have an enhanced understanding of business concepts
2. Apply effective accounting principles and practices
3. Demonstrate an ability to communicate effectively in the workplace

### Business Management Degrees

- Business Management AAS Degree

# South Central College

2012-2013 Academic Catalog

## Business Management AAS Degree

64 Credits

AAS 2280/ AAS 3280  
Degree Description

The Business Management Program is designed to provide students with a broad background in general business concepts. The program focuses on the skills and knowledge needed in the areas of accounting, marketing and management, computer technology and office administration. The program increases opportunities for students to be successful in their current job as well as assisting them in their career advancement endeavors. The program also includes a Liberal Arts & Sciences component that helps students develop a well-rounded view of the world in which they live and work.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (15 Courses)

Complete all of the following courses:

- ACCT1834** Computerized Accounting I (3 Credits)
- COMP1140** Web Development (4 Credits)
- MGT 2820** Introduction to Management Information Systems (3 Credits)
- MKT 1800** Introduction To Sales (3 Credits)
- MKT 1810** Principles of Marketing (3 Credits)
- MKT 1820** Introduction to Business (3 Credits)
- MKT 1900** Principles of Management (3 Credits)
- MKT 1910** Entrepreneurship (3 Credits)
- MKT 1930** Human Resource Management (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC2820** Business Communications (3 Credits)

### Required Liberal Arts & Sciences (3 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal areas. Courses must be selected in consultation with advisor/faculty.

Select 3 of the following courses:

- ENGL100** Composition (4 Credits)
  - COMM110** Public Speaking (3 Credits)
  - ECON110** Principles of Macroeconomics (3 Credits)
- Or
- ECON120** Principles of Microeconomics (3 Credits)

### Elective Liberal Arts and Science Credits

Select six credits in MNTC Goals 1 - 10 At least one course must be outside of MNTC goals in consultation with advisor/faculty. 1 and 5.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Carpentry

This program provides opportunity to practice safe work habits, solve carpentry math functions, design, draw, estimate, read prints, understand and accomplish framing practices and techniques. This course will provide for basic concrete applications of exterior concrete work along with other skills. All this will be controlled in a classroom atmosphere while constructing a construction project.

Student 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.

### Carpentry Degrees

- Carpentry AAS Degree
- Carpentry Diploma
- Carpentry Certificate

# South Central College

2012-2013 Academic Catalog

## Carpentry AAS Degree

60 Credits

AAS 2452

Degree Description

Here is a list of courses required to earn the Carpentry Associate of Applied Science Degree

**Admission Dates: Fall Semester**

**Offered on the Faribault Campus**

### Required Technical Courses (16 Courses)

Complete the following courses:

- CARP1120** Carpentry Health and Safety (1 Credit)
- CARP1121** Print Reading (2 Credits)
- CARP1122** Carpentry Theory and Sustainability (2 Credits)
- CARP1123** Site Experience and Foundations (5 Credits)
- CARP1124** Site Experience with Energy Technology (4 Credits)
- CARP1125** Framing Square Technology (3 Credits)
- CARP1226** Stairway Technology (3 Credits)
- CARP1227** Insulation, Ventilation and Enveloping (3 Credits)
- CARP1228** Interior Finish (4 Credits)
- CARP1229** Exterior Finish (3 Credits)
- CARP1230** Estimating and CAD (2 Credits)
- CFSU2120** Estimating (2 Credits)
- SBMT1110** SBM Organizational Planning (2 Credits)
- ACCT1800** Business Law (3 Credits)
- BDET1220** Building Analyst (3 Credits)
- BDET1260** Special Topics in Environmental Design (1 Credit)

### Required Technical Elective (1 Course)

Select one course from the following:

- CFSU1150** Construction Contract Documents (2 Credits)
- CFSU2140** Computerized Construction Estimating (2 Credits)
- BDET1150** AutoCAD (2 Credits)
- BDET1250** Revit (2 Credits)
- BDET2140** Building Codes (2 Credits)

### Required Liberal Arts & Sciences

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal areas.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Carpentry Diploma

32 Credits

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DIP 2451

Degree Description

Here is a list of courses required to earn the Carpentry Diploma of Occupational Proficiency

**Admission Dates: Fall Semester**

**Offered on the Faribault Campus**

### Required Technical Courses (11 Courses)

You must complete all of the following classes:

**CARP1120** Carpentry Health and Safety (1 Credit)

**CARP1121** Print Reading (2 Credits)

**CARP1122** Carpentry Theory and Sustainability (2 Credits)

**CARP1123** Site Experience and Foundations (5 Credits)

**CARP1124** Site Experience with Energy Technology (4 Credits)

**CARP1125** Framing Square Technology (3 Credits)

**CARP1226** Stairway Technology (3 Credits)

**CARP1227** Insulation, Ventilation and Enveloping (3 Credits)

**CARP1228** Interior Finish (4 Credits)

**CARP1229** Exterior Finish (3 Credits)

**CARP1230** Estimating and CAD (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Carpentry Certificate

17 Credits

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CERT2453

Degree Description

Here is a list of courses required to earn the Carpentry Certificate of Training

**Admission Dates: Fall Semester**

**Offered on the Faribault Campus**

### Required Technical Courses (7 Courses)

Complete the following courses:

**CARP1120** Carpentry Health and Safety (1 Credit)

**CARP1121** Print Reading (2 Credits)

**CARP1122** Carpentry Theory and Sustainability (2 Credits)

**CARP1123** Site Experience and Foundations (5 Credits)

**CARP1124** Site Experience with Energy Technology (4 Credits)

**CARP1125** Framing Square Technology (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Child Development Careers

- [Child Care Conference Registration Form](#)
- [Child Care Conference Brochure](#)

The Child Development program is designed to establish foundations in early childhood education, improve the quality of early childhood services, and increase professionalism in the field. Students will learn skills, such as; guidance techniques, health and safety, cultural sensitivity, curriculum planning, enhancing literacy, and interpersonal communication.

Education for early childhood licensure is provided by South Central College according to the Minnesota Department of Human Services requirements. Individuals will be prepared for careers in a variety of early childhood and educational settings. Graduates may pursue positions such as early childhood teachers or assistants, or as paraprofessionals within a school system.

The program is designed to meet the needs of full-time and part-time students. A grade of C or higher is required in Child Development technical courses.

**Student Background Studies:** 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.

### Core Competencies

1. Display knowledge of guidance techniques that promote positive adult child relationships.
2. Understand developmental milestones.
3. Demonstrate the ability to choose age appropriate activities; plan, develop and implement lesson plans.
4. Demonstrate knowledge of appropriate physical environments for learning.
5. Demonstrate techniques for observing, recording and analyzing observations.
6. Identify and implement techniques of collaboration with parents, colleagues, children and community services.

### Child Development Careers Degrees

- Administration of Child Care Programs AAS Degree
- Child Development AAS Degree
- Child Development Diploma
- Administration of Child Care Programs - Advanced Certificate
- Child Development Certificate

# South Central College

2012-2013 Academic Catalog

## Administration of Child Care Programs AAS Degree

66 Credits

AAS 2512/ AAS 3512  
Degree Description

A manager of an early childhood or afterschool program has complex responsibilities that require a wide range of knowledge and skills. The Administration of Child Care Programs is designed to build students knowledge and abilities to adequately and effectively evaluate the qualifications and performance of employees, develop sound personnel practices, oversee the purchase, care and maintenance of equipment, develop and evaluate sound curricula, build and maintain professional relationships with parents, staff and colleagues, and respond sensitively to the diverse needs of children, their parents, and staff.

The skills obtained in this degree will prepare students for career opportunities such as a Director, Assistant Director, Site Coordinator, Early Childhood Teacher or Paraprofessional.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (20 Courses)

Complete the following courses:

- FYE 100** First Year Experience (1 Credit)
- OTEC1825** Office Financial Applications I (3 Credits)
- CDEV1210** Child Growth and Development (3 Credits)
- CDEV1220** Health, Safety & Nutrition (3 Credits)
- CDEV1260** Observation & Assessment 1 (1 Credit)
- CDEV1270** Learning Environment & Curriculum (3 Credits)
- CDEV1310** Infant-Toddler Development and Learning Experiences (3 Credits)
- CDEV1312** Preschool Development and Learning Experiences (3 Credits)
- CDEV2510** Internship 1 (3 Credits)
- CDEV2210** Observation and Assessment 2 (2 Credits)
- CDEV2310** Children with Differing Abilities (3 Credits)
- CDEV2520** Children with Challenging Behaviors (3 Credits)
- CDEV2530** Curriculum Planning (3 Credits)
- CDEV2910** Management of Child Care Programs (3 Credits)
- CDEV2920** Strategies for Staff Development (3 Credits)
- CDEV2930** Financial Aspects in Child Care Administration (3 Credits)
- CDEV2940** Managing Multiple Sites (1 Credit)
- CDEV2990** Practicum Project (1 Credit)
- HLTH1950** CPR (1 Credit)
- Or
- HLTH1952** First Aid (1 Credit)
- Or
- HLTH1954** Safety (1 Credit)

### Liberal Arts and Sciences - MNTC Goal 1 (1 Course)

Select one ENGL or COMM course from MNTC Goal 1.

### Liberal Arts and Sciences - MNTC Goal 5 (1 Course)

Select one SOC or PSYC course from MNTC Goal 5.

### Additional Liberal Arts and Sciences (9-11 Credits)

To complete an AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC goal areas. At least one course must be from outside MNTC Goal Areas 1 and 5.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Child Development AAS Degree

66 Credits

AAS 2507/ AAS 3507  
Degree Description

Education for early childhood licensure is provided by South Central College according to the Minnesota Department of Human Services requirements. Individuals will be prepared for careers in a variety of early childhood and educational settings. Graduates may pursue positions such as early childhood teachers or assistants, or as paraprofessionals within a school system.

Graduates receiving an A.A.S. Degree in Child Development Careers may transfer the degree to Metropolitan State University to pursue a B.A.S. Degree in the Early Childhood Studies, Psychology Department. This articulation agreement may be revised when program changes are made in the B.A.S. Degree in the Early Childhood Studies, Psychology Department at Metropolitan State University.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (18 Courses)

Complete the following courses:

- FYE 100** First Year Experience (1 Credit)
- CDEV1210** Child Growth and Development (3 Credits)
- CDEV1220** Health, Safety & Nutrition (3 Credits)
- CDEV1240** Working with Diverse Families and Children (3 Credits)
- CDEV1260** Observation & Assessment 1 (1 Credit)
- CDEV1270** Learning Environment & Curriculum (3 Credits)
- CDEV1310** Infant-Toddler Development and Learning Experiences (3 Credits)
- CDEV1312** Preschool Development and Learning Experiences (3 Credits)
- CDEV2210** Observation and Assessment 2 (2 Credits)
- CDEV2510** Internship 1 (3 Credits)
- CDEV2310** Children with Differing Abilities (3 Credits)
- CDEV2520** Children with Challenging Behaviors (3 Credits)
- CDEV2530** Curriculum Planning (3 Credits)
- CDEV2550** Cognitive Development (3 Credits)
- CDEV2560** Language and Literacy Development (3 Credits)
- CDEV2590** Social-Emotional Development and Learning (3 Credits)
- CDEV2810** Internship II (3 Credits)

### Required Liberal Arts & Sciences

To complete an AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC goal areas.

#### Liberal Arts and Sciences - Communication (1 Course)

Select at least one ENGL or COMM course from MNTC Goal Area 1.

#### Liberal Arts and Sciences - Sociology or Psychology (1 Course)

Select at least one course from MNTC Goal Area 5 in PSYC or SOC.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Child Development Diploma

34 Credits

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DIP 2506/ DIP 3506  
Degree Description

The Child Development program is designed to establish foundations in early childhood education, improve the quality of early childhood services, and increase professionalism in the field. Students will learn skills, such as; guidance techniques, health and safety, cultural sensitivity, curriculum planning, enhancing literacy, and interpersonal communication.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (11 Courses)

Complete the following courses:

- FYE 100** First Year Experience (1 Credit)
- CDEV1210** Child Growth and Development (3 Credits)
- CDEV1220** Health, Safety & Nutrition (3 Credits)
- CDEV1240** Working with Diverse Families and Children (3 Credits)
- CDEV1260** Observation & Assessment 1 (1 Credit)
- CDEV1270** Learning Environment & Curriculum (3 Credits)
- CDEV1310** Infant-Toddler Development and Learning Experiences (3 Credits)
- CDEV1312** Preschool Development and Learning Experiences (3 Credits)
- CDEV2210** Observation and Assessment 2 (2 Credits)
- CDEV2510** Internship 1 (3 Credits)

### Required Liberal Arts & Sciences (6 Credits)

Students must complete 6 MnTC credits from courses in MnTC goal areas 1-10. Courses must be selected consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Administration of Child Care Programs - Advanced Certificate

11 Credits

CERT2511/ CERT3511

Degree Description

A manager of an early childhood or afterschool program has complex responsibilities that require a wide range of knowledge and skills. The Administration of Child Care Programs advanced certificate is designed to build students knowledge and abilities to adequately and effectively evaluate the qualifications and performance of employees, develop sound personnel practices, oversee the purchase, care and maintenance of equipment, develop and evaluate sound curricula, build and maintain professional relationships with parents, staff and colleagues, and respond sensitively to the diverse needs of children, their parents, and staff. To be enrolled in the Advanced Certificate students must have 17 credits in Child Development Careers, a related field, or advisor approval.

*A National Association for the Education of Young Children (NAEYC) Approved Director's Credential.*

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

**Required Technical Courses (5 Courses)**

**CDEV2910** Management of Child Care Programs (3 Credits)

**CDEV2920** Strategies for Staff Development (3 Credits)

**CDEV2930** Financial Aspects in Child Care Administration (3 Credits)

**CDEV2940** Managing Multiple Sites (1 Credit)

**CDEV2990** Practicum Project (1 Credit)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Child Development Certificate

17 Credits

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CERT2505/ CERT3508  
Degree Description

The Child Development program is designed to establish foundations in early childhood education, improve the quality of early childhood services, and increase professionalism in the field. Students will learn skills, such as; guidance techniques, health and safety, cultural sensitivity, curriculum planning, enhancing literacy, and interpersonal communication.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (7 Courses)

Choose the following courses

**FYE 100** First Year Experience (1 Credit)

**CDEV1210** Child Growth and Development (3 Credits)

**CDEV1220** Health, Safety & Nutrition (3 Credits)

**CDEV1230** Guiding Children's Behavior (3 Credits)

**CDEV1240** Working with Diverse Families and Children (3 Credits)

**CDEV1260** Observation & Assessment 1 (1 Credit)

**CDEV1270** Learning Environment & Curriculum (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Civil Engineering Technology

The Civil Engineering Technology program prepares individuals for entry-level employment as engineering technicians. Students will learn surveying techniques along with design and construction practices dealing with sewer, water, streets, roads, and land surveying. Students will be introduced to the newest surveying equipment plus computer programming, computer aided drafting and surveying systems. The ability to work independently and make decisions, along with accuracy and neatness, are very important qualities for technicians. Technicians must be able to deal with professional people as well as the general public on a day to day basis. Technicians can work in a variety of positions including: engineering designer, construction inspector, construction manager, and CAD operator. The A.A.S. degree provides students with the necessary technical skills plus the Liberal Arts and Sciences base to broaden their horizons and aid them in seeking employment advancement.

### Core Competencies

1. Apply surveying techniques with state of the art surveying equipment.
2. Execute design and construction practices dealing with sewer, water, streets, roads and land surveying.
3. Prepare neat and accurate working drawings and other construction and contract documents..
4. Use computer aided drafting and surveying systems competently.
5. Communicate with professional people as well as the general public.

### Civil Engineering Technology Degrees

- Civil Engineering Technology AAS Degree
- Geographic Information Systems Certificate



# South Central College

2012-2013 Academic Catalog

## Civil Engineering Technology AAS Degree

70 Credits

AAS 3405

Degree Description

The Civil Engineering Technology program prepares individuals for entry-level employment as engineering technicians. Students will learn surveying techniques along with design and construction practices dealing with sewer, water, streets, roads, and land surveying. Students will be introduced to the newest surveying equipment plus computer programming, computer aided drafting and surveying systems. The ability to work independently and make decisions, along with accuracy and neatness, are very important qualities for technicians. Technicians must be able to deal with professional people as well as the general public on a day to day basis. Technicians can work in a variety of positions including: engineering designer, construction inspector, construction manager, and CAD operator. The A.A.S. degree provides students with the necessary technical skills plus the Liberal Arts & Sciences base to broaden their horizons and aid them in seeking employment advancement.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (13 Courses)

Complete the following courses:

**CTLS1110** Basic AutoCAD (3 Credits)

**CTLS1800** Construction Contract Documents (4 Credits)

**CTLS1805** Civil Cad (3 Credits)

**CTLS1810** Introduction to Surveying (5 Credits)

**CTLS1815** Surveying II (5 Credits)

**CTLS1820** Materials Technology (4 Credits)

**BDET2120** Statics and Strengths of Materials (3 Credits)

Or

**CTLS2120** (Credit)

**CTLS2825** Civil Design (4 Credits)

**CTLS2830** Construction Estimating and Inspections (4 Credits)

**CTLS2835** Introduction to Land Surveying (3 Credits)

**CTLS2840** Introduction to Geographic Information Systems (GIS) (4 Credits)

**CTLS2846** Hydrology and Hydraulics (3 Credits)

**CTLS2851** Internship (4 - 5 Credits)

### Required Liberal Arts & Sciences (4 Courses)

To complete an AAS Degree, students must complete 18-21 MNTC credits from 3 of the 10 MNTC Goal areas.

The following courses are required:

**ENGL100** Composition (4 Credits)

**ENGL240** Technical Communication (4 Credits)

**PHYS101** Introductory Physics (3 Credits)

**COMM110** Public Speaking (3 Credits)

Or

**COMM140** Interpersonal Communication (3 Credits)

### Required Math Courses (1 Course)

Select one or two courses to complete the Math requirement:

**MATH120** College Algebra (4 Credits)

And

**MATH125** Trigonometry (3 Credits)

Or

## **Elective Credits**

Choose 0 - 3 credits from any Technical or Liberal Arts and Sciences courses to total 70 credits in your program. Courses must be approved by your program advisor.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Geographic Information Systems Certificate

16 Credits

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CERT3481

Degree Description

The Geographical Information System certificate offered through the Civil Engineering Technology program focuses on extended learning of GIS applications within the civil engineering environment. Students in this certificate program will acquire skills required by hiring agencies, which includes collection, management and analysis of spatial data, creation of maps, as well as GIS data development and management for web applications.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (4 Courses)

Complete the following courses:

**CTLS2840** Introduction to Geographic Information Systems (GIS) (4 Credits)

**GIS 2841** Intermediate GIS (4 Credits)

**GIS 2842** Field Mapping with GPS (4 Credits)

**GIS 2843** GIS Practicum (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## College Readiness

College Readiness Courses are designed to improve reading, writing, mathematics and computer skills. Developing these skills provides students with the opportunity to achieve academic success and enhance life-long learning, personal, and academic goals.

Some courses are designed to be taken in sequence. College Readiness courses are prerequisites for many courses in both Liberal Arts & Sciences and Technical Career education.

For more information about who needs to take college readiness courses, please view the [understanding accuplacer scores page](#) on SCC's main website.

### College Readiness Degrees

- College Readiness

# South Central College

2012-2013 Academic Catalog

## College Readiness

NA 8003/ NA 3803  
Degree Description

For more information about who needs to take college readiness courses, please view the [understanding accuplacer scores page](#) on SCC's main website.

**Offered on the Faribault and North Mankato Campuses**

### Reading Courses (2 Courses)

**READ0080** Reading and Critical Thinking I (4 Credits)  
**READ0090** Reading and Critical Thinking II (4 Credits)

### Writing Courses (2 Courses)

**ENGL0080** Writing and English I (4 Credits)  
**ENGL0090** Writing and English II (4 Credits)

### Math Courses (2 Courses)

**MATH0075** Basic Mathematics (4 Credits)  
**MATH0085** Essentials of Algebra (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

## Community Health Worker

**Contact your SCC advisor for more information.**

Community Health Workers are members of a distinct community who work and build trust at the grassroots level and play an important role in bridging the gap between cultures and healthcare systems. Community Health Workers navigate clients through community systems and 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. Their overall goal is to mentor and empower clients and healthcare systems to achieve positive outcomes and to reach the optimal level of wellness.

### Community Health Worker Degrees



## 2012-2013 PROGRAMS OF STUDY

### Community Health Worker Certificate • 16 Credits

CERT2287/ CERT3287

#### Degree Description

Here is a list of courses required to earn the Community Health Worker Certificate of Training

#### Admission Dates: Fall and Spring Semester

#### Offered on the Faribault and North Mankato Campuses

The course requirements listed below are specific to the 2012-2013 school year. If you need to view the program from previous years view our [Catalog Archive](#).

This credential is part of the Community Health Worker department. [See the Community Health Worker department page for more details](#)

#### Required Technical Courses (8 Courses)

Complete all of the following courses:

- [CHW 1000](#) Role, Advocacy and Outreach (2 Credits)
- [CHW 1015](#) Organization and Resources (1 Credit)
- [CHW 1025](#) Teaching and Capacity Building (2 Credits)
- [CHW 1035](#) The Community Health Worker: Legal & Ethical Responsibilities (1 Credit)
- [CHW 1045](#) Community Health Worker: Coordination, Documentation & Reporting (1 Credit)
- [CHW 1055](#) Communication Skills and Cultural Competence (2 Credits)
- [CHW 1065](#) Community Health Worker Health Promotion (3 Credits)
- [CHW 1075](#) Internship (2 Credits)

#### Complete two credits of HC 1500 Healthcare Foundation: (2 Credits)

- Intro to Health Careers
- [HC 1500](#) Healthcare Foundation: Introduction to Health Careers (1 - 3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

#### Faribault Campus

1225 Third Street SW  
Faribault, MN 55021  
Local: 507-332-5800  
Toll Free: 800-422-0391

#### North Mankato Campus

1920 Lee Boulevard  
North Mankato, MN 56003  
Local: 507-389-7200  
Toll Free: 800-722-9359

#### South Central Online

Web: [online.southcentral.edu](http://online.southcentral.edu)  
Email: [online@southcentral.edu](mailto:online@southcentral.edu)  
Login: Desire2Learn

# South Central College

2012-2013 Academic Catalog

## Community Social Service

Through the certificate program students will acquire the knowledge and skills for performing 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, communication, and medication areas. The diploma will provide the student with the ability to obtain Designated Coordinator status in addition to having 2 years of work 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 Liberal Arts & Sciences coursework. Students also have the ability to transfer to Minnesota State University, Mankato as we have an articulation agreement with the Social Work Department.

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 Social Service Program (CSS) are eligible for positions in several areas in the health, human services, and education fields with children, adolescents, adults, and senior citizens. The graduating student may serve a variety of at-risk populations including people with disabilities, mental illness, substance abuse, poverty, and disadvantaged. Students who may be interested in Social Work, Sociology, Psychology, or other health related areas may want to consider the CSS program as a well-rounded educational base to support further development of generalist skills at a four-year institution.

**Community Social Service Mission Statement** The Community Social Service Program provides students with the skills and knowledge to holistically support and advocate in a professional manner.

**Student Background Studies:** 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.

### Core Competencies

1. Demonstrate professionalism by meeting industry standards.
2. Make critical decisions based on knowledge of system protocols.
3. Recognize the need for skill development and demonstrate the ability to teach to ensure personal growth.
4. The ability to provide behavioral interventions and strategies appropriately and in a least restrictive manner.
5. Identify appropriate resources, supports, and services.
6. Demonstrate an understanding of concepts relevant to general social service practices in a wide variety of settings.

### Community Social Service Degrees

- Community Social Services AAS Degree
- Community Social Service Diploma
- Community Social Service Certificate



# South Central College

2012-2013 Academic Catalog

## Community Social Services AAS Degree

70 Credits

AAS 2262/ AAS 3362  
Degree Description

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.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (17 Courses)

Complete the following courses:

**CSS 1812** Introduction to Social Work (3 Credits)  
**CSS 1813** Social Welfare Services (3 Credits)  
**CSS 1814** Community Social Service Projects (3 Credits)  
**CSS 1910** Community Social Service Internship (4 Credits)  
**CSS 1911** Community Social Service Internship Seminar (1 Credit)  
**HC 1000** Medical Terminology (3 Credits)  
**HCTC1886** Basic Nursing 101 (CNA) (4 Credits)  
**HLTH1950** CPR (1 Credit)  
**HLTH1952** First Aid (1 Credit)  
**OTEC1001** Computer Software for College (2 Credits)

### Required Liberal Arts and Sciences (2 Courses)

You must complete the following courses:

**ASL 101** American Sign Language 1 (3 Credits)  
**ENGL100** Composition (4 Credits)

### Liberal Arts and Sciences Electives

To complete an AAS Degree, students must complete 23 credits from 3 of the 10 MnTC goal areas. 16 additional credits are required. The following courses are recommended: BIOL100, MATH154, ETHN101, PSYC110, SOC101, ECON110, ECON120, PHIL100, POL110. Please select your electives in consultation with your advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Community Social Service Diploma

48 Credits

DIP 2261/ DIP 3361  
Degree Description

Through the diploma program students will, in addition to completing the certificate coursework, gain knowledge and skills in human behavior, communication, and medication areas. The diploma will provide the student with the ability to obtain Designated Coordinator status in addition to having 2 years of work 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 Liberal Arts & Sciences coursework. Students also have the ability to transfer to Minnesota State University, Mankato as we have an articulation agreement with the Social Work Department.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (14 Courses)

Please complete the following courses:

- CSS 1911** Community Social Service Internship Seminar (1 Credit)
- HC 1000** Medical Terminology (3 Credits)
- HCTC1886** Basic Nursing 101 (CNA) (4 Credits)
- HLTH1952** First Aid (1 Credit)
- OTEC1001** Computer Software for College (2 Credits)

### Required Liberal Arts & Sciences: (2 Courses)

You must complete the following course.

- ASL 101** American Sign Language 1 (3 Credits)
- ENGL100** Composition (4 Credits)

### Elective Credits (1 Course)

Liberal Arts and Sciences Choose one Liberal Arts and Sciences course from the following list as recommended by advisor.

- BIOL100** Introduction to Biology (4 Credits)
- MATH154** Elementary Statistics (4 Credits)
- ETHN101** American Racial Minorities (3 Credits)
- PSYC110** Lifespan Psychology (3 Credits)
- SOC 101** Introduction to Sociology (3 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)
- ECON120** Principles of Microeconomics (3 Credits)
- PHIL100** Ethics in Society (3 Credits)
- POL 110** American Government (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Community Social Service Certificate

17 Credits

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CERT2260/ CERT3360  
Degree Description

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

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (5 Courses)

Complete the following courses:

**CSS 1801** Direct Service Professionalism (3 Credits)

**CSS 1802** Physical Developmental Supports I (3 Credits)

**CSS 1804** Person Centered Planning (3 Credits)

**CSS 1811** Facilitating Positive Behaviors (4 Credits)

**HCTC1886** Basic Nursing 101 (CNA) (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Computer Careers

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 writer, Technical support specialist, Help desk specialist, Web designer, Web developer, Webmaster, Programmer, Applications programmer, Programmer/analyst, Software tester, or Computer sales associate.

### 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.

### Core Competencies

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

### Computer Careers Degrees

- Information Systems AAS Degree
- Networking Services AAS Degree
- Information Systems Diploma
- Networking Services Diploma
- Computer Assistant Certificate
- Web Programmer Certificate

# South Central College

2012-2013 Academic Catalog

## Information Systems AAS Degree

64 Credits

AAS 3275

Degree Description

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 and Information Technology at Minnesota State University, Mankato.

### Degree Core Competencies

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

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (6 Courses)

Complete all of the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1140** Web Development (4 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)

### Technical Electives (20 Credits)

Select 20 credits from the following courses:

WEB DEV

- COMP2145** Web Programming (4 Credits)
- COMP2150** Web Services (4 Credits)

PC SOFTWARE DEV

- COMP2130** Advanced Spreadsheets/Database & Programming (4 Credits)
- COMP2310** Visual Basic.Net (4 Credits)

ENTERPRISE DEV

- COMP2200** IBM i5 (iSeries) Operating System (4 Credits)
- COMP2205** RPG IV (iSeries) (4 Credits)
- COMP2210** COBOL (4 Credits)

### Required Capstone (4 Credits)

Complete 4 credits:

- COMP2496** Capstone - Software Development (1 - 4 Credits)

## Required Liberal Arts & Sciences (3 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal areas. Select the following required courses:

**ENGL100** Composition (4 Credits)

**COMM110** Public Speaking (3 Credits)

**MATH115** Concepts in Math (4 Credits)

Or

**MATH120** College Algebra (4 Credits)

## Elective Liberal Arts & Sciences

Choose an additional 5 credits from MNTC Goal Areas 2,3,5,6,7,8,9 or 10.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Networking Services AAS Degree

64 Credits

AAS 3277

Degree Description

This program prepares the student with the core skills necessary for a technical support position with a focus on networking services. Training is emphasized in the areas of installing, maintaining, and troubleshooting personal computers, computer networks, 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.

### Degree Core Competencies

1. Design and administer computer networks.
2. Maintain and repair personal computer systems.
3. Support common business application software.
4. Support current computer operating systems.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (11 Courses)

Complete the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1140** Web Development (4 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)
- COMP2460** Linux (4 Credits)
- COMP2462** Microsoft Network Administration (4 Credits)
- COMP2464** Application of Wireless & Mobile Networks (4 Credits)
- COMP2466** Advanced Networking (4 Credits)
- COMP2475** Information Warfare (4 Credits)

### Required Capstone (4 Credits)

Complete 4 credits:

- COMP2498** Capstone - Networking Services (1 - 4 Credits)

### Required Liberal Arts & Sciences (3 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC goal areas. Select the following courses:

- ENGL100** Composition (4 Credits)
- COMM110** Public Speaking (3 Credits)
- MATH115** Concepts in Math (4 Credits)
- Or
- MATH120** College Algebra (4 Credits)

### Elective Liberal Arts & Sciences

Choose an additional 5 credits from MNTC Goal Areas 2,3,5,6,7,8,9 or 10

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Information Systems Diploma

64 Credits

DIP 3276

Degree Description

This program prepares the student with the core skills necessary for a technical support position with a focus on networking services. Training is emphasized in the areas of installing, maintaining, and troubleshooting personal computers, computer networks, 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.

### Diploma Core Competencies

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

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (6 Courses)

Complete all of the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1140** Web Development (4 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)

### Technical Electives (20 Credits)

Choose 20 credits from the following courses:

WEB DEV

- COMP2145** Web Programming (4 Credits)
- COMP2150** Web Services (4 Credits)

PC SOFTWARE DEV

- COMP2130** Advanced Spreadsheets/Database & Programming (4 Credits)
- COMP2300** Java (4 Credits)
- COMP2310** Visual Basic.Net (4 Credits)

ENTERPRISE DEV

- COMP2200** IBM i5 (iSeries) Operating System (4 Credits)
- COMP2205** RPG IV (iSeries) (4 Credits)
- COMP2210** COBOL (4 Credits)

### Technical Electives (9 Credits)

Choose 9 credits from the following:

- COMP2460** Linux (4 Credits)
- COMP2462** Microsoft Network Administration (4 Credits)
- COMP2464** Application of Wireless & Mobile Networks (4 Credits)
- COMP2466** Advanced Networking (4 Credits)
- COMP2475** Information Warfare (4 Credits)
- COMP2498** Capstone - Networking Services (1 - 4 Credits)



## **Required Capstone (4 Credits)**

Complete 4 credits:

**COMP2496** Capstone - Software Development (1 - 4 Credits)

## **Required Liberal Arts and Sciences (2 Courses)**

Select the following courses:

**ENGL100** Composition (4 Credits)

**COMM110** Public Speaking (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Networking Services Diploma

64 Credits

DIP 3278

Degree Description

This program prepares the student with the core skills necessary for a technical support position with a focus on networking services. Training is emphasized in the areas of installing, maintaining, and troubleshooting personal computers, computer networks, 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.

### Diploma Core Competencies

1. Design and administer computer networks.
2. Maintain and repair personal computer systems.
3. Support common business application software.
4. Support current computer operating systems.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (11 Courses)

Complete the following courses:

- COMP1120** Foundations of Computing (4 Credits)
- COMP1125** Spreadsheet/Database Integration (4 Credits)
- COMP1130** Programming Fundamentals (4 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)
- COMP2460** Linux (4 Credits)
- COMP2462** Microsoft Network Administration (4 Credits)
- COMP2464** Application of Wireless & Mobile Networks (4 Credits)
- COMP2466** Advanced Networking (4 Credits)
- COMP2475** Information Warfare (4 Credits)

### Technical Electives (9 Credits)

You must complete 9 credits from the following courses:

- COMP2130** Advanced Spreadsheets/Database & Programming (4 Credits)
- COMP2145** Web Programming (4 Credits)
- COMP2150** Web Services (4 Credits)
- COMP2200** IBM i5 (iSeries) Operating System (4 Credits)
- COMP2205** RPG IV (iSeries) (4 Credits)
- COMP2210** COBOL (4 Credits)
- COMP2300** Java (4 Credits)
- COMP2310** Visual Basic.Net (4 Credits)
- COMP2496** Capstone - Software Development (1 - 4 Credits)

### Required Capstone (4 Credits)

Complete 4 credits:

- COMP2498** Capstone - Networking Services (1 - 4 Credits)

### Required Liberal Arts & Sciences (2 Courses)

Complete the following courses:

- ENGL100** Composition (4 Credits)
- COMM110** Public Speaking (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Computer Assistant Certificate

30 Credits

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CERT3279

Degree Description

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 midrange 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.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (7 Courses)

Complete all of the following courses:

**COMP1120** Foundations of Computing (4 Credits)

**COMP1125** Spreadsheet/Database Integration (4 Credits)

**COMP1140** Web Development (4 Credits)

**COMP1200** PC Hardware and Software Essentials (4 Credits)

**COMP1360** Introduction to Data Communications and Networking (4 Credits)

**COMP2130** Advanced Spreadsheets/Database & Programming (4 Credits)

**COMP2460** Linux (4 Credits)

### Required Capstone (2 Credits)

Complete 2 credits:

**COMP2498** Capstone - Networking Services (1 - 4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Web Programmer Certificate

23 Credits

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CERT3261

Degree Description

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.**

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (5 Courses)

Complete all of the following courses:

**COMP1130** Programming Fundamentals (4 Credits)

**COMP1140** Web Development (4 Credits)

**COMP2145** Web Programming (4 Credits)

**COMP2150** Web Services (4 Credits)

**COMP2300** Java (4 Credits)

Or

**COMP2310** Visual Basic.Net (4 Credits)

### Required Capstone (3 Credits)

Complete 3 credits:

**COMP2496** Capstone - Software Development (1 - 4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Computer Integrated Machining

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 upon graduation.

### Core Competencies

1. Conduct computer software operation (CAD/CAM)
2. Develop computer machining skills (CNC)
3. Develop safe machining practices
4. Produce quality machined parts
5. Measure quality machined parts

### Computer Integrated Machining Degrees

- Computer Integrated Machining AAS Degree
- Computer Integrated Machining Diploma
- Computer Integrated Machining Certificate

# South Central College

2012-2013 Academic Catalog

## Computer Integrated Machining AAS Degree

72 Credits

AAS 2442/ AAS 3458  
Degree 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 upon graduation.

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (14 Courses)

You must complete all of the following classes:

- CIM 1115** Measurement, Materials, and Safety Level 1 (3 Credits)
  - CIM 1125** Job Planning, Benchwork and Layout Level 1 (3 Credits)
  - CIM 1135** CNC Turning Level 1 (5 Credits)
  - CIM 1145** CNC Milling Level 1 (5 Credits)
  - CIM 1150** Machining Computations (3 Credits)
  - CIM 1225** Technical Design II (4 Credits)
  - CIM 1235** CNC Programming II (3 Credits)
  - CIM 1245** Applications II (4 Credits)
  - CIM 2125** Technical Design III (4 Credits)
  - CIM 2135** CNC Programming III (3 Credits)
  - CIM 2145** Applications III (4 Credits)
  - CIM 2215** Quality Inspection IV (2 Credits)
  - CIM 2225** Technical Design IV (4 Credits)
  - CIM 2245** Applications IV (4 Credits)
- Or
- CIM 1155** CIM Level 1 Internship (4 Credits)

### Required Liberal Arts and Sciences (6 Courses)

To complete an AAS Degree, students must complete 21 MNTC credits from 3 of the 10 MNTC Goal Areas.

The following courses are required:

- ENGL100** Composition (4 Credits)
  - HUM 100** Critical Thinking (3 Credits)
  - CHEM108** Introduction to Chemistry (4 Credits)
  - PHYS101** Introductory Physics (3 Credits)
  - MATH120** College Algebra (4 Credits)
  - COMM110** Public Speaking (3 Credits)
- Or
- COMM120** Small Group Communication (3 Credits)
- Or
- COMM140** Interpersonal Communication (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Computer Integrated Machining Diploma

66 Credits

DIP 2443/ DIP 3459  
Degree 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 upon graduation.

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (17 Courses)

You must complete all of the following courses:

- CIM 1115** Measurement, Materials, and Safety Level 1 (3 Credits)
  - CIM 1125** Job Planning, Benchwork and Layout Level 1 (3 Credits)
  - CIM 1135** CNC Turning Level 1 (5 Credits)
  - CIM 1145** CNC Milling Level 1 (5 Credits)
  - CIM 1150** Machining Computations (3 Credits)
  - CIM 1215** Quality Inspection II (3 Credits)
  - CIM 1225** Technical Design II (4 Credits)
  - CIM 1235** CNC Programming II (3 Credits)
  - CIM 1245** Applications II (4 Credits)
  - CIM 2115** Quality Inspection III (3 Credits)
  - CIM 2125** Technical Design III (4 Credits)
  - CIM 2135** CNC Programming III (3 Credits)
  - CIM 2145** Applications III (4 Credits)
  - CIM 2225** Technical Design IV (4 Credits)
  - CIM 2235** CNC Programming IV (3 Credits)
  - CIM 2245** Applications IV (4 Credits)
- Or
- CIM 1155** CIM Level 1 Internship (4 Credits)
  - CIM 2250** (Credit)

### Required Liberal Arts & Sciences (3 Credits)

You must complete one of the following courses:

- COMM140** Interpersonal Communication (3 Credits)
- Or
- COMM120** Small Group Communication (3 Credits)

### Elective Liberal Arts and Science (3 Credits)

To complete the diploma, students must complete an additional 3 credits from courses appearing in any of the 10 MnTC Goal Areas. Course must be selected in consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Computer Integrated Machining Certificate

20 Credits

CERT2444/ CERT3462

Degree Description

Right Skills Now (RSN) is a fast track precision manufacturing training program designed to enable both job seekers and employers meet the current demand for skilled workers. The RSN program at South Central College (SCC) is designed to give students the necessary entry level skills to safely and accurately operate CNC machine tools. Courses include Measurement, Materials & Safety; Job Planning, Benchwork & Layout; CNC Turning Operations and CNC Milling Operations. This broad-based course is centered on competencies that are currently embedded in the National Institute for Metalworking skills (NIMS) certification criteria. After successful completion of this course students will have the opportunity to certify their knowledge by taking performance and theory assessments as measured against the NIMS Standards.

### Basic Requirements

Score a Silver Level on the National Career Readiness Credential assessment or instructor permission.

### Program Core Competencies

1. Convey the skills and knowledge in computer integrated machining fields.
2. Produce quality CNC machined parts.
3. Prepare students to work within a precision manufacturing setting.
4. Demonstrate safe and efficient use of CNC equipment.

### Admission Dates: Fall Semester

### Offered on the Faribault and North Mankato Campuses

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Construction Field Supervision

The Construction Field Supervision program at South Central College was developed to address the increasing demand for competent construction managers and field supervisors in the construction industry. This program prepares highly motivated individuals for a professional career that requires critical thinking, leadership and management skills.

SCC's Construction Field Supervision program prepares students for entry level positions in project supervision careers. Students learn material technology, project scheduling, construction documentation, estimating, cost management, environmental systems, field engineering, safety and risk management, communication, and leadership and management skills.

Field superintendents manage the construction of a project at the site. Their responsibilities include project implementation, project scheduling, safety management, client interaction, cost controls, sub-contractor management and performance, work schedule creation, site staffing, and functional oversight of project performance through contract completion. Field supervisors also prepare progress reports, make recommendations on ways to improve work methods, meet with construction managers to discuss problems and solutions, and work with employees to improve performance.

### Core Competencies

1. Manage a construction project at the site.
2. Develop a communication plan between the architect, contractor and owner.
3. Coordinated planning and construction phases of construction projects.
4. Make recommendations on construction technology and economy in order to control cost, time and quality of construction project.
5. Implement safety and risk management strategies.

### Construction Field Supervision Degrees

- Construction Field Supervision AAS Degree
- Construction Field Supervision Diploma
- Construction Field Supervision Certificate

# South Central College

2012-2013 Academic Catalog

## Construction Field Supervision AAS Degree

60 Credits

AAS 2450/ AAS 3476

Degree Description

The Construction Field Supervision program at South Central College was developed to address the increasing demand for competent construction managers and field supervisors in the construction industry. This program prepares highly motivated individuals for a professional career that requires critical thinking, leadership and management skills.

SCC's Construction Field Supervision program prepares students for entry level positions in project supervision careers. Students learn material technology, project scheduling, construction documentation, estimating, cost management, environmental systems, field engineering, safety and risk management, communication, and leadership and management skills.

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (16 Courses)

Complete the following courses:

- CFSU1120** Introduction to Construction Field Supervision (1 Credit)
- CFSU1130** Practicum: Materials and Methods (4 Credits)
- CFSU1200** Building Codes (3 Credits)
- CFSU1210** Principles of Construction Supervision, Management, and Leadership (3 Credits)
- CFSU1220** Basic AutoCAD (2 Credits)
- CFSU1230** Construction Site Principles (3 Credits)
- CFSU1250** Construction Safety Management (3 Credits)
- CFSU2110** Construction Project Management and Administration (3 Credits)
- CFSU2120** Estimating (2 Credits)
- CFSU2130** Practicum: Construction Planning and Scheduling (4 Credits)
- CFSU2140** Computerized Construction Estimating (2 Credits)
- CFSU2200** Practicum: Construction Field Supervision (4 Credits)
- CFSU2210** Construction Business Management (3 Credits)
- CFSU2240** Internship (3 Credits)

### Required Liberal Arts and Sciences (8 Credits)

To complete an AAS Degree, students must complete 16 MNTC credits in 3 of the 10 MNTC Goal Areas. Select the following courses:

- ENGL100** Composition (4 Credits)
- MATH120** College Algebra (4 Credits)

### Liberal Arts and Sciences - Natural Science (4 Credits)

Select BIOL 101 or any other MnTC Goal 3 Science course with a lab.

### Liberal Arts and Sciences - History/Social/Behavioral (4 Credits)

Select PSYC 100 or another 4 credit MnTC Goal Area 5 course.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Construction Field Supervision Diploma

39 Credits

DIP 2489/ DIP 3489  
Degree Description

The Construction Field Supervision program at South Central College was developed to address the increasing demand for competent construction managers and field supervisors in the construction industry. This program prepares highly motivated individuals for a professional career that requires critical thinking, leadership and management skills.

SCC's Construction Field Supervision program prepares students for entry level positions in project supervision careers. Students learn material technology, project scheduling, construction documentation, estimating, cost management, environmental systems, field engineering, safety and risk management, communication, and leadership and management skills.

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (12 Courses)

Complete all of the following courses:

- CFSU1120** Introduction to Construction Field Supervision (1 Credit)
- CFSU1130** Practicum: Materials and Methods (4 Credits)
- CFSU1140** Print Reading/Construction Graphics (2 Credits)
- CFSU1150** Construction Contract Documents (2 Credits)
- CFSU1200** Building Codes (3 Credits)
- CFSU1210** Principles of Construction Supervision, Management, and Leadership (3 Credits)
- CFSU1220** Basic AutoCAD (2 Credits)
- CFSU1230** Construction Site Principles (3 Credits)
- CFSU1250** Construction Safety Management (3 Credits)
- CFSU2120** Estimating (2 Credits)
- CFSU2130** Practicum: Construction Planning and Scheduling (4 Credits)
- CFSU2140** Computerized Construction Estimating (2 Credits)

### Required Liberal Arts and Sciences (2 Courses)

Please choose the following courses:

- ENGL100** Composition (4 Credits)
- MATH120** College Algebra (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Construction Field Supervision Certificate

20 Credits

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CERT3488/ CERT2488

Degree Description

The Construction Field Supervision program at South Central College was developed to address the increasing demand for competent construction managers and field supervisors in the construction industry. This program prepares highly motivated individuals for a professional career that requires critical thinking, leadership and management skills.

SCC's Construction Field Supervision program prepares students for entry level positions in project supervision careers. Students learn material technology, project scheduling, construction documentation, estimating, cost management, environmental systems, field engineering, safety and risk management, communication, and leadership and management skills.

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (6 Courses)

Complete the following courses:

**CFSU1120** Introduction to Construction Field Supervision (1 Credit)

**CFSU1130** Practicum: Materials and Methods (4 Credits)

**CFSU1140** Print Reading/Construction Graphics (2 Credits)

**CFSU1250** Construction Safety Management (3 Credits)

**CFSU2120** Estimating (2 Credits)

**CFSU2130** Practicum: Construction Planning and Scheduling (4 Credits)

### Required Liberal Arts and Sciences (1 Course)

Please complete the following course:

**ENGL100** Composition (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Culinary Arts

The Culinary Arts 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.

### Core Competencies

1. Conduct safe and sanitary food preparation.
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 proficiency in the preparation of stocks, soups, and sauces.
8. Calculate food, beverage, and labor costs and determine menu selling prices.
9. Demonstrate knowledge of the storeroom cycle-purchasing, receiving, storage and issuance

### Culinary Arts Degrees

- Culinary Arts AAS Degree
- Culinary Arts Diploma

# South Central College

2012-2013 Academic Catalog

## Culinary Arts AAS Degree

69 Credits

AAS 3409

Degree Description

The Culinary Arts 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.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (22 Courses)

Complete the following courses:

- CART1800** Introduction to Food Service (2 Credits)
- CART1803** Food and Beverage Control (1 Credit)
- CART1855** Wok/Oriental Cookery (2 Credits)
- CART1900** Specialty Breads (2 Credits)
- FBMG2950** Specialty Option I (1 Credit)
- FBMG2986** Hospitality Nutrition I (2 Credits)
- FBMG2990** Advanced Culinary Skill Production (3 Credits)
- HLTH1950** CPR (1 Credit)
- HLTH1952** First Aid (1 Credit)
- HRIC2860** Buffet Preparation and Service (2 Credits)
- HRIC2870** Basic Management/Supervisory Skills (2 Credits)
- HRIC2871** Purchasing and Receiving (2 Credits)
- HRIC2875** Menu Design (2 Credits)
- OTEC2000** Employment Search Skills (2 Credits)
- OTEC1001** Computer Software for College (2 Credits)
- QFPR1841** Basic Meat, Poultry, Fish/Shellfish Identification & Processing (4 Credits)
- QFPR1842** Stocks, Sauces and Soups (3 Credits)
- QFPR1846** Introduction to Breakfast and Pantry (3 Credits)
- QFPR1850** Basic Baking (4 Credits)
- QFPR1880** Quality Assurance (2 Credits)
- QFPR1890** Quality Food Production (3 Credits)

### Required Liberal Arts and Sciences (2 Courses)

To complete an AAS degree, students must complete 20 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty.

The following courses are required:

- COMM140** Interpersonal Communication (3 Credits)
- ETHN101** American Racial Minorities (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Culinary Arts Diploma

55 Credits

DIP 3411

Degree Description

The Culinary Arts 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.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (22 Courses)

**CART1800** Introduction to Food Service (2 Credits)  
**CART1803** Food and Beverage Control (1 Credit)  
**CART1855** Wok/Oriental Cookery (2 Credits)  
**CART1900** Specialty Breads (2 Credits)  
**FBMG2950** Specialty Option I (1 Credit)  
**FBMG2986** Hospitality Nutrition I (2 Credits)  
**FBMG2990** Advanced Culinary Skill Production (3 Credits)  
**HLTH1950** CPR (1 Credit)  
**HLTH1952** First Aid (1 Credit)  
**HRIC2860** Buffet Preparation and Service (2 Credits)  
**HRIC2870** Basic Management/Supervisory Skills (2 Credits)  
**HRIC2871** Purchasing and Receiving (2 Credits)  
**HRIC2875** Menu Design (2 Credits)  
**OTEC1001** Computer Software for College (2 Credits)  
**OTEC2000** Employment Search Skills (2 Credits)  
**QFPR1841** Basic Meat, Poultry, Fish/Shellfish Identification & Processing (4 Credits)  
**QFPR1842** Stocks, Sauces and Soups (3 Credits)  
**QFPR1846** Introduction to Breakfast and Pantry (3 Credits)  
**QFPR1850** Basic Baking (4 Credits)  
**QFPR1880** Quality Assurance (2 Credits)  
**QFPR1890** Quality Food Production (3 Credits)

### Required Liberal Arts and Sciences (2 Courses)

Complete the following courses:

**COMM140** Interpersonal Communication (3 Credits)

**ETHN101** American Racial Minorities (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Dental Assisting

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. 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 GPA 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 State 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, with restorative facilities, shared by MSU's Dental Hygiene program.

Program Delivery: Students will be admitted Fall Semester of each year.

### Basic Entrance Requirements

Due to accreditation regulations, only students who have a high school diploma or GED and are over the age of 18 are eligible for admission to this program.

### Core Competencies

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.
4. Conduct extra-oral /intra-oral exams, radiographs, preliminary impressions, study casts and occlusal bite registrations.
5. Demonstrate competencies skills and proficiency in tray set-ups, unit preparation, and medical emergency situations.
6. Apply current dental assisting concepts and techniques through competency skill levels and clinical/laboratory dental assisting, expanded functions, general and specialty dental procedures.
7. Demonstrate competency / skill in business office procedures and equipment, dental practice management systems, and financial transactions.

### Dental Assisting Degrees

- Dental Assisting AAS Degree
- Dental Assisting Diploma

# South Central College

2012-2013 Academic Catalog

## Dental Assisting AAS Degree

66 Credits

AAS 3303

Degree Description

Here is a list of courses required to earn the Dental Assisting Associate of Applied Science Degree

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (19 Courses)

The following courses must be completed:

- DA 1810** Dental Technology (1 Credit)
- DA 1811** Dental Science I (2 Credits)
- DA 1812** Oral Anatomy (2 Credits)
- DA 1813** Preclinical Dental Assisting (2 Credits)
- DA 1814** Chairside Dental Assisting I (4 Credits)
- DA 1815** Dental Materials (3 Credits)
- DA 1816** Radiology I (3 Credits)
- DA 1821** Dental Practice Management (2 Credits)
- DA 1823** Dental Science II (2 Credits)
- DA 1824** Chairside Dental Assisting II (3 Credits)
- DA 1825** Dental Assisting Expanded Functions (6 Credits)
- DA 1826** Radiology II (3 Credits)
- DA 1827** Dental Nutrition (1 Credit)
- DA 1828** Nitrous Oxide Sedation (1 Credit)
- DA 1831** D.A. Internship I (4 Credits)
- DA 1841** D.A. Internship II (4 Credits)
- HLTH1950** CPR (1 Credit)
- HLTH1952** First Aid (1 Credit)
- HLTH1954** Safety (1 Credit)

### Required Liberal Arts & Sciences (4 Courses)

To complete an AAS Degree, students must complete 20 MnTC credits from 3 of the 10 MnTC Goal Areas. Courses must be approved by advisor/faculty. The following courses are required:

- COMM140** Interpersonal Communication (3 Credits)
- ENGL100** Composition (4 Credits)
- MATH115** Concepts in Math (4 Credits)
- PHIL100** Ethics in Society (3 Credits)

### Elective Liberal Arts and Sciences MnTC Goal 3 (3 Credits)

Choose 3 - 4 credits from MnTC Goal 3: Natural Science.

### Elective Liberal Arts and Sciences MnTC Goal 5 (3 Credits)

Select at least 3-4 credits from MnTC Goal 5: History and the Social and Behavioral Sciences.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Dental Assisting Diploma

52 Credits

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DIP 3302

Degree Description

Here is a list of courses required to earn the Dental Assisting Diploma of Occupational Proficiency

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (19 Courses)

Complete all of the following courses:

- DA 1810** Dental Technology (1 Credit)
- DA 1811** Dental Science I (2 Credits)
- DA 1812** Oral Anatomy (2 Credits)
- DA 1813** Preclinical Dental Assisting (2 Credits)
- DA 1814** Chairside Dental Assisting I (4 Credits)
- DA 1815** Dental Materials (3 Credits)
- DA 1816** Radiology I (3 Credits)
- DA 1821** Dental Practice Management (2 Credits)
- DA 1823** Dental Science II (2 Credits)
- DA 1824** Chairside Dental Assisting II (3 Credits)
- DA 1825** Dental Assisting Expanded Functions (6 Credits)
- DA 1826** Radiology II (3 Credits)
- DA 1827** Dental Nutrition (1 Credit)
- DA 1828** Nitrous Oxide Sedation (1 Credit)
- DA 1831** D.A. Internship I (4 Credits)
- DA 1841** D.A. Internship II (4 Credits)
- HLTH1950** CPR (1 Credit)
- HLTH1952** First Aid (1 Credit)
- HLTH1954** Safety (1 Credit)

### Required General Education (2 Courses)

Courses must be selected in consultation with advisor/faculty.

- PHIL100** Ethics in Society (3 Credits)
- COMM140** Interpersonal Communication (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Emergency Medical Services

Emergency Medical Services is NOT a program leading to a degree at South Central College. Rather, they are courses that lead to certifications that prepare students to render emergency medical services to the public.

These certifications are not eligible for federal student aid.

### Basic Entrance Requirements

Students must be 18 years of age prior to the start of the initial Emergency Medical Technician (EMT) course. There is not an age requirement for the First Responder course.

### Student Background Studies

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 program could result in ineligibility to qualify for completion of the course.

### Emergency Medical Services Degrees

- Emergency Medical Technician

# South Central College

2012-2013 Academic Catalog

## Emergency Medical Technician

NA 8002/ NA 3802  
Degree Description

Emergency Medical Technician is NOT a program leading to a degree at South Central College. It is a series of courses that lead to certifications that prepare students to render emergency medical services to the public.

These certifications are not eligible for federal student aid.

### Basic Entrance Requirements

Students must be 18 years of age prior to the start of the initial Emergency Medical Technician (EMT) course. There is not an age requirement for the First Responder course.

### Student Background Studies

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 program could result in ineligibility to qualify for completion of the course.

### Admission Dates: Fall and Spring Semester

### Offered on the Faribault and North Mankato Campuses

### (4 Courses)

**HEMS1200** Emergency Medical Technician Initial (160 Hours) (7 Credits)

**HEMS1220** Emergency Medical Technician Refresher (24 Hours) (2 Credits)

**HEMS1300** First Responder Initial (48 Hours) (2 Credits)

**HEMS1320** First Responder Refresher (16 Hours) (1 Credit)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Energy Technical Specialist

This program prepares individuals in the energy technology field. The Energy Technical Specialist Associate in Applied Science Degree will convey the skills and knowledge necessary to be successful in both the traditional and renewable energy fields. Students will have the option to take courses in windsmith, ethanol, biodiesel, solar power, fossil fuels, and power generation.

Instruction will be offered utilizing resources from several different MnSCU colleges: Alexandria Technical College, Century College, Dakota County Technical College, Hibbing Community College, Itasca Community College, Mesabi Range Community and Technical College, Minnesota West Community and Technical College, South Central College, St. Cloud Technical College, Rainy River Community College and Vermilion Community College.

### Basic Requirements

Math: Students must score 75.50 or higher on the Elementary Algebra test and 49.50 or higher on the College Level Mathematics test and/or instructor approval.

Reading & Writing: Students must score 77.50 or higher on the Reading Comprehension test and 85.50 or higher on the Sentence Skills test and/or instructor approval.

### Core Competencies

1. Convey the skills and knowledge in traditional and renewable energy fields
2. Prepare students for work within the energy fields
3. Prepare students for work within the specialty area
4. Demonstrate effective participation on a team

### Energy Technical Specialist Degrees

- Energy Technical Specialist AAS Degree

# South Central College

2012-2013 Academic Catalog

## Energy Technical Specialist AAS Degree

60 Credits

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AAS 3482

Degree Description

Here is a list of courses required to earn the Energy Technical Specialist Associate of Applied Science Degree

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (12 Courses)

Select the following courses:

**MECA1122** Electricity - Devices and Circuits I (3 Credits)

**MECA1210** Digital Electronics (3 Credits)

**MECA1220** Mechanical Systems (3 Credits)

**MECA1222** Electricity - Devices and Circuits II (3 Credits)

**MECA1250** Mechatronics Systems Operations I (3 Credits)

**MECA1270** Modeling and Simulation (3 Credits)

**MECA2110** Sensors and Control (3 Credits)

**MECA2120** Pneumatics Systems (3 Credits)

**MECA2130** Hydraulics (3 Credits)

**RNEW1115** Mechanical Fundamentals (MN West) (3 Credits)

**RNEW1300** Introduction to Traditional/Renewable Energy (MN West) (3 Credits)

**HLTH1954** Safety (1 Credit)

And

**ELWT1160** Environmental Health and Safety (MN West) (1 Credit)

Or

**SHA 1600** Introduction to Industrial Safety & Health (Hibbing CC) (2 Credits)

## Elective Credits (10 Credits)

Technical Courses (Specialty Emphasis) Select 10 credits from the following Energy Technology Specialty Options. Courses are offered at multiple MnSCU colleges. See your advisor for more information. Windsmith, Ethanol, Biodiesel, Solar Power, Fossil Fuels, Power Generation

### WIND POWER

**ELWT1100** Wind Energy Fundamentals (MN West) (3 Credits)

**ELWT1170** OSHA Standards & Climbing Lab (MN West) (2 Credits)

### SOLAR

SEE ADVISOR

### ETHANOL

**RNEW1100** Process Dynamics (MN West) (3 Credits)

**RNEW1101** Ethanol Process Fundamentals (MN West) (2 Credits)

**RNEW1175** Industrial Water Treatment (MN West) (2 Credits)

**RNEW2120** Ethanol Separation Technology (MN West) (2 Credits)

### BIODIESEL

**RNEW1100** Process Dynamics (MN West) (3 Credits)

**RNEW1102** Biodiesel Process Fundamentals (MN West) (2 Credits)

**RNEW1175** Industrial Water Treatment (MN West) (2 Credits)

**RNEW1195** Feedstock, Technology & Regulations (MN West) (2 Credits)

### FOSSIL FUEL

SEE ADVISOR

### POWER GEN

**ETEC2546** Power Plant Technology ( St. Cloud TCC) (4 Credits)  
( Credit)

## Required Liberal Arts and Sciences (5 Courses)

To complete an AAS degree, students must complete courses in 3 of the 10 MNTC goal areas. These courses do not apply to the 53 technical credits and may appear elsewhere on your degree audit. Select the following courses:

**ENGL100** Composition (4 Credits)

**BIOL106** Introduction to Cell Biology (3 Credits)

And

**CHEM108** Introduction to Chemistry (4 Credits)

Or

**PHYS101** Introductory Physics (3 Credits)

Or

**PHYS211** Principles in Physics I (4 Credits)

**MATH120** College Algebra (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Engineering

The Associate of Science in Engineering Fundamentals is a rigorous curriculum in Mathematics, Physics and Engineering designed to prepare students for transfer to a four year Engineering program. It is designed to meet lower division Engineering requirements at many universities and specifically articulates with the Civil Engineering program at Minnesota State University, Mankato. Although the first two years of Engineering courses for all Engineering degrees are similar, students should consult with their advisor and the transfer institution to determine the specific lower division requirements.

### Engineering Degrees

- Engineering Foundations AS Degree

# South Central College

2012-2013 Academic Catalog

## Engineering Foundations Associate in Science

60 Credits

AS 3495

Degree Description

South Central College has created a new engineering degree designed to transfer to a 4-year bachelor's program in engineering. The Engineering Foundations program covers the courses required in the first two years of most engineering disciplines. Students will learn to apply math and science to help solve real-life problems.

A key factor for student success is the creation of a fabrication lab (Fab Lab) to allow Engineering students to have access to equipment and instructors to assist in working on solving practical problems. Students will learn to gain understanding of how to test theories by doing experiments in SCC's Fab Lab.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Courses (7 Courses)

Complete the following courses:

- ENGR1110** Introduction to Engineering (2 Credits)
- ENGR1210** Introduction to Problem Solving and Design (2 Credits)
- ENGR1211** Engineering Drafting (2 Credits)
- ENGR1810** Surveying (2 Credits)
- ENGR2110** Statics (3 Credits)
- ENGR2211** Dynamics (3 Credits)
- ENGR2220** Mechanics of Materials (3 Credits)

### Liberal Arts and Sciences Courses (9 Courses)

To complete an AS degree, students must complete at least 30 MNTC credits from 6 of the 10 MNTC Goal Areas.

The following courses are required:

- ENGL100** Composition (4 Credits)
- CHEM120** Principles of Chemistry I (5 Credits)
- PHYS221** General Physics I (4 Credits)
- PHYS222** General Physics II (4 Credits)
- MATH131** Calculus I (4 Credits)
- MATH132** Calculus II (4 Credits)
- MATH231** Ordinary Differential Equations (4 Credits)
- MATH233** Multivariable Calculus (4 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)

### Liberal Arts and Sciences Electives (7 Credits)

You must complete an additional 7 credits from MNTC Goal Areas 6,7,9 or 10

### Elective Courses (Suggested)

These courses are not required but are suggested as courses which may be beneficial to you in this career field. You will graduate from this program even if you do not complete these courses.

- ENGR1111** Engineering Design and Principles 1 (1 Credit)
- ENGR1212** Engineering Design and Principles 2 (1 Credit)
- ENGR2113** Engineering Design and Principles 3 (1 Credit)
- ENGR2214** Engineering Design and Principles 4 (1 Credit)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## English for Academic Purposes

The mission of English for Academic Purposes (EAP) at South Central College is to help English language learners attain their college and career goals by improving their academic language abilities. Mandatory placement in EAP courses is based on the ESL Listening and ESL Reading Accuplacer scores.

Students scoring 40-87 on the ESL Reading Accuplacer test are required to enroll in and successfully complete EAP 30 Writing and Grammar I and EAP 40 Writing and Grammar II with a grade of C or better. Students scoring 88-115 on the ESL Reading Accuplacer test are required to enroll in and successfully complete EAP 40 Writing and Grammar II with a grade of C or better.

Students scoring 45-77 on the ESL Listening Accuplacer test are required to enroll in and successfully complete EAP 31 Listening and Speaking I and EAP 40 Listening and Speaking II, with a grade of C or better. Students scoring 78-100 on the ESL Listening Accuplacer test are required to enroll in and successfully complete EAP 41 Listening and Speaking II with a grade of C or better.

After successfully completing the EAP courses, students will complete ENGL 90 and READ 90 courses or retake the Accuplacer, for a small fee, to determine college readiness. Students scoring below the ranges listed are required to meet with SCC faculty and staff to discuss available options at the college.

South Central College is committed to preparing all students for academic success and to assist students in making a successful transition into the college academic environment.

For more information about who needs to take English for Academic Purposes courses, please view the [understanding accuplacer scores page](#) on SCC's main website.

### English for Academic Purposes Degrees

- English for Academic Purposes

# South Central College

2012-2013 Academic Catalog

## English for Academic Purposes

NA 8000/ NA 3800  
Degree Description

The mission of English for Academic Purposes (EAP) at South Central College is to help English language learners attain their college and career goals by improving their academic language abilities. Mandatory placement in EAP courses is based on the ESL Listening and ESL Reading Accuplacer scores.

Students scoring 40-87 on the ESL Reading Accuplacer test are required to enroll in and successfully complete EAP 30 Writing and Grammar I and EAP 40 Writing and Grammar II with a grade of C or better. Students scoring 88-115 on the ESL Reading Accuplacer test are required to enroll in and successfully complete EAP 40 Writing and Grammar II with a grade of C or better.

Students scoring 45-77 on the ESL Listening Accuplacer test are required to enroll in and successfully complete EAP 31 Listening and Speaking I and EAP 40 Listening and Speaking II, with a grade of C or better. Students scoring 78-100 on the ESL Listening Accuplacer test are required to enroll in and successfully complete EAP 41 Listening and Speaking II with a grade of C or better.

After successfully completing the EAP courses, students will complete ENGL 90 and READ 90 courses or retake the Accuplacer, for a small fee, to determine college readiness. Students scoring below the ranges listed are required to meet with SCC faculty and staff to discuss available options at the college.

South Central College is committed to preparing all students for academic success and to assist students in making a successful transition into the college academic environment.

**Offered on the Faribault and North Mankato Campuses**

### **(4 Courses)**

**EAP 0030** EAP College Writing and Grammar I (4 Credits)

**EAP 0040** EAP College Writing and Grammar II (4 Credits)

**EAP 0031** EAP Listening and Speaking I (4 Credits)

**EAP 0041** EAP Listening and Speaking II (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Farm Business Management

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.

Office Locations and Phone Numbers	
Blue Earth	(507) 526-2894 (507) 526-5380
Fairfax	(507) 426-8355
Faribault	(507) 332-5836 (507) 332-5837 (507) 332-5845 1-800-422-0391
Glencoe	(320) 864-3378
Mankato	(507) 389-7288 (507) 389-7391 1-800-722-9359
Montgomery	(952)-492-2141
New Ulm	(507) 354-7836
Nicollet	(507) 232-3916 or (507) 327-6160
Sleepy Eye	(507) 794-4241
Waldorf	(507) 521-1232

### Core Competencies

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

### Farm Business Management Degrees

- Farm Business Management Diploma
- Applications in Farm Business Management Certificate
- Essentials of Farm Business Management Certificate
- Farm Business Management Advanced Certificate Certificate

# South Central College

2012-2013 Academic Catalog

## Farm Business Management Diploma

60 Credits

DIP 2101/ DIP 3118  
Degree 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.

This program is eligible for state grant funding only.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (12 Courses)

Complete the following courses:

- FBMT1112** Foundations for Farm Business Management (4 Credits)
- FBMT1121** Preparation for Farm Business Analysis (4 Credits)
- FBMT1122** Implementing the System Management Plan (4 Credits)
- FBMT1131** Managing and Modifying Farm System Data (4 Credits)
- FBMT1132** Interpreting and Using Farm System Data (4 Credits)
- FBMT1211** Intro to Farm Business Management (4 Credits)
- FBMT2141** Interpreting and Evaluation of Financial Data (4 Credits)
- FBMT2142** Interpreting Trends in Business Planning (4 Credits)
- FBMT2151** Strategies in Farm System Data Management (4 Credits)
- FBMT2152** Integrating System Information for Financial Planning (4 Credits)
- FBMT2161** Exam of Context of Farm System Mgmt (4 Credits)
- FBMT2162** Refining Farm System Management (4 Credits)

### Technical Electives (6 Credits)

Complete 6 credits from the following courses:

- FBMT1213** Managing a Farm System in a Global Economy (2 Credits)
- FBMT1223** Using System Analysis in Total Farm Planning (2 Credits)
- FBMT1233** Application of Productive Enterprise Information (2 Credits)
- FBMT2200** Special Topics-General Farm Management (1 Credit)
- FBMT2239** Special Topics-Livestock (2 Credits)
- FBMT2243** Using Financial Instruments in Farm Systems Management (2 Credits)
- FBMT2253** System Plans and Projections (2 Credits)
- FBMT2263** Evaluating Farm System Programs (2 Credits)
- FBMT2300** Computer Applications in Business Management (2 Credits)
- FBMT2305** Legal Issues in Ag (2 Credits)
- FBMT2310** Environmental Interactions in Agriculture (2 Credits)
- FBMT2315** Effective Time Management (2 Credits)
- FBMT2320** Family Wellness and Business Relationships (2 Credits)
- FBMT2325** Ethics in this Business of Agriculture (2 Credits)
- FBMT2330** Business Math Principles (2 Credits)
- FBMT2335** Labor Economics and Management (2 Credits)
- FBMT2340** Rural Leadership (2 Credits)
- FBMT2345** CPR and First Aid (2 Credits)

### Required Liberal Arts and Sciences (6 Credits)

To complete the Diploma, students must complete 6 MnTC credits from 2 of the 10 MnTC goal areas. Courses must be selected in consultation with advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Applications in Farm Business Management Certificate

30 Credits

CERT2149/CERT3149

Degree Description

Here is a list of courses required to earn the Applications in Farm Business Management Certificate of Training

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (6 Courses)

Select the following courses:

- FBMT2141** Interpreting and Evaluation of Financial Data (4 Credits)
- FBMT2142** Interpreting Trends in Business Planning (4 Credits)
- FBMT2151** Strategies in Farm System Data Management (4 Credits)
- FBMT2152** Integrating System Information for Financial Planning (4 Credits)
- FBMT2161** Exam of Context of Farm System Mgmt (4 Credits)
- FBMT2162** Refining Farm System Management (4 Credits)

### Required Electives (6 Credits)

Select 6 credits from the following courses:

- FBMT1213** Managing a Farm System in a Global Economy (2 Credits)
- FBMT1223** Using System Analysis in Total Farm Planning (2 Credits)
- FBMT1233** Application of Productive Enterprise Information (2 Credits)
- FBMT2200** Special Topics-General Farm Management (1 Credit)
- FBMT2239** Special Topics-Livestock (2 Credits)
- FBMT2253** System Plans and Projections (2 Credits)
- FBMT2300** Computer Applications in Business Management (2 Credits)
- FBMT2305** Legal Issues in Ag (2 Credits)
- FBMT2310** Environmental Interactions in Agriculture (2 Credits)
- FBMT2315** Effective Time Management (2 Credits)
- FBMT2320** Family Wellness and Business Relationships (2 Credits)
- FBMT2325** Ethics in this Business of Agriculture (2 Credits)
- FBMT2330** Business Math Principles (2 Credits)
- FBMT2335** Labor Economics and Management (2 Credits)
- FBMT2340** Rural Leadership (2 Credits)
- FBMT2345** CPR and First Aid (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Essentials of Farm Business Management Certificate

30 Credits

CERT2148/CERT3148

Degree Description

Here is a list of courses required to earn the Essentials of Farm Business Management Certificate of Training

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (6 Courses)

Select the following courses:

- FBMT1112** Foundations for Farm Business Management (4 Credits)
- FBMT1121** Preparation for Farm Business Analysis (4 Credits)
- FBMT1122** Implementing the System Management Plan (4 Credits)
- FBMT1131** Managing and Modifying Farm System Data (4 Credits)
- FBMT1132** Interpreting and Using Farm System Data (4 Credits)
- FBMT1211** Intro to Farm Business Management (4 Credits)

### Required Electives (6 Credits)

Select 6 credits from the following courses:

- FBMT1213** Managing a Farm System in a Global Economy (2 Credits)
- FBMT1223** Using System Analysis in Total Farm Planning (2 Credits)
- FBMT1233** Application of Productive Enterprise Information (2 Credits)
- FBMT2200** Special Topics-General Farm Management (1 Credit)
- FBMT2239** Special Topics-Livestock (2 Credits)
- FBMT2253** System Plans and Projections (2 Credits)
- FBMT2300** Computer Applications in Business Management (2 Credits)
- FBMT2305** Legal Issues in Ag (2 Credits)
- FBMT2310** Environmental Interactions in Agriculture (2 Credits)
- FBMT2315** Effective Time Management (2 Credits)
- FBMT2320** Family Wellness and Business Relationships (2 Credits)
- FBMT2325** Ethics in this Business of Agriculture (2 Credits)
- FBMT2330** Business Math Principles (2 Credits)
- FBMT2335** Labor Economics and Management (2 Credits)
- FBMT2340** Rural Leadership (2 Credits)
- FBMT2345** CPR and First Aid (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Farm Business Management Advanced Certificate Certificate

30 Credits

CERT2110/ CERT3122

Degree 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 5 credits per semester.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (12 Courses)

Select the following courses:

- FBMA2100** Fundamentals of Financial Management as it Relates to Risk Management (3 Credits)
- FBMA2101** Applied Financial Management as it Relates to Risk Management (3 Credits)
- FBMA2110** Fundamentals of Financial Mgmt/Strategic Planning Emphasis (3 Credits)
- FBMA2111** Applied Financial Management/Strategic Planning Emphasis (3 Credits)
- FBMA2120** Fundamentals of Financial Mgmt/Business Plan Emphasis (3 Credits)
- FBMA2121** Applications in Financial Management/Business Plans (3 Credits)
- FBMA2130** Directed Study - Decision Making (2 Credits)
- FBMA2131** Directed Study - Communications (2 Credits)
- FBMA2132** Directed Studies in Modern Agricultural Technology (2 Credits)
- FBMA2133** Directed Studies in Farm Business and/or Family Transition (2 Credits)
- FBMA2134** Directed Study - Personnel Management (2 Credits)
- FBMA2135** Directed Study - Enterprise Alternatives (2 Credits)

### Elective Credits (Suggested)

These courses are not required but are suggested as courses which may be beneficial to you in this career field. You will graduate from this program even if you do not complete these courses.

- FBMT1213** Managing a Farm System in a Global Economy (2 Credits)
- FBMT1223** Using System Analysis in Total Farm Planning (2 Credits)
- FBMT1233** Application of Productive Enterprise Information (2 Credits)
- FBMT2200** Special Topics-General Farm Management (1 Credit)
- FBMT2239** Special Topics-Livestock (2 Credits)
- FBMT2253** System Plans and Projections (2 Credits)
- FBMT2300** Computer Applications in Business Management (2 Credits)
- FBMT2305** Legal Issues in Ag (2 Credits)
- FBMT2310** Environmental Interactions in Agriculture (2 Credits)
- FBMT2315** Effective Time Management (2 Credits)
- FBMT2320** Family Wellness and Business Relationships (2 Credits)
- FBMT2325** Ethics in this Business of Agriculture (2 Credits)
- FBMT2330** Business Math Principles (2 Credits)
- FBMT2335** Labor Economics and Management (2 Credits)
- FBMT2340** Rural Leadership (2 Credits)
- FBMT2345** CPR and First Aid (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Graphic Communications

- [Student Portfolios](#)

Graphic Communications is an ever changing industry which encompasses magazine, newspaper and book printing, electronic publishing, creative design, web page design, large format and digital printing and a host of other services according to the Print and Graphics Scholarship Foundation.

As a student in the Graphic Communications - Design and Production program, you'll be developing the creative side of yourself while carrying out your creativity in an actual production setting. Your layouts will be completed using the Adobe Creative Suite Design Premium software, and output to various processes such as large format printers, offset presses, web layouts, screen printing, and much more. Upon completion of this program, you'll have a well-rounded education as a Graphic Designer or Graphic Production Specialist to gain employment in the Graphic Communications industry.

The Graphic Communications programs offers you the choice of two emphases; Graphic Design and Graphic Production.

### Core Competencies

1. Demonstrate good typography
2. Organize information
3. Develop layout and design skills
4. Demonstrate use of industry software
5. Compose full-color electronic layouts for output

### Graphic Communications Degrees

- Graphic Communications AAS Degree
- Graphic Communications Diploma

# South Central College

2012-2013 Academic Catalog

## Graphic Communications AAS Degree

72 Credits

AAS 3493

Degree Description

Graphic Communications is an ever-changing industry which encompasses magazine, newspaper and book printing, digital publishing, creative design, illustration, web page design, large format and digital printing and a host of other services according to the Print and Graphics Scholarship Foundation.

As a student in the Graphic Communications program, you'll be developing the creative side of yourself while carrying out your creativity in an actual production setting. The program offers training and instruction for students interested in graphic design, graphic production, web design and animation media. Introductory and advanced levels of illustration, layout and design, typography and product photography are also taught. Students will learn how to prepare their work for production with classes in work flow, printing processes and web page design. Students receive hands-on training using the latest Adobe Creative Suite which includes Photoshop, Illustrator, InDesign, Dreamweaver, Flash and Acrobat.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (17 Courses)

Complete the following courses:

**GCC 1100** Introduction to Graphic Communications (4 Credits)

**GCC 1120** Graphic Software 1 (4 Credits)

**GCC 1130** Layout and Typography (3 Credits)

**GCC 1141** Digital Image Exploration (3 Credits)

**GCC 1210** Drawing for Graphic Designers (3 Credits)

**GCC 1220** Graphic Software 2 (4 Credits)

**GCC 1250** Web Interactive Media 1 (3 Credits)

**GCC 1260** Printing Processes (4 Credits)

**GCC 2110** Design and Illustration 1 (4 Credits)

**GCC 2120** Portfolio 1 (3 Credits)

**GCC 2150** Web/Interactive Media 2 (3 Credits)

**GCC 2161** Production Work Flow 1 (3 Credits)

**GCC 2210** Design and Illustration 2 (4 Credits)

**GCC 2220** Portfolio 2 (3 Credits)

**GCC 2250** Web/Interactive Media 3 (3 Credits)

**GCC 2261** Production Work Flow 2 (3 Credits)

**GCC 2275** Special Problems (1 - 4 Credits)

**GCC 2290** Graphic Communications Internship (1 - 3 Credits)

### Required Liberal Arts and Sciences (3 Courses)

To complete an AAS Degree, students must complete 18 MnTC credits from 3 of the 10 MnTC goal areas.

Select the following courses:

**ENGL100** Composition (4 Credits)

**COMM140** Interpersonal Communication (3 Credits)

Or

**COMM110** Public Speaking (3 Credits)

**ART 110** Art Structure (3 Credits)

Or

**ART 130** Painting (3 Credits)

Or

**ART 140** Digital Photography (3 Credits)

## **Elective Liberal Arts and Sciences**

Select 8 additional MNTC credits from goals 1 - 10.

The following courses are recommended: PSYC100, SOC100, ART100, ART110, ENGL130, PHIL100 and PHIL 215.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Graphic Communications Diploma

60 Credits

DIP 3494

Degree Description

Graphic Communications is an ever-changing industry which encompasses magazine, newspaper and book printing, digital publishing, creative design, illustration, web page design, large format and digital printing and a host of other services according to the Print and Graphics Scholarship Foundation.

As a student in the Graphic Communications program, you'll be developing the creative side of yourself while carrying out your creativity in an actual production setting. The program offers training and instruction for students interested in graphic design, graphic production, web design and animation media. Introductory and advanced levels of illustration, layout and design, typography and product photography are also taught. Students will learn how to prepare their work for production with classes in work flow, printing processes and web page design. Students receive hands-on training using the latest Adobe Creative Suite which includes Photoshop, Illustrator, InDesign, Dreamweaver, Flash and Acrobat.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (17 Courses)

Complete the following courses:

**GCC 1100** Introduction to Graphic Communications (4 Credits)

**GCC 1120** Graphic Software 1 (4 Credits)

**GCC 1130** Layout and Typography (3 Credits)

**GCC 1141** Digital Image Exploration (3 Credits)

**GCC 1210** Drawing for Graphic Designers (3 Credits)

**GCC 1220** Graphic Software 2 (4 Credits)

**GCC 1250** Web Interactive Media 1 (3 Credits)

**GCC 1260** Printing Processes (4 Credits)

**GCC 2110** Design and Illustration 1 (4 Credits)

**GCC 2120** Portfolio 1 (3 Credits)

**GCC 2150** Web/Interactive Media 2 (3 Credits)

**GCC 2161** Production Work Flow 1 (3 Credits)

**GCC 2210** Design and Illustration 2 (4 Credits)

**GCC 2220** Portfolio 2 (3 Credits)

**GCC 2250** Web/Interactive Media 3 (3 Credits)

**GCC 2261** Production Work Flow 2 (3 Credits)

**GCC 2275** Special Problems (1 - 4 Credits)

**GCC 2290** Graphic Communications Internship (1 - 3 Credits)

### Required Liberal Arts & Sciences (2 Courses)

Complete the following courses:

**COMM140** Interpersonal Communication (3 Credits)

Or

**COMM110** Public Speaking (3 Credits)

**ART 110** Art Structure (3 Credits)

Or

**ART 130** Painting (3 Credits)

Or

**ART 140** Digital Photography (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Health Science Broad Field

A general, introductory program in health sciences that prepares individuals for transfer to a variety of baccalaureate degree programs. This 60 credit degree includes instruction in the basic sciences and aspects of the subject matter related to various health occupations.

Applicable programs include:

Bemidji State University –including but not limited to:

- Community Health
- Exercise Science
- Nursing (limited seats available on a competitive basis)

Metropolitan State University- including but not limited to:

- Nursing (limited seats available on a competitive basis)

Minnesota State University, Mankato - including but not limited to:

- Communication Disorders
- Foods and Nutrition
- Dental Hygiene (limited seats available on a competitive basis)
- Therapeutic Recreation
- Dietetics
- Nursing (limited seats available on a competitive basis)
- Corrections
- Psychology
- Health Science
- Social Work

Minnesota State University Moorhead- including but not limited to:

- Health Education
- Exercise Science
- Community Health

St. Cloud State University- including but not limited to:

- Athletic Training
- Community Health
- Social Work

Southwest Minnesota State University - including but not limited to:

- Exercise Science

Winona State University - including but not limited to:

- Health, exercise and Rehabilitative Sciences
- Movement Sciences
- Cardiopulmonary Rehabilitation
- Exercise Sciences
- Health Promotion
- Nursing (limited seats available on a competitive basis)
- Biology – Allied Health

## **Health Science Broad Field Degrees**

- Health Sciences Broad Field AS Degree



# South Central College

2012-2013 Academic Catalog

## Health Sciences Broad Field Associate in Science

60 Credits

AS 2366/ AS 3366  
Degree Description

A general, introductory program in health sciences that prepares individuals for transfer to a variety of baccalaureate degree programs. This 60-credit degree includes instruction in the basic sciences and aspects of the subject matter related to various health occupations.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Courses (13 Courses)

Complete the following courses:

**ENGL100** Composition (4 Credits)

**COMM130** Intercultural Communication (3 Credits)

**MATH120** College Algebra (4 Credits)

**MATH154** Elementary Statistics (4 Credits)

**BIOL100** Introduction to Biology (4 Credits)

Or

**BIOL106** Introduction to Cell Biology (3 Credits)

**CHEM108** Introduction to Chemistry (4 Credits)

**PSYC100** Introduction to Psychology (4 Credits)

Or

**SOC 101** Introduction to Sociology (3 Credits)

**PHIL100** Ethics in Society (3 Credits)

**BIOL270** Microbiology (4 Credits)

**BIOL225** Anatomy and Physiology I (4 Credits)

**BIOL235** Anatomy and Physiology II (4 Credits)

**FCS 105** Nutrition and Healthy Living (3 Credits)

### Elective Credits (12-14) (12 Credits)

Chosen per selected baccalaureate degree program. Courses should be selected in consultation with advisor/faculty. You must complete enough elective credits (12-14) to total 60 credits in your program.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Health Support Specialist

Under this new Minnesota model, the Health Support Specialist program consists of a new training to help create a blended worker model, and was established specifically for the aging services field. This is a new occupation and is recognized by the U.S. Department of Labor, designed to provide a career ladder for frontline workers in the long term workforce field.

This new curriculum consists of 7 interactive courses each covering a different area of study such as culinary care, meaningful activities and psychosocial care to provide person directed care to residents. This curriculum is also part of the Registered Apprenticeship program so student will need to complete a “on the job” training model which gives students the opportunity to earn while they learn.

Upon completion of all courses, students will earn 9 credits, receive a HSS certificate and receive a Registered Apprenticeship Health Support Specialist Certificate from the State of Minnesota Department of Labor.

### **Pre-requisite: Nursing Assistant (CNA)**

**Student Background Studies:** 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.

### **Health Support Specialist Degrees**

- Health Support Specialist Certificate

# South Central College

2012-2013 Academic Catalog

## Health Support Specialist Certificate

9 Credits

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CERT2365/CERT3365  
Degree Description

Under this new Minnesota model, the Health Support Specialist program consists of a new training to help create a blended worker model, and was established specifically for the aging services field. This is a new occupation and is recognized by the U.S. Department of Labor, designed to provide a career ladder for frontline workers in the long term workforce field.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (7 Courses)

Complete the following courses:

- HSS 1000** Introduction to the Health Support Specialist (3 Credits)
- HSS 1001** Health Support Specialist in Meaningful Activities (1 Credit)
- HSS 1002** Health Support Specialist in Memory Care (1 Credit)
- HSS 1003** Health Support Specialist in Culinary Care (1 Credit)
- HSS 1004** Health Support Specialist in Physiological Care (1 Credit)
- HSS 1005** Health Support Specialist in Psychosocial Care (1 Credit)
- HSS 1006** Health Support Specialist in Environmental Services (1 Credit)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Health Unit Coordinator

You will be ready to move into the job market as soon as you complete this short, intensive program. The Health Unit Coordinator certificate program is designed to prepare students for careers in health care facilities that require a wide range of office and communication skills. Health Unit Coordinators (HUC) keeps the engine of health care facility running smoothly. They typically collaborate with other health professionals in doctors' offices, clinics, hospitals, labs and other organizations, and would benefit from being familiar with insurance rules, billing practices and hospital or lab processes.

Our classes emphasize the importance of effective communication skills both in person and by phone with clients/patients, visitors, health care team members and ancillary departments. Experienced instructors offer plenty of personal attention to each student. You will have the opportunity for a field training experience at a healthcare facility and this program will also help prepare you for the National Association of Health Unit Coordinators certification exam.

This program was also designed to offer students a pathway to advance their academic career in other medical fields.

**Student Background Studies** : 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.

### Health Unit Coordinator Degrees

- Health Unit Coordinator Certificate

# South Central College

2012-2013 Academic Catalog

## Health Unit Coordinator Certificate

16 Credits

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CERT2318/ CERT3313

Degree Description

You will be ready to move into the job market as soon as you complete this short, intensive program. The Health Unit Coordinator certificate program is designed to prepare students for careers in health care facilities that require a wide range of office and communication skills. Health Unit Coordinators (HUC) keeps the engine of health care facility running smoothly. They typically collaborate with other health professionals in doctors' offices, clinics, hospitals, labs and other organizations, and would benefit from being familiar with insurance rules, billing practices and hospital or lab processes.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (6 Courses)

Complete all of the following courses:

**HC 1000** Medical Terminology (3 Credits)

**HC 1500** Healthcare Foundation: Introduction to Health Careers (1 - 3 Credits)

**HC 2930** Introduction to Health Care/Health Information (4 Credits)

**HLTH1954** Safety (1 Credit)

**HUCF1200** Health Unit Coordinator Fundamentals (2 Credits)

**HUCF1201** Health Unit Coordinator Procedures (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Heating, Ventilation, Air Conditioning, Refrigeration

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. This program is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in this program, you should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

This career field is not as sensitive to economic times because maintenance of existing systems and installation of more energy-efficient systems make up a large part of the duties. HVAC/R graduates are in high demand due to a shortage of qualified technicians.

### Core Competencies

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

### Heating, Ventilation, Air Conditioning, Refrigeration Degrees

- Heating, Ventilation, Air Conditioning/Refrigeration AAS Degree
- Heating, Ventilation, Air Cond/Refrig - Foundation Diploma
- Heating, Ventilation, Air Conditioning/Refrigeration - Advanced Diploma
- Heating, Vent., Air Cond./Refrigeration (Refrigeration Cert) Certificate
- Heating, Ventilation, Air Cond/Refrigeration (Heating Cert) Certificate

# South Central College

2012-2013 Academic Catalog

## Heating, Ventilation, Air Conditioning/Refrigeration AAS Degree

72 Credits

AAS 3456

### Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses: (16 Courses)

Complete all of the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2100** Refrigeration Theory (2 Credits)
- HVAC2110** Refrigeration Controls (2 Credits)
- HVAC2120** Testing Refrigeration Systems (2 Credits)
- HVAC2200** Coolers/Cases (3 Credits)
- HVAC2210** Freezers/Cases (3 Credits)
- HVAC2220** Commercial Ice Makers (3 Credits)
- HVAC2230** Commercial Alternative Systems (1 Credit)
- HVAC2240** Central Air Conditioning (2 Credits)
- HVAC2251** Brazing (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

## Required Technical Electives (19 Credits)

Complete 19 credits from the following courses:

**HLTH1950** CPR (1 Credit)  
**HVAC2410** Advanced Central Air Conditioning Lab II (2 Credits)  
**HVAC2420** Air Conditioning Internship I (1 Credit)  
**HVAC2430** Air Conditioning Internship II (2 Credits)  
**HVAC2440** Advanced Refrigeration Lab I (1 Credit)  
**HVAC2450** Advanced Refrigeration Lab II (2 Credits)  
**HVAC2460** Refrigeration Internship I (1 Credit)  
**HVAC2470** Refrigeration Internship II (2 Credits)  
**HVAC2500** Advance Heating Lab I (1 Credit)  
**HVAC2510** Advanced Heating Lab II (2 Credits)  
**HVAC2520** Heating Internship I (1 Credit)  
**HLTH1952** First Aid (1 Credit)  
**HVAC2530** Heating Internship II (2 Credits)  
**HLTH1954** Safety (1 Credit)  
**MKT 1800** Introduction To Sales (3 Credits)  
**OTEC2000** Employment Search Skills (2 Credits)  
**HVAC1000** Alternative Refrigeration Systems Lab I (1 Credit)  
**HVAC1200** Alternative Refrigeration Systems Lab II (2 Credits)  
**HVAC2330** Alternative Heating Systems (2 Credits)  
**HVAC2400** Advance Central A/C Lab 1 (1 Credit)

## Other Elective Credits (3 Credits)

Technical Courses- Select three credits from any technical courses in consultation with advisor/faculty.

## Required Liberal Arts and Sciences

To complete an AAS Degree, students must complete 15 MnTC credits from 3 of the 10 MnTC Goal Areas.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Heating, Ventilation, Air Cond/Refrig - Foundation Diploma

44 Credits

DIP 3483

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (16 Courses)

Complete the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2100** Refrigeration Theory (2 Credits)
- HVAC2110** Refrigeration Controls (2 Credits)
- HVAC2120** Testing Refrigeration Systems (2 Credits)
- HVAC2200** Coolers/Cases (3 Credits)
- HVAC2210** Freezers/Cases (3 Credits)
- HVAC2220** Commercial Ice Makers (3 Credits)
- HVAC2230** Commercial Alternative Systems (1 Credit)
- HVAC2240** Central Air Conditioning (2 Credits)
- HVAC2251** Brazing (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

### Elective Credits (9 Credits)

Technical Courses - Select 9 credits from any HVAC course or MKT 1800.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Heating, Ventilation, Air Conditioning/Refrigeration - Advanced Diploma

60 Credits

DIP 3472

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (16 Courses)

Complete the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2100** Refrigeration Theory (2 Credits)
- HVAC2110** Refrigeration Controls (2 Credits)
- HVAC2120** Testing Refrigeration Systems (2 Credits)
- HVAC2200** Coolers/Cases (3 Credits)
- HVAC2210** Freezers/Cases (3 Credits)
- HVAC2220** Commercial Ice Makers (3 Credits)
- HVAC2230** Commercial Alternative Systems (1 Credit)
- HVAC2240** Central Air Conditioning (2 Credits)
- HVAC2251** Brazing (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

## Technical Electives (19 Credits)

Complete 19 credits from the following courses:

**HLTH1950** CPR (1 Credit)  
**HVAC2410** Advanced Central Air Conditioning Lab II (2 Credits)  
**HVAC2420** Air Conditioning Internship I (1 Credit)  
**HVAC2430** Air Conditioning Internship II (2 Credits)  
**HVAC2440** Advanced Refrigeration Lab I (1 Credit)  
**HVAC2450** Advanced Refrigeration Lab II (2 Credits)  
**HVAC2460** Refrigeration Internship I (1 Credit)  
**HVAC2470** Refrigeration Internship II (2 Credits)  
**HVAC2500** Advance Heating Lab I (1 Credit)  
**HVAC2510** Advanced Heating Lab II (2 Credits)  
**HVAC2520** Heating Internship I (1 Credit)  
**HLTH1952** First Aid (1 Credit)  
**HVAC2530** Heating Internship II (2 Credits)  
**HLTH1954** Safety (1 Credit)  
**MKT 1800** Introduction To Sales (3 Credits)  
**OTEC2000** Employment Search Skills (2 Credits)  
**HVAC1000** Alternative Refrigeration Systems Lab I (1 Credit)  
**HVAC1200** Alternative Refrigeration Systems Lab II (2 Credits)  
**HVAC2330** Alternative Heating Systems (2 Credits)  
**HVAC2400** Advance Central A/C Lab 1 (1 Credit)

## Required Liberal Arts and Sciences (6 Credits)

To complete the Advanced Diploma, students must complete 6 MnTC credits from 2 of the 10 MnTC

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Heating, Vent., Air Cond./Refrigeration (Refrigeration Cert) Certificate

26 Credits

CERT3461

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (12 Courses)

Complete the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2100** Refrigeration Theory (2 Credits)
- HVAC2110** Refrigeration Controls (2 Credits)
- HVAC2120** Testing Refrigeration Systems (2 Credits)
- HVAC2200** Coolers/Cases (3 Credits)
- HVAC2210** Freezers/Cases (3 Credits)
- HVAC2220** Commercial Ice Makers (3 Credits)
- HVAC2230** Commercial Alternative Systems (1 Credit)
- HVAC2240** Central Air Conditioning (2 Credits)
- HVAC2251** Brazing (2 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Heating, Ventilation, Air Cond/Refrigeration (Heating Cert) Certificate

26 Credits

CERT3460

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (7 Courses)

Complete the following courses:

- HVAC2000** Electrical Circuits (2 Credits)
- HVAC2010** IPH Motors and Auxiliary Controls (2 Credits)
- HVAC2301** Indoor Air Quality (1 Credit)
- HVAC2310** Hydronic Heat (2 Credits)
- HVAC2320** Gas Heat (3 Credits)
- HVAC2325** Commercial Package Heat/Cool Units (2 Credits)
- HVAC2340** Sheet Metal Ductwork Fabrication (3 Credits)

### Technical Electives (11 Credits)

Complete 11 credits from the following courses:

- HLTH1950** CPR (1 Credit)
- HLTH1952** First Aid (1 Credit)
- HLTH1954** Safety (1 Credit)
- OTEC2000** Employment Search Skills (2 Credits)
- HVAC2330** Alternative Heating Systems (2 Credits)
- HVAC2500** Advance Heating Lab I (1 Credit)
- HVAC2510** Advanced Heating Lab II (2 Credits)
- HVAC2520** Heating Internship I (1 Credit)
- HVAC2530** Heating Internship II (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Intensive Care Paramedic Technician

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.

**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.

### Basic Entrance Requirements

1. Current certification as an Emergency Medical Technician.
2. Documentation of a minimum of 50 ambulance runs or successful completion of ambulance operations offered through paramedic custom training. This requirement must be met before the student will be allowed to register for spring semester.

**Student Background Studies:** 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.

### Core Competencies

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.
6. Measure and evaluate personal performance of paramedic responsibilities.

### Intensive Care Paramedic Technician Degrees

- Intensive Care Paramedic Technician AAS Degree
- Intensive Care Paramedic Technician Diploma

# South Central College

2012-2013 Academic Catalog

## Intensive Care Paramedic Technician AAS Degree

72 Credits

AAS 3311  
Degree 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.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (15 Courses)

Complete the following courses:

- ICP 1000** Introduction to Paramedicine (3 Credits)
- ICP 1005** Applied Anatomy and Physiology for EMS (3 Credits)
- ICP 1010** EMS Skills (5 Credits)
- ICP 1020** Pharmacology for EMS (3 Credits)
- ICP 1040** Cardiac Care in EMS (4 Credits)
- ICP 1050** Trauma Care (3 Credits)
- ICP 1060** Pathophysiology in EMS (5 Credits)
- ICP 2010** EMS Advanced Skills (5 Credits)
- ICP 2030** Critical Care I (3 Credits)
- ICP 2040** Critical Care II (3 Credits)
- ICP 2050** Field Internship I (3 Credits)
- ICP 2060** Field Internship II (3 Credits)
- ICP 2070** Special Populations (5 Credits)
- ICP 2080** Paramedic Refresher (3 Credits)
- ICP 2090** Hazardous Materials (1 Credit)

### Required Liberal Arts & Sciences

To complete an AAS Degree, students must complete 20 MNTC credits from 3 of the 10 MNTC Goal Areas.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Intensive Care Paramedic Technician Diploma

58 Credits

DIP 3310

Degree 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.

**Admission Dates: Fall Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (15 Courses)

Complete the following classes:

**ICP 1000** Introduction to Paramedicine (3 Credits)

**ICP 1005** Applied Anatomy and Physiology for EMS (3 Credits)

**ICP 1010** EMS Skills (5 Credits)

**ICP 1020** Pharmacology for EMS (3 Credits)

**ICP 1040** Cardiac Care in EMS (4 Credits)

**ICP 1050** Trauma Care (3 Credits)

**ICP 1060** Pathophysiology in EMS (5 Credits)

**ICP 2010** EMS Advanced Skills (5 Credits)

**ICP 2030** Critical Care I (3 Credits)

**ICP 2040** Critical Care II (3 Credits)

**ICP 2050** Field Internship I (3 Credits)

**ICP 2060** Field Internship II (3 Credits)

**ICP 2070** Special Populations (5 Credits)

**ICP 2080** Paramedic Refresher (3 Credits)

**ICP 2090** Hazardous Materials (1 Credit)

### Required Liberal Arts and Sciences (6 Credits)

Complete 6 credits from any of the 10 MNTC Goal Areas.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Marketing Management

Marketing is critical to the success of every organization, whether big or small, profit or nonprofit, 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 services 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.

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.

### Core Competencies

1. Manage human resources effectively
2. Perform merchandising operations
3. Apply business related technology
4. Develop and deliver professional presentations
5. Critical thinking/management decision making

### Marketing Management Degrees

- Marketing Management AAS Degree
- Marketing Management Diploma
- Marketing Management Certificate

# South Central College

2012-2013 Academic Catalog

## Marketing Management AAS Degree

64 Credits

AAS 3272/ AAS 2284  
Degree Description

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 Liberal Arts & Sciences 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 an advisor for program requirements.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (13 Courses)

Complete all of the following courses:

- MGT 2810** Retail Management (3 Credits)
- MGT 2820** Introduction to Management Information Systems (3 Credits)
- MKT 1800** Introduction To Sales (3 Credits)
- MKT 1810** Principles of Marketing (3 Credits)
- MKT 1820** Introduction to Business (3 Credits)
- MKT 1830** Customer Service (3 Credits)
- MKT 1840** Principles of Advertising (3 Credits)
- MKT 1850** Professional Development I (1 Credit)
- MKT 1900** Principles of Management (3 Credits)
- MKT 1910** Entrepreneurship (3 Credits)
- MKT 1920** Marketing Research (3 Credits)
- MKT 1930** Human Resource Management (3 Credits)
- MKT 1940** Leadership Strategies (3 Credits)

### Internship (6 Credits)

You must complete 6 credits of internship:

- MKT 1817** Internship (3 Credits)
- MKT 2817** Internship (3 Credits)
- MKT 2827** Marketing Management Internship (1 - 3 Credits)

### Elective Credits (5 Credits)

Complete 5 additional credits from any MGT, MKT, ACCT, OTEC, COMP or Liberal Arts and Sciences course. Courses must be approved by advisor/faculty.

### Required Liberal Arts & Sciences (2 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty.

The following two courses are required:

- COMM110** Public Speaking (3 Credits)
- ENGL100** Composition (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Marketing Management Diploma

53 Credits

DIP 3273

Degree Description

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. Liberal Arts & Sciences courses in public speaking and composition are required. Academic advisors will assist students in choosing additional coursework for the diploma.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (15 Courses)

Complete all of the following courses:

- MGT 2810** Retail Management (3 Credits)
- MGT 2820** Introduction to Management Information Systems (3 Credits)
- MKT 1800** Introduction To Sales (3 Credits)
- MKT 1810** Principles of Marketing (3 Credits)
- MKT 1817** Internship (3 Credits)
- MKT 1820** Introduction to Business (3 Credits)
- MKT 1830** Customer Service (3 Credits)
- MKT 1840** Principles of Advertising (3 Credits)
- MKT 1850** Professional Development I (1 Credit)
- MKT 1900** Principles of Management (3 Credits)
- MKT 1910** Entrepreneurship (3 Credits)
- MKT 1920** Marketing Research (3 Credits)
- MKT 1930** Human Resource Management (3 Credits)
- MKT 1940** Leadership Strategies (3 Credits)
- MKT 2817** Internship (3 Credits)

### Required Liberal Arts and Sciences (2 Courses)

Complete the following courses:

- COMM110** Public Speaking (3 Credits)
- ENGL100** Composition (4 Credits)

### Elective Credits (3 Credits)

Complete 3 additional credits from any MGT, MKT, ACCT, OTEC, COMP or Liberal Arts and Sciences courses. Courses must be approved by advisor/faculty.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Marketing Management Certificate

30 Credits

CERT3274

Degree Description

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 18 credits of technical courses, 12 credits of core management courses. Students are encouraged to complete an internship, providing experience in the world of work.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (4 Courses)

Complete all of the following courses

**MKT 1810** Principles of Marketing (3 Credits)

**MKT 1820** Introduction to Business (3 Credits)

**MGT 2810** Retail Management (3 Credits)

**MGT 2820** Introduction to Management Information Systems (3 Credits)

### Elective Credits (18 Credits)

Choose 18 credits from the following courses:

**MKT 1800** Introduction To Sales (3 Credits)

**MKT 1817** Internship (3 Credits)

**MKT 1830** Customer Service (3 Credits)

**MKT 1840** Principles of Advertising (3 Credits)

**MKT 1850** Professional Development I (1 Credit)

**MKT 1900** Principles of Management (3 Credits)

**MKT 1910** Entrepreneurship (3 Credits)

**MKT 1920** Marketing Research (3 Credits)

**MKT 1930** Human Resource Management (3 Credits)

**MKT 1940** Leadership Strategies (3 Credits)

**MKT 2817** Internship (3 Credits)

**MKT 2827** Marketing Management Internship (1 - 3 Credits)

**OTEC2810** Computer Technology (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Mechatronics Engineering Technology

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

### Core Competencies

1. Demonstrate effective participation on a team.
2. Perform assembly, repair, operation and adjustment of manufacturing equipment.
3. Conduct trouble shooting of manufacturing equipment.
4. Diagnose and repair electromechanical systems.
5. Perform parts department operations including assembly, inventory, quality assurance, and testing.
6. Use test equipment.

### Mechatronics Engineering Technology Degrees

- Mechatronics Engineering Technology AAS Degree
- Intermediate Mechatronics Engineering Technology Diploma
- Basic Mechatronics Engineering Technology Certificate

# South Central College

2012-2013 Academic Catalog

## Mechatronics Engineering Technology AAS Degree

71 Credits

AAS 3470

Degree Description

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (18 Courses)

Select the following courses:

**MECA1000** Introduction to Mechatronics (3 Credits)

**MECA1122** Electricity - Devices and Circuits I (3 Credits)

**MECA1131** Computer Applications (3 Credits)

**MECA1140** Introduction to Geometric Dimensioning & Tolerancing (1 Credit)

**MECA1210** Digital Electronics (3 Credits)

**MECA1220** Mechanical Systems (3 Credits)

**MECA1222** Electricity - Devices and Circuits II (3 Credits)

**MECA1240** Quality Concepts in Manufacturing (2 Credits)

**MECA1250** Mechatronics Systems Operations I (3 Credits)

**MECA1270** Modeling and Simulation (3 Credits)

**MECA2110** Sensors and Control (3 Credits)

**MECA2115** SolidWorks II (3 Credits)

**MECA2120** Pneumatics Systems (3 Credits)

**MECA2130** Hydraulics (3 Credits)

**MECA2150** Mechatronics Systems Operations II (3 Credits)

**MECA2235** Robotics & Industrial Automation (3 Credits)

**MECA2240** Senior Project (5 Credits)

**MECA2250** Mechatronics Systems Operations III (3 Credits)

### Required Liberal Arts and Sciences (5 Courses)

To earn an AAS degree, students must complete 18 MNTC credits in 3 of the 10 MNTC goal areas.

The following courses are required:

**ENGL100** Composition (4 Credits)

**ENGL240** Technical Communication (4 Credits)

**COMM110** Public Speaking (3 Credits)

Or

**COMM120** Small Group Communication (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Intermediate Mechatronics Engineering Technology Diploma

38 Credits

DIP 3485

### Degree Description

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (10 Courses)

Complete the following courses:

**MECA1122** Electricity - Devices and Circuits I (3 Credits)

**MECA1131** Computer Applications (3 Credits)

**MECA1140** Introduction to Geometric Dimensioning & Tolerancing (1 Credit)

**MECA1220** Mechanical Systems (3 Credits)

**MECA1222** Electricity - Devices and Circuits II (3 Credits)

**MECA1250** Mechatronics Systems Operations I (3 Credits)

**MECA2120** Pneumatics Systems (3 Credits)

**MECA2130** Hydraulics (3 Credits)

**MECA2150** Mechatronics Systems Operations II (3 Credits)

**MECA2250** Mechatronics Systems Operations III (3 Credits)

### Required Liberal Arts and Sciences (3 Courses)

Choose the following courses:

**ENGL100** Composition (4 Credits)

**COMM110** Public Speaking (3 Credits)

Or

**COMM120** Small Group Communication (3 Credits)

**PHYS101** Introductory Physics (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Basic Mechatronics Engineering Technology Certificate

19 Credits

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CERT3484

Degree Description

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

**Admission Dates: Fall and Spring Semester**

**Offered on the North Mankato Campus**

### Required Technical Courses (7 Courses)

Complete the following courses:

**MECA1131** Computer Applications (3 Credits)

**MECA1140** Introduction to Geometric Dimensioning & Tolerancing (1 Credit)

**MECA1220** Mechanical Systems (3 Credits)

**MECA1222** Electricity - Devices and Circuits II (3 Credits)

**MECA1250** Mechatronics Systems Operations I (3 Credits)

**PHYS101** Introductory Physics (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Medical Assistant

The Medical Assistant is a professional, multi-skilled person dedicated to assisting in patient care management. The practitioner performs administrative duties which might include answering the telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments and arranging admission and laboratory services. They may also be involved in the billing and bookkeeping for the facility.

Clinical duties vary, but could include taking medical histories and recording vital signs, explaining treatment procedures to patients and preparing patients for examinations. They may collect and prepare laboratory specimens or perform basic laboratory tests on the premises and they may work with patients on discharge instructions, prepare and administer medications as directed by a physician, authorize drug refills as directed or even prepare patients for X-rays, take electrocardiograms, remove suture or change dressings.

Medical Assistants are classified as allied health practitioners. They can be found in doctor offices, hospitals, outpatient clinics, ambulatory facilities and other health care related businesses. The program goal is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**Student Background Studies:** 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.

### Medical Assistant Degrees

- Medical Assistant AAS Degree

# South Central College

2012-2013 Academic Catalog

## Medical Assistant AAS Degree

60 Credits

AAS 2364/AAS 3364  
Degree Description

The Medical Assistant is a professional, multi-skilled person dedicated to assisting in patient care management. The practitioner performs administrative duties which might include answering the telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments and arranging admission and laboratory services. They may also be involved in the billing and bookkeeping for the facility.

Clinical duties vary, but could include taking medical histories and recording vital signs, explaining treatment procedures to patients and preparing patients for examinations. They may collect and prepare laboratory specimens or perform basic laboratory tests on the premises and they may work with patients on discharge instructions, prepare and administer medications as directed by a physician, authorize drug refills as directed or even prepare patients for X-rays, take electrocardiograms, remove suture or change dressings.

Medical Assistants are classified as allied health practitioners. They can be found in doctor offices, hospitals, outpatient clinics, ambulatory facilities and other health care related businesses.

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (15 Courses)

Complete the following courses:

- HC 1000** Medical Terminology (3 Credits)
- HC 1001** Advanced Medical Terminology (3 Credits)
- HC 1914** Anatomy & Physiology/Disease Conditions I (4 Credits)
- HC 1924** Anatomy & Physiology Disease Conditions II (4 Credits)
- HC 2930** Introduction to Health Care/Health Information (4 Credits)
- HCTC1886** Basic Nursing 101 (CNA) (4 Credits)
- HLTH1950** CPR (1 Credit)
- HLTH1954** Safety (1 Credit)
- HUCF1200** Health Unit Coordinator Fundamentals (2 Credits)
- OTEC1001** Computer Software for College (2 Credits)
- MA 2000** Pharmacology for Medical Assistants (3 Credits)
- MA 2020** Clinical Skills for Medical Assistants (3 Credits)
- MA 2030** Radiography Skills for Medical Assistants (3 Credits)
- MA 2040** Medical Assistant Internship (4 Credits)

### Required Liberal Arts and Sciences (5 Courses)

To complete an AAS degree, students must complete 16 MNTC credits from 3 of the 10 MNTC goal areas. Select the following required courses:

- ENGL100** Composition (4 Credits)
- HUM 100** Critical Thinking (3 Credits)
- PSYC110** Lifespan Psychology (3 Credits)
- PHIL150** Medical Ethics (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

## Medical Laboratory Technician

South Central College's Medical Laboratory Technician program is a hybrid\* program that prepares students for a career as a medical laboratory professional who makes a difference in people's lives everyday. Medical Laboratory Technicians work in all areas of a clinical laboratory providing invaluable information to assist physicians in preventing, diagnosing and treating disease.

(\*Hybrid courses have significant reduced seat time, amounting to at least 30% of the course time. As a result, there is considerable work online. The in-class time could be minimal or fairly significant, but online instruction plays an important role in these courses. For example, the MLT Program technical courses have all lecture-related material online with the student laboratory sessions constituting the only seat time.)

Medical Laboratory Technicians:

- Are problem solvers
- Like challenges and responsibility
- Are accurate and reliable
- Work well under pressure
- Communicate well
- Set high standards for themselves
- Are fascinated by science

A Medical Laboratory Technician performs routine clinical laboratory tests in all areas of the clinical laboratory. An MLT searches for basic causes to the presence, absence, extent and cause of diseases. Qualifications of this highly skilled individual include being dedicated and self-motivated with a keen commitment to accuracy and precision to ensure quality patient outcomes. MLT's work in a variety of laboratory environments including hospitals, clinics, doctor's offices, research, technical, sales and reference labs in both private and public sectors.

Job opportunities are excellent in both metropolitan and rural areas of the country and include such places as: hospitals, clinics, research laboratories, reference laboratories, physician's offices, public health agencies, private laboratories, universities and medical sales. US News and World Report put Medical Laboratory Technician on their 50 Best Careers of 2011 list based on job growth projections, salaries and job satisfaction.

The structure of the program is a combination of general education and support courses; online lectures; face-to-face student laboratory sessions; and placement of students in a hospital or clinic internship experience. The program is considered a "hybrid" program because there are required face-to-face student laboratory sessions in which a student must physically be present on one of SCC's two campuses in order to fulfill the requirements of the student laboratory sessions.

Additionally, South Central College graduates may continue their education toward bachelor's and master's degrees through articulation agreements with the University of North Dakota. South Central College and UND offer all courses with face-to-face and hybrid online options.

**Student Background Studies:** 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 a background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical internship in a Minnesota licensed health care or child care facility. Failure to participate in a clinical internship required by the academic program could result in ineligibility to qualify for a degree from that program.

**Accreditation:**

NAACLS (National Accrediting Agency for Clinical Laboratory Sciences)  
5600 N River Road, Suite 720  
Rosemont, IL 60018-5119  
(773)-714-8880

Upon graduation from the Medical Laboratory Technician program at South Central College, students are eligible to take a national certification examination given by the American Society of Clinical Pathology (ASCP) and become certified as a Medical Laboratory Technician (ASCP).

## **Core Competencies**

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.

## **Medical Laboratory Technician Degrees**

- Medical Laboratory Technician AAS Degree

# South Central College

2012-2013 Academic Catalog

## Medical Laboratory Technician AAS Degree

72 Credits

AAS 2301/ AAS 3309  
Degree Description

### Internship

Under the supervision of a certified Clinical Laboratory Scientist. 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 clinical laboratory gaining experience and practice in basic clinical laboratory techniques, procedures and phlebotomy.

### Admission Process

Application to the Medical Laboratory Technician program requires a separate application process from admission to the college. Applicants must have completed or be in the process of completing the following sequence of courses with a grade of "C" or higher:

- HLTH1000 Medical Terminology (1 credit)
- OTEC1001 Computer Software for College (2 credits)
- ENGL100 Composition (4 credits)
- CHEM108 Introduction to Chemistry (4 credits)
- BIOL160 Human Biology (3 credits)
- BIOL 161 Human Biology Lab (1 credit)

**BIOL 160 and BIOL 161 are taken together BIOL 160 and BIOL 161 are taken together**

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (12 Courses)

You must complete the following required courses:

- MDLT1810** Laboratory Techniques and Orientation (3 Credits)
- MDLT1815** Hematology I (3 Credits)
- MDLT1820** Coagulation (2 Credits)
- MDLT1825** Urinalysis/Body Fluids (3 Credits)
- MDLT1830** Hematology II (3 Credits)
- MDLT1835** Immunology (2 Credits)
- MDLT2807** Immunohematology II (2 Credits)
- MDLT2811** Microbiology I (3 Credits)
- MDLT2817** Chemistry I (4 Credits)
- MDLT2818** Chemistry II (3 Credits)
- MDLT2821** Microbiology II (3 Credits)

### Required Clinical Credits (8 Courses)

You must complete all of the following courses:

- MDLT2825** Clinical Practice & Orientation (1 Credit)
- MDLT2900** Clinical: Hematology (3 Credits)
- MDLT2901** Clinical: Chemistry (3 Credits)
- MDLT2907** Clinical: Urinalysis and Body Fluids (1 Credit)
- MDLT2903** Clinical: Immunohematology (4 Credits)
- MDLT2904** Clinical: Immunology (1 Credit)
- MDLT2905** Clinical: Microbiology (3 Credits)
- MDLT2906** Clinical: Coagulation (1 Credit)

## Required Liberal Arts and Sciences (5 Courses)

To complete an AAS Degree, students must complete 19 MNTC credits from 3 of the 10 MNTC Goal Areas.

The following courses are specifically required.

**COMM140** Interpersonal Communication (3 Credits)

Or

**ENGL100** Composition (4 Credits)

**BIOL160** (1 Credit)

And

**CHEM108** Introduction to Chemistry (4 Credits)

**PSYC100** Introduction to Psychology (4 Credits)

Or

**PSYC110** Lifespan Psychology (3 Credits)

## Other Required Courses (2 Courses)

Applicant must have completed or be in the process of completing the following pre-major courses with a grade of "C" or higher.

**HLTH1000** Medical Terminology (1 Credit)

**OTEC1001** Computer Software for College (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Minnesota Transfer Curriculum (MNTC)

Most courses designated Liberal Arts & Sciences at SCC develop the competencies of the Minnesota Transfer Curriculum. The goal of the Minnesota Transfer Curriculum is to develop student competencies in ten goal areas.

A course may satisfy more than one goal area, but credit for the course may only be counted once. Liberal Arts & Sciences courses are listed with the particular Minnesota Transfer Curriculum category or categories they satisfy. Students participating in Liberal Arts & Sciences use computers, libraries, media, and appropriate technologies and information resources. Competency development is also reinforced in the technical courses and in activities such as student organization projects, community events, and service learning. Students should consult with their advisors prior to registration for Liberal Arts & Sciences courses to be sure they are in compliance with their program plan.

Students may complete the Minnesota Transfer Curriculum (MnTC) without completing an Associate of Arts degree. To accomplish this, students must complete 40 credits and satisfy each of the 10 MnTC goal areas. Technical course credits do not apply to meeting the MnTC requirements. Completion of the MnTC will be noted on the transcript at the student's request. Please contact the Student Affairs Center for more information.

### Program Goals and Student Competencies

#### Goal Area 1: Communications

Goal: To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities for interpersonal communication, public speaking, and discussion.

Student competencies: Students will be able to

- Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- Select appropriate communication choices for specific audiences.
- Construct logical and coherent arguments.
- Use authority, point-of-view, and individual voice and style in their writing and speaking.
- Employ syntax and usage appropriate to academic disciplines and the professional world.

#### Goal Area 2: Critical Thinking

Goal: To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

Student competencies: Students will be able to

- Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
- Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.
- Analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.
- Recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

#### Goal Area 3: Natural Sciences



Goals: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students should be encouraged to study both the biological and physical sciences.

Student competencies: Students will be able to

- Demonstrate understanding of scientific theories.
- Formulate and test hypotheses by performing laboratory, simulation, or field experiments in at least two of the natural science disciplines. One of these experimental components should develop, in greater depth, students' laboratory experience in the collection of data, its statistical and graphical analysis, and an appreciation of its sources of error and uncertainty.
- Communicate their experimental findings, analyses, and interpretations both orally and in writing.
- Evaluate societal issues from a natural science perspective, ask questions about the evidence presented, and make informed judgments about science-related topics and policies.

#### **Goal Area 4: Mathematical/Logical Reasoning**

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning. Students will learn to apply mathematics, logic, and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

Student competencies: Students will be able to

- Illustrate historical and contemporary applications of mathematics/logical systems.
- Clearly express mathematical/logical ideas in writing.
- Explain what constitutes a valid mathematical/logical argument (proof).
- Apply higher-order problem-solving and/or modeling strategies.

#### **Goal Area 5: History & the Social & Behavioral Sciences**

Goal: To increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

Student competencies: Students will be able to

- Employ the methods and data that historians and social and behavioral scientists use to investigate the human condition.
- Examine social institutions and processes across a range of historical periods and cultures.
- Use and critique alternative explanatory systems or theories.
- Develop and communicate alternative explanations or solutions for contemporary social issues

#### **Goal Area 6: The Humanities & Fine Arts**

Goal: To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Student competencies: Students will be able to

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Understand those works as expressions of individual and human values within an historical and social context.
- Respond critically to works in the arts and humanities.
- Engage in the creative process or interpretive performance.
- Articulate an informed personal reaction to works in the arts and humanities.

#### **Goal Area 7: Human Diversity**

Goal: To increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of

the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

Student competencies: Students will be able to

- Understand the development of and the changing meanings of group identities in the United States' history and culture.
- Demonstrate an awareness of the individual and institutional dynamics of unequal power relations between groups in contemporary society.
- Analyze their own attitudes, behaviors, concepts and beliefs regarding diversity, racism, and bigotry.
- Describe and discuss the experience and contributions (political, social, economic, etc.) of the many groups that shape American society and culture, in particular those groups that have suffered discrimination and exclusion.
- Demonstrate communication skills necessary for living and working effectively in a society with great population diversity.

### **Goal Area 8: Global Perspective**

Goal: To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

Student competencies: Students will be able to

- Describe and analyze political, economic, and cultural elements which influence relations of states and societies in their historical and contemporary dimensions.
- Demonstrate knowledge of cultural, social, religious and linguistic differences.
- Analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution.
- Understand the role of the world citizen and the responsibility world citizens share for their common global future.

### **Goal Area 9: Ethical & Civic Responsibility**

Goal: To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and other's positions, be part of the free exchange of ideas, and function as public-minded citizens.

Student competencies: Students will be able to:

- Examine, articulate, and apply their own ethical views.
- Understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues.
- Analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
- Recognize the diversity of political motivations and interests of others.
- Identify ways to exercise the rights and responsibilities of citizenship.

### **Goal Area 10: People & the Environment**

Goal: To improve students' understanding of today's complex environmental challenges. Students will examine the inter-relatedness of human society and the natural environment. Knowledge of both bio-physical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

Student competencies: Students will be able to:

- Explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems
- Discern patterns and interrelationships of bio-physical and socio-cultural systems.
- Describe the basic institutional arrangements (social, legal, political, economic, religious) that are evolving to deal with environmental and natural resource challenges.
- Evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions. propose and assess
- Alternative solutions to environmental problems.

Articulate and defend the actions they would take on various environmental issues.

## Minnesota Transfer Curriculum (MNTC) Degrees

- Minnesota Transfer Curriculum (MNTC)

# South Central College

2012-2013 Academic Catalog

## Minnesota Transfer Curriculum (MNTC)

NA 8004/ NA 3804  
Degree Description

Completing the Minnesota Transfer Curriculum (MnTC) requirement alone satisfies the lower division general education requirement at all Minnesota two and four-year public colleges and universities.

To complete the Minnesota Transfer Curriculum students must:

1. Complete all ten goals.
2. Complete at least 40 college-level credits from courses listed within the ten goal areas MnTC.
3. Earn a cumulative GPA of 2.0 or higher and a 67% completion rate in coursework completed at South Central College.

If a student completes an MNTC goal area at South Central College and transfers to another MnSCU institution, the goal area will also be complete at the receiving institution.

**Offered on the Faribault and North Mankato Campuses**

### Goal Area 1 - Oral and Written Communication

The following courses apply to MNTC Goal 1. To complete the goal, students must complete ENGL 100 and one COMM course from COMM 100, 110, 120 or 140.

**ENGL100** Composition (4 Credits)

**ENGL210** Creative Writing (4 Credits)

**ENGL240** Technical Communication (4 Credits)

### Goal Area 2 - Critical Thinking

The following courses apply to MNTC Goal 2. Complete all 9 other MNTC goal areas OR select one course.

**PHIL130** Logic (4 Credits)

### Goal Area 3 - Natural Sciences

The following courses apply to MNTC Goal 3. To complete the goal, students must select at least two courses from two different disciplines.

**BIOL100** Introduction to Biology (4 Credits)

**BIOL101** Introduction to Ecology (4 Credits)

**BIOL106** Introduction to Cell Biology (3 Credits)

**BIOL110** Biology of Disease (3 Credits)

**BIOL115** General Biology I (4 Credits)

**BIOL116** General Biology II (4 Credits)

**BIOL150** (Credit)

And

**BIOL151** (Credit)

**BIOL160** (Credit)

And

**BIOL161** (Credit)

**BIOL220** \*Human Anatomy (4 Credits)

**BIOL225** Anatomy and Physiology I (4 Credits)

**BIOL230** \*Human Physiology (4 Credits)

**BIOL235** Anatomy and Physiology II (4 Credits)

**BIOL240** Pathophysiology (3 Credits)

**BIOL270** Microbiology (4 Credits)

**CHEM101** The Chemistry of Everything (3 Credits)

**CHEM108** Introduction to Chemistry (4 Credits)

**CHEM120** Principles of Chemistry I (5 Credits)

**CHEM121** Principles of Chemistry II (5 Credits)

**GEOG100** Elements of Geography (3 Credits)

**GEOG101** Introduction to Physical Geography (3 Credits)

**PHYS101** Introductory Physics (3 Credits)

**PHYS211** Principles in Physics I (4 Credits)

**PHYS221** General Physics I (4 Credits)

**PHYS222** General Physics II (4 Credits)

### Goal Area 4 - Mathematical/Logical Reasoning

The following courses apply to MNTC Goal 4. To complete the goal, students must complete one course.

**MATH115** Concepts in Math (4 Credits)

**MATH120** College Algebra (4 Credits)

**MATH125** Trigonometry (3 Credits)

**MATH130** Pre-Calculus (4 Credits)

**MATH131** Calculus I (4 Credits)

**MATH132** Calculus II (4 Credits)

**MATH154** Elementary Statistics (4 Credits)

**MATH231** Ordinary Differential Equations (4 Credits)

**MATH233** Multivariable Calculus (4 Credits)

**MATH240** Elementary Linear Algebra (4 Credits)

**PHIL130** Logic (4 Credits)

## Goal Area 5 - History and Social Sciences

The following courses apply to MNTC Goal 5. To complete the goal, students must complete at least two courses from two different disciplines.

- ANTH100** Introduction to Anthropology (4 Credits)
- ECON110** Principles of Macroeconomics (3 Credits)
- ECON120** Principles of Microeconomics (3 Credits)
- ETHN101** American Racial Minorities (3 Credits)
- GEOG103** Introduction to Cultural Geography (3 Credits)
- GEOG200** Special Topics in Geography: (3 Credits)
- HIST120** U.S. History I (4 Credits)
- HIST121** U. S. History II (4 Credits)
- HIST160** World History I (4 Credits)
- HIST161** World History II: The Rise of the West (4 Credits)
- HIST162** World History III: The Twentieth Century (4 Credits)
- HIST205** Special Topics in History: (1 - 4 Credits)
- POL 110** American Government (3 Credits)
- PSYC100** Introduction to Psychology (4 Credits)
- PSYC110** Lifespan Psychology (3 Credits)
- PSYC140** Psychology of Positive Adjustment (4 Credits)
- PSYC210** Social Psychology (4 Credits)
- PSYC220** Health Psychology (4 Credits)
- PSYC230** Abnormal Psychology (4 Credits)
- PSYC240** Child and Adolescent Psychology (4 Credits)
- PSYC250** Industrial Organizational Psychology (4 Credits)
- PSYC280** Special Topics in Psychology: (4 Credits)
- SOC 100** Family Personal Relations (3 Credits)
- SOC 101** Introduction to Sociology (3 Credits)
- SOC 106** Introduction to Criminal Justice (3 Credits)
- SOC 201** Marriage and Family (3 Credits)
- SOC 205** Special Topics in Sociology: (3 Credits)
- SOC 206** Juvenile Delinquency (3 Credits)

## Goal Area 6 - Humanities and Fine Arts

The following courses apply to MNTC Goal 6. To complete the goal, students must select at least two courses from two different disciplines.

**ART 100** Art Appreciation (3 Credits)  
**ART 110** Art Structure (3 Credits)  
**ART 120** Metal Art (3 Credits)  
**ART 125** Sculpture (3 Credits)  
**ART 130** Painting (3 Credits)  
**ART 135** Introduction to Watercolor (3 Credits)  
**ART 140** Digital Photography (3 Credits)  
**ART 150** Drawing I (3 Credits)  
**ART 180** Digital Photography 2 (3 Credits)  
**ART 201** Art History I (3 Credits)  
**ART 202** Art History II (3 Credits)  
**ENGL110** Introduction to Literature (4 Credits)  
**ENGL120** Perspectives in Literature, Film, and American Diversity (4 Credits)  
**ENGL130** Perspectives in Literature, Film, and Global Cultures (4 Credits)  
**ENGL140** British Literature (4 Credits)  
**ENGL150** Introduction to Poetry (4 Credits)  
**ENGL160** Introduction to Short Story (4 Credits)  
**ENGL205** Special Topics in Literature & Film: (4 Credits)  
**ENGL206** Children's Literature (4 Credits)  
**ENGL208** African American Literature (4 Credits)  
**ENGL210** Creative Writing (4 Credits)  
**HUM 111** Introduction to Film (4 Credits)  
**HUM 121** Introduction to the Humanities (4 Credits)  
**HUM 150** Global Connections Travel Seminar (1 Credit)  
**HUM 205** Special Topics in the Humanities: (1 - 4 Credits)  
**HUM 250** Global Connections Travel Seminar II (1 - 3 Credits)  
**PHIL105** World Religions (3 Credits)  
**PHIL110** Philosophy and Popular Culture (3 Credits)  
**PHIL150** Medical Ethics (3 Credits)  
**PHIL205** Special Topics in Philosophy: (1 - 3 Credits)  
**PHIL220** Philosophy and the Just Society (3 Credits)  
**MUSC100** Music in the Global Culture (3 Credits)  
**MUSC131** Music Theory 1 (2 Credits)  
And  
**MUSC141** Vocal Ensemble - Concert Choir (1 Credit)  
**THTR100** Introduction to Theater (3 Credits)  
**THTR110** Introduction to Acting I (3 Credits)

## Goal Area 7 - Human Diversity

The following courses apply to MNTC Goal 7. To complete the goal, students must complete one course.

**COMM130** Intercultural Communication (3 Credits)  
**ENGL120** Perspectives in Literature, Film, and American Diversity (4 Credits)  
**ENGL208** African American Literature (4 Credits)  
**HIST120** U.S. History I (4 Credits)  
**HIST121** U. S. History II (4 Credits)  
**HUM 112** Native American Perspectives (4 Credits)  
**PSYC110** Lifespan Psychology (3 Credits)  
**PSYC230** Abnormal Psychology (4 Credits)  
**PSYC240** Child and Adolescent Psychology (4 Credits)  
**PSYC250** Industrial Organizational Psychology (4 Credits)  
**SOC 201** Marriage and Family (3 Credits)

## Goal Area 8 - Global Perspective

The following courses apply to MNTC Goal 8. To complete the goal, students must complete one course.

**ANTH100** Introduction to Anthropology (4 Credits)  
**ART 201** Art History I (3 Credits)  
**ART 202** Art History II (3 Credits)  
**ASL 101** American Sign Language 1 (3 Credits)  
**COMM130** Intercultural Communication (3 Credits)  
**ECON110** Principles of Macroeconomics (3 Credits)  
**ECON120** Principles of Microeconomics (3 Credits)  
**ENGL130** Perspectives in Literature, Film, and Global Cultures (4 Credits)  
**GEOG103** Introduction to Cultural Geography (3 Credits)  
**GEOG105** World Regional Geography (3 Credits)  
**HIST160** World History I (4 Credits)  
**HIST161** World History II: The Rise of the West (4 Credits)  
**HIST162** World History III: The Twentieth Century (4 Credits)  
**HIST205** Special Topics in History: (1 - 4 Credits)  
**HUM 150** Global Connections Travel Seminar (1 Credit)  
**HUM 250** Global Connections Travel Seminar II (1 - 3 Credits)  
**MUSC100** Music in the Global Culture (3 Credits)  
**PSYC210** Social Psychology (4 Credits)  
**PHIL105** World Religions (3 Credits)  
**SOC 101** Introduction to Sociology (3 Credits)  
**SPAN105** Elementary Spanish I (4 Credits)  
**SPAN110** Elementary Spanish II (4 Credits)  
**SPAN205** Intermediate Spanish (4 Credits)

## Goal Area 9 - Ethical and Civic Responsibility

The following courses apply to MNTC Goal 9. To complete the goal, students must complete one course.

**ETHN101** American Racial Minorities (3 Credits)  
**HUM 110** Introduction to Global Peace and Social Justice Issues (4 Credits)  
**MASS110** Introduction to Mass Communication (4 Credits)  
**PHIL100** Ethics in Society (3 Credits)  
**PHIL140** Science in Society (3 Credits)  
**PHIL150** Medical Ethics (3 Credits)  
**PHIL215** Business Ethics (3 Credits)  
**PHIL220** Philosophy and the Just Society (3 Credits)  
**POL 110** American Government (3 Credits)  
**PSYC140** Psychology of Positive Adjustment (4 Credits)  
**SOC 106** Introduction to Criminal Justice (3 Credits)  
**SOC 205** Special Topics in Sociology: (3 Credits)  
**SOC 206** Juvenile Delinquency (3 Credits)

## Goal Area 10 - People and the Environment

The following courses apply to MNTC Goal 10. To complete the goal, students must complete one course.

**BIOL100** Introduction to Biology (4 Credits)  
**BIOL150** (Credit)  
And  
**BIOL151** (Credit)  
**GEOG100** Elements of Geography (3 Credits)  
**GEOG101** Introduction to Physical Geography (3 Credits)  
**GEOG105** World Regional Geography (3 Credits)  
**HHP 101** Health and the Environment (3 Credits)  
**HUM 112** Native American Perspectives (4 Credits)  
**PHIL210** Environmental Ethics (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

*2012-2013 Academic Catalog*

## Nursing

- [Nursing Program Description](#)
- [How to Apply](#)
- [Nursing Handbook](#)
- [Faculty & Staff](#)
- [News & Events](#)
- [Nursing FAQ](#)
- [Nursing GPA](#)
- [Point System](#)
- [Nursing Documents](#)
- [Transfer Student Information](#)
- [Helpful Links](#)
- [Nursing Presentations](#)

SCC's Nursing Programs prepare students to apply for licensure as a Practical, Registered Nurse or Nursing Assistant.

Students in the nursing program take liberal arts and science courses and nursing theory courses. In addition, clinical courses are required off campus under the guidance and supervision of the SCC nursing faculty in a variety of health care agencies in south central Minnesota. SCC's experienced faculty are committed to providing a high-quality educational experience.

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. Once notified of acceptance to the program, students must submit required program documentation, including current immunization status and certificate in professional CPR for all ages, before attending clinical experiences in health care settings. The student is responsible for ensuring initial compliance with and renewal/updating of health and personal information on file.

Minnesota law requires that all persons who provide services that involve direct contact with patients and residents at a health care facility be subject to a background study. A student who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a health care facility and will not be allowed to continue in the nursing program or Basic Nursing Course. Students who have a disqualification that the Minnesota Commissioner of Health may consider setting aside will not be allowed to continue in the nursing program (an exception may be made for students enrolled in the Basic Nursing Course).

Practical Nursing and the Nursing A.S. Degree programs are approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

The South Central College Professional Nursing Associate Degree Program is a candidate for accreditation by the National League for Nursing Accrediting Commission (NLNAC). For information on the accreditation process, contact NLNAC at (404) 975-5000 or [www.nlnac.org](http://www.nlnac.org). You may also write NLNAC at:

**NLNAC**  
 3343 Peachtree Road NE  
 Suite 500  
 Atlanta, GA 30326

**Program Admission:**

Application to the nursing program is a separate process from admission to the college. In order to be eligible to make application to the core nursing program, students must be fully admitted to the college by the published college admission deadlines.

The application window for the Professional Nursing A.S. Degree is open yearly from January 1 through the last Friday in January. Students are notified by mid-April of their acceptance or denial to the program for the following academic year.

The Practical Nursing Program has an open, year round application process.

For more details on making application to the Practical Nursing or Professional Nursing A.S. Degree Program, refer to the nursing program admission policies found in the nursing handbooks.

## **Nursing Degrees**

- Nursing AS Degree
- Practical Nursing AAS Degree
- Practical Nursing Diploma
- Nursing Assistant (Basic Nursing)

# South Central College

2012-2013 Academic Catalog

## Nursing AS Degree

64 Credits

AS 2317/ AS 3363  
Degree Description

The South Central College Professional Nursing Associate in Science Degree is approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

*The South Central College Professional Nursing Associate Degree Program is a candidate for accreditation by the National League for Nursing Accrediting Commission.*

The Associate in Science Degree in Nursing prepares students for the role of a professional nurse, which includes providing safe and culturally competent care in a variety of settings. Students will develop and maintain positive, healthy relationships with patients, families, and the community as they learn to practice according to legal, ethical, and professional standards. Evidence will support care, learning, and professional development as students become advocates for quality health care.

Qualified licensed practical nurses admitted into the Nursing Program will be granted 12 credits of advanced standing for graduation prior to taking their first nursing class. A qualified LPN is one who has met the admission criteria for the SCC Nursing Program. Admitted LPN's will be required to complete a 4-credit "Nursing Transitions" course (NURS1910).

For students wishing to complete the program on a part-time basis, it is recommended they take as many of the required liberal arts and science courses as possible before beginning the program (during their "pre-nursing" time).

Admitted students are required to participate in a background study.

Students that earn an Associate in 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 liberal arts and science courses, and should visit with whichever institution they wish to transfer to for further information.

### Student Learning Outcomes

1. Human Flourishing - Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Nursing Judgment - Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
3. Professional Identity - Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Spirit of Inquiry - Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

## Required Technical Courses (10 Courses)

Complete the following courses:

- NURS2210** Semester 1 Theory (2 Credits)
- NURS2275** Skills & Pharmacology I (4 Credits)
- NURS2250** Semester 1 Clinical Practice (2 Credits)
- NURS2310** Semester 2 Theory (5 Credits)
- NURS2375** Semester 2 Skills & Pharmacology II (2 Credits)
- NURS2350** Semester 2 Clinical Practice (4 Credits)
- NURS2410** Semester 3 Theory (4 Credits)
- NURS2450** Semester 3 Clinical Practice (4 Credits)
- NURS2510** Semester 4 Theory (2 Credits)
- NURS2550** Semester 4 Clinical Practice (4 Credits)

## Required Liberal Arts and Sciences (7 Courses)

To complete an A.S. Degree, student must complete 31 MNTC credits from 6 of the 10 MNTC Goal Areas. Complete the following required courses:

- BIOL240** Pathophysiology (3 Credits)
- BIOL270** Microbiology (4 Credits)
- COMM130** Intercultural Communication (3 Credits)
- ENGL100** Composition (4 Credits)

## Additional Liberal Arts and Sciences (6 Credits)

Students must complete 6 additional credits from at least two of the following MNTC Goal Areas: 2,4,6,9,10.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Practical Nursing AAS Degree

60 Credits

AAS 2313/ AAS 3305  
Degree Description

SCC offers a 60 credit Practical Nursing (PN) AAS Degree. Students 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, perform technical nursing skills and understand the importance of maintaining confidentiality.

After completion of the 60 credits of the Nursing Program, students are qualified to receive an AAS Degree in Practical Nursing and are eligible to take the NCLEX-PN examination.

Admitted Practical Nursing students are required to participate in a background study.

### Student Learning Outcomes

1. Human Flourishing --Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
2. Nursing Judgment --Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
3. Professional Identity --Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.
4. Spirit of Inquiry-Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.

Practical Nursing program is approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

For entrance and preparatory requirements, see the Nursing Handbook or AAS Practical Nursing program guide:  
<http://www.southcentral.edu/nursing/nursingt-program-description.html>

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

## Required Technical Courses (10 Courses)

You must complete the following courses:

- HC 1000** Medical Terminology (3 Credits)
- NURS1110** Foundation of Nursing (3 Credits)
- NURS1150** Clinical Foundation (3 Credits)
- NURS1175** Nursing Interventions (3 Credits)
- NURS1275** Medication Administration (1 Credit)
- NURS1210** Pharmacology for Practical Nurses (2 Credits)
- NURS1310** Application of Nursing (5 Credits)
- NURS1350** Clinical Application (4 Credits)
- NURS1410** Maternal Child Nursing (2 Credits)
- NURS1610** Psychosocial Nursing (2 Credits)

## Elective Credits (4 Credits)

Select 4 credits of Technical courses from the following list:

- CDEV1240** Working with Diverse Families and Children (3 Credits)
- HHP 100** Introduction to Health (3 Credits)
- HLTH1952** First Aid (1 Credit)
- HLTH1954** Safety (1 Credit)
- HHP 121** Topics in Aerobic Conditioning: (1 Credit)
- HHP 122** Topics in Mind/Body Fitness: (1 Credit)
- HHP 123** Topics in Strength Training: (1 Credit)
- HHP 124** Topics in Lifetime Fitness Activities: (1 Credit)
- HHP 205** Drug Education (3 Credits)
- HHP 210** Stress Management (3 Credits)
- OTEC1001** Computer Software for College (2 Credits)
- OTEC1790** Keyboarding for College (2 Credits)
- CSS 1811** Facilitating Positive Behaviors (4 Credits)
- CSS 1812** Introduction to Social Work (3 Credits)
- HC 1934** Trained Medication Aide (2 Credits)
- HLTH1950** CPR (1 Credit)

## Required Liberal Arts and Sciences (7 Courses)

Complete the following additional courses:

- COMM130** Intercultural Communication (3 Credits)
- PHIL100** Ethics in Society (3 Credits)
- BIOL100** Introduction to Biology (4 Credits)
- ENGL100** Composition (4 Credits)

## Liberal Arts and Sciences - MNTC Goal 5 (3 Credits)

Select a 3 credit course from MnTC Goal Area 5 in a discipline other than Psychology:

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Practical Nursing Diploma

40 Credits

DIP 2302/ DIP 3304  
Degree Description

SCC offers a 40 credit Practical Nursing (PN) Diploma. Students 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, perform technical nursing skills and understand the importance of maintaining confidentiality.

After completion of the 40 credits of the Nursing Program, students are qualified to receive the Practical Nursing Diploma and are eligible to take the NCLEX-PN examination.

Admitted Practical Nursing students are required to participate in a background study.

### Student Learning Outcomes

1. Human Flourishing --Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
2. Nursing Judgment --Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
3. Professional Identity --Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.
4. Spirit of Inquiry-Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (9 Courses)

You must complete the following courses:

**NURS1110** Foundation of Nursing (3 Credits)  
**NURS1150** Clinical Foundation (3 Credits)  
**NURS1175** Nursing Interventions (3 Credits)  
**NURS1275** Medication Administration (1 Credit)  
**NURS1210** Pharmacology for Practical Nurses (2 Credits)  
**NURS1310** Application of Nursing (5 Credits)  
**NURS1350** Clinical Application (4 Credits)  
**NURS1410** Maternal Child Nursing (2 Credits)  
**NURS1610** Psychosocial Nursing (2 Credits)

### Required Liberal Arts & Sciences (4 Courses)

Complete the following courses:

**ENGL100** Composition (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Nursing Assistant (Basic Nursing)

NA 8001/ NA 3801  
Degree Description

The Nursing Assistant-Home Health Aide Program prepares individuals to work in the hospitals, nursing homes and home care settings. Students learn to safely assist clients with basic physical and emotional needs.

Nursing Assistant/Basic Nursing is NOT a degree program at South Central College. Rather, it is a course designed to prepare you for the CNA certification exam.

This course may not be eligible for federal student aid if not taken as part of a designated program. See advisor for further information.

Minnesota law requires that all persons who provide services that involve direct contact with patients and residents at a health care facility be subject to a background study. A student who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a health care facility and will not be allowed to continue in the nursing program or Basic Nursing Course. Students who have a disqualification that the Minnesota Commissioner of Health may consider setting aside will not be allowed to continue in the nursing program (an exception may be made for students enrolled in the Basic Nursing Course).

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

**(1 Course)**

**HCTC1886** Basic Nursing 101 (CNA) (4 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Office Administration and Technology

The Office Administration and Technology Program prepares students for employment as Administrative Assistants, Legal Administrative Assistants, Office Systems Specialists, and/or Client Relations Specialists. Students find learning convenient through a variety of face-to-face and online courses taught by South Central College's knowledgeable and experienced faculty. Office Administration and Technology graduates locate career opportunities in a variety of fields, such as engineering, agriculture, education, government, manufacturing, banking, law-related offices, and medical facilities. Employers hire South Central College graduates because of their excellent computer application skills, professionalism, customer relations, and communication skills.

### Basic Entrance Requirements:

Students must either currently have or attain the skills in the following courses: Computer Software for College (OTEC1001) and Keyboarding for College (OTEC1790)

### Core Competencies

1. Input data with speed and accuracy at industry standard.
2. Apply knowledge of application software and file management.
3. Demonstrate oral and written business communications.
4. Demonstrate professional office etiquette.
5. Apply office organization principles.

### Office Administration and Technology Degrees

- Administrative Office Management AS Degree
- Administrative Assistant AAS Degree
- Legal Administrative Assistant AAS Degree
- Office Systems Specialist AAS Degree
- Administrative Assistant Diploma
- Legal Administrative Assistant Diploma
- Business Software Certificate
- Client Relations Specialist Certificate

# South Central College

2012-2013 Academic Catalog

## Administrative Office Management Associate in Science

60 Credits

AS 2281/ AS 3281  
Degree Description

Students enrolled in the Administrative Office Management Associate in Science (AS) Degree are prepared to manage functions in the office environment. This degree option is recommended for experienced office professionals as well as entry-level administrative professionals who are looking to increase their potential for promotion. Graduates of this degree program receive training in a variety of office management functions including those in communications, information resources, and management. Students earn half of the required credits (30) in business-related courses and the other half (30) in business-related liberal arts and sciences classes. Students find learning convenient through a variety of face-to-face and online courses taught by South Central College's knowledgeable and experienced faculty. Students may also choose to transfer this degree to Winona State University's Bachelor of Science Degree in Business Education - Teaching to prepare as a business educator or as a corporate trainer.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Keyboarding (1 Course)

Select one of the following keyboarding courses. (Choice dependent on your keyboarding assessment.)

**OTEC1790** Keyboarding for College (2 Credits)

**OTEC1800** Keyboarding I (3 Credits)

### Required Technical Courses (7 Courses)

Select the following courses:

**OTEC1820** Business English (3 Credits)

**OTEC1825** Office Financial Applications I (3 Credits)

**OTEC1840** Business Presentations (3 Credits)

**OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)

**OTEC2820** Business Communications (3 Credits)

**OTEC2860** Office Management (3 Credits)

**OTEC2870** Information Resource Management (3 Credits)

### Required Marketing Course (1 Course)

Select one of the following courses:

**MKT 1810** Principles of Marketing (3 Credits)

**MKT 1820** Introduction to Business (3 Credits)

**MKT 1900** Principles of Management (3 Credits)

### Required Technical Electives (1 Course)

Select one of the following courses:

**ACCT1810** Financial Accounting (4 Credits)

**OTEC2830** Microsoft Publisher (3 Credits)

**OTEC2815** Employment Portfolio (3 Credits)

**OTEC2850** Integrated Information Systems (3 Credits)

## Required Liberal Arts and Sciences (4 Courses)

To complete an AS degree, students must complete 30 MNTC credits from 6 of the 10 MNTC goal areas.

The following courses are required:

SELECT ONE

**MATH115** Concepts in Math (4 Credits)

Or

**MATH120** College Algebra (4 Credits)

Or

**MATH130** Pre-Calculus (4 Credits)

SELECT ONE

**ART 100** Art Appreciation (3 Credits)

Or

**ENGL210** Creative Writing (4 Credits)

Or

**MUSC100** Music in the Global Culture (3 Credits)

Or

**PHIL105** World Religions (3 Credits)

SELECT ONE

**BIOL100** Introduction to Biology (4 Credits)

Or

**BIOL220** \*Human Anatomy (4 Credits)

Or

**BIOL270** Microbiology (4 Credits)

Or

**CHEM108** Introduction to Chemistry (4 Credits)

SELECT ONE

**ART 110** Art Structure (3 Credits)

Or

**THTR100** Introduction to Theater (3 Credits)

## Elective Liberal Arts and Sciences

Select 3 - 19 additional credits from the following courses to total 30 MNTC credits.

**ECON110** Principles of Macroeconomics (3 Credits)

**ECON120** Principles of Microeconomics (3 Credits)

**COMM140** Interpersonal Communication (3 Credits)

**COMM110** Public Speaking (3 Credits)

**ENGL100** Composition (4 Credits)

**PHIL100** Ethics in Society (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Administrative Assistant AAS Degree

68 Credits

AAS 2235/AAS 3260  
Degree 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, record 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.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### **NOTE: Basic Entrance Requirement**

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

### **Required Technical Courses (17 Courses)**

Complete all of the following courses:

- OTEC1800** Keyboarding I (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1825** Office Financial Applications I (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)
- OTEC2800** Keyboarding II (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2812** Office Procedures (3 Credits)
- OTEC2815** Employment Portfolio (3 Credits)
- OTEC2820** Business Communications (3 Credits)
- OTEC2830** Microsoft Publisher (3 Credits)
- OTEC2855** Internship (3 Credits)
- OTEC2860** Office Management (3 Credits)
- OTEC2870** Information Resource Management (3 Credits)
- OTEC2875** Word Processing Concepts & Applications: Expert (3 Credits)

### **Required Liberal Arts and Sciences (2 Courses)**

To complete an AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC Goal Areas.

Select two of the following courses:

- COMM140** Interpersonal Communication (3 Credits)
- PHIL100** Ethics in Society (3 Credits)

Or

- PHIL215** Business Ethics (3 Credits)

### **Elective Liberal Arts and Sciences**

Select 11 additional MNTC credits in consultation with advisor/faculty.

Recommended courses are ENGL 100, COMM 110, MATH 115 or MATH 120 or MATH 130, ECON 110 or ECON 120, ART 110 or THTR 100, ENGL 110.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Legal Administrative Assistant AAS Degree

67 Credits

AAS 2249/ AAS 3223  
Degree Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, 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 administrative 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 administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. All courses in this program are offered online. Some courses are hybrid meaning that there is some live student/teacher contact. All class sessions are recorded for those who can't attend live. The difference between a legal administrative assistant degree and a legal administrative assistant diploma is that the degree has 16 credits of Liberal Arts and Sciences.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### **NOTE: Basic Entrance Requirement**

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

### **Required Technical Courses (17 Courses)**

Complete all of the following courses:

- OTEC1725** Transactional Law (3 Credits)
- OTEC1730** Civil Procedures (3 Credits)
- OTEC1800** Keyboarding I (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1825** Office Financial Applications I (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)
- OTEC2735** Family and Criminal Law (3 Credits)
- OTEC2740** Legal Editing and Proofreading (3 Credits)
- OTEC2800** Keyboarding II (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2812** Office Procedures (3 Credits)
- OTEC2815** Employment Portfolio (3 Credits)
- OTEC2820** Business Communications (3 Credits)
- OTEC2850** Integrated Information Systems (3 Credits)
- OTEC2870** Information Resource Management (3 Credits)
- OTEC2875** Word Processing Concepts & Applications: Expert (3 Credits)

### **Required Liberal Arts and Sciences (2 Courses)**

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal Areas.

Select the following courses:

- COMM140** Interpersonal Communication (3 Credits)

### **Elective Liberal Arts and Sciences**

Select 10 additional MNTC credits in MNTC Goals 1 - 10 in consultation with advisor/faculty.

Recommended courses are ENGL 100, PHIL 215, COMM 110, MATH 115 or MATH 120 or MATH130, ECON 110 or ECON 120, ART 110 or THTR 100, ENGL 110.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Office Systems Specialist AAS Degree

60 Credits

AAS 2238/AAS 3224  
Degree Description

This program is designed to prepare the students for employment with a focus toward information processing from the support perspective. Applied skills are developed in computer software usage, electronic mail, network and media management, applications support, systems administration tasks, computer maintenance, Internet, and emerging software technologies.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Note: Keyboarding Prerequisite Requirement

Students must either currently have or attain the skills in OTEC1001 Computer Software for College and OTEC1790 Keyboarding for College before entry in the Office Administration and Technology Programs.

### Required Technical Courses (14 Courses)

Complete all of the following courses:

- COMP1140** Web Development (4 Credits)
- COMP1200** PC Hardware and Software Essentials (4 Credits)
- COMP1360** Introduction to Data Communications and Networking (4 Credits)
- COMP2130** Advanced Spreadsheets/Database & Programming (4 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1825** Office Financial Applications I (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2815** Employment Portfolio (3 Credits)
- OTEC2820** Business Communications (3 Credits)
- OTEC2860** Office Management (3 Credits)
- OTEC2870** Information Resource Management (3 Credits)
- OTEC2875** Word Processing Concepts & Applications: Expert (3 Credits)

### Required Liberal Arts and Sciences (3 Courses)

To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty.

Select the following courses:

- COMM110** Public Speaking (3 Credits)
- PHIL100** Ethics in Society (3 Credits)

### Elective Liberal Arts and Sciences

Courses must be approved by Advisor/Faculty. Recommended courses are ENGL100, COMM100, MATH115, MATH120, MATH130, ECON110, ECON120, ART110, THTR100, ENGL110.

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Administrative Assistant Diploma

54 Credits

DIP 2234/ DIP 3240  
Degree 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.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Note: Keyboarding Prerequisite Requirement

Students must either currently have or attain the skills in OTEC1001 Computer Software for College and OTEC1790 Keyboarding for College before entry in the Office Administration and Technology Programs.

### Required Technical Courses (16 Courses)

Select the following courses:

- OTEC1800** Keyboarding I (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1825** Office Financial Applications I (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)
- OTEC2800** Keyboarding II (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2812** Office Procedures (3 Credits)
- OTEC2815** Employment Portfolio (3 Credits)
- OTEC2820** Business Communications (3 Credits)
- OTEC2830** Microsoft Publisher (3 Credits)
- OTEC2835** Office Financial Applications II (3 Credits)
- OTEC2855** Internship (3 Credits)
- OTEC2870** Information Resource Management (3 Credits)
- OTEC2875** Word Processing Concepts & Applications: Expert (3 Credits)

### Required Liberal Arts and Sciences (2 Courses)

Select the following courses:

- COMM140** Interpersonal Communication (3 Credits)
- PHIL100** Ethics in Society (3 Credits)

Or

- PHIL215** Business Ethics (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Legal Administrative Assistant Diploma

57 Credits

DIP 2250/ DIP 3220  
Degree Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, 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 administrative 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 administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. All courses in this program are offered online. Some courses are hybrid meaning that there is some live student/teacher contact. All class sessions are recorded for those who can't attend live. The difference between a legal administrative assistant degree and a legal administrative assistant diploma is that the degree has 16 credits of Liberal Arts & Sciences.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

**Note: Keyboarding Prerequisite Requirement**

Students must either currently have or attain the skills in OTEC1001 Computer Software for College and OTEC1790 Keyboarding for College before entry in the Office Administration and Technology Programs.

### Required Technical Courses (17 Courses)

Complete all of the following courses:

- OTEC1725** Transactional Law (3 Credits)
- OTEC1730** Civil Procedures (3 Credits)
- OTEC1800** Keyboarding I (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1825** Office Financial Applications I (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)
- OTEC2735** Family and Criminal Law (3 Credits)
- OTEC2740** Legal Editing and Proofreading (3 Credits)
- OTEC2800** Keyboarding II (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2812** Office Procedures (3 Credits)
- OTEC2815** Employment Portfolio (3 Credits)
- OTEC2820** Business Communications (3 Credits)
- OTEC2870** Information Resource Management (3 Credits)
- OTEC2875** Word Processing Concepts & Applications: Expert (3 Credits)

### Required Liberal Arts and Sciences (6 Credits)

Select the following courses:

- COMM140** Interpersonal Communication (3 Credits)
- PHIL100** Ethics in Society (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Business Software Certificate

16 Credits

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CERT2283/ CERT3283  
Degree Description

The Business Software Certificate allows students to upgrade their technology and software skills. Students will learn the Microsoft Office applications including Word, Excel, and PowerPoint. Students may choose from a varied list of electives to tailor the certificate to their individual needs.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (5 Courses)

Complete the following courses:

- OTEC1001** Computer Software for College (2 Credits)
- OTEC1790** Keyboarding for College (2 Credits)
- OTEC1825** Office Financial Applications I (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)

### Technical Electives (3 Credits)

Select 3 credits from the following courses:

- OTEC1800** Keyboarding I (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2830** Microsoft Publisher (3 Credits)
- OTEC2835** Office Financial Applications II (3 Credits)
- OTEC2875** Word Processing Concepts & Applications: Expert (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Client Relations Specialist Certificate

27 Credits

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CERT2282/ CERT3282  
Degree Description

This program is designed to prepare students for employment as a client relations specialist. Because client relations specialists answer questions from external and internal customers about the organization, they need to develop strong interpersonal and communication skills. Client relations specialists may be asked to perform general office responsibilities as well as client relations tasks.

**Admission Dates: Fall and Spring Semester**

**Offered on the Faribault and North Mankato Campuses**

### **Note: Keyboarding Prerequisite Requirement**

Students must either currently have or attain the skills in OTEC1001 Computer Software for College and OTEC1790 Keyboarding for College before entry in the Office Administration and Technology programs.

### **Required Technical Courses (9 Courses)**

Complete all of the following courses:

- MKT 1830** Customer Service (3 Credits)
- OTEC1800** Keyboarding I (3 Credits)
- OTEC1820** Business English (3 Credits)
- OTEC1825** Office Financial Applications I (3 Credits)
- OTEC1840** Business Presentations (3 Credits)
- OTEC1875** Word Processing Concepts & Applications: Core (3 Credits)
- OTEC2810** Computer Technology (3 Credits)
- OTEC2812** Office Procedures (3 Credits)
- OTEC2820** Business Communications (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Pharmacy Technician

A pharmacy technician assists the pharmacist in all aspects of prescription processing, provides customer service and performs administrative duties within the pharmacy. Pharmacy technicians work under the direct supervision of a pharmacist. This program is designed to benefit individuals new to pharmacy and current pharmacy technicians interested in enhancing their skills and formalizing their training.

Pharmacy technicians will perform different duties, depending upon the practice setting in which they are employed. In general, a pharmacy technician may perform the following duties: Receive and verify prescriptions, and prepare medications for customers/patients through mixing, counting, and labeling prescriptions. They may also file insurance claims, maintain pharmacy inventory and stock medications. Pharmacy Technicians also consult with doctors, nurses and other health care professionals regarding patient information, allergies and lab results to determine optimal patient care.

During this program, students will prepare for the Pharmacy Technician Certification Exam (PTCE). Upon passing this exam, students will earn the credential: CPhT (Certified Pharmacy Technician).

**Student Background Studies:** Minnesota Law requires that any person who provides services that involve direct contact with patients and residents at a health care or childcare 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.

### Purpose of Training

Pharmacy, like most professions, is in a state of constant change. The role of the pharmacist is changing, requiring them to focus on direct patient care. This change also trickles down to the pharmacy technician, whose duties will have to change to meet the changing needs of the pharmacy. The role of the pharmacy technician is to assist the pharmacist in preparing medications, provide customer service, and to perform administrative duties within the pharmacy. There currently is no national training standard for pharmacy technicians; however, Minnesota state legislation is putting into practice a number of changes that directly affect the pharmacy technician.

Employers tend to favor applicants who have formal training, certification, or previous experience. Students who have a formal education and training background will be ahead of other technicians in the field.

### Prospects for Employment

Employment is expected to increase much faster than average and job opportunities are expected to be good. Nationally, employment of pharmacy technicians is expected to increase by 31 percent from 2008 to 2018. This is largely due to the increased number of middle-aged and elderly people- who use more prescription drugs than younger people. In 2008, pharmacy technicians held 326,300 jobs; in which 75 percent were located in a retail setting and 16 percent were in hospitals.

Specifically in the state of Minnesota, from 2009-2019, Pharmacy Technicians will see an increase in jobs of 28.2%, or an estimated 1954 jobs according to the MN Department of Employment and Economic Development.

### Salary Expectations

Median hourly wages of wage and salary pharmacy technicians in May 2008 were \$13.32. The middle 50 percent earned between \$10.95 and \$15.88. The lowest 10 percent earned less than \$9.27 and the highest 10 percent earned more than \$18.98. Certified technicians may earn more than non-certified technicians. The Bureau of Labor and Statistics also suggests that pharmacy technicians with formal education or training, previous work experience, and national certification will be specifically sought after to meet these demands.

## **Core Competencies**

1. Exhibit professional interpersonal communications
2. Demonstrate work efficiency through the use of technology
3. Exhibit legal and ethical standards in the pharmacy
4. Triage common pharmacy situations
5. Describe the pharmacy billing and adjudication process
6. Demonstrate the ability to accurately perform common pharmaceutical dosage calculations
7. Identify common brand and generic medications and their common indications
8. Demonstrate aseptic technique through use of a validation model

## **Pharmacy Technician Degrees**

- Pharmacy Technician AAS Degree

# South Central College

2012-2013 Academic Catalog

## Pharmacy Technician AAS Degree

60 Credits

AAS 2319/ AAS 3324  
Degree Description

A pharmacy technician assists the pharmacist in all aspects of prescription processing, provides customer service and performs administrative duties within the pharmacy. Pharmacy technicians work under the direct supervision of a pharmacist. This program is designed to benefit individuals new to pharmacy and current pharmacy technicians interested in enhancing their skills and formalizing their training.

Pharmacy technicians will perform different duties, depending upon the practice setting in which they are employed. In general, a pharmacy technician may perform the following duties: Receive and verify prescriptions, and prepare medications for customers/patients through mixing, counting, and labeling prescriptions. They may also file insurance claims, maintain pharmacy inventory and stock medications. Pharmacy Technicians also consult with doctors, nurses and other health care professionals regarding patient information, allergies and lab results to determine optimal patient care.

During this program, students will prepare for the Pharmacy Technician Certification Exam (PTCE). Upon passing this exam, students will earn the credential: CPhT (Certified Pharmacy Technician).

**Admission Dates: Fall Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (14 Courses)

Complete all of the following courses:

- HC 1000** Medical Terminology (3 Credits)
- HC 1914** Anatomy & Physiology/Disease Conditions I (4 Credits)
- HHP 210** Stress Management (3 Credits)
- OTEC1001** Computer Software for College (2 Credits)
- PHRM1110** Pharmacy Technician Orientation (1 Credit)
- PHRM1111** Pharmacy Law and Ethics (1 Credit)
- PHRM1112** Retail Pharmacy (2 Credits)
- PHRM1113** Pharmacy Math (4 Credits)
- PHRM2114** Pharmacology (4 Credits)
- PHRM2115** Pharmacy Non-Sterile Compounding (2 Credits)
- PHRM2116** Institutional Pharmacy (4 Credits)
- PHRM2117** Retail Internship (4 Credits)
- PHRM2118** Pharmacy Technician Seminar (1 Credit)
- PHRM2119** Hospital/Institutional Internship (4 Credits)

### Required Liberal Arts and Sciences (6 Courses)

To complete an AAS Degree, students must complete 21 MNTC credits from 3 of the 10 MNTC Goal areas.

- ETHN101** American Racial Minorities (3 Credits)
- ENGL100** Composition (4 Credits)
- HUM 100** Critical Thinking (3 Credits)
- CHEM108** Introduction to Chemistry (4 Credits)
- PSYC100** Introduction to Psychology (4 Credits)
- COMM140** Interpersonal Communication (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Phlebotomy

The goals of the South Central College hybrid\* Phlebotomy program are to provide academic education for individuals to acquire the knowledge, skills and attitudes necessary for becoming a specialist in obtaining blood specimens by venipuncture, arterial 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.

\*Hybrid courses have significant reduced seat time, amounting to at least 30% of the course time. As a result, there is considerable work online. The in-class time could be minimal or fairly significant, but online instructions plays an important role in these courses. For example, technical program courses in the Phlebotomy Program have all lecture-related material online with the student laboratory sessions constituting the only seat time.

Upon successful completion of the program, and after completion of one year full time acceptable work experience as a phlebotomy technician in an accredited laboratory, graduates are eligible to take the American Society of Clinical Pathology (ASCP) Phlebotomy Technician National Registry Examination administered by the Board of Certification (BOC). Fulltime experience is considered thirty-five hours per week and must include venipunctures and microtechniques.

### Core Competencies

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

### Phlebotomy Degrees

- Phlebotomy Certificate



# South Central College

2012-2013 Academic Catalog

## Phlebotomy Certificate

16 Credits

CERT2306

Degree Description

The goals of the Phlebotomy program are to provide academic education for individuals to acquire the knowledge, skills, and attitudes necessary for becoming a specialist in obtaining blood specimens by venipuncture, arterial, 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 interpersonal skills needed to provide quality patient care.

**Admission Dates: Fall Semester**

**Offered on the Faribault Campus**

### Required Technical Courses (4 Courses)

Complete the following courses:

**MDLT1810** Laboratory Techniques and Orientation (3 Credits)

**PHLE1000** Anatomy & Physiology (2 Credits)

**PHLE1100** Legal/Ethical Issues for Phlebotomists (1 Credit)

**PHLE1200** Multiskilling for Phlebotomists (3 Credits)

### Other Required Courses (3 Courses)

Please complete the following courses:

**FYE 100** First Year Experience (1 Credit)

**HLTH1000** Medical Terminology (1 Credit)

**OTEC1001** Computer Software for College (2 Credits)

### Required Liberal Arts and Sciences (3 Credits)

Please complete one of the following courses:

**COMM140** Interpersonal Communication (3 Credits)

Or

**COMM110** Public Speaking (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Small Business Management

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 skill set of the owner and/or manager in order to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial and human resource management. This is a part-time program with day and evening classes that feature both group instruction and one-on-one mentoring.

The SBM Core program is a hybrid of:

In addition to the courses available

- web/phone one-on-one consultations making the learning real
- in-person cohort meetings to learn from other business owners and develop a solid network of peer contacts
- at-the-business mentoring focuses on your business and allows for real-time learning. These sessions also give the instructor first-hand understanding of your operation so there is knowledgeable support when you need it. In addition, special "QuickBooks Made Easy" and "QuickBooks for Nonprofits" (computer lab/online)
- "Jumpstart" a 10-week introduction to business course (classroom)
- "FastTrac®" training series (online)

This program is part-time and eligible for state grant funding only.

### Core Competencies

1. Strategic Planning
2. Marketing
3. Finance/accounting/bookkeeping
4. Human Resources
5. Business related technology

### Small Business Management Degrees

- Small Business Management Diploma
- Small Business Management Certificate
- Small Business Management Financial Management Certificate
- Small Business Management Human Resources Certificate
- Small Business Management Marketing Certificate
- Small Business Management Record Keeping Certificate

# South Central College

2012-2013 Academic Catalog

## Small Business Management Diploma

39 Credits

DIP 2109/ DIP 3121  
Degree Description

The SBM diploma provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. Additionally, elective classes allow the business owner or manager to focus on specific areas they feel are most important to their business.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (8 Courses)

Select all of the following courses:

- SBMT1110** SBM Organizational Planning (2 Credits)
- SBMT1120** SBM Business Systems (3 Credits)
- SBMT1210** SBM Financial Systems (3 Credits)
- SBMT1220** SBM Financial Management (3 Credits)
- SBMT1230** SBM Financial Analysis (3 Credits)
- SBMT1310** SBM Marketing Systems (2 Credits)
- SBMT1320** SBM Marketing Management (2 Credits)
- SBMT1410** SBM Personnel Systems (3 Credits)

### Required Technical Course Electives (18 Credits)

You must complete 18 credits of electives from the following lists.

- SBMT2130** SBM Record Keeping (3 Credits)
- SBMT2131** SBM Asset & Inventory Management (2 Credits)
- SBMT2132** SBM A/R & A/P Management (2 Credits)
- SBMT2133** SBM Reconciliation & Closing Accounts (2 Credits)
- SBMT2134** SBM Payroll Systems (3 Credits)
- SBMT2135** SBM Payroll Reports (2 Credits)
- SBMT2136** SBM Year End Closing (1 Credit)
- SBMT2240** SBM Organizational Structure (1 Credit)
- SBMT2241** SBM Financial & Tax Planning (2 Credits)
- SBMT2242** SBM Risk Management (1 Credit)
- SBMT2243** SBM Cost Analysis (2 Credits)
- SBMT2244** SBM Pro-Forma Financial Statements (2 Credits)
- SBMT2330** SBM Sales & Marketing Analysis (2 Credits)
- SBMT2331** SBM Marketing Research (1 Credit)
- SBMT2332** SBM e-Business Sales (2 Credits)
- SBMT2333** SBM Customer Information Systems (1 Credit)
- SBMT2334** SBM Customer Service (2 Credits)
- SBMT2420** SBM Supervisory Skills 1 (2 Credits)
- SBMT2421** SBM Supervisory Skills 2 (2 Credits)
- SBMT2422** SBM Employee Compensation (2 Credits)
- SBMT2531** SBM Business Communications (1 Credit)
- SBMT2532** SBM Business Math (1 Credit)
- SBMT2533** SBM Time Management Skills (1 Credit)
- SBMT2534** SBM Stress Management Skills (1 Credit)
- SBMT2610** SBM Computerization-Accounting (3 Credits)
- SBMT2611** SBM Computerization-Sales & Marketing (3 Credits)
- SBMT2612** SBM Computerization-Human Resources (3 Credits)
- SBMT2700** SBM Going Into Business (3 Credits)
- SBMT2900** SBM Special Projects (1 - 3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Small Business Management Certificate

21 Credits

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CERT2144/CERT3144  
Degree Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (8 Courses)

Complete all of the following courses:

**SBMT1110** SBM Organizational Planning (2 Credits)

**SBMT1120** SBM Business Systems (3 Credits)

**SBMT1210** SBM Financial Systems (3 Credits)

**SBMT1220** SBM Financial Management (3 Credits)

**SBMT1230** SBM Financial Analysis (3 Credits)

**SBMT1310** SBM Marketing Systems (2 Credits)

**SBMT1320** SBM Marketing Management (2 Credits)

**SBMT1410** SBM Personnel Systems (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Small Business Management Financial Management Certificate

14 Credits

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CERT2142/CERT3142

### Degree Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (5 Courses)

Complete all of the following courses:

**SBMT1110** SBM Organizational Planning (2 Credits)

**SBMT1120** SBM Business Systems (3 Credits)

**SBMT1210** SBM Financial Systems (3 Credits)

**SBMT1220** SBM Financial Management (3 Credits)

**SBMT1230** SBM Financial Analysis (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Small Business Management Human Resources Certificate

12 Credits

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CERT2140/CERT3140

Degree Description

The SBM Human Resources certificate provides a focus on HR skills needed by the small business owner or manager. Required classes cover the basics of small business management and personal or human resources management. Electives allow the business owner or manager to focus on areas of specific need or interest.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (3 Courses)

Complete all of the following courses:

**SBMT1110** SBM Organizational Planning (2 Credits)

**SBMT1120** SBM Business Systems (3 Credits)

**SBMT1410** SBM Personnel Systems (3 Credits)

### Choose 4 credits from the following list: (4 Credits)

**SBMT2420** SBM Supervisory Skills 1 (2 Credits)

**SBMT2421** SBM Supervisory Skills 2 (2 Credits)

**SBMT2422** SBM Employee Compensation (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Small Business Management Marketing Certificate

14 Credits

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CERT2141/CERT3141  
Degree Description

The SBM Human Resources certificate provides a focus on marketing skills needed by the small business owner or manager. Required classes cover the basics of small business management and marketing. Electives allow the business owner or manager to focus on areas of specific need or interest.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (4 Courses)

Complete all of the following courses:

**SBMT1110** SBM Organizational Planning (2 Credits)

**SBMT1120** SBM Business Systems (3 Credits)

**SBMT1310** SBM Marketing Systems (2 Credits)

**SBMT1320** SBM Marketing Management (2 Credits)

### Choose 5 credits from the following list: (5 Credits)

**SBMT2330** SBM Sales & Marketing Analysis (2 Credits)

**SBMT2331** SBM Marketing Research (1 Credit)

**SBMT2332** SBM e-Business Sales (2 Credits)

**SBMT2333** SBM Customer Information Systems (1 Credit)

**SBMT2334** SBM Customer Service (2 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.

# South Central College

2012-2013 Academic Catalog

## Small Business Management Record Keeping Certificate

18 Credits

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CERT2143/CERT3143  
Degree Description

The SBM Record Keeping certificate provides a focus on record keeping skills needed by the small business owner or manager. Required classes cover the basics of small business management and record keeping. Electives allow the business owner or manager to focus on areas of specific need or interest.

**Admission Dates: Fall, Spring, and Summer Semester**

**Offered on the Faribault and North Mankato Campuses**

### Required Technical Courses (4 Courses)

Complete all of the following courses:

- SBMT1110** SBM Organizational Planning (2 Credits)
- SBMT1120** SBM Business Systems (3 Credits)
- SBMT1210** SBM Financial Systems (3 Credits)
- SBMT1230** SBM Financial Analysis (3 Credits)

### Choose 7 credits from the following list: (7 Credits)

- SBMT2130** SBM Record Keeping (3 Credits)
- SBMT2131** SBM Asset & Inventory Management (2 Credits)
- SBMT2132** SBM A/R & A/P Management (2 Credits)
- SBMT2133** SBM Reconciliation & Closing Accounts (2 Credits)
- SBMT2134** SBM Payroll Systems (3 Credits)
- SBMT2135** SBM Payroll Reports (2 Credits)
- SBMT2136** SBM Year End Closing (1 Credit)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your [catalog of record](#) may have different requirements.



# South Central College

2012-2013 Academic Catalog

## Academic Dishonesty

Situations may arise in which academic dishonesty occurs, as defined below. The faculty member who encounters instances of academic dishonesty will submit a report of alleged student misconduct to their academic dean ([blank Academic Dishonesty Report form can be found here](#)).

### Definitions:

1. Academic Dishonesty - 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 - Plagiarism is intellectual theft and includes, but is not limited to, the undocumented use of information paraphrase or direct quotation from the published or unpublished work of another person or source; plagiarism also includes using papers/writings from an agency engaged in the selling of term papers or other academic materials.

**Process:** When faculty encounters an incident of academic dishonesty they will submit the [reporting form](#) to their academic dean which details the alleged incident, and provides evidentiary documentation. Violations will be tracked in the deans office.

**Sanctions:** If a violation of the code for academic dishonesty is established by a preponderance of evidence the following sanctions will apply :

1. For the first violation: the faculty member will impose sanctions which could include, but are not limited to, a written notice to the student, grade adjustment, additional academic assignments, or course failure. The student will be informed in writing of the evidence and sanctions, and will be provided with a copy of the academic dishonesty policy.
2. For the second violation: Failure of the course in which the academic dishonesty occurs, and the student will receive a written reprimand from the dean which becomes part of the permanent student record.
3. For the third violation: college expulsion-permanent separation of the student from the college will be imposed upon the approval of the Vice President of Academic Affairs.

AASC 3/26/10

# South Central College

2012-2013 Academic Catalog

## Advanced Placement Exam (AP)

Advanced Placement is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high schools that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

SCC will grant credit for AP examinations according to the following:

1. The student must provide the College Board Advanced Placement Student Grade Report (a high school transcript is not sufficient).
2. A score of 3 shall be the minimum for credit awards.
3. Credits will be granted based on MnSCU Board Policies.

AASC 11/12/10

# South Central College

*2012-2013 Academic Catalog*

## Audit Policy

Students may change from a grade to audit status for a course within that courses drop/add period. 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. 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.

AASC 11/12/10

# South Central College

*2012-2013 Academic Catalog*

## College-Level Examination Program (CLEP)

Credits may be awarded through the successful completion of the College Level Examination Program (CLEP) of the College Entrance Examination Board in the general examinations in Composition and Literature, History and Social Sciences, and Science and Mathematics, provided no previous academic credits have been earned in these areas. Students interested in this option can find information about testing locations and cost at [www.CollegeBoard.com](http://www.CollegeBoard.com). Specific SCC course equivalencies and credits awarded can be found at [www.southcentral.edu](http://www.southcentral.edu). According to MnSCU policy, there is no limit on course credits granted based on CLEP examination scores.

AASC 11/12/10

## Credit Life Span

Individual programs majors may have more recent requirements than listed below.

**Liberal Arts & Sciences** credits shall have an indefinite life span. **Technical credits** shall have a life span of 5 years from the time the course was completed. In rare situations, exceptions to these rules can be requested, and must be approved by the program advisor and Academic Dean.

AASC 1/28/11

# South Central College

2012-2013 Academic Catalog

## Degree Requirements

**Undergraduate certificate.** An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate program may have an occupational outcome or address a focused area of study. At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award.

**Diploma.** A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses. A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases. At least one-third of the credits in the diploma shall be taught by the faculty recommending the award.

**Associate in applied science degree. (AAS)** An associate in applied science degree is awarded upon completion of a 60 to 72 credit academic program in a named field of study in scientific, technological or other professional fields.

An associate in applied science degree prepares students for employment in an occupation or range of occupations. An associate in applied science degree may also be accepted in transfer to a related baccalaureate program.

An associate in applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

An associate in applied science degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.

At least 20 credits in an associate in applied science shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university.

**Associate in arts degree. (AA)** An associate in arts degree is awarded upon completion of a 60 to 64 credit program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting institutions.

The degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas. At least 20 credits in the associate in arts degree shall be taught by the faculty recommending the award.

**Associate in science degree. (AS)** An associate in science degree shall not have emphases. An associate in science degree is awarded upon completion of a 60 to 64 credit transfer program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement. The associate in science degree requires a minimum of 30 general education credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. At least 20 credits in an associate in science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university.

## Financial Aid

Complete information about financial aid can be found online in the financial aid handbook at [www.southcentral.edu/FinancialAid](http://www.southcentral.edu/FinancialAid).

# South Central College

2012-2013 Academic Catalog

## Grades

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 students Grade Point Average (GPA):

**A** = 4.00   **C** = 2.00   **AU** = AUDIT  
**A-** = 3.66   **C-** = 1.66   **CR** = TEST-OUT  
**B+** = 3.33   **D+** = 1.33   **I** = INCOMPLETE  
**B** = 3.00   **D** = 1.00   **P** = PASS  
**B-** = 2.66   **D-** = 0.66   **W** = WITHDRAW  
**C+** = 2.33   **F** = 0   **Z** = NO GRADE ASSIGNED  
**FN** = 0   **EX** = TALK TO REGISTRAR  
**FN** = Failure/Not Attending

## Grade Change 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 academic 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.

## Academic Grade Dispute Procedure

Students have the right to dispute unfair or arbitrary grades. A student must first talk with the instructor. If satisfaction is not reached, the student may next talk with the Academic Dean in charge of the instructors division. If satisfaction is still not achieved, the student may file a formal grievance following the steps outlined in the Student Complaint and Grievance Procedure. Grading decisions supported by published policies or stated expectations of faculty are not open to grievance.

AASC 3/18/11



# South Central College

2012-2013 Academic Catalog

## Graduation

### Requirements

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

Requirements for graduation also include the following:

- Satisfactory Academic Progress: A minimum cumulative GPA of 2.00. (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)
- Student has met all South Central College degree and program requirements.
- Completed [graduation application](#) has been reviewed and approved by program advisor and Registrars 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 Liberal Arts & Sciences.

- Deficiencies in graduation requirements must be completed within two years after receipt of deficiency letter from the Registrar of SCC.
- Students that have not completed the Application for Graduation and interrupt enrollment, will follow the current graduation requirements upon re-enrollment.

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.

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

### 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 submission of the graduation application will grant priority status for the students final term registration if submitted by published deadline. Any exceptions to published program requirements must be approved and documented before graduation.

### Honors

Honors for graduation will be determined based on a students 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 using the most current GPA. Final honors will be calculated when all coursework has been completed and final grades have been recorded.

### 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 Registrars 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 FN, P, I, or Z grades.
- Student must have maintained a term 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 Liberal Arts & Sciences, major and elective credits used to complete the degree requirements. If substitutions in the students program have occurred, the program GPA will be calculated using the substituted course(s). A student is eligible for academic review only once.

## **Transfer**

Credits for transfer from Minnesota State Colleges and Universities System shall follow the MnSCU Undergraduate Transfer Policy.

Specific program requirements as well as Complaint/Grievance Procedure guidelines are outlined in greater detail in the college catalog.

AASC 1/28/11

# South Central College

2012-2013 Academic Catalog

## Incomplete Policy

A student may initiate a request for an incomplete grade in the event that extraordinary circumstance prevents 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. (no later than 6 weeks from the end of the term during which the Incomplete was granted)
- The request for incomplete form must be submitted on the Incomplete Grade Request Form, signed by the instructor and the student, and submitted to the Academic Deans Office. Faculty will assign the grade of "I" online when submitting all grades.
- Refer to Incomplete Grade Form for due date and grade options.
- The student shall not re-register for the course while completing the remaining work.
- If the remaining work is not completed by the 6th week of the next term, the I reverts to the grade of F.

[Incomplete Coursework Form](#)

AASC 11/18/11

# South Central College

2012-2013 Academic Catalog

## International Baccalaureate Credit (IB)

The International Baccalaureate (IB) program is an Internationally recognized program through which secondary students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. The examination for the diploma covers six subjects, three or four of which must be at the higher level and others at the subsidiary level. Students may present a full IB diploma or a certificate recognizing specific higher level or subsidiary level test scores.

1. Students who complete an IB diploma with a score of 30 or higher shall be offered 12 quarter or 8 semester credits for each of three higher level examinations, plus 3 quarter or 2 semester credits for each of the subsidiary exams, for a total of 45 quarter or 30 semester credits.
2. Credits shall be transcribed according to MnSCU Board Policy.

AASC 11/12/10

# South Central College

2012-2013 Academic Catalog

## 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 request the overload using an Add/Drop form and have the approval of the Program Advisor and Registrar. A student must be in good academic standing to request an overload.

[Drop Add Degree Seeking Student - form to get faculty permission](#)

AASC 10/14/11

# South Central College

*2012-2013 Academic Catalog*

## Pass / Fail (P/F)

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 Liberal Arts & Sciences 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.

# South Central College

*2012-2013 Academic Catalog*

## President's List

The Presidents List indicates above average performance and is announced and published each term. To be eligible for the Presidents List, students must meet satisfactory academic progress standards, 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, FN, I, NP or W they automatically become ineligible for the Presidents List.

*AASC 11/18/11*

## Registration

Information and procedures regarding add/drop/withdraw from courses is found on the [Registration page](#)



# South Central College

*2012-2013 Academic Catalog*

## Repeating a Course

Any course in which a grade of D or lower has been earned can be repeated. When a course is repeated, the repeated grade is used in determining grade point average. The transcript will mark both the first and second course to indicate the repeat. The first course will be marked with parenthesis around the credits indicating it no longer applies to the GPA. The second occurrence will be marked with an R. Repeating a course will not remove the previous attempt from the students transcript.

*AASC 10/14/11*

# South Central College

2012-2013 Academic Catalog

## Satisfactory Academic Progress Policy

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 (SAP) from its students in return for the opportunity afforded them by a tax supported college.

**All students enrolled in coursework at SCC must maintain a cumulative grade point average of 2.0 and must complete at least 67% of all credits attempted to be in good academic standing. All enrolled students will be evaluated for academic progress each semester.**

Minimum Credit Completion Standard: The student must complete at least 67% of all registered/attempted credits to remain in good academic standing. Grades of F, FN, I, NC,; W, Z and IP (or blank/missing) are treated as attempted credits but NOT earned credits and thus negatively impact the percent completion. Percent completion is based on credits in which students are enrolled on the fifth day of the term. **% earned = cumulative earned credits divided by cumulative attempted credits**

South Central College will evaluate satisfactory academic progress after each term which includes fall, spring and summer.

**Warning** A student will be placed on warning status if:

- their cumulative grade point average falls below 2.0 or
- their cumulative completion percentage falls below 67% or
- the student was previously suspended at another college or university and were admitted to SCC following an admissions appeal.

Hold Codes: 0093 Academic, 0165 Financial Aid

Warning status allows the student one additional semester to bring academic performance to the required level. During the warning term, students are eligible to enroll in classes and to receive financial aid funding as applicable. Students on warning status are strongly encouraged to participate in Warning Advising Sessions to assist them in reaching the satisfactory academic progress standards.

**Suspension** A student will be placed on suspension if:

- their cumulative grade point average falls below or remains below 2.0 following a warning term or
- their cumulative completion percentage falls below or remains below 67% following a warning term or
- their cumulative grade point average and/or completion percentage fall below standards following a probation term and the students academic plan goals have not been met or
- it is believed that the students attendance indicates a pattern that abuses the receipt of financial aid.

Suspension status means that a student is no longer eligible to enroll in classes or to receive financial aid awards at South Central College. The length of the suspension is one academic year. All students who seek to return to SCC must apply for Academic Reinstatement. If an Academic Reinstatement appeal is approved, students will be readmitted on probation.

Hold Codes: 0002 Academic, 0139 Financial Aid

**Probation** Students will be placed on probation if:

- they were previously suspended and filed a successful Academic Reinstatement Appeal.

All students on probation will be evaluated for satisfactory academic progress and must meet the following criteria to be eligible to continue enrollment as a student at SCC:

- students meet the required SAP criteria and return to good standing (2.0 cumulative GPA and 67% cumulative completion percentage) or
- students meet the requirements of their Academic Plan and are able to continue their enrollment as a probationary student.

### Academic Plan

Following a suspension and an approved Academic Reinstatement Appeal, students will have performance goals they must meet in the event they do not return to good standing in one term. These performance goals are the students Academic Plan. Criteria included in the academic plan may include:

- YRTR GPA =2.5
- YRTR Completion Percentage = 100%. This means that students must complete all courses they attempt in the term they return to SCC.
- Enrolled Credits Based on your specific circumstances, the Appeal Committee may limit the number of credits in which you may enroll for the first semester you return.

Following your probation term, you will be evaluated for satisfactory academic progress and one of three possible outcomes will result:

- return to good academic standing (2.0 cum GPA and 67% completion percentage) or
- continue on probation (cumulative totals were not met but Academic Plan goals were met) or
- return to suspension (neither cumulative goals or Academic Plan goals were met.)

### Notification

Students will be notified by email to their SCC student email account ([name@my.southcentral.edu](mailto:name@my.southcentral.edu)) of their status as it relates to the Satisfactory Academic Progress policy. Only students who are not in good standing will receive notifications.

### Academic/Financial Aid Reinstatement Appeal

Students who wish to re-enroll at SCC must appeal for Academic Reinstatement at least 14 calendar days prior to the start of the term of planned enrollment, unless otherwise notified by the college based on time limitations necessary for processing. The committee will take the appeal under consideration if it occurred as a result of unusual circumstances such as injury, illness or death in the immediate family or if the one year suspension has been served. The written appeal should be supported by additional documentation. This initial consideration of appeal will be reviewed by Student Affairs Directors/Assistant Directors. The committee will notify the student of the appeal decision by email to the SCC student email account if it exists, or to the personal email account if no current SCC student account exists. The committees decision shall be final within the college and the Minnesota State Colleges and Universities System.

At the request of the student, all appeals of an adverse decision can be reconsidered by the Appeals Committee which may include the following: Counselors, Academic Deans, Directors and Assistant Directors within the Student Affairs Department. Additional information and documentation must be provided before appeals will be reconsidered.

The following outcomes may result from a reinstatement appeal:

- Registration Yes , Financial Aid Yes

This means that you can register and you are eligible to receive financial aid awards for which you qualify. You must complete the financial aid application process (FAFSA) to determine what awards you may receive.

- Registration Yes, Financial Aid No

This means that you may register for classes, but you will not be eligible to receive any financial aid awards until you are in good academic/financial aid standing again. You must demonstrate academic success before your aid will be reinstated. **The majority of reinstatement requests fall into this category. You must be able to pay for your classes using resources other than grants or student loans.**

- Registration No, Financial Aid No

This outcome is generally selected if you have not served the one year term of suspension and are trying to return early. You may be told that you are accepted for a future term following the one year term of your suspension.

### Returning Following Suspension

Students whose reinstatement appeals are granted are required to participate in the Academics in Motion (AIM) program. Students may also need to meet required conditions such as specified coursework, limited credit enrollment, etc. as stated by the Appeals Committee.

A successful appeal grants reinstatement for one semester only. At the conclusion of that semester, the students academic

progress is evaluated again. While students are able to register for subsequent terms, if the student does not meet SAP requirements at the completion of the appeal term, registration for future terms will be cancelled.

### **Financial Aid Eligibility**

Federal and state law requires that a recipient of state or federal financial aid make satisfactory academic progress towards a degree or certificate to remain eligible for aid. In compliance with federal and state law, the college has established academic progress standards for all financial aid recipients. Students admitted to SCC and it is later determined that they were on financial aid suspension at prior institutions will not be eligible for financial aid at SCC without an approved appeal to reinstate financial aid eligibility.

### **Maximum Time Frame**

Maximum Time Frame is the maximum amount of time in which a student must complete degree requirements and graduate or financial aid suspension will occur. Students must complete their degree requirements within 150% of the number of credits required in the program of record. If a student is enrolled in multiple programs, the program requiring the highest number of credits will be used for Maximum Time Frame calculations.

If a student has reached the maximum time frame limit and has not yet completed his degree requirements, he can file an appeal to extend the maximum time frame. Such appeals must be submitted 14 calendar days prior to the start of the term of planned enrollment/financial aid eligibility. Appeals will be reviewed and approved by the Director of Financial Aid or a designee and must be strictly followed.

Upon an approved maximum time frame appeal, the student must maintain a 2.5 GPA and 67% completion rate for each term of continued funding. A student who has not yet completed a program but wishes to change to another program should be aware of maximum time frame limits that may come into play when the professional judgment is made regarding financial aid eligibility.

Hold Code: 0041 Financial Aid

### **Additional Academic Information**

1. **Academic Review** Credits for which a student has been granted academic review WILL be included in all financial aid satisfactory academic progress measurements.
2. **Audited Courses** Audited courses are not aid eligible courses and are not included in any financial aid satisfactory academic progress measurements.
3. **Consortium Credits** Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by SCC and are included for purposes of processing financial aid at SCC. These credits are included in all financial aid satisfactory academic progress measurements.
4. **Cumulative Grade Point Average (GPA)** The grading policy stated in this Student Handbook is used to determine the cumulative Grade Point Average. This average is in turn used to determine if a student is maintaining satisfactory progress.
5. **College Readiness Credits** College readiness credits are those awarded for remedial coursework (numbered below 100). Students may receive financial aid for college readiness courses up to a maximum of 30 credits (excluding EAP). These credits are included in all financial aid satisfactory academic progress measurements.
6. **Test Out** Credits earned through test out do not count toward the total credits enrolled per term for aid purposes.
7. **Transfer Credits** Transfer credits are credits earned at another college which are accepted by SCC. Transfer credits are included when calculating completion percentage and maximum time frame. Transfer credits are not used in the SCC GPA calculation.
8. **Repeated Courses** A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course.
9. **Treatment of Grades** Grades of A, B, C, D, F, and FN shall be included in the GPA calculation. Courses for which a student receives a letter grade of A, B, C, D, S and P are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of In, N, NC, W, F, and FN shall be treated as credits attempted but not successfully completed. Blank (Z) grades shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted. Grades of IP (in progress) will be treated as credits attempted but not completed.

Should a student drop or be dropped from a course in which they received aid and received a full refund, the student will be liable for aid received and must repay the funds.

If you need additional information regarding Satisfactory Academic Progress, please contact the Student Affairs Center at 507-332-5805 or 507-389-7220.

[Academic-Financial Aid Reinstatement Appeal](#)



## Academic Motivation Program (AMP)

The [AMP program](#) is a South Central College initiative that is designed to help students who are experiencing academic difficulty in college. Students will work with an Academic Advisor to improve their academic standing. By creating goals and learning strategies, students will improve their chance of academic success. Students who are placed on Academic Warning or are on Academic Probation are required to participate in the AMP program. Other students experiencing academic difficulty are encouraged to participate in the AIM program.

The AIM program requires that students meet with their Academic Advisor throughout the term to create strategies and goals to improve academic success, and completing any additional program requirements.

AASC 4/26/12

[Learn more about AMP on the Academic Motivation Program's web page.](#)

# South Central College

2012-2013 Academic Catalog

## Test Out: Advanced Standing By Departmental Examination

### Departmental Examination

Students currently admitted and/or enrolled at South Central College may obtain credit for some courses 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 College.
- A student interested in a course challenge examination should schedule a visit with the course instructor for direction in the test-out process. Examination fees are \$25/credit attempted for a lecture course and \$50/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 students transcript.
- A student must meet residency requirements for each academic award by enrolling 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: Prior Learning for Credit

Under advisement the student can request Prior Learning for Credit. Test Out may also be an option for the student if the program allows. Either option can only apply if the student has not registered for the course being requested. All MnSCU and SCC policies and procedures apply. The students will provide an updated resume and all transcripts. Other materials that support assessment of the prior learning may also be required. Students should contact specific program faculty for more information.

- Prior learning experiences must meet at least 75% of the total competencies of the course(s) being requested.
- The student must meet all requirements for each academic award.
- The instructor/advisor will review the course(s) syllabi and identify the outcomes or competencies that the student will be required to meet, and will also will review the request with the Academic Dean for approval.
- Upon approval the instructor will meet with the student to discuss the plan, timeline and assessment interview. The time frame for completing PLC should not exceed one academic year or two consecutive semesters. The student will complete the tasks detailed and agreed upon in the plan. Availability of prior learning evaluation during summer sessions is at the discretion of the faculty member.
- Prior to the assessment interview the student will complete all necessary paperwork and pay all required fees.
- The content expert or evaluator will evaluate the competencies in the assessment interview. 75% of the course competencies must be successfully achieved for a passing grade to be assigned.

# South Central College

2012-2013 Academic Catalog

## Transfer Policy

Minnesota colleges and universities are working to make transfer easier. Students can help if they plan ahead, ask questions, and use the established pathways created by transfer agreements.

Transfer students are students who have attended an accredited college or university and have earned credit. Transfer students must follow the same admissions requirements as new students along with submitting transcripts and meeting with the SCC Transfer Coordinator for the purpose of evaluating previous college transcripts.

### Understanding How Transfer of Credits Works

1. The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and the receiving institution can affect the transfer of the credits.
2. Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. Like transfer to like.
3. Not everything that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories: general education; major/minor courses and prerequisites; and electives. The key question is, Will the credits fulfill requirements of the degree or program the student has chosen?
4. If a student changes career goals or major, he or she might not be able to complete all degree requirements within the usual number of graduation credits.

### Applying for Transfer Admission

1. Completing an Application for Admission is always the first step in transferring. The student should fill out the application as early as possible to meet the deadline. Enclosing the application fee is essential.
2. Official transcripts should be sent from every institution the student has attended. A high school transcript or GED is required as well.
3. Students shall provide documentation (course syllabus, course description, common course outline) from the college or university for the course to be transferred.
4. The student should confirm that all necessary documentation has been supplied. No transfer decisions will be made until all required documents are in the applicants file.
5. After the college notifies the student that he or she has been accepted for admission, submitted transcript credits will be evaluated for transferable equivalency.
6. Students will receive a copy of their revised South Central College Transcript or DARS Report indicating courses that transferred to meet program requirements.
7. If the student has questions about his or her evaluation, the student should speak with the transfer coordinator. The student can ask why judgments were made about specific courses. Many concerns can be cleared up if the student understands why the decisions were made. If not satisfied, the student can appeal.

### Transfer of Credit

Credits for transfer from MnSCU colleges and universities shall follow the MnSCU Undergraduate Transfer Policy. South Central College will also 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. The official evaluation will be completed upon admission to SCC.

- Students requesting credit transfers must have an official transcript from all previously attended colleges submitted to the Admissions Office.
- Evaluation of transfer is done upon initial admission to SCC. Any subsequent request for evaluation must be submitted on a Transfer Evaluation form to the Registrars Office.
- Students may schedule an appointment with the Registrars Office Transfer Specialist.
- Students may appeal the decision of the Transfer Credit Evaluation as outlined in the MnSCU Undergraduate Transfer Policy.

### Determining Course Comparability or Equivalency

As a member of Minnesota State Colleges and Universities (MnSCU) system, South Central College abides by the guidelines provided by the MnSCU office. The following procedures will be followed to determine equivalencies of courses transferred into South Central College.



1. The student asking for a course to be accepted at South Central College must provide a common course outline and/or a syllabus for the course. As much information as possible should be provided about the course by the student so that there can be a complete, accurate and expedited assessment of the course equivalencies. Delays in providing this information will result in delays in assessment of the course equivalencies. Inadequate and incomplete information could result in South Central College determining that a course is not acceptable for transfer.
2. The common course outline and/or syllabus and any other supporting information provided by the student will be forwarded to the appropriate faculty to be reviewed.
3. The faculty will complete a straightforward comparison of the course outcomes. After comparing the course outcomes, if the course meets at least 75% of the outcomes of a similar course at SCC, the course will transfer as equivalent to an SCC course. The transferred course does not have to meet all outcomes or criteria established in the SCC course, only 75% of the outcomes. Other matters cannot be considered in determining equivalency, such as delivery method, credits, number of lectures spent on a topic, quality of labs, or other concerns that might be expressed regarding the transferring course. It must be assumed that if another MnSCU institution has determined that sufficient rigor exists, the class will be determined transferable to SCC as long as the course meets 75% of the outcome equivalencies.
4. In determining the equivalency of a course based on meeting 75% of the outcomes of the South Central course, South Central faculty will specifically state what outcomes are met and what outcomes are not met to clearly illustrate whether or not the stated goal of 75% equivalency has or has not been met. This information will be provided in writing to the Transfer Coordinator for reference purposes if future requests for transferability occur regarding the assessed course. A new assessment of the course will take place only if there is clear evidence that substantial changes have been made to the transferring courses outcomes, or to the outcomes of the South Central course.
5. If a course is determined to be transferable using the 75% criteria as described above, but other concerns are expressed by SCC faculty regarding the courses rigor and ability to meet the educational needs of SCC students, these concerns should be noted and considered in advising students who are contemplating taking the course that would be transferred. These concerns should not preclude acceptance of the transferability of the course, but should play a significant role in how students are advised regarding their education and their ability to succeed at South Central after taking the course.

### **Transferring Courses After Initial Admission to SCC**

After initially being admitted to SCC, if a student completes coursework at other colleges, official transcripts must be sent to SCC from each institution attended in order for courses to be evaluated for transfer. These transcripts will be reviewed for program requirement transferability. Confirmation of transferred coursework will be documented on the student transcript and DARS Report.

### **Articulation Agreements**

SCC will accept any credits defined within approved, formal articulation agreements it has with a sending institution.

### **Occupational/Professional Course Credits**

SCC may accept up to 16 occupational and/or professional credits as electives. SCC may accept more than 16 if it is determined they contribute to an educationally coherent program. Accreditation

Transfer equivalencies for regionally accredited and non-regionally accredited institutions will follow SCC's course comparability and equivalency policy. SCC will consider credits granted for prior learning or test-out on a case-by-case basis.

### **Institution Outside the United States**

In order to review credits granted by institutions outside the United States, SCC requires an official evaluation be done by the Educational Credential Evaluators (ECE). The ECE transcript must be submitted to SCC for review. Waiver for English and Speech requirements will not be made based on coursework completed from institutions outside the United States.

### **Developmental (College Readiness) Courses**

Developmental courses will not be granted college-level credit and they will not apply to certificate, diploma, or degree program completion requirements.

### **Transfer of MNTC and other courses**

Public colleges and universities in Minnesota have developed a common liberal arts education curriculum called the Minnesota Transfer Curriculum (MnTC). Completion of this defined transfer curriculum (40 credits) at one institution enables a student to receive credit for all lower-division general education requirements upon admission to any other Minnesota public institution.

The Transfer Curriculum is intended to achieve 10 distinct goals. Each goal is described in the Liberal Arts program section of this catalog, along with a current list of SCC courses that are assigned an MNTC goal area.

Individual courses from other MnSCU colleges and from the University of Minnesota transfer to South Central College into the Minnesota Transfer Curriculum. Such courses transfer according to the MnTC goal areas designated for them by the other schools and may meet the entire MnTC, a specific goal area, or individual course. Once a MnSCU institution has assigned a MnTC goal area to courses from a regionally accredited institution, that MNTC classification must be honored at SCC.

Courses from non-regionally accredited institutions may be re-evaluated for MNTC classification, regardless of any other

MnSCU assignment of an MNTC goal area. In addition, there is no guarantee that courses from private and non-Minnesota colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis.

### **GPA/Grade Requirements**

The student must have received a passing grade of D- (.66) in order to transfer a specific MNTC course. The student must have received a grade of C- (1.66) or better in order to transfer a non-MNTC course. Specific program requirements must also be met, including additional GPA requirements.

### **Degree Audit Reporting System (DARS)**

If you submit official transcripts from schools that you previously attended, the Transfer Coordinator will evaluate your prior coursework for transfer into your degree here at South Central College. Once evaluated, your transfer credits will show on your Degree Audit Report (DARS), which can be viewed online and printed. DARS is a self-advising tool that greatly simplifies the preparation of student transfer and graduation. It is an automated process for tracking your academic progress toward completing your degree at SCC. Your DARS report can be viewed online by going to [www.students.southcentral.edu](http://www.students.southcentral.edu), and select MnSCU Account Login.

### **Transfer Appeal Process**

If a student is not satisfied with the courses transferred in the outcome of the above Transfer of Credit process, the appeal process is as follows:

1. Meet with the Transfer Coordinator to provide clarification of the transfer. The clarification process involves faculty input and evaluation of the course description. The Transfer Coordinator may require the student to produce a copy of course syllabi, and may do additional research on the course in question. The Transfer Coordinator may or may not transfer additional classes after this meeting. If the student is not satisfied with the end result of this meeting, they may proceed to the next step.
2. Submit a written appeal (using the [Transfer Course Evaluation Appeal Form](#)) to the SCC Appeal Committee regarding the result of the transfer. The Committee (Dean of Students, Academic Dean, Registrar) will examine what courses have been completed and determine if any further action is necessary.
3. An appeal at the MnSCU Level is available if the college level appeal is not successful. Information can be found at [www.mnscu.edu/board/procedure/321p1.html](http://www.mnscu.edu/board/procedure/321p1.html)

### [Transfer Evaluation Request](#)

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## Withdrawing From School

Withdrawal from a course will be allowed after the 5th day of the term and 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.

See the satisfactory academic policy for details on how withdrawals may affect a student status.

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## 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.

Attendance in a classroom is allowed only:

- If the student is enrolled in the class for a grade.
- If the student is enrolled in the class for audit.
- If the individual is hired through the SCC to assist student/s
- If the individual is approved as Accommodations for a student/faculty.

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## Class Cancellations

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

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# South Central College

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## 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), KXLP?(FM 93), KNUJ (AM860), KDOG?(FM 96.7), KSTP-TV (Channel 5), KEYC-TV (Channel 12), KDHL (AM 920), KQCL (FM 95.9) and WCCO-Minneapolis (AM 830). This also will be announced via the STAR Alert System. 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.

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# South Central College

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## Campus Crime Awareness and Security Policy & 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 North Mankato campuses. 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 and North Mankato 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 as well as the SCC Security Director. When requested, the SCC Security Director 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 in service 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.

**Patrol:** The SCC campuses are patrolled on a regular basis by local city police. There is no access to campus facilities after hours unless accompanied by staff. The Faribault campus is controlled by an alarm system.

**Criminal Reports:** On the Faribault campus, all criminal actions occurring on campus shall be directed to the SCC Security Director; on the North Mankato campus, all criminal actions occurring on campus shall be directed to the SCC Security Director. The report may be presented orally or in written form.

**Procedures and Assistance:** Authorized college personnel will assist in reporting the occurrence to appropriate police authorities immediately, or in a timely manner, following receipt of the information. In the event that no college staff members are available, the individual reporting the occurrence is encouraged to contact local law enforcement agency directly by dialing 911 for emergencies. Authorized personnel can also assist with contacting sexual assault services and safe centers if requested using the following numbers:

### Faribault

Emergency - Police, Fire, Medical 911

Non-Emergency (City Police) 334-4305

Hope Center 1-800-607-2330 or 332-0882

### **North Mankato**

Emergency - Police, Fire, Medical 911

Non-Emergency (City Police)

Business Hours 625-4141

Non-Business Hours 931-1570

CADA House Crisis/Shelter 1-800-477-0466 or 625-7233

Sexual Assault Services 1-800-630-1425

When on campus evenings or weekends talk with your instructor/advisor prior to leaving if you have any concerns.

The complete report of Campus Crime is available online at [www.southcentral.edu](http://www.southcentral.edu); click on student portal; click on resources.

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# South Central College

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## Data Privacy

### Information Collection

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.

### Consequences

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.

### Students Rights, Responsibilities and Authorizations for the Collection and Release of Data

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 Donna Marzolf, Registrar at (507) 389-7326.

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.

## Directory Information

Directory information including name, address, phone number, e-mail address, program major, dates of attendance, \*honors, student activity participation, a student's photograph or digital image, and student status (enrolled, graduated, withdrew, part-time, full-time) may be released to the public without prior consent unless the office is notified in writing within two weeks of enrollment. Notify the Student Affairs Center if you wish to exercise your right to suppress the release of directory information.

**Note:** Honors includes, but is not limited to: scholarship awards, graduation, Presidents Academic Honors list and involvement in student organizations.

## Tennessee Warning (M.S. 13.04, SUBD.2.)

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.

## FERPA Annual Notice

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 Donna Marzolf, Director of Enrollment Services at (507) 389-7326.

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;

For example, FERPA and the MGDPA permit disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by the College/University in an administrative, supervisory, academic or support staff position, a person or company with whom the College/University has contracted, a student serving on official College/University 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.

**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. SCC forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to or is already enrolled as long as the disclosure is for purposes related to student enrollment or transfer. Disclosures

of your records to other schools under other circumstances may require your prior written consent.

You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records."

- 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.

[Authorization to Release Student Information](#)

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# South Central College

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## 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 colleges 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.

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# South Central College

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## 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.

South Central College, in compliance with the Clery Act, has a policy on emergency response, notification, and evacuation procedures. This policy can be accessed online at: <http://southcentral.edu/campus-security/campus-security.html>

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 college. 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 to a distance of 300 feet. 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.

*North Mankato Campus* - In the event of an actual tornado warning, this will be announced 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 announced over the public address system which will direct students to return to their classrooms. AASC 1/28/11

*Lockdown/Lockout* - Drills for Lockdown will be conducted periodically. Information relating to Lockdown or Lockout situations will be communicated via public address systems, STAR ALERT, and system wide email. During a Lockdown, intruder inside the building, people should secure themselves in locked spaces within the college campus remaining silent or as the possibility presents itself leave the campus entirely. During Lockout situations people should remain inside campus buildings and the exterior campus doors will be locked to prevent an intruder from entering the buildings.

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# South Central College

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## Complaint / 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 (grades, program requirements, assessment, faculty concerns, etc.) shall be addressed to the appropriate academic dean.
  - Business operations, tuition, parking, building and grounds complaints shall be addressed to the Vice President of Operations.
  - Student Service complaints should be addressed to the Program Director (Admissions, Financial Aid, Registration, Academic Support Center)
  - Please refer to the Student Code of Conduct for procedures relating to conduct-related complaints.

If the complaint cannot be resolved within one week, the student shall then proceed to the written grievance procedure. 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 Vice President of Academic Affairs.

- Upon investigation and ascertaining that the complaint procedure Level I and II has been exhausted, the Vice Presidents office shall refer the grievance to the colleges grievance committee to address the issue.
- Membership of the Grievance Committee shall consist of:
  - Vice President of Academic Affairs.
  - Representatives which may include faculty members selected from a list of volunteers on file with the Vice President (Faculty member shall not be from the program in which the student is enrolled), and staff representing the appropriate college departments.
  - Affirmative Action Officer.
- The grievance will be reviewed at an grievance 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 grievance hearing. Third party participants shall only play an advisory role.
- The Grievance 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 Grievance Committee is final.

### Appeal Procedure

- If the grievance involves a board policy or the actions of the College President, an issue of institutional or program quality such as an institutions compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the College decision to the chancellor. The decision of the chancellor is final and binding.

# South Central College

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## Harassment / Sexual Violence Policy For Students and Employees

The College expressly forbids harassment, discrimination and sexual violence of any form towards students and employees. All employees and students should clearly understand that, even in mild forms, harassment, discrimination or sexual violence may carry penalties up to and including dismissal. See the MNSCU Board Policy web site for the full policy: <http://www.mnscu.edu/board/policy/index.html>.

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1, Nondiscrimination in Employment and Education, or 1B.3, Sexual Violence Policy, is encouraged to report the incident to the designated officer, Laural Kubat, Human Resources Director, Human Resources Office, South Central College, 1920 Lee Boulevard, North Mankato, Mn., 507-389-7219, 1-800-722-9359, or [laural.kubat@southcentral.edu](mailto:laural.kubat@southcentral.edu) .

# South Central College

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## Nondiscrimination Policy

South Central College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, 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, South Central College shall work to eliminate violence in all its forms. Physical contact by college and 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, SCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The College shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence. This policy supersedes all existing college nondiscrimination policies.

A copy of South Central College's complete Nondiscrimination Policy can be found in: the Affirmative Action Officers Office, in the libraries, on the South Central College website ([www.southcentral.edu](http://www.southcentral.edu)), at any administrative office and in the Student Affairs Centers. MnSCU Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity can be found at: [www.mnscu.edu/board/policy/index.html](http://www.mnscu.edu/board/policy/index.html).

### COMPLAINT PROCEDURE:

Students and employees who feel they are victims of harassment or violence should inform the college Affirmative Action Officer or Regional Investigator 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.

### **Laural Kubat**

Affirmative Action Officer

1920 Lee Boulevard ? North Mankato, MN 56003

Room C135

North Mankato: 507-389-7219 ? 1-800-722-9359

Faribault: 507-332-5856 ? 1-800-422-0391

If the complaint involves the Affirmative Action Officer, the complaint may be directed to the President of South Central College: Keith Stover North Mankato: 507-389-7207 ? 1-800-722-9359 or Faribault: 507-332-5801 ? 1-800-422-0391



# South Central College

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## Crime Victims Rights

Crime victims have certain rights by law. Please contact 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

SCC monitors and records, through local police agencies, criminal activities in which students in student organizations are engaged in activities, at off-campus locations. Additionally, the SCC Security Director compiles campus reports of criminal offenses. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These records include offenses that were reported to SCC Administration and other College officials who have significant responsibilities for student and campus activities.

The total report can be viewed at: <http://ope.ed.gov/security>

### Campus Criminal Offenses (2009 North Mankato and Faribault Campuses)

Murder & Non-Negligent Manslaughter.....	0
Negligent Manslaughter.....	0
Forcible Sex Offenses.....	0
Non-forcible Sex offenses.....	0
Robbery.....	0
Aggravated Assault.....	0
Burglary.....	0
Motor Vehicle Theft.....	0
Arson.....	0

### Public Property Surrounding the North Mankato and Faribault Campuses Criminal Offenses (2009)

Campus and local statistics are reported by the local police department for these categories.

Murder & Non-Negligent Manslaughter.....	0
Negligent Manslaughter.....	0
Forcible Sex Offenses.....	0
Non-forcible Sex offenses.....	0
Robbery.....	0
Aggravated Assault.....	0
Burglary.....	0
Motor Vehicle Theft.....	0
Arson.....	0

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

A complete report of all criminal offenses may be obtained through the Security Director at South Central College by calling: 507-389-7412.

AASC 3/26/10

## 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.

AASC 10/26/12

# South Central College

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## 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.

*AASC 3/26/10*

## Student Background Policy (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.

AASC 3/26/10

# South Central College

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## Tobacco Use Policy

### Philosophy:

South Central College is committed to creating a clean, safe and healthy learning and working environment for all students and employees.

The success of this policy will depend upon the cooperation of all faculty, staff, students to comply with this policy, and to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live.

### Policy:

As of July 1, 2010, smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on college owned, operated, or leased property.

### Definitions:

**Smoking:** The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

**Smokeless Tobacco Products:** Smokeless tobacco including, but not limited to: snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

### Cessation Programs and Services

To support South Central College students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available through the Human Resources Office.

### Violations

Violations of this policy by employees will be handled through the progressive disciplinary process as outlined in the employee's bargaining unit contract.

Violations of this policy by students will be handled through the Student Code of Conduct process as outlined in the Student Handbook.

### Policy Exceptions

1. All research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved by the President or his/her designee. Such use must be preceded by reasonable advance notice to the public.
2. This policy does not apply to specific activities when tobacco is used in connection with the practice of cultural activities including those of American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the College or his/her designee.
3. Tobacco use inside private vehicles is permitted.

*New policy May 10, 2010*

## Disclaimer

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

## Alternative Format Availability

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 audio format. If you need accommodations to fully participate, such accommodations can be made available upon advance request by calling 507-332-5896 (Faribault Campus) or 507-389-7222 (North Mankato Campus).

South Central College facilities are physically accessible to the general public.



# South Central College

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## MnSCU Information

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.

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 Statute and other applicable State and Federal laws. SCC does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities, and is in compliance with the American Disability Act, U.S.C.A. Section 12101, et. seq.

# South Central College

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## Students Rights & 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 students 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 time frame, 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.

AASC 3/26/10

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## 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 who:
  - Are enrolled in one or more courses, either credit or non-credit, through the college;
  - Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
  - Are not officially enrolled for a particular term but who have a continuing relationship with the college;
  - Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; and/or
  - 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 means that person designated by the college president to be responsible for the administration of the Student Conduct Code.
- The term student conduct panel means a panel appointed to provide formal review and decision in student conduct hearings.
- The term policy means the written regulations of the college and Minnesota State Colleges and Universities (MnSCU) as found in, but not limited to, the Student Code, the college and MnSCU Web pages, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.
- The term preponderance of evidence means a standard of responsibility that it is more likely than not that the code has been violated.
- The term summary suspension means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
- The term suspension means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

### 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 affects the educational, research, or service functions of the college.

The administrator shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion.

### Student Conduct - Behavioral Proscriptions

- All students have the responsibility to:
  - Comply with all local, state and federal laws.
  - Comply with all college or board policies, rules, or regulations published in hard copy or available electronically on the college or MnSCU Web site.
  - 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 college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - Failure to comply with conditions of sanctions imposed by the college as a result of previous conduct code action.
  - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
  - Use, possession, manufacturing, 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 abuse, verbal abuse, threats, intimidation, coercion or other conduct which endangers or threatens to endanger the health or safety of any person.
  - Hazing which means an act that 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.
  - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
  - Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
  - Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
  - Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
  - Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
  - Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
  - Abuse of the student conduct system.
  - Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
- Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.
- 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.

## **Complaint, Investigation, and Informal Meeting**

Any member of the college community may file a complaint against a student violating the code of student conduct. Complaints 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 complaint shall be submitted as soon as possible after the conduct takes place, preferably within three days. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. The Dean with whom the

complaint is filed shall conduct a preliminary investigation of the complaint. If the complaint is unwarranted, the Dean may discontinue proceedings. If there is sufficient evidence to support the complaint, the Dean shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meetings the administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the Dean shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.

The student who is subject to a sanction or expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction, or may request a formal hearing. Other sanctions shall be accepted or may be appealed in accordance with the colleges appeal procedures.

If the accused student fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.

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 Vice President of Academic Affairs shall be a member of, and shall chair the student conduct panel. The Vice President of Academic Affairs 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs, 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 first 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 Vice President of Academic Affairs 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 panels 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 students 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 panels 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 Presidents or designees decision and of any new sanction imposed. The College Presidents or designees 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 Presidents or designees 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.
- Loss of Privileges: Denial of specified privileges for a designated period of time
- 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.
- Discretionary Sanctions: Work assignments, essays, service to the college, or other related discretionary assignments.
- Revocation of Admission and/or Degree: Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Withholding Degree: The college may withhold awarding a degree otherwise earned until the completion the process set forth in this student conduct code, including the completion of all sanctions imposed, if any.

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 students permanent academic record, but shall become part of the students 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 students 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 Deans intention to impose the summary suspension and the reasons supporting the intended suspension. The Dean shall give the student an opportunity to present the students 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 Deans 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 Deans 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 students refusal to leave college property will be considered trespassing. Local law enforcement officials may be called for assistance.

## **Expulsion**

Expulsion means permanent denial of the privilege of enrollment at the college.

[Code of Conduct Reporting Form](#)

AASC 1/28/11



# South Central College

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## College Fees

**Student Life Fee:** The Student Life Committee, made up of members 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:** The parking fee will be assessed on a per credit basis. with a limit not to exceed the fulltime employee rate. Parking fees 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. This fee is assessed per credit on all credit valued classes.

**MSCSA Fee:** The Minnesota State Colleges Student Association fee is currently \$0.31 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 on all credit valued classes. Students are represented on the Technology Committee which establishes the technology fee.

# South Central College

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## Immunization

Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956, are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Any non-exempt student who fails to submit the required information within 45 days after first enrollment cannot register for the following semester. The Immunization form is designed to provide the school with the information required by the law and will be available for review by the Minnesota Department of Health and the local health agency.

[Immunization Form](#)

AASC 10/14/11

## Interpreting Services for Deaf & Hard of Hearing Students

Sign Language Interpreters will be provided to deaf and hard of hearing (D/HH) students who request and demonstrate a need for interpreter services. Make your request well in advance, preferably 4 weeks before the semester or customized training course, in order to increase the likelihood of filling the request for an interpreter. Contact the SCC Disability Director, Marilyn Weber, at: (507) 389-7339 or (507) 331-4291. Email: [marilyn.weber@southcentral.edu](mailto:marilyn.weber@southcentral.edu). For TTY communication, contact the Minnesota Relay Service at 7-1-1 or 1-800-627-3529

AASC 12/16/11

# South Central College

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## Parking Fee & Regulations

**Parking Fee: the parking fee will be assessed on a per credit basis with a limit not to exceed the fulltime employee rate.**

Parking fees 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. This fee is assessed per credit on all credit valued classes.

All persons parking vehicles on property owned, leased or occupied by South Central College will do so at their own risk. No responsibility will be assumed by the College or the State because of loss of property, damage to the vehicle while parked, damage which may be incurred through the process of impounding the vehicle or for any other damage or loss sustained while on a college parking facility.

### 1. Parking Regulations:

The speed limit on all campus roadways is 20 mph.

2. 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.
3. Violations subject to towing or wheel lock:
  - College employees, seminar participants, and enrolled students parking in visitor are
  - 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.
4. *Faribault Campus Only:* The 53 stalls that face the high school (East side of lot) are unavailable for student parking. Students attending overnight conventions and other college activities are asked to notify the Facilities Manager.
5. *North 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.

Parking Regulations: <http://www.southcentral.edu/campus-security/campus-security.html>  
[Parking Waiver Form](#)

AASC 12/16/11

## Registration for Senior Citizens

Senior Citizens, who are 62 years of age or older as provided in Minnesota Statutes 2010, section 135A.51, Subdivision 2., may be enrolled in credit courses on a space available basis beginning on the second class day of the term and extending through the fifth class day of the term. Enrollment in credit courses requires payment of an administrative fee of \$20 per credit in addition to regular and special course fees. Regular course fees include the per-credit Technology and MSCSA Fees. Special course fees are determined by course. Senior Citizens are also responsible for any material or textbook costs and parking permits.

Senior Citizens enrolled in a credit course taken for audit pay no administrative fee. They are, however, responsible for the per-credit Technology and MSCSA Fees, special course fees, textbooks, materials and parking permits. Enrollment is on a space available basis.

Senior Citizens enrolled in noncredit courses that are open to the general public are responsible for any special course fees, textbooks and materials. No administrative fee is charged. Enrollment is on a space available basis.

Senior citizens enrolled in noncredit courses that are designed and offered specifically and exclusively to senior citizens must pay the published tuition rate. The same applies to courses designed and offered as closed enrollment.

AASC 10/14/11

## Registration for Visiting Students

### **Registration as Visiting Student Admitted to MnSCU Institution**

SCC allows students who are currently admitted at another system college or university to enroll as a visiting student. A visiting student shall not be required to submit an application for admission to SCC, and is not a candidate for a degree, diploma or certificate at SCC. A visiting student may enroll for a maximum of 20 credits per semester at SCC, provided that the students total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester.

### **Registration as Visiting Student Not Admitted to MnSCU Institution**

SCC allows students who are not currently admitted as a student at any system college or university to enroll for a maximum of 20 credits per semester at SCC without submitting an application for admission.

### **Visiting student provisions**

- Visiting students shall satisfy SCC course prerequisites.
- Visiting students who have an enrollment hold due to conduct or satisfactory academic progress must submit an Enrollment Appeal. The appeal forms may be obtained online or from the Student Affairs Center, and must be submitted to the Director of Admissions no later than 14 calendar days before the start of the term. Students who have an enrollment hold from another system college or university due to outstanding financial obligations will be denied enrollment at SCC.
- Visiting Student registration window will be published online at [www.southcentral.edu](http://www.southcentral.edu)
- SCC may limit enrollment of visiting students in high demand courses.

AASC 10/14/11

# South Central College

2012-2013 Academic Catalog

## Service Animal Policy

### Service Animal Definition

A service animal is defined as any **dog** that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals are not service animals for the purposes of this definition.

### Work or Tasks

The following questions will be asked of the person who is accompanied by a service animal:

- Is the dog a service animal required because of a disability?
- What work or task has the do been trained to perform?

College staff will not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

### Control

A service animal must be under the control of the handler at all times. The college reserves the right to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it
- The animal is not housebroken
- The presence of the animal constitutes a fundamental alteration to the nature of the service, program, or activity of the college

The animal must be harnessed, leashed or tethered, unless these devices interfere with the service animals work or the individuals disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

If the college properly excludes a service animal it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The college is not responsible for the care or supervision of a service animal.

### Miniature Horses

An exception to the ADA regulations for service animals allows students with disabilities to be accompanied by a trained miniature horse. The same criteria as above will be used to assess whether a miniature horse is allowed on campus (animals must be housebroken, in the owners control, and cannot compromise legitimate safety requirements necessary for safe operation of the facility.) In addition, miniature horses must have a height under 34 inches and weigh less than 100 pounds.

### Request Procedures

Requests for the use of service animals on the SCC campus will be reviewed by Marilyn Weber, the Director of the Office for Students with Disabilities. A request needs to be made in advance of the attendance of a service animal in a classroom. Upon determination of eligibility, contact will be made with the instructor(s) to notify them that the service animal will accompany the student to class.

**This guideline is adapted from The Federal Register, Sept. 15, 2010, "Guidance on Revisions to ADA Regulation on Nondiscrimination on the Basis of Disability in State and Local Government Services," Sec. 35.136 Service animals. and Section-By-Section Analysis and Response to Public Comments, pages 56192-56195.**

# South Central College

2012-2013 Academic Catalog

## Student Insurance

Forms for participating in student health insurance plans are available in the Student Affairs center. Please check your insurance needs and coverage carefully as the college is not responsible for medical or hospital services for injury in the classroom, lab or clinical. Additionally, liability insurance is required for some majors such as Nursing. The College does not assume any responsibility for injuries to students.

All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State Colleges and Universities International Student Accident and Illness Insurance plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that may occur.

The rates for students will be approximately \$1000 for international students and approximately \$1200 for domestic students, but are subject to change.

AASC 10/14/11



# South Central College

2012-2013 Academic Catalog

## Star Alert System

South Central College, with campuses in Faribault and North Mankato, utilizes a wireless emergency notification system for students, faculty and staff called Star Alert. The system utilizes text and email messaging to inform registrants of crisis situations impacting the campus community.

Based on an opt-in registration process, students, faculty and staff are invited to participate by registering their cell phone numbers and email addresses. Spam-free and advertiser free, the Star Alert is only used in real emergencies and weather closings. If the campus is experiencing a crisis situation, is closed, classes are cancelled or postponed, or other critical information must be conveyed, it will be communicated via the Star Alert system.

**Online registration is available on the South Central College website:**

<http://southcentral.edu/campus-security/campus-security.html>

AASC 11/18/11

# South Central College

2012-2013 Academic Catalog

## Disability Rights

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 institutions 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 institutions 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, Human Resources Director**

1920 Lee Boulevard  
 North Mankato, MN 56003  
 Human Resource Office, Room# C-135  
 North Mankato:  
 VOICE: 507-389-7219 1-800-722-9359  
 Faribault:  
 VOICE: 507-332-5856 1-800-422-0391  
 Laural.Kubat@southcentral.edu

### **College programs, services, activities:**

#### **Marilyn Weber, Disability Coordinator**

1920 Lee Boulevard  
 North Mankato, MN 56003  
 North Mankato Room B132, Faribault Room A 116  
 VOICE: 507-389-7339 or 507-3321-4291 1-800-722-9359  
 Marilyn.Weber@southcentral.edu

For TTY communication, contact the Minnesota Relay Service at 7-1-1 or 1-800-627-3529

# South Central College

2012-2013 Academic Catalog

## Drop / Add / Withdraw

### Definitions

**Drop** to end enrollment in one or more classes in a term while still being enrolled in some classes for the same term.

**Withdrawal** to end enrollment in all of your classes for a given term.

Courses may be dropped using the MnSCU eServices (registration) site until the withdrawal timeframe has passed for the class.

[Important Dates](#)

[Visiting Student \(Registration for Non-Degree Student](#)

### DROP

#### Full Term Classes (10 - 16 Weeks)

#### What is my grade?

Day 1 - 5 of the term:

No grade given - course does not appear on transcript

Day 6 - 80% of the term: W Grade

Final 20% of the term: Grade assigned by instructor

#### What is my grade?

Day 1 - 5 of the term:

No grade given - course does not

Day 6 - 80% of the term: W Grade

Final 20% of the term: Grade assigned

#### What is my refund?

Day 1-5 of the term: 100%

Day 6 to end of term: 0%

#### What is my Refund?

Day 1 -5 of the term: 100%

Day 6 - 10 of the term: 75%

Day 11 -15 of the term: 50%

Day 16 - 20 of the term: 25%

Day 21 to end of term: 0%

#### Less Than Full Term Classes (0 - 9 Weeks)

#### What is my grade?

Class Day 1 + next Business Day following: No grade given - course does not appear on transcript

Class Day 2 to Withdrawal Timeframe: (see grid below) W

After Withdrawal Timeframe has passed: Grade assigned by instructor

#### What is my grade?

Class Day 1 + next Business Day

appear on transcript

Class Day 3 to Withdrawal Timeframe

After Withdrawal Timeframe has

#### What is my refund?

Class Day 1 + next Business Day following: 100%

Class Day 2 to end of class: 0%

#### What is my refund?

Classes Less Than 3 Weeks in Length

Class Day 1 + next Business Day

Class Day 3: (unless the course

Class Day 4 to end of class: 0%

Classes 3 - 9 weeks in Length

Class Day 1 + four Business Days

100%

Class Day 1 + five - nine Business

Class Day 1 + 10 or more Business

### Withdrawal Timeframes

Per MnSCU Board procedure 3.34.1, a student may withdraw from a full semester course until the date at which 80% of the days in the academic semester have elapsed.

**Non-Full Term Classes - see grid below**

Course Length Business Days between course begin and end date.	Withdrawal Timeframe Days after the course begin date.
2	0
3-5	1
6-10	5
11-20	9
21-30	17
31-40	25
41-50	33
51-60	41
61-70	49
71-80	57

If you have questions about your grade or refund, please contact the Student Affairs Center on your campus before you process your drop on the eServices site.

For non-credit courses, refund timeframes are set by our Center for Business and Industry (CBI) and can be before the course begins. Please contact CBI for further information at 507-389-7203.

Note to financial aid recipients: A students refund for classes will be credited to their outstanding loan balance and/or federal or state grant programs.

### **Federal Refund Policy**

The federal Return to 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 students 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 students 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.

**Add/Drop Form:** [Add/Drop/Withdrawl Form](#) (PDF)

*Revised March 2012*