

Strong Start. *Successful Finish.*



Technical Majors



AA Degree - Liberal Arts & Sciences

 **South Central College**
A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

FARIBAULT • MANKATO

2006-2007 **College Catalog & Handbook**

2006-2007 COLLEGE INFORMATION - SOUTH CENTRAL COLLEGE

SCC Web Page: www.southcentral.edu

FARIBAULT CAMPUS

1225 Third Street SW
 Faribault, MN 55021
 (507) 332-5800
 1-800-422-0391
 FAX 507-332-5888
 TTY 507-332-5866

MANKATO CAMPUS

1920 Lee Boulevard
 North Mankato, MN 56003
 (507) 389-7200
 1-800-722-9359
 FAX 507-388-9951
 TTY 507-389-7200

FREQUENTLY CALLED NUMBERS

	Faribault	Mankato
General Information	332-5800	389-7200
Academic Support Center	332-5896	389-7222
ADA Compliance Officer	332-5896	389-7339
Admissions	332-5805	389-7220
Bookstore	332-5812	389-7221
Counseling	332-5804	389-7274
Financial Aid	332-5805	389-7220
Human Resource Office	389-7219	389-7219
Library	332-5883	389-7245
Placement Assistance	389-7225	389-7225
President's Office	332-5809	389-7207
Registration	332-5823	389-7220
Senior Vice President's Office	332-5809	389-7332
Student Life Director	389-7390	389-7390
Transfer Specialist	389-7394	389-7394
Tuition Office	332-5812	389-7227
Veteran's Representative	389-7354	389-7354

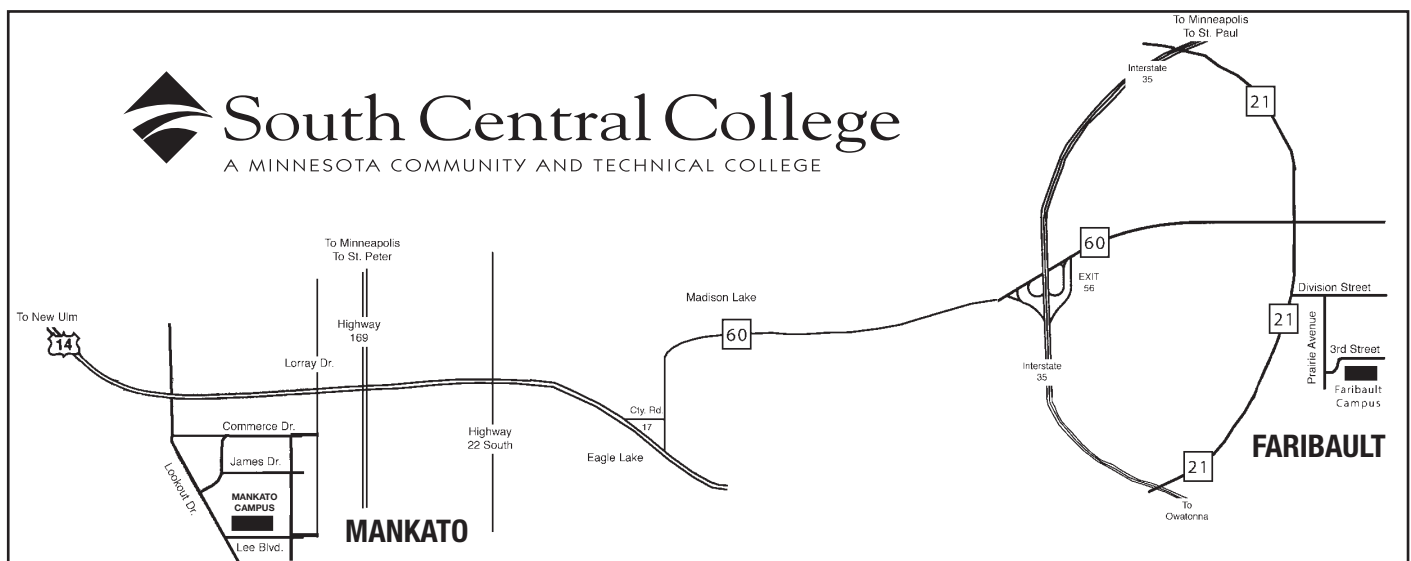
This information will be made available in alternative format, such as Braille, large print or cassette tape, upon request.

If you have a disability and need accommodations to fully participate, such accommodations can be made available upon advance request by calling 507-332-5896 (Faribault) or 507-389-7339 (Mankato).

South Central College facilities are physically accessible to the general public.

South Central College, Faribault • Mankato

South Central College is a proud member institution of Minnesota State Colleges and Universities, a higher education system that includes community colleges, state universities and technical colleges.





South Central College

A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

FARIBAULT • MANKATO

PRESIDENT'S WELCOME

*Welcome to Minnesota's newest
comprehensive community
and technical college!*

**South Central College can provide a
"Strong Start" for your "Successful Finish."
Our faculty and staff are here to help you
achieve your educational goals.**



More Educational Options

SCC has expanded its mission to provide an array of choices to meet the needs of all learners. Consider South Central College for the new two-year Associate in Arts degree, and upon completion, transfer to a 4-year university; choose a technical major to begin a new career; or gain knowledge and skills as a life-long learner. Regardless of your educational goals, South Central can get you off to a "Strong Start."

Updated Labs and Classrooms

South Central College has recently remodeled many of our classrooms and labs to provide you a better learning environment. We're proud of our new automotive technology classrooms; biology labs; graphics labs; agribusiness service technician lab, and heating, ventilation, & a/c department. Many areas have updated technology and have added new equipment to create the ultimate educational environment.

Enhanced Student Life

South Central College recognizes the importance of student organizations and activities and the impact they have on campus life. SCC employs a full-time Student Life Director who coordinates a variety of extra-curricular activities and events throughout the year to make your college education even more enjoyable!

Strong Business Connections

South Central College has strong business partners in the Faribault and Greater Mankato areas. Many businesses provide part-time jobs for our students, hire our graduates and this year will donate over \$225,000 in scholarship assistance.

Thanks for considering South Central College!

Sincerely,

President Keith Stover

FALL SEMESTER

JULY 2006

S	M	T	W	TH	F	S
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	R _F					

AUGUST 2006

S	M	T	W	TH	F	S
		R _F	R _M	R _M	4	5
6	7	8	9	10	11	12
13	*R _F	*R _M	16	17	■	19
20	▲	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2006

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3	★	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2006

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15	16	17	18	■	■	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2006

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12	13	14	15	16	17	18
19	20	21	22	★	★	25
26	27	28	29	30		

DECEMBER 2006

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	R _F	R _M /	■	16
17	■	■	■	■	■	23
24	★	★	■	■	■	30
31						



South Central College

A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

FARIBAULT • MANKATO

SPRING SEMESTER

JANUARY 2007

S	M	T	W	TH	F	S
	★	*R _F	*R _M	4	5	6
7	▲	9	10	11	12	13
14	★	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2007

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18	★	20	21	22	23	24
25	26	27	28			

MARCH 2007

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11	■	■	■	■	■	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2007

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2007

S	M	T	W	TH	F	S
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6	7	8	G _F	G _M /	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	★	29	30	31		

2006 - 2007 Academic Calendar

KEY

- Non College Days
- ▲ Semester Starts
- / Semester Ends
- ★ College Closed
- R Registration Days
F (Far.) M (Man.)
- G Graduation
F (Far.) M (Man.)

SUMMER SESSION

MAY 2007

S	M	T	W	TH	F	S
13	14	15	16	17	18	19
20	▲	22	23	24	25	26
27	★	29	30	31		

JUNE 2007

S	M	T	W	TH	F	S
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17	18	19	20	21	22	23
24	R _F	R _F	R _M	R _M	29	30

JULY 2007

S	M	T	W	TH	F	S
1	2	3	★	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

* Registration on respective campus
...on-campus professional duty
day on other campus

NOTE: 11/10/06 Veterans Day
observed on 12/26/06

Calendar subject to change. Revised 10-28-05

2006-2007 IMPORTANT DATES - SCC ACADEMIC CALENDAR

FALL SEMESTER 2006

June 26 & 27	Orientation/Registration - Faribault Campus
June 28 & 29	Orientation/Registration - Mankato Campus
July 31 & August 1	Orientation/Registration - Faribault Campus
August 2 & 3	Orientation/Registration - Mankato Campus
August 7	Minimum payment* due for registrations to date
August 10	Registration Cancellation for Nonpayment* will be processed
August 15 - 25	Agency and Grant Charging
August 21	Minimum payment* due for registrations Aug. 8 to Aug. 21
August 21	Fall Semester Classes Begin
August 25	Registration Cancellation for Nonpayment* will be processed
.."	Last Day to Add Classes
	Last Day to Drop Classes with a 100% Refund
September 1	Last Day to Withdraw from SCC with a 75% Refund
	Financial Aid Disbursement
September 4	Labor Day Holiday - SCC Closed
September 8	Last Day to Return Books for a Refund
September 11	Last Day to Withdraw from SCC with a 50% Refund
September 18	Late fee charged on unpaid tuition and fee balances
	Last Day to Withdraw from SCC with a 25% Refund
	NO REFUNDS AFTER THIS DATE
October 19 - 20	Teachers' Professional Days - No Classes
November 15	Last Day to Withdraw from Classes
November 23 - 24	Thanksgiving Holiday - SCC Closed
November 27	Spring Pre-Registration Begins
December 6 - 8, 11 - 13	Book Buyback
December 14	Fall Semester Ends

SPRING SEMESTER 2007

December 13	Orientation/Registration - Faribault
December 14	Orientation/Registration - Mankato
December 20	Minimum payment* due for registrations to date
December 27	Registration Cancellation for Nonpayment* will be processed
January 2	Orientation/Registration - Faribault
January 3	Orientation/Registration - Mankato
January 3 - 12	Agency and Grant Charging
January 8	Minimum payment* due for registrations Dec. 21 to Jan. 8
January 8	Spring Semester Classes Begin
January 12	Registration Cancellation for Nonpayment* will be processed
.."	Last Day to Add Classes
	Last Day to Drop Classes with a 100% Refund
January 15	Martin Luther King Holiday - SCC Closed
January 22	Last Day to Withdraw from SCC with a 75% Refund
	Financial Aid Disbursement
January 26	Last Day to Return Books for a Refund
January 29	Last Day to Withdraw from SCC with a 50% Refund
February 5	Late fee charged on unpaid tuition and fee balances
	Last Day to Withdraw from SCC with a 25% Refund
	NO REFUNDS AFTER THIS DATE
February 19	Presidents' Day Holiday - SCC Closed
March 12 - 16	Spring Break - No Classes
April 10	Last Day to Withdraw from Classes
April 17	Summer Pre-Registration Begins
April 23 - 27	Fall Pre-Registration Begins
May 2 - 4, 7 - 9	Book Buyback
May 9	Graduation - Faribault
May 10	Graduation - Mankato
...≠	Spring Semester Ends

*Refer to page 16 for more information.



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GENERAL INFORMATION

OVERVIEW

South Central College has had a history of academic excellence since 1946. The college consists of campuses in Faribault and Mankato and numerous farm and small business management offices throughout Southern Minnesota. South Central College is a proud member of the Minnesota State Colleges and Universities system.

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

SCC MISSION

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

SCC VISION

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

SCC ACADEMIC VALUES

- Recognizes the liberating effects of learning, and promotes innovative instruction;
- Embraces open and honest communication, respects individual differences of opinion, and applies empathetic approaches to problem solving;
- Believes that through teamwork comes unity and shared purpose;
- Values diversity by recognizing every person's worth and potential and by appreciating the breadth of the college's program offerings;
- Promotes continuous improvement through challenging traditional thinking.

SCC INSTITUTIONAL CORE COMPETENCIES

- Communication:** Speak and write clearly; work as a team
- Critical Thinking:** Evaluate information and evidence in an unbiased manner; identify potential consequences of actions
- Citizenship:** Make responsible decisions; understand rights and responsibilities of citizenship, including global awareness
- Professionalism:** Accept responsibility for one's own actions; follows rules and policies; have effective work habits and attitudes; set goals
- Technology Literacy:** Use appropriate technology; solve problems using technology; communicate with technology
- Math Logic:** Use math to compute, analyze data, and measure

GLOBALIZATION

South Central College faculty believe in integrating an international perspective into the curriculum and other aspects of campus life. We emphasize globalization in our strategic planning processes and through:

- Demonstration of commitment among college leadership
- Internationalizing the curriculum
- Involvement with international students and visitors
- Supporting cross-cultural learning experiences

South Central College works with a variety of stakeholders, including local business/industry and other educational institutions to participate more fully in an increasingly diverse, globally-focused, and ever-changing external environment.

LOCATIONS - FARIBAULT CAMPUS



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

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

Additional website information:

www.southcentral.edu www.faribaultmn.org

LOCATIONS - MANKATO CAMPUS



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

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

Additional website information:

www.southcentral.edu www.greatermankato.org

SCC DIVERSITY

South Central College recognizes that each individual is unique, and embraces the acceptance and respect each individual has for each other. This understanding enables SCC to celebrate rich dimensions of diversity.

ACCREDITATION AND PARTNERSHIPS



ACCREDITATION

South Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
30 North LaSalle Street, Suite 2400; Chicago, IL 60602
1-800-621-7440
website: www.ncahigherlearningcommission.org

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

Dental Assisting: American Dental Association

Automotive Services: National Automotive Technicians Education Foundation

Medical Laboratory Technician: National Accreditation of Clinical Laboratory Science

Practical Nursing and Registered Nursing: Minnesota Board of Nursing

FOUNDATIONS AND ALUMNI RELATIONS

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

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

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

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

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

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

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

MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM

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

SERVICE, WORK & LEARNING

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

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

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

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

Partnership Training: The South Central SWL Center provides resources & information for training on aspects of partnering with other entities.

Curriculum Development: The development or adaptation of curriculum for area high schools is supported through the Center. Professional Development opportunities for area high schools are also facilitated through the Center.

Career Pathways Implementation: Materials, brochures and printing is handles through the Center for high schools in the region on the 6 Career Pathways:

1. Arts, Humanities & Communication
2. Business, Management & Administration
3. Health Services
4. Human Services
5. Engineering, Manufacturing & Technologies
6. Agriculture & Natural Resources.

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

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

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

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

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



ACCREDITATION AND PARTNERSHIPS

TECH PREP COLLEGE CREDIT AGREEMENTS

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

SCC Program Area	SCC Course Name	SCC Course Number
Agriculture Education	Agronomy I Ag Welding Cattle Artificial Insemination Equipment Assembly, Operation Adjustment & Reconditioning Facility Maintenance Livestock Production Principles Outdoor Power Equipment Soils I Swine Artificial Insemination	PLSC 1300 AGME 1930 ANSC 1305 AGME 1812 or AGME 1813 MEAG 1500 ANSC 1100 AGBS 2995 PLSC 1100 SWPR 1050
Architectural Drafting	Basic AutoCAD	ARCH 1140
Automotive Service	Basic Electrical Basic Tune Up Brakes Introduction to Auto Service Starting & Charging Systems	AST 1212 AST 1712 AST 1613 AST 1112 AST 1233
Child Development	Child Development Family & Community Relations	CDEV 1210 CDEV 1240
Computer Careers	Programming Fundamentals Web I	COMP1000 COMP1400
Computer Integrated Machining	Applications I	CIM 1140
Graphics Production	Introduction to Adobe Illustrator Introduction to Adobe Photoshop Introduction to Graphic Production Introduction to Page Layout	GP 1020 GP 1100 GP 1000 GP 1015
Hotel, Rest. & Institutional Cooking	Basic Cooking Principles	QFPR 1840
Marketing Management	Entrepreneurship Introduction to Business Principles of Marketing Introduction to Sales	MKT 1910 MKT 1820 MKT 1810 MKT 1800
Nursing Assistant or Practical Nursing	Basic Nursing 101 Nutrition	HCTC 1886 PNTC 1884
Office Technology	Basic Keyboarding Business Presentations Desktop Publishing Keyboarding I Word Proc. Concepts & App.: Core Word Proc. Concepts & App.: Expert	OTEC 1790 OTEC 1840 OTEC 2830 OTEC 1800 OTEC 1875 OTEC 2875

ACCREDITATION AND PARTNERSHIPS



COLLEGE ARTICULATION AGREEMENTS

SCC has articulation agreements with several colleges. Articulation agreements are the intentional planning and coordination of education among programs so that a program at one level serves as the foundation for the next educational level. The goal is to help students make transitions that are smooth and seamless, educationally sound, and do not require revalidation. The agreements are designed to advance our student's' educational mobility through multiple exits and entries without undue loss of credit.

Bemidji State University	Sales, Marketing, and Management	Industrial Technology
Minnesota State University, Mankato	Practical Nursing Registered Nurse Computer Careers A.A.S. Information Systems	B.S. in Nursing B.S. in Nursing B.A.S. Computer Info. Technology
Minnesota State University, Moorhead	Carpentry/Cabinetmaking Architectural Drafting Auto Body & Collision Technology Automotive Service Commercial & Technical Art Computer Programmer Graphics Production Machine Tool Careers - CNC Machine Operator & Prog. - Toolmaker Networking Services Refrigeration, Heating and Air Conditioning	General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech.
Southwest State University	Diploma Programs A.A.S. Degree Programs A.A.S. Marketing Management	Individualized Interdisciplinary and Management B.A.S. Degrees Individualized Interdisciplinary and Management B.A.S. Degrees B.A.S. Marketing
Winona State University & Minnesota State University, Mankato	Selected Office Technology Courses	B.S Business Education
Wisconsin - Stout	Graphic Arts/Design Technology	Graphic Communications Mgmt.
University of Minnesota	A.S. Agriculture Education	B.S. Agricultural, Food & Environmental Education
Bethany Lutheran College	A.S. Accounting and Business Principles	B.S. Business Administration
University of North Dakota	A.A.S. Medical Lab Technician	B.S. Clinical Laboratory Science
Metropolitan State University Psychology Department	A.A.S. Child Development Careers	B.A.S. Early Childhood Studies,



ACCREDITATION AND PARTNERSHIPS

COLLEGE ARTICULATION AGREEMENTS *(continued)*

Partner Institution	SCC Program, Award, or Courses	Articulation Program Title
Metropolitan State University	A.A.S. Architectural Drafting A.A.S. Auto Body and Collision Technology A.A.S. Automotive Service A.A.S. Carpentry-Cabinetmaking A.A.S. Computer-Integrated Machining A.A.S. Heating, Ventilation, Air Conditioning, and Refrigeration A.A.S. Outboard Motor Technician A.A.S. Outdoor Power and Recreational Equipment Technician	B.A.S. Industrial Management B.A.S. Industrial Management B.A.S. Industrial Management B.A.S. Industrial Management B.A.S. Industrial Management B.A.S. Industrial Management B.A.S. Industrial Management B.A.S. Industrial Management
Metropolitan State University	A.A.S. Agribusiness Office Specialist/Manager A.A.S. Agribusiness Production A.A.S. Agribusiness Service and Management A.A.S. Information Systems A.A.S. Administrative Assistant A.A.S. Legal Administrative Assistant A.A.S. Networking Services A.A.S. Office Systems Specialist	B.A.S. Organizational Administration B.A.S. Organizational Administration B.A.S. Organizational Administration B.A.S. Organizational Administration B.A.S. Organizational Administration B.A.S. Organizational Administration B.A.S. Organizational Administration B.A.S. Organizational Administration
Metropolitan State University	A.A.S. Marketing Management	B.A.S. Sales Management
Bemidji State University	A.A.S. Commercial & Technical Art A.A.S. Graphics Production	B.S. Design Technology B.S. Design Technology
University of Wisconsin – Stout	All technical Diplomas & A.A.S. Degrees	B.S. Industrial Management



ADMISSIONS OFFICE

Admissions representatives are available to assist students with career planning with information regarding:

- ◆ Program Choices
- ◆ Referrals to College Services
- ◆ Application Process
- ◆ College Readiness Assessment
- ◆ Campus Visits

ADMISSION REQUIREMENTS

South Central College considers all applicants, regardless of religious affiliation, race, color, creed, ethnic heritage, gender, age, sexual preference, marital status, status with regard to public assistance or physical ability, provided:

- ◆ The applicant has a high school diploma or GED certificate. OR
- ◆ The applicant, who has neither a high school diploma nor a GED certificate demonstrates potential for being a successful college student, at the discretion of the college.
- ◆ Admission to the college does not automatically qualify a student for all courses and curricula.
- ◆ If a student has been academically suspended from SCC or another college or university, the student must submit an Application for Reinstatement. This form may be obtained online or from the Student Affairs Center, and must be submitted no later than seven calendar days before the start of the term of reinstatement.

ADMISSIONS

Applicants **must** submit the following materials to the college to be considered for admission:

- ◆ College application form. This form may be obtained from either South Central College campus, any Minnesota high school, or downloaded from the SCC website (www.southcentral.edu). A \$20.00 application fee **must** accompany application.
- ◆ Official high school and previous college transcripts. A GED certificate may be submitted in lieu of the high school transcript. Transcripts marked "Issued to Student" will not be accepted.
- ◆ College Readiness Assessment. The college assesses each student in writing, reading and mathematics skills. Results are used for advising students in properly selecting and sequencing courses. Assessment takes place prior to admission and is a major component of our advising program. Course placement assessment from other colleges may be accepted if assessment was completed within two years. More detailed information on College Readiness Assessment can be found on pg. 19 of this publication.
- ◆ In lieu of the college readiness assessment, ACT results within the last 8 years and a minimum score of 24 in each area may be submitted by the applicant.
- ◆ Before registration, students are required to complete orientation.

ADMISSION FOR SENIOR CITIZENS

Senior Citizens, who are 62 years of age or older as provided in Minnesota Laws of 1981, Chapter 194, may, upon payment of an administrative fee of \$20.00 per credit, be enrolled in credit courses on a space available basis beginning on the second class day of the term and extending through the fifth class day of the term. Regular and special course fees in excess of tuition will be charged to such senior citizens. Courses taken for audit have no charge. The student is also responsible for any material or textbook costs.

ADMISSION FOR INTERNATIONAL STUDENTS

South Central College is authorized to accept non-immigrant students. In addition to completing the regular student admission procedures for full-time students, all international students must complete the international student application and meet the following requirements:

1. International students shall be eligible for admission if their academic preparation is judged to be equivalent to the admission requirement of South Central College.
2. International students may be required to submit high school or other transcripts to an evaluation service designated by South Central College. Cost of the evaluation shall be borne by the student.
3. International students who are not native speakers of English shall be required to demonstrate proficiency in English on a standardized test selected by South Central College. An international student may be admitted as a regular student if the student attains a score of 500 on the TOEFL (Test of English as a Foreign Language), or its equivalent.
4. Prior to being admitted to a college or university, an international student must demonstrate economic self-sufficiency to be able to afford the costs of tuition and fees, books and supplies, room and board, transportation, and any other costs necessary for the completion of the academic year.
5. International students must purchase the system-approved student health insurance, except those students whose sponsoring agency or government certifies that the student is covered under a plan provided by the sponsoring agency or government.

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

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

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

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

STUDENT BACKGROUND STUDIES (HEALTH AND CHILD CARE MAJORS)

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

ORIENTATION

All accepted students must complete a South Central College orientation program prior to registration. The purpose of the orientation program is to acquaint students with South Central College. Policies and procedures, financial aid assistance, college services available, academic advising and class schedules will be discussed prior to registration.



RE-ENTRY

Students who have been admitted to and may have attended SCC in the past, and may have a break in attendance are required to complete a re-entry application. No fee is required, however admission to specific programs may be on a space available basis. This re-entry application must be submitted at least seven days before the term begins.

POST SECONDARY ENROLLMENT OPTIONS PROGRAM (PSEO)

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

To Qualify a Student Must:

- Be a Junior or Senior in high school
- Seniors – class rank in the upper one-half of their class
- Juniors – class rank in the upper one-third of their class

Note: If unable to identify class rank, the student must score in the 50th percentile or higher in each of the college readiness assessment (Accuplacer) areas of reading, writing, and arithmetic.

Procedures for Enrollment:

- Submit a completed Post Secondary Enrollment Options Program form signed by the student, parent, and high school counselor/principal.
- Submit a completed SCC Application for Admission signed by the student.
- Schedule and complete the required college readiness assessment (Accuplacer).
- Submit a required official high school or GED transcript (sealed and unopened).
- Submit a required official college transcript (sealed and unopened) of all colleges attended.
- Submit a completed SCC Student Policy, Contract, and Release form signed by the student and parent.

(PSEO students shall not enroll in College Readiness courses.)

Enrollment Deadlines

(All of the above requirements must be completed)

June 1 for Fall Semester

December 1 for Spring Semester

****Absolutely no exceptions to these dates***

Students are responsible to report their PSEO academic progress to their high school.

To Continue Enrollment:

- Student must maintain at least a 2.0 (“C”) grade point average.
- Student and secondary school contact person must complete the Post Secondary Enrollment Options Program form each semester.
- Student must comply with SCC’s policies as printed in the SCC catalog.

CONTRACT FOR SERVICES

Contract for Services may be available for high school students wanting to attend SCC but who do not qualify under PSEO guidelines.

South Central College (SCC) could provide education for students who do not meet the PSEO qualifications. This service could be provided through a direct contract with the high school. Admission is granted on a space available basis.

To Qualify a Student Must:

- Be at least 16 years old.
- Have a high school counselor and an SCC advisor determine that this education plan is appropriate.
- Meet with an SCC advisor before final decision is determined.

Procedures for Enrollment:

- Submit a completed SCC Joint Powers Agreement form signed by a high school representative.
- Submit a completed SCC Application for Admission signed by the student.
- Schedule and complete the required college readiness assessment (Accuplacer).
- Submit a required official high school or GED transcript (sealed and unopened).
- Submit a required official college transcript (sealed and unopened) of all colleges attended.
- Submit a completed SCC Student Policy, Contract, and Release form signed by the student and parent.

Enrollment Deadlines

(All of the above requirements must be completed)

June 1 for Fall Semester

December 1 for Spring Semester

****Absolutely no exceptions to these dates***

To Continue Enrollment:

- Student must maintain at least a 2.0 (“C”) grade point average.
- A high school representative must sign an SCC Joint Powers Agreement form each school year.
- Student must comply with SCC’s policies as printed in the SCC catalog.

PSEO and Contract Counselor:

Faribault: (507) 389-7334

Mankato: (507) 389-7334



COLLEGE COSTS

Projected 2006-2007 tuition and fees *(subject to change)*

Tuition:	\$127.45 per credit
Tech Fee:	\$8.00 per credit
Student Activity Fee:	\$5.00 per credit
MSCSA Fee:	\$0.31 per credit
Total projected tuition and fees:	\$140.76 per credit

Online tuition and fees: \$175.25 per credit

Auditing of courses requires payment at the same rates as courses taken for credit.

A student cost sheet estimating tuition, textbooks, tools and other expenses for each individual program is available at www.southcentral.edu or in the Student Affairs Center.

RESIDENT STATUS

Students shall be eligible to pay in-state if they meet the criteria of Minnesota statute M.S. 135A.031, subd.2.

Students may establish eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any semester. Students have the burden of proving domicile for purposes of in-state tuition.

Definition of Domicile: A person's true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time.

Students who seek to qualify for in-state tuition must first meet the following threshold requirements:

- ◆ Students must have resided in Minnesota for at least one calendar year prior to applying for in-state tuition.
- ◆ Residence in Minnesota must not be merely for the purpose of attending a college or university.

Each of the following additional facts and circumstances will be considered when responding to a petition for in-state tuition:

- ◆ Continuous presence in Minnesota during period when not enrolled as a student.
- ◆ Sources for financial support are generated within Minnesota.
- ◆ Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for student.
- ◆ Ownership of a home in Minnesota.
- ◆ Permanent residence in Minnesota.

The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for in-state tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above:

- ◆ Voting or registration for voting.
- ◆ The lease of living quarters.
- ◆ A statement of intention to acquire a domicile in Minnesota.
- ◆ Domicile of student's spouse in Minnesota.
- ◆ Automobile registration.
- ◆ Other public records, e.g., birth and marriage records.

There are exceptions to the above policy approved by MnSCU and listed on the MnSCU web page. Please refer questions about residency to the Student Affairs Center.

TUITION POLICY

- ◆ **Minimum payment criteria must be met by the published due dates.** Refer to page 3 for Fall and Spring Semester due dates. Refer to page 16 for details on the minimum payment criteria requirements and the Registration Cancellation for Nonpayment policy.
- ◆ Agency funded students as well as students receiving federal and state financial aid are responsible for any balance remaining after their term award has been subtracted.
- ◆ Monies owed to the college are subtracted first from financial aid allocations.
- ◆ It is the responsibility of the student to ensure their agency authorization reaches the campus **prior to the published due dates.** This should be in the form of a guaranteeing document stating that the tuition will be paid by the designated agency.
- ◆ **A late fee of \$50** is charged to students whose tuition is not paid in full or who have not enrolled in the FACTS Payment Plan before the 28th calendar day of the term.
- ◆ Students who have any outstanding debts at the college will not be allowed to register for classes or obtain a college transcript.
- ◆ A senior citizen (62 or older) does not pay tuition; however, a senior citizen administrative fee of \$20 per credit will be charged.
- ◆ **Course registrations WILL BE cancelled for nonpayment as required by MnSCU Board Policy.**

TUITION DEFERMENT

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

COLLEGE FEES

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

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

MSCSA Fee: The Minnesota State Colleges Student Association fee is \$0.31 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 to all credit valued classes. Students are represented on the Technology Committee which establishes the technology fee.



REGISTRATION AND TUITION

REFUND OF TUITION AND FEES

DROP/ADD

- ◆ Students may drop or add courses without penalty during the first five days of the term. Students who are registered for courses which do not start during the first five days of the term will have until 4:00 pm the next business day following the start of the course to drop it without penalty. Students registered for summer courses which do not start during the first five days will have until 4:00 pm the next business day following the start of the course to drop it without penalty.
- ◆ Students may add courses after the first five course days of the term with instructor consent. Financial aid will not be increased for those credits.
- ◆ Financial aid recipients who alter their enrollment after the 5th course day of the term may be subject to financial liability resulting in the repayment of funds.

REGISTRATION CANCELLATION FOR NON-PAYMENT

Students enrolled in courses must meet tuition & fee payment criteria by the published due dates, or they **will be dropped from all registered courses** as required by a new MnSCU Board Tuition and Fee Payment Policy effective August 2006.

Minimum payment criteria that must be met by the due dates to avoid an administrative drop of all courses includes one or more of the following:

1. Full payment online at www.southcentral.edu; or in person at one of the College Bookstores; or by mail. (Payment must be received and posted to your student account by the due date.)
2. Enrollment in the FACTS Payment Plan online.
3. Financial aid application processed by the Dept. of Education and on file at the College.
4. Payment in the form of scholarships, third party authorization, or tuition waivers reflected on the student's account that equals at least 15% of the tuition and fee balance or \$300 whichever is less.

To assist with the policy change, it is recommended that students exercise the following options:

- ◆ File a FAFSA online as soon as possible,
- ◆ Enroll in the FACTS Payment plan; and
- ◆ Students will be able to monitor online student account/financial aid information by logging in with Student Tech ID and PIN to E-services. Once student tuition and fee bills are posted (approximately July 1), there will be messages to indicate whether the payment criteria to avoid an administrative drop has been met or not. If any known payment or financial aid information is not appearing on the online screens, this should be reported for resolution as early as possible.

Tuition statements will not be mailed.

Students will be required to view account balances online.

PLEASE NOTE: Individuals who have registered for courses at SCC but subsequently change their plans and choose not to attend **MUST NOT ASSUME** that their courses have been dropped based on this policy. Certain payment criteria may have been met that prevented their classes from being cancelled. They will then be responsible for dropping the courses they are registered for. Individuals will be held financially obligated for those classes that are not dropped by the fifth day of the term.

Please contact the Business Office for more information:

Faribault
(507) 332-5812

Mankato
(507) 389-7227

REFUND POLICY

- ◆ Any reduction of credits made in the first five days of the term will be eligible for a full refund.
- ◆ Any courses dropped after the first five days of the term will receive no refund.
- ◆ For students who completely withdraw from school, the following refund schedule will be enforced:

Refund Schedule for Regular School Year	Tuition Refund for Reduction to Zero Credits
Prior to 1st day of the term	100%
1st to 5th day	100%
6th to 10th day	75%
10th to 15th day	50%
15th to 20th day	25%
After 20th day	NONE
Summer Session	Reduction to Zero Credits
Courses must be at least three weeks in length and less than ten weeks in length.	
Prior to 1st day of the term	100%
1st to 5th day	100%
6th to 10th day	50%
After 10th day	NONE

WITHDRAWAL FROM COLLEGE:

- ◆ Students must withdraw from college on or before the 60th day of the term for full term classes.
- ◆ For classes shorter than 16 weeks, students may withdraw until 75% of class sessions have been held.
- ◆ Refunds will vary depending on the date of withdrawal.
- ◆ Because the summer session is abbreviated, the withdrawal dates will be adjusted accordingly.

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

FEDERAL REFUND POLICY

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

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

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

FACTS TUITION MANAGEMENT

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

Find more information online at <http://www.factsmgt.com> or <http://southcentral.edu/affordability/payment.cfm>



CAREER DEVELOPMENT & COUNSELING

Career and personal counseling services are available to assist the student with personal, career, and educational concerns. SCC counselors have experience and expertise in the following areas:

- ◆ Educational decisions, career and life planning
- ◆ Career Planning Assessments
- ◆ Psycho-social counseling
- ◆ Interpersonal concerns
- ◆ Family adjustment
- ◆ Referrals for educational assistance and/or evaluations

The Career Development and Counseling Center also conducts the Student Success Workshop series throughout the academic year. This series provides personal, educational, and career enrichment opportunities.

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

Faribault Campus
Counseling
(507) 332-5804

Mankato Campus
Counseling
(507) 389-7274

VETERANS BENEFITS

Student Affairs staff are available to explain the policies and give assistance with processing applications for educational benefits.

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

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

For more information on the MGIB visit the VA website at www.gibill.va.gov.

South Central College is approved by the Minnesota State Approving Agency for Veteran Education Benefits.

HOUSING

SCC is not a residential campus. Housing information for the Faribault and Mankato areas can be found at www.greatermankato.org or www.faribaultmn.org

CAFETERIA

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

ACADEMIC SUPPORT CENTER

There are a variety of free academic services available to students enrolled at SCC. Tutoring, study skills training, and disability accommodations are available to assist students with their coursework. We also administer the English Language Proficiency Tests to non-native English speakers.

Testing:

- English Language Proficiency (CELSA)
- Accommodated Accuplacer (CPT) testing
- Accommodated college course testing

Tutoring:

- Staff Tutors – Qualified College Lab Assistants
- Peer Tutors – faculty recommended, with course-specific expertise

Study Skills Training:

- Memorization techniques
- Reading Techniques
- Note Taking
- Time Management

Disability Services:

- Transition assistance
- Agency referral
- Environmental Modification
- Academic Accommodations to provide equal access, such as:
 - Adaptive equipment
 - Note takers
 - Testing modifications
 - Sign language interpreters

Faribault Campus

Room B-151
(507) 332-5896

Mankato Campus

Room B-128 – ASC (507) 389-7222
Room E 127 – Math and Writing Center (507) 389-7254



PARKING

A parking permit is required in all campus lots. Permits may be purchased at the Bookstore. The Mankato campus lots are all color named, however, the Parking Permit allows parking in ALL campus lots, except visitors, handicapped and state vehicle areas. Campus lots are patrolled 7:00 a.m. to 5:00 p.m. A parking ticket will be issued for those vehicles parking in violation of the parking policy. Any subsequent ticket will result in towing and/or wheel locking of the vehicle at the owner's expense.

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.

PARKING REGULATIONS:

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

PLEASE NOTE:

Lock your vehicle to prevent theft of your parking permit.

PLACEMENT SERVICES

South Central College views placement assistance as an important part of the educational process. This is a joint effort between faculty, placement staff and students.

The Placement Office has employment search support services available to all students and graduates, whether looking for a part-time job while attending school or finding your career position.

- The following services are available to students and graduates:
- Offering of employment search workshops each term.
 - A job opportunity system that informs all available students and graduates about current job openings.
 - Access to placement statistics.
 - Access to job search sites on the Internet.
 - Career Development and Job Hunting Seminars held each Semester

Placement Office: (507) 389-7225

INTERPRETING SERVICES FOR DEAF AND 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 V, (507) 389-7200 TTY.

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 2006-2007 rates for students will be approximately
\$922: International Students
\$1075: Domestic Students



ACADEMIC ADVISING

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

1. **Students are responsible to:**
 - a. Consult with your advisor prior to each term on registration activities and graduation requirements.
 - b. Make an appointment for such advising.
 - c. Keep appointments promptly. If you find that it is impossible to attend the appointment, notify your advisor before the appointed time.
 - d. Prepare for the appointment and bring appropriate materials.
 - e. Discuss academic and career-related needs as they develop.
 - f. Become knowledgeable about institutional policies, departmental policies, procedures, and requirements.
2. **Faculty advisors are responsible to:**
 - a. Inform advisee of the advisor/advisee relationship.
 - b. Maintain advising records for each student.
 - c. Identify and make advisee aware of faculty time available for private conferences so that advisee may consult with advisor on an informal basis.
 - d. Review advisee's previous academic history and assessment testing report to determine course placement, transfer of credits and need for test out.
 - e. Assist advisee with course schedules, drops, adds, change of status and graduation applications.
 - f. Schedule advisor/advisee conferences as needed.
 - g. Assist advisee in completing necessary degree requirements.
 - h. Refer advisee to a counselor when academic or personal problems are at such a level as to require intervention by other professional staff.
 - i. Refer advisee to the Affirmative Action Officer concerning sexual harassment or discrimination complaints.
 - j. Refer advisee to Academic Support Center staff for supplemental support services.
 - k. Inform advisee of departmental policies, procedures and requirements.
 - l. Assist advisee with job placement activities.

ASSESSMENT PHILOSOPHY

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

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

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

COLLEGE READINESS ASSESSMENT

All applicants to South Central College must complete a college readiness assessment for enrollment into a program, orientation and course registration.

Accuplacer Online is a comprehensive system of assessment, advisement, and placement for students entering college. It is composed of un-timed, computer adaptive, multiple choice tests. The system determines which courses are appropriate for students and whether college readiness classes are needed. Calculators, dictionaries, and other materials are not allowed in the testing area.

Transfer Students: Students transferring in the United States are required to take course readiness assessments to assess reading, writing, and mathematics skills unless they provide an official transcript to support the following exception(s):

1. Earned a grade of C or higher in a college-level English composition course (if not, the english test is required).
2. Earn a grade of C or higher in a college-level general education course to determine reading and comprehension (if not, the reading test is required).
3. Earned a grade of C or higher in a college-level mathematics course (if not, the mathematics test is required).

Retesting: MnSCU has not established a retesting policy; however, SCC allows one retest. Students must wait three to six months before retesting. We encourage preparatory work by students during this time. The second assessment has a fee of \$3.00, payable by the student at the SCC Bookstore. Please bring this receipt to the testing site when you plan to retest.

PLEASE NOTE: All students are responsible for the prerequisites and course readiness assessment levels required for classes.

CHILD CARE

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

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

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

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

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



FINANCIAL AID

FINANCIAL AID

The primary responsibility for financing an education rests with the student and his or her family. Therefore, financial aid should be viewed only as a supplement after resources of the student and family are used.

In determining financial need, many factors are taken into account. An expected family contribution towards educational costs is based on information submitted on the financial aid form (including the number of dependents, number of family members in college, assets, debts, savings, and income taxed and untaxed).

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

To be considered for financial aid, a student must complete the following:

- ◆ An application for admission,
- ◆ Free Application for Federal Student Aid,
- ◆ Other documentation to verify need, if requested.

TYPES OF FINANCIAL AID

The following types of financial aid are available to South Central College students:

- ◆ Federal Pell Grant Program
- ◆ Federal Supplemental Education Opportunity Grant
- ◆ Minnesota State Grant
- ◆ Federal College Work Study
- ◆ Federal Subsidized and Unsubsidized Stafford Loan
- ◆ Parent Loan for Undergraduate Students (PLUS)
- ◆ Student Education Loan Fund (SELF)
- ◆ Federal Veterans Benefits
- ◆ Rehabilitation Services
- ◆ Workforce Investment Act (WIA)
- ◆ Motivational Educational and Training Inc.
- ◆ BIA, Indian Scholarship
- ◆ Non AFDC Childcare Grant
- ◆ Alliss Grant
- ◆ Alternative Loans

STUDENT CONSUMER INFORMATION

The following information is available and may be requested from the financial aid office regarding the rights and responsibilities of students who are applying for or receiving any financial assistance in the following programs: Pell, SEOG, CWS, Stafford Loan Program, Minnesota State Work Study Program, and Minnesota State Grant Program.

- ◆ Continued eligibility for aid.
- ◆ Satisfactory academic progress policy.
- ◆ Methods and means of aid payment.
- ◆ Responsibility of student repayment of loans and grants.
- ◆ Terms and conditions of work-study programs.
- ◆ Costs of attending the College.
- ◆ College refund policy.

FINANCIAL AID CONSORTIUMS

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

BOOKSTORE

The bookstore provides SCC students with many services, including textbooks, computer software, supplies, SCC apparel and insignia items, gift items, greeting cards, beverages, food and candy. The purchase of parking permits and payment of tuition is provided through the Bookstore.

The Bookstore's website is www.southcentralbookstore.com and offers students and parents the opportunity to purchase and reserve textbooks online, as well as an array of SCC apparel and insignia items. Refer to the web site for more information regarding Bookstore Hours, Buyback Information, Returns Policy, and Textbook Charging.

To ensure a successful start to a semester, you should have all required textbooks and supplies on or before the first day of class. Since Financial Aid dollars are not disbursed before classes start, you should plan on purchasing your books and supplies from your own funds. Charging against Pell and State Grant funds is available if your funding exceeds your tuition and fee charges. If you receive funding from an outside Agency, have your Agency mail or fax your "Authorization Form" to the Bookstore prior to the first day of charging. Please refer to the guidelines below.

- A SCC picture ID card is required for all charge and check transactions
- Charges are allowed during an eight (8) day period each term usually three (3) business days before the term begins and the first five (5) days of the term.
- Agency Authorizations must be on file in the Bookstore before you are allowed to charge. Agencies include: (DRS) Department of Rehabilitation, (MVAC) Minnesota Valley Action Council, (PSEO) Post Secondary Education Opportunities, (TAA) Economic Security Trade Act Training, and (VETS) Veterans Benefits. Some restrictions apply as to items that can be charged.



LIBRARY/MEDIA CENTER



Library Hours vary at each campus and are always posted outside the doors. Basic Library hours:

Faribault Campus

Monday - Thursday
8:00 am to 8:00 pm
Fridays

8:00 am to 4:00 pm.

Mankato Campus

Monday - Thursday
7:00 am to 8:00 pm
Fridays

7:00 am to 3:30 pm.

Summer hours vary and will be posted.

South Central College Libraries are now part of MnPALS. MnPALS is the online library catalog and can be accessed from any

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



MnSCU Libraries are in the process of migrating to MnPALS, so some MnSCU Libraries will still be searchable through WEBPALS (www.pals.msus.edu/webpals) and the rest through MnPALS. From SCC's Library Home Page, you will be able to easily access other MnSCU Library Catalogs.

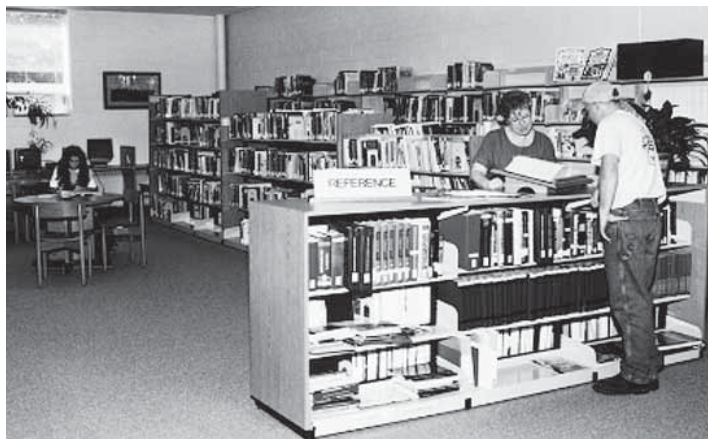
Inter-library Loan is available to all patrons for materials that SCC does not own. Requests can be made online (thru WEBPALS www.pals.msus.edu/webpals or MnLINK www.mnlink.org) or directly with the library staff on your campus. MnLINK is the state-wide network to information from all types of libraries.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

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



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

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





LIBRARY/MEDIA CENTER



The SCC Library/Media Center supports life-long learning with a variety of resources for all ages and all patrons.

Research

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

Technical Materials

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



Leisure Materials

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

Information "How to" Books

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

Videos/DVDs

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

Books on Tape (Fiction and Non-Fiction)

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



CD-ROMS

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

Orientations

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

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

ACADEMIC REQUIREMENTS AND POLICIES



ACADEMIC INFORMATION

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

A = 4.00	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
		EX = TALK TO REGISTRAR

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.
- ◆ The request for incomplete must be submitted on the Incomplete Grade Request Form, signed by the instructor and the student, and submitted to the Registrar's Office.
- ◆ Incomplete work must be completed before the end of the next term. If the remaining work is not completed by the end of the next term, the I will become an F and the student will be required to re-register and complete the entire course.

GRADUATION REQUIREMENTS

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

Requirements for graduation also include the following:

- ◆ A minimum cumulative GPA of 2.00. (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)
- ◆ All financial obligations have been met.
- ◆ Student has met South Central College residency requirements. (A minimum of 25% of the program requirements must be met by completing the courses at SCC.)
- ◆ Completed graduation application has been reviewed and approved by program advisor and Registrar's office.

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

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

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

CHANGE OF GRADE POLICY

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

GRADUATION APPLICATION

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

GRADUATION HONORS

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

PRESIDENT'S LIST

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

DEGREE REQUIREMENTS

ASSOCIATE IN APPLIED SCIENCE: 60-72 credits

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

- ◆ A minimum of 25% of the program credit total is general education courses (in 3 of 10 MnTC Goal Areas).

ASSOCIATE IN SCIENCE: 60-73 credits

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

- ◆ A minimum of 30 semester credits of the program credit total is general education courses (in 6 of 10 MnTC Goal Areas).

ASSOCIATE IN ARTS IN LIBERAL ARTS & SCIENCES: 64 credits

Liberal Arts and Sciences Associate in Art requires at least 64 earned college-level credits (40 Minnesota Transfer Curriculum (MnTC) Credits and 24 additional MnTC or general education credits, 16 of which can be other college level courses.)

DIPLOMA: 30-72 credits

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

CERTIFICATE: 10-30 credits

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



ACADEMIC REQUIREMENTS AND POLICIES

ACADEMIC REVIEW

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

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

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

Upon eligibility determination, the Registrar will recalculate the program GPA which will include all general education, major and elective credits used to complete the degree requirements. If substitutions in the student's program have occurred, the program GPA will be calculated using the substituted course(s). A student is eligible for academic review only once.

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

TRANSFER OF CREDIT

Credits for transfer from MnSCU colleges and universities shall follow the MnSCU Undergraduate Transfer Policy. South Central College will review transfer of credit for courses from colleges and universities that are not a part of MnSCU. Credits will be accepted based on comparability and applicability. Course goals, content, and level must be similar. All credits considered for transfer must have been completed with a grade of "C/2.0" or better. The official evaluation will be completed after the student is admitted to SCC.

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

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. A written appeal submitted to the Dean of Students regarding the result of the transfer. The Dean of Students will examine what courses have been completed and determine if any further action is necessary.

AUDIT POLICY

Students may change from a grade to audit status for a course within that course's 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.

ADVANCED STANDING BY DEPARTMENTAL EXAMINATION (TEST OUT)

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 their program advisor 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 student's transcript.
- ◆ A student must successfully complete at least 25% of the program requirements 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 FOR PREVIOUS WORK EXPERIENCE

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

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

COLLEGE-LEVEL EXAMINATION PROGRAM

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. Specific SCC course equivalencies and credits awarded can be found at www.southcentral.edu. According to MnSCU policy, there is no limit on course credits granted based on CLEP examination scores.

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.



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 in certificate, diploma or associate degree programs must maintain a cumulative grade point average of 2.0 and must complete at least 68% percent of all credits attempted to be in good academic standing.

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 to all financial aid recipients.

Minimum Credit Completion Standard: The student must complete at least 68% of all registered/attempted credits each semester. Grades of F, I, NC, W, Z and IP (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion. (This is based on credits enrolled in on the 5th day of the term.) % earned = cumulative earned credits divided by cumulative registered credits.

In addition, all financial aid recipients must meet the following standard to maintain eligibility for student financial aid:

Maximum Time Frame Allowance: Maximum time for a student to complete his/her program shall be 150% of the number of credits required in the program of record.

South Central College will evaluate satisfactory academic progress after each term which includes fall, spring and summer.

Probation - Students will be placed on probation if:

- ◆ their cumulative grade point average falls below 2.0.
- ◆ their completion rate is below the accepted level.
- ◆ they were previously suspended at SCC or another institution and have been re-admitted to the college.

Suspension - Students will be suspended if:

- ◆ their cumulative grade point average falls below 2.0 for the two most recent terms or admitted in a probationary status.
- ◆ their completion rate falls below the accepted level following a probationary term.
- ◆ they were re-admitted on probation and their cumulative grade point average falls below 2.0 for the most recent term.

LENGTH OF SUSPENSION

Students suspended will be suspended for one academic year. Students must apply for re-admission. If re-admitted, students will re-enter with a probationary status. Students must apply for re-admission and meet with their program advisor and the college counselor. If re-admitted, the student will re-enter with a probationary status.

The student will be notified in writing (letter or email) of their suspension. The college may immediately suspend a student in the event of extraordinary circumstances, such as a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid either at SCC or prior institutions attended, etc.

APPEAL PROCEDURES

A student who fails to make satisfactory academic progress and is suspended from financial aid has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.

Appeals must be submitted in writing on a form available from the Student Affairs Center or online under Financial Aid Forms. The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that affected progress as well as what the student's plans are to correct the deficiency.

The Appeals committee may include the following: Counselors, Academic Deans, the Director and Assistant Director of Financial Aid and Registration. The committee will notify the student, in writing, of the decision. The

committee's decision shall be final within the college and the Minnesota State Colleges and Universities System.

A student who has been suspended from financial aid may have their aid reinstated after an appeal has been approved or the minimum cumulative standards have been achieved.

Following an academic/financial aid suspension, a student must apply for academic reinstatement through the Student Affairs Center, even if he/she has served the term of suspension. The student will be required to submit a written statement indicating what factors in his/her personal situation have changed to allow him/her greater academic success upon his/her return to SCC. A re-entry application form must also be submitted to the Admissions Office. Registration will not be allowed for credit or hour-based courses until reinstatement requests have been approved. **Reinstatement requests must be made no later than seven calendar days before the start date of the term of reinstatement.**

ADDITIONAL ACADEMIC INFORMATION

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.

Incomplete Grades - The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer session) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.

Withdraw - The mark of "W" (withdraw) is assigned when a student withdraws from a class after the drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but will negatively impact earned credits and, therefore, negatively impact the student's percent of completion.

Transfer Credits - Transfer credits are credits earned at another college which are accepted by this college. Transfer credits are not included when calculating the qualitative or quantitative requirements, but are included when calculating maximum time frame.

Repeat Credits - Repeat credits are credits awarded when a student repeats a course in order to improve a grade. At student may repeat a class as allowed by the institution. The institution will determine which grade will become the grade calculated in the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

Developmental Credits - Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding ESL). These credits are included in all financial aid satisfactory academic progress measurements.

Consortium Credits - Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all financial aid satisfactory academic progress measurements.

Audited Courses - Audited courses are not aid eligible courses and are not included in any financial aid satisfactory academic progress measurements.

Academic Review - Credits for which a student has been granted academic review WILL be included in all financial aid satisfactory academic progress measurements.

Test Out - Credits earned through test out do not count toward the total credits enrolled per term for aid purposes.

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 REQUIREMENTS AND POLICIES

ACCESS FOR STUDENTS WITH DISABILITIES

South Central College will provide equal access to qualified students with disabilities in all programs, services and activities. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the services, programs or activities, nor will the student be subject to discrimination. Reasonable and appropriate accommodations will be provided for students who have a qualified disability based on a recent psychological or medical evaluation. The student is required to give **48 hours advance notice** of the need for such accommodations.

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

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

South Central College provides the following services and activities:

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

Faribault Campus - B151
Academic Support Center
(507) 332-5896

Mankato Campus - B128
Academic Support Center
(507) 389-7222

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 student's transcript.

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.

CREDIT LIFE SPAN

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

Exceptions to these rules must be approved by the program advisor in rare situations.

Individual program majors may require specific recency requirements to meet specific program requirements.

PASS/FAIL (P/F)

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

WITHDRAWING FROM A COURSE

Withdrawal from a course will be allowed 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.

MAXIMUM CREDIT LOAD

Students will be allowed to register for a maximum of 20 credits in an academic term. Any student who wishes to register for more than 20 credits must complete an overload request form and have the approval of the Faculty Advisor and Registrar. A student must be in good academic standing to request an overload.

TRANSCRIPTS

Any person may request a copy of their academic record by completing a transcript request form available on the SCC website, pg. 157 of this publication, or in the Student Affairs Center. A \$2 fee is charged for each official transcript copy. Since the academic record is confidential, individuals must personally request a release of the transcript in writing.

ATTENDANCE

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

HARASSMENT/SEXUAL VIOLENCE POLICY FOR STUDENTS AND EMPLOYEES

The College expressly forbids harassment and violence of any form towards students and employees. All employees and students should clearly understand that, even in mild forms, harassment or violence may carry penalties up to and including dismissal. See pages 31-33 for the complete SCC policy on harassment and sexual violence.

ACADEMIC REQUIREMENTS AND POLICIES



ACADEMIC MISCONDUCT POLICY

Definitions:

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

Sanctions - Any student found by a faculty member to have committed academic misconduct is subject to the following sanctions:

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

Sanctions 1, 2, 3 and 4 may be imposed by the appropriate faculty member. The faculty member may recommend to the department chair and Dean of Instruction that sanctions 5, 6 or 7 be imposed. College suspension or expulsion will be imposed only upon the approval of the Senior Vice President.

TENNESSEN 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.

TENNESSEN WARNING (M.S. 13.04, SUBD.2.) (continued)

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

PREREQUISITES

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

COLLEGE READINESS COURSEWORK

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

DISABILITY RIGHTS NOTICE

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

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

If you would like to:

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

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

Employment:

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

College programs, services, activities:

Marilyn Weber, Disability Coordinator
Marilyn.Weber@southcentral.edu

In Faribault
1225 Third Street SW
Faribault, MN 55021
Room B151
VOICE: 507-332-5896/1-800-422-0391
TTY: 507-332-5866

In Mankato
1920 Lee Boulevard
North Mankato, MN 56003
Room B128
507-389-7339/1-800-722-9359
507-389-7200



ACADEMIC REQUIREMENTS AND POLICIES

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 Linda Beer, Director of Enrollment Services at (507) 389-7351.

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

- to inspect and review educational records maintained about you;
- to request an amendment to records about you for the purpose of correcting inaccurate, incomplete or misleading records; and
- to a hearing regarding your request, if the College/University does not amend the records at your request;
- to place a written statement explaining your disagreement with the College/University in your records, if the College/University does not amend records after the opportunity for a hearing about whether the records are inaccurate, incomplete or misleading;
- to consent to disclosures of information which identify you personally, except to the extent that such disclosures are allowed without your consent under state and federal law;

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. 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 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.

SCC Directory Information can be found on page 39 of this catalog.

DISCLAIMER

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

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

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

Available in Alternative Format

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

South Central College facilities are physically accessible to the general public.



DRUG FREE COLLEGE POLICY

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

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

TOBACCO USE POLICY

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

SAFETY & HEALTH POLICY

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

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

SAFETY GLASSES POLICY

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

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

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

COMMUNICABLE DISEASE POLICY

Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella. The following are exemptions to that law: students graduating from a Minnesota high school in 1997 or later; transfer students from another Minnesota college; medical exemptions that preclude the vaccine, or history of the disease, or laboratory evidence of immunity against the disease; or conscientiously held beliefs regarding immunization.

CAMPUS CRIME AWARENESS AND SECURITY POLICY AND PROTECTION

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

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

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

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

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

CRIME PREVENTION PROGRAMMING

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

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



COLLEGE POLICIES AND PROCEDURES

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 and video security system.

CRIMINAL REPORTS: On the Faribault campus, all criminal actions occurring on campus shall be directed to the Dean of Instruction; on the Mankato campus, all criminal actions occurring on campus shall be directed to the Senior Vice President. 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
HELP LINE 334-2555
Women's Safe Center. 332-0882
Receptionist Monday -Friday 7:30 a.m. - 4:00 p.m., dial 0

MANKATO

Emergency - Police, Fire, Medical 911
Non-Emergency (City Police) 387-8780
CADA House Crisis/Shelter 1-800-477-0466 or 625-7233
Sexual Assault Services 389-8319
Receptionist Mon. -Fri. 7:30 a.m. - 4:30 p.m., dialExt. 7235

NEW ULM

Emergency - Police, Fire, Medical 911
Non-Emergency (City Police) 233-6750
CADA House Crisis/Shelter 1-800-477-0466 or 625-7233
Sexual Assault Services 1-800-247-2809 OR 354-3181

When on campus evenings or weekends talk with your instructor/ advisor prior to leaving if you have any concerns.

The complete report to advise you on the facts of Campus Crime is available upon request from the Student Affairs Office.

GRIEVANCE POLICY

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

COMPLAINT PROCEDURE

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

- ◆ Level I - A complaint must be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. Every effort should be made to resolve the problem fairly and promptly at this level. If no resolution can be reached between the student and staff member, the student may move to Level II of discussion.
- ◆ Level II - The student shall process the complaint in a timely manner through the appropriate academic or administrative office:
 - Academic complaints shall be addressed to the Dean of Instruction.
 - Business operations, tuition, parking, building and grounds complaints shall be addressed to the Vice President of Operations.
 - Admissions, counseling, placement, assessment, Career Link, Financial Aid and Resource Center complaints shall be addressed to the Dean of Students.

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

GRIEVANCE PROCEDURE

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

- ◆ Upon investigation and ascertaining that the complaint procedure Level I and II has been exhausted, the Senior Vice President's office shall refer the grievance to the college's appeals committee to address the issue.
- ◆ Membership of the Appeals Committee shall consist of:
 - Senior Vice President (chairperson).
 - Three faculty members selected from a list of volunteers on file with the Senior Vice President (Faculty member shall not be from the program in which the student is enrolled).
 - Affirmative Action Officer.
- ◆ The grievance will be reviewed at an appeals hearing within ten (10) days of receiving the grievance.
- ◆ The complainant and defendant shall be allowed to appear and have third party representation at the appeals hearing. Third party participants shall only play an advisory role.
- ◆ The Appeals Committee will review all relevant facts presented by the parties listed and will issue a written majority decision on its findings to the complainant, defendant and President of the college.
- ◆ The decision of the Appeals Committee is final.
- ◆ If the grievance involves a board policy or the actions of the College President, a student may further appeal the college decision through the Chancellor and Board of Trustees. The decision of the Board of Trustees is final and binding.



NONDISCRIMINATION POLICY

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

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

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

RACIAL DISCRIMINATION/HARASSMENT DEFINITIONS

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

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

SEX DISCRIMINATION/HARASSMENT AND VIOLENCE DEFINITIONS

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

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

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

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

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

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual's employment or educational status accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome behavior or words of a sexual nature directed at an individual because of gender.



COLLEGE POLICIES AND PROCEDURES

Sexual violence: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and college. Acts of sexual violence include:

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

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

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

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

SEXUAL ORIENTATION DISCRIMINATION/HARASSMENT DEFINITIONS

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

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

DISABILITY DISCRIMINATION/HARASSMENT DEFINITIONS

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

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

REPORTING PROCEDURE

Students and employee's should feel free from harassment of any form. Students and employee's who believe they are victims of harassment may confront the harasser if they feel comfortable in doing so. Students and employees who are aware of or believe that other students or employees are subjected to harassment are encouraged to report that situation pursuant to this policy. This reporting procedure is available to all students and employees of the college and is established as an orderly means for considering and resolving complaints about sexual harassment and sexual violence.



Any person who has a complaint alleging any action prohibited by state or federal statutes may follow the reporting procedure without fear of reprisal. The complainant shall be assured of a prompt investigation. The investigation will remain as confidential as possible pursuant to state and federal data practices and privacy laws. If requested, the complainant may have a staff person present during all proceedings.

COMPLAINANTS PROCEDURE:

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

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

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

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

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

INVESTIGATION:

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

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

REPRISAL

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

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

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

The Minnesota Crime Victims Reparations Board:

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

The Office of Crime Victims Ombudsman:

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

Criminal Offenses

SCC monitors and records, through local police agencies, criminal activities in which students in student organizations are engaged in activities, at off-campus locations. 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 (2001-2003)

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	1

Local Criminal offenses (2001-2003)

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	1

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



COMPUTER USAGE

COLLEGE COMPUTER USAGE

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

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

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

Priorities of the Network: The SCC computer network is utilized, maintained, and administered in accordance to the following priorities:

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

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

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

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

COMPUTER USE POLICY

The college considers all students with valid fee statements and current SCC employees to be authorized users of the general purpose computing systems. An authorized user is NOT permitted to allow others to use their accounts and passwords or use accounts not assigned to them.

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

Guidelines

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

Any access or use prohibited by state or federal law is not allowed.

Any access or use in support of activities that are prohibited by state or federal law is not allowed.

Computer workstations at SCC are part of a monitored work group. It is possible that computer activity will be viewed by an SCC employee during random scanning. If, during a random scan, your use of technology (hardware, software and Internet access) provided by MnSCU and SCC is identified as being inappropriate, you will be asked to stop that activity. In addition, such activity will be deemed as a violation and may be subject to disciplinary action.

SCC STUDENT COMPUTER USAGE GUIDELINES

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

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



QUESTIONS YOU MAY HAVE ABOUT USING SOFTWARE:

What do I need to know about software and the U.S. Copyright Act?

Unless it has been placed in the public domain, software is protected by copyright law. The owner of a copyright holds exclusive right to the reproduction and distribution of his or her work. Therefore, it is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. If you have purchased your copy, however, you may make a back-up for your own use in case the original is destroyed or fails to work.

Can I loan software I have purchased myself?

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

If software is not copy-protected, do I have the right to copy it?

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

May I copy software that is available through facilities on my campus so that I can use it more conveniently in my own room?

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

Isn't it legally "fair use" to copy software if the purpose in sharing it is purely educational?

No. It is illegal for a faculty member or student to copy software for distribution among the members of a class without permission of the author or publisher.

Alternatives to Explore

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

Site-Licensed and Bulk-Purchased Software

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

Shareware

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

Public Domain Software

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

STUDENT ACCOUNT INFORMATION

Student computer accounts are created automatically. Information about how to log into the various systems at school can be found at SCC's student portal CentralNet at <http://centralnet.southcentral.edu/>

For more help regarding your login information, please contact:

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

Please remember that you can check your student account online. Log in using your Student ID and PIN number. Once logged in, you will be able to:

- Register for classes
- Check your account status
- Pay your tuition (To pay online go to SCC's student portal CentralNet at <http://centralnet.southcentral.edu/> and click on the MnSCU Account Login link.)
- Check your financial aid status
- Check your grades

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

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

COLLEGE COMPUTER SYSTEMS NETWORK/E-MAIL SECURITY

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



OFFICIAL STUDENT E-MAIL POLICY

(Use of Email for Official Correspondence with Students)

A. Purpose of the Policy

E-mail is an official means for communication at South Central College. There is an expanding reliance on electronic communication among students, faculty, staff and administration at South Central College. This is motivated by the convenience, speed, cost-effectiveness and environmental advantages of using e-mail rather than printed communication.

Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by e-mail as the need arises.

B. Scope

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

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

C. Policy

1. College use of email

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

2. Assignment of student email

South Central College official email accounts are available for all enrolled students. The email addresses are all of the form *[username]@southcentral.edu*.

3. Redirection of email

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

4. Expectations about student use of email

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

5. Authentication for confidential information

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

6. Privacy

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

7. Educational uses of email

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

D. Procedures

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

E. References

This policy complies with the guidelines as found in:

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

F. Responsible Organization

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

Appendix A -- Policy Routing

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

Date: May 5, 2005

Approved by: Keith Stover, President – South Central College

Author: Wes Taylor, Dean of Technology

Policy can be found online at <http://southcentral.edu/doit/EmailPolicy.cfm>



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

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

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

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

ONLINE INSTRUCTION SECURITY

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

INTERACTIVE TELEVISION (ITV)

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

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

SOUTH CENTRAL ONLINE

Providing students with expanded learning opportunities directed SCC's Center for Teaching and Learning to develop and implement online courses. Learners experienced their first access to totally online (web-based) courses in Fall 2001 and offerings continue to be developed for future terms of instruction in selected program areas.

Faculty develop course content using an instructional design process that is truly learner-centered. While online learning includes a variety of approaches, typical online coursework will include readings (online or text-based), learning activities, multimedia presentations, online chats/discussions (synchronous and asynchronous), online group collaboration and performance-based assessment. The primary difference between an online course and finding resources while attending a face-to-face class is that your learning is guided to specific areas in a sequence that you may not otherwise identify on your own.

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

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

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



South Central College

A MINNESOTA COMMUNITY
AND TECHNICAL COLLEGE

ONLINE Learning

QUALITY INSTRUCTION THAT OFFERS GREAT FLEXIBILITY FOR YOU!

Earn your entire degree, certificate or diploma online through South Central Online in any of these areas:

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

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

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

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



South Central College has online learning options designed just for you! You'll find quality online courses developed and taught by caring SCC faculty. Online courses offer you the convenience mandated by your busy personal or professional schedule!

**HAVE QUESTIONS?
NEED HELP?
JUST CURIOUS?**

VISIT

online.southcentral.edu



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 Linda Beer, Registrar at (507) 389-7351.

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

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

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, President's Academic Honors list and involvement in student organizations.

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.



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). 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.

CLASS CANCELLATIONS

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

STUDENT COMMUNICATIONS

All registered students are assigned an SCC email account. Please check your email often.

DISCLAIMER

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

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

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

Available in Alternative Format

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

South Central College facilities are physically accessible to the general public.

EMERGENCY PROCEDURES

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

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

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

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

ACCIDENT REPORTING PROCEDURE

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

FIRE DRILL/EMERGENCY EVACUATION

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

TORNADOES AND SEVERE THUNDERSTORMS

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

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

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



STUDENT LIFE

The Student Life Committee is represented by the Student Senate on each campus and the Director of Student Life. The Student Life Committee determines allocations to student organizations and activities from the Student Life fee; and regularly monitors the Student Life Fund.

STUDENT SENATE

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

◆ BUSINESS PROFESSIONALS OF AMERICA:

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



◆ DEX: Delta Epsilon Chi (Post-Secondary Division of DECA) Mankato Campus Only.

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



◆ NATIONAL STUDENT NURSES' ASSOCIATION

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



◆ PAS (Mankato Campus Only):

Post-secondary agriculture student organization is for students enrolled in agricultural related programs. The state level PAS provides leadership to local chapter and a forum for exchange of ideas.



Fall and Spring conferences at the state and national level offer students an opportunity to compete in a variety of occupational contests, hear a variety of speakers from government and industry, and to network with students from other colleges.

◆ PHI THETA KAPPA:

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



◆ SkillsUSA:

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



◆ SCC Spotlight Student Newspaper:



South Central Spotlight

a student newspaper, run and operated by students of South Central College

Any student who has an interest in contributing articles, ideas, content and images is encouraged to contact the co-editors or advisors of the Spotlight.



STUDENT RIGHTS AND RESPONSIBILITIES

Freedom to Learn.

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

Freedom of Expression.

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

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

Freedom to Association.

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

Student-Sponsored Forums.

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

Student Publications.

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

◆ Catalog and Course Information.

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

◆ Academic Information.

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

◆ Academic Evaluation.

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

◆ Property Rights.

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

◆ Off-Campus Conduct.

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



South Central College

A MINNESOTA COMMUNITY
AND TECHNICAL COLLEGE



STUDENT CODE OF CONDUCT

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

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

DEFINITIONS

- ◆ The term **college property** includes all land, buildings, facilities and other property, real and personal, possessed, owned, leased, used or controlled by the college, including adjacent streets and sidewalks.
- ◆ The term **faculty member** means any person hired by the college to conduct classroom activities.
- ◆ The term **member of college community** includes any person who is a student, faculty member, administrator or any other person employed by the college.
- ◆ The term **student** includes all persons taking courses at the college, both full-time and part-time. A person who is not officially enrolled for a particular term but who has a continuing relationship with the college is considered a student. A person who was enrolled during a spring term and is expected to enroll for the subsequent fall term is a student during the interim.
- ◆ The term **administrator** includes any person employed by the College, performing assigned administrative or professional responsibilities.
- ◆ The term **student conduct panel** means a panel appointed to provide formal review and decision in student conduct hearings.

COLLEGE JURISDICTION

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

- ◆ The violation involves hazing; or
- ◆ The violation is committed while participating in a college sanctioned or sponsored activity; or
- ◆ The victim of the violation is a member of the college community; or
- ◆ The violation is a felony under federal or state law; or
- ◆ The violation adversely effects the educational, research, or service functions of the college.

STUDENT CONDUCT - BEHAVIORAL PROSCRIPTIONS

- ◆ All students have the responsibility to:
 - Comply with all local, state and federal laws.
 - Comply with all published college and Board of Trustees rules, regulations, policies and procedures.
 - Recognize and respect the rights of others.
 - Assist the college staff with maintaining a safe college environment.

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



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

CHARGES AND INFORMAL MEETING

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

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

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

FORMAL HEARINGS

- ◆ The Senior Vice President shall be a member of, and shall chair the student conduct panel. The Senior Vice President shall appoint a Dean, a college counselor and a faculty or staff member as members of the panel. A Dean that refers or presents a charge to the panel shall not be a member of the panel that adjudicates the charge. The campus student association shall appoint a student as a member of the panel. The Senior Vice President will provide appropriate training for members of the panel. A majority of the panel members shall constitute the quorum necessary to hear any case.
- ◆ When a Dean refers a charge to the panel, the Dean shall forward to the panel:
 - A statement describing the alleged violation of the code of student conduct;
 - The name and address of the student charged;
 - The name and address of the complainant; and
 - All relevant facts and statements, including the names and addresses of witnesses to the alleged violation.

- ◆ The Senior Vice President, as chair of the panel, shall determine the time, date and place of the hearing, which shall be at least two days after delivery of written notice of the hearing to the accused student. Such notice to the student shall include:
 - A statement of the date, time and place of the hearing;
 - A description of the charge and, to the extent known, a list of witnesses expected to appear and a summary of their testimony;
 - A summary description of any documentary or other evidence that may be presented in support of a charge;
 - Notice that the student's failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student's absence.
 - Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney to act as the student's advisor.
- ◆ The hearing shall be conducted in the following manner:
 - The Dean of the program or course in which the student is enrolled shall 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 Senior Vice President for a period of three years.
- ◆ Upon conclusion of the hearing, the panel in closed session shall consider the evidence presented and decide by a majority vote to exonerate the student or to impose one of the sanctions listed in the code of student conduct.

- ◆ The panel shall send written notice of its findings and conclusions to the accused student, including any sanction imposed. The notice shall inform the student of the opportunity to appeal the panel's decision to the College President within ten days of the decision. Additionally, in cases where the sanction imposed is expulsion or suspension for ten days or longer, the notice shall inform the student of the student's right to a contested case hearing under Minnesota law.

APPEALS

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

SANCTIONS

Conduct which violates the code of student conduct may result in the sanctions listed below.

- ◆ **Warning:** A written notice to the student that their conduct violates the student conduct code. The warning allows the student an opportunity to correct the unacceptable conduct before more serious sanctions are imposed.

- ◆ **Probation:** A written reprimand that a student has violated the conduct code. Probation is for a designated period of time and includes the probability of additional disciplinary sanctions if the student is found to be violating the conduct code during the probationary period.
- ◆ **Suspension:** An action which excludes a student for a specific period of time from registration and class attendance. Upon termination of the period of suspension, the student shall be considered for registration, but conditions for readmission may be specified. Further misconduct, after re-admission, may result in expulsion.
- ◆ **Restitution:** Requiring a student to compensate the college for loss or damage to college property, or for misappropriation of college funds. This may take the form of monetary or material replacement, or appropriate service.
- ◆ **Expulsion:** Permanent denial of the privilege of registration, class attendance or any other use of college property.

More than one of the sanctions listed above may be imposed for any single violation. Unless required by Board of Trustees' policy, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record.

The following sanctions may be imposed upon groups or organizations:

- ◆ Those sanctions listed above.
- ◆ **Deactivation:** Loss of all privileges, including college recognition, for a specified period of time.

SUMMARY SUSPENSION

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

ASSESSMENT SCORES

WHAT IS THE ACCUPLACER OR CPT?

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

HOW ARE ACCUPLACER OR CPT RESULTS USED?

This assessment is used to help new entering students understand their current level of academic readiness so they can be placed into the course levels where they are most likely to be successful.

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

- **Students must score 30 or higher on the College Math portion** 0167 of the Accuplacer to qualify for admission into the following general education courses:

CHEM 106 Introduction to Chemistry
 MATH 115 Concepts in Mathematics
 MATH 120 College Algebra
 MATH 125 Trigonometry
 MATH 130 Pre-Calculus
 MATH 154 Elementary Statistics

Students scoring below 30 on the College Math portion of the Accuplacer are required to enroll in and successfully complete the course sequence in College Readiness math (*see College Readiness Education on the next page*).

- **Students must score 66 or higher on the Sentence Skills/Writing portion** 0164 of the Accuplacer to qualify for admission into the following general education courses:

ENGL 100 Composition
 SPCH 110 Public Speaking

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

- **Students must score 63 or higher on the Reading Comprehension portion** 0163 of the Accuplacer to qualify for admission into all other general education courses which include the following:

ART100 Art Appreciation
 BIOL100 Introduction to Biology
 BIOL220 Human Anatomy
 ECON110 Principles of Macroeconomics
 ECON120 Principles of Microeconomics
 ENGL120 Human Diversity & Literature/Film
 ENGL130 World Literature/Film
 ENVR101 Environmental Science: Sustaining the Earth
 FCS105 Nutrition and Healthy Living
 GEOG100 Elements of Geography
 GEOG103 Introductory Cultural Geography
 HIST110 History of Western Civilization I
 HIST130 People's History of American Civilization
 HIST120 Introduction to American History
 HIST160 World History I
 HIST250 History of Science and Technology
 HUM100 Critical Thinking & College Success
 HUM110 Intro to Global Peace & Social Justice Issues
 MASS110 Introduction to Mass Communication
 MUSC100 Music Appreciation
 MUSC110 Fundamentals of Music
 MUSC141 Vocal Ensemble
 PHIL100 Ethics in Society
 PHIL105 World Religions
 PHIL110 Philosophy and Popular Culture
 PHIL210 Environmental Ethics
 PSYC100 Introduction to Psychology
 PSYC110 Lifespan Psychology
 PSYC120 Dynamics of Human Social Interaction
 SOC100 Family & Personal Relationships
 SOC101 Introduction to Sociology
 SPCH100 Interpersonal Skills
 SPCH120 Small Group Communication
 SPCH130 Intercultural Communication
 SPCH201 Special Topics in Communication
 THTR100 Introduction to Theater

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

ACCUPLACER RETAKE AND APPEAL

Students may retake one or more portions of the Accuplacer, and they may appeal their score on one or more portions of the Accuplacer by contacting the Student Affairs Center on the Faribault Campus (507-332-5824) or on the Mankato Campus (507-389-7452). A fee of \$3.00 is charged for retaking the Accuplacer.

COLLEGE READINESS EDUCATION

COLLEGE READINESS COURSE SEQUENCE

College Readiness courses are designed to improve math, reading, writing, and computer skills. The mission of the College Readiness program is to develop in each learner the skills and attitudes necessary for the achievement of academic, career, and life goals.

Although students receive a letter grade and credits for each college readiness course, these credits do not count toward graduation; they are, however, included in the calculation of cumulative GPA.

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

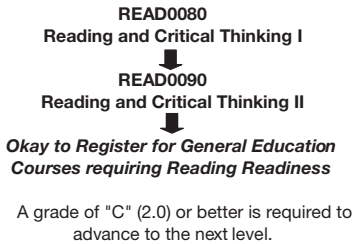
- Directions:
1. Plot your score in each area.
 2. Determine the College Readiness course(s) you are required to take.
 3. Review the course sequence with your advisor to plan your course of study.

READING

Reading Comprehension Score: _____
CPT 0163

Score of:	Required Courses:
34 or Below	Decision Zone: Meet with Student Services Personnel
35 - 62	READ0080
63 - 79	READ0090 (Recommended) (Required for Nursing Majors)
80 or Above	Okay to Register for General Education Course requiring Reading Readiness

Prerequisites Course Sequence:



General Education Courses requiring Reading Readiness

ART100	HIST130	PHIL110
BIOL100	HIST160	PHIL210
BIOL220	HIST250	PSYC100
ECON110	HUM100	PSYC110
ECON120	HUM110	PSYC120
ENGL120	MASS110	SOC100
ENGL130	MUSC100	SOC101
NVR101	MUSC110	SPCH100
FCS105	MUSC141	SPCH120
GEOG100	PHIL100	SPCH130
GEOG103	PHIL105	THTR100
HIST110		

All general education courses requiring college readiness in Reading may not be listed here. Check individual course prerequisites.

South Central College

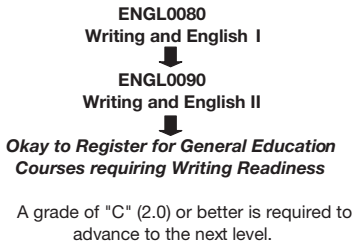
5/9/2006

WRITING

Sentence Skills Score: _____
CPT 0164

Score of:	Required Courses:
38 or Below	Decision Zone: Meet with Student Services personnel
39 - 65	ENGL0080
66 - 85	ENGL0090 (Recommended) (Required for Nursing Majors)
86 or Above	Okay to Register for General Education Courses requiring Writing Readiness

Prerequisites Course Sequence:



General Education Courses requiring Writing Readiness

ENGL100
SPCH110

All general education courses requiring college readiness in Writing may not be listed here. Check individual course prerequisites in college catalog.

MATH

*****SPECIAL NOTE: College Readiness Math Courses have been restructured, please stay in contact with your advisor.**

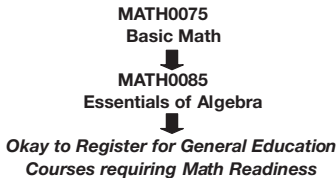
Arithmetic Score: _____
CPT 0165

Score of:	Required Courses:
24 or Below	Decision Zone: Meet with Student Services personnel
25 - 55	MATH0075
56 or Above	MATH0085

College Level Math Score: _____
CPT 0167

Score of:	Required Courses:
0 - 29	MATH0085
30 or Above	Okay to Register for General Education Courses requiring Math Readiness

Prerequisites Course Sequence:



General Education Courses requiring Math Readiness

CHEM106
MATH115
MATH120
MATH125
MATH130
MATH154

All general education courses requiring college readiness in Math may not be listed here. Check individual course prerequisites in college catalog.

South Central College

5/9/2006

ACCOUNTING

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

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

Admission Dates

Fall and Spring Semesters



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

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

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

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

PROGRAM CORE COMPETENCIES (COMMON)

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

1. Record transactions
2. Perform end of accounting period procedures
3. Prepare financial statements
4. Attain proficiency in spreadsheet applications
5. Develop a basic understanding of general ledger software
6. Communicate effectively

ACCOUNTING TECHNICIAN - Common Plus

1. Prepare a master budget
2. Apply tax concepts to individuals returns

ACCOUNTANT - Common Plus

1. Develop internal controls
2. Prepare, analyze and interpret financial information

PREREQUISITE COURSES FOR ALL PROGRAMS

The student should have average to above average ability in reasoning and reading comprehension. Students should be proficient in basic communications and basic math. Discretion, judgement, and initiative are also important. Employers seek accountants who have common sense, sound judgement, ambition, dependability, poise and talent. *Students need to have the competency of typing 32 words per minute with 2 or less errors by time of graduation.*

ACCOUNTING AND BUSINESS

PRINCIPLES-A.S. DEGREE

60 CREDITS

Transfers to Bethany Lutheran College in Mankato, MN

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

REQUIRED TECHNICAL COURSES

30

ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
ACCT1834	Computerized Accounting Applications I	3
ACCT2861	Cost Accounting	4
EC204	Microeconomics <i>(Taught at Bethany Lutheran College)</i>	3
MA111	Statistics <i>(Taught at Bethany Lutheran College)</i>	3
MKT1810	Introduction to Marketing	3
OTEC2810	Computer Technology	3
OTEC2820	Business Communications	3

REQUIRED GENERAL EDUCATION

30

Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ECON110	Principles of Macroeconomics	3
ENGL100	Composition	4
ENG120	Human Diversity & Literature/Film or ENGL130 World Literature/Film	4
MATH120	College Algebra	4
PE215	Developing Life Skills <i>(Taught at Bethany Lutheran College)</i>	2
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology	4
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking <i>(AS2245/AS3266)</i>	3



NEW! BUSINESS MANAGEMENT

Check out the program information on page 68

◆ ACCOUNTING ◆

ACCOUNTANT A.A.S. DEGREE 72 CREDITS

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

REQUIRED TECHNICAL COURSES 49

ACCT1800	Business Law	3
ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
ACCT1814	Payroll Accounting	2
ACCT1834	Computerized Accounting Applications I	3
ACCT1835	Computerized Accounting Applications II	3
ACCT1870	Professional Accounting Careers	1
ACCT2821	Intermediate Accounting I	4
ACCT2822	Intermediate Accounting II	4
ACCT2847	Accounting Information Systems	3
ACCT2861	Cost Accounting	4
ACCT2862	Cost/Managerial Accounting	4
ACCT2863	Fund/Non-Profit Accounting	3
ACCT2864	Income Tax I	4
ACCT2865	Income Tax II	3

ELECTIVES (from the following list) 3

ACCT2827	Principles of Finance	3
ACCT2850	Accounting Internship	1-8
ACCT2875	Advanced/International Accounting	3

REQUIRED GENERAL EDUCATION 20

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ECON110	Principles of Macroeconomics	3
ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking OR	3
SPCH120	Small Group Communication (AAS2214/AAS3230)	3



ACCOUNTING TECHNICIAN

A.A.S. DEGREE 70 CREDITS

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

REQUIRED TECHNICAL COURSES 44

ACCT1800	Business Law	3
ACCT1810	Financial Accounting	4

ACCT1811	Managerial Accounting	4
ACCT1814	Payroll Accounting	2
ACCT1834	Computerized Accounting Applications I	3
ACCT1835	Computerized Accounting Applications II	3
ACCT1870	Professional Accounting Careers	1
ACCT2821	Intermediate Accounting I	4
ACCT2847	Accounting Information Systems	3
ACCT2861	Cost Accounting	4
ACCT2864	Income Tax I	4
COMP1200	PC Hardware & Software Essentials	4
COMP1500	Network Essentials (Basic)	2
OTEC1840	Business Presentations	3

ELECTIVES (from the following list) 6

ACCT2827	Principles of Finance	3
ACCT2850	Accounting Internship	1-8
ACCT2862	Cost/Managerial Accounting	4
ACCT2865	Income Tax II	3
ACCT2875	Advanced/International Accounting	3
OTEC1875	Word Processing Concepts: Core	3

REQUIRED GENERAL EDUCATION 20

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ECON110	Principles of Macroeconomics	3
ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking OR	3
SPCH120	Small Group Communication (AAS2242/AAS3259)	3



ACCOUNTANT DIPLOMA 64 CREDITS

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

REQUIRED TECHNICAL COURSES 49

ACCT1800	Business Law	3
ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
ACCT1814	Payroll Accounting	2
ACCT1834	Computerized Accounting Applications I	3
ACCT1835	Computerized Accounting Applications II	3
ACCT1870	Professional Accounting Careers	1
ACCT2821	Intermediate Accounting I	4
ACCT2822	Intermediate Accounting II	4
ACCT2847	Accounting Information Systems	3
ACCT2861	Cost Accounting	4
ACCT2862	Cost/Managerial Accounting	4
ACCT2863	Fund/Non-Profit Accounting	3
ACCT2864	Income Tax I	4
ACCT2865	Income Tax II	3

ELECTIVES (from the following list) 4

ACCT2827	Principles of Finance	3
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◆ ACCOUNTING ◆

ACCT2850	Accounting Internship	1-8
ACCT2875	Advanced/International Accounting	3
COMP1500	Network Essentials (Basic)	2
ECON110	Principles of Macroeconomics	3
PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills	3

ADDITIONAL REQUIRED COURSES		11
ENGL100	Composition	4
MATH120	College Algebra	4
SPCH110	Public Speaking OR	3
SPCH120	Small Group Communication (DIP2215/DIP3231)	3



ACCOUNTING TECHNICIAN DIPLOMA 48 CREDITS

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

REQUIRED TECHNICAL COURSES		38
ACCT1800	Business Law	3
ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
ACCT1814	Payroll Accounting	2
ACCT1834	Computerized Accounting Applications I	3
ACCT1835	Computerized Accounting Applications II	3
ACCT1870	Professional Accounting Careers	1
ACCT2821	Intermediate Accounting I	4
ACCT2847	Accounting Information Systems	3
ACCT2861	Cost Accounting	4
ACCT2864	Income Tax I	4
ACCT2865	Income Tax II	3

ELECTIVES (from the following list)		3
ACCT2850	Accounting Internship	1-8
ACCT2863	Fund/Non-Profit Accounting	3
SPCH110	Public Speaking OR	3
SPCH120	Small Group Communication	3

ADDITIONAL REQUIRED COURSES		4
ENGL100	Composition	4
MATH115	Concepts in Mathematics (DIP2213/DIP3241)	3



ACCOUNTING ASSISTANT DIPLOMA 34 CREDITS

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

REQUIRED TECHNICAL COURSES		20
ACCT1800	Business Law	3
ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
ACCT1814	Payroll Accounting	2
ACCT1834	Computerized Accounting Applications I	3
ACCT1835	Computerized Accounting Applications II	3
ACCT1870	Professional Accounting Careers	1

ELECTIVES (from the following list)		7
ACCT2847	Accounting Information Systems	3
ACCT2850	Accounting Internship	1-8
ACCT2864	Income Tax I	4
SPCH110	Public Speaking OR	3
SPCH120	Small Group Communication	3

ADDITIONAL REQUIRED COURSES		7
ENGL100	Composition	4
MATH115	Concepts in Mathematics (DIP2229/DIP3242)	3



PAYROLL CLERK CERTIFICATE 22 CREDITS

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

REQUIRED TECHNICAL COURSES		17
ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
ACCT1814	Payroll Accounting	2
ACCT1834	Computerized Accounting Applications I	3
ACCT1835	Computerized Accounting Applications II	3
ACCT1870	Professional Accounting Careers	1

ADDITIONAL REQUIRED COURSES		5
MATH1000	Applied Math	2
SPCH100	Interpersonal Skills (CERT2248/CERT3270)	3

AG CHEMICAL APPLICATOR TECHNICIAN PROGRAM

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

Certificate - 30 Credits

Admission Dates

Fall and Spring Semesters

PROGRAM DESCRIPTION

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

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

PROGRAM CORE COMPETENCIES

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

1. Demonstrate effective participation on an agribusiness team
2. Perform maintenance and operate agribusiness industry equipment
3. Perform agribusiness industry computer functions
4. Promote and sell agricultural services and products
5. Develop and maintain agribusiness records systems
6. Demonstrate application of agricultural inputs

CERTIFICATE

30 CREDITS

REQUIRED TECHNICAL COURSES	27
AGBS1100 Ag Selling Skills	3
AGBS2015 Commercial Drivers License	1
AGCH1100 Fertilizer Industry Equipment	2
AGCH1200 Herbicide Industry Equipment	2
AGCH1300 Work Experience - Equipment Operation I	2
AGCH1305 Work Experience - Equipment Operation II	2
AGRI1800 Employer-Employee Relations	2
PLSC1100 Soils I	3
PLSC1200 Soils II	3
PLSC1205 Precision Agriculture	2
PLSC1300 Agronomy I	2
PLSC1400 Agronomy II	3
 ADDITIONAL REQUIRED COURSES	 3
(CERT3117)	

**AGRICULTURAL EDUCATION
TECHNOLOGY
PARTNERSHIP PROGRAM
2006-2007 College Catalog**

MANKATO CAMPUS

Program Length

4 Years - 128 Credits

(2 Years - SCC & MSU – 64 Credits)

2 Years - University of Minnesota – 64 Credits)

*Associate of Science Degree Ag Ed Technology

Admission Dates

Fall and Spring Semesters

PROGRAM DESCRIPTION

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

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

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

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

**FRESHMAN/SOPHOMORE (SCC AND MSU,M)
COURSES 64 CREDITS**

REQUIRED COURSES 64

AFEE1001	Intro to Ag Ed (distance, U of M)	1
AFEE1002	Career Plan in Ag (distance, U of M)	1
AFEE2096	Practicum & Early Experience (distance, U of M)	1
AGBS1100	Agribusiness Selling Skills	3
AGEC2400	Commodity Futures Marketing	3
ANSC1100	Livestock Production Principles	3
or ANSC1105	Beef Production	2
or ANSC1205	Dairy Production	2
or SWPR1300	Nursery Finisher Management	3
ANSC2100	Animal Nutrition	2
BIOL105	General Biology I	4
BIOL201	Ecology & Human Society	3
CHEM105	Intro to Chemistry	3
CHEM111	Chem/Life Process	5
ECON120	Principles of Microeconomics	3
ENGL100	Composition	4
ENGL120	Human Diversity & Literature/Film	4
or ENGL130	World Literature	4
MATH120	College Algebra	4
MEAG2300	Agribusiness Equipment Maintenance	4
PHYS101	Intro to Physics	3
PLSC1100	Soils I	3
PLSC1400	Agronomy II	3
PSYC100	Introduction to Psychology	4
SPCH110	Public Speaking (AS3129)	3

**JUNIOR/SENIOR (U OF M)
COURSES 64 CREDITS**

REQUIRED COURSES 64

AFEE3112	Tech Drawing & Production Tech	3
AFEE5111	Ag Ed Method of Teaching	4
AFEE5112	Ag Ed Program and Organization	4
AFEE5113	Ag Ed Development & Technology	3
AFEE5114	Ag Ed Seminar	1
AMIN3701	Ojibwe Culture and History	3
or AMIN3711	Dakota Culture and History	3
EDHD5001	Learn, Cognition and Assessment	3
EDHD5003	Development & Individual Differences	3
EDHD5005	School and Society	2
EDHD5007	Tech for Teaching and Learning	1.5
EDHD5009	Human Relations – School and Society	1
EDPA5341	American Middle School	3
FSCN1102	Food: Safety, Risks	3
FW2001	Intro to Fish Wildlife Conservation	3
MICB2022	General Microbiology	2
PUBH5003	Fundamentals of Alcohol and Drugs	1.5
RHET1315	Land in American Experience	3
RHET3562	Technical & Professional Writing	3
SCAG1501	Intro to Biotechnology	3
WCFE5697	Teach Intern-School	2
WCFE5698	Teach Internship: Fulltime	6
ELECTIVES		
	Ag Elective	5-6
	Horticulture Elective	3

◆ **AGRICULTURAL EDUCATION TECHNOLOGY – PARTNERSHIP PROGRAM** ◆

FRESHMAN YEAR – SOUTH CENTRAL COLLEGE

FALL SEMESTER

AFEE1001	Intro to Ag Ed (distance)	1
ANSC1100	Livestock Production Principles	3
or ANSC1105	Beef Production	2
or ANSC1205	Dairy Production	2
or SWPR1300	Nursery Finisher Management	3
BIOL105	General Biology I	4
ENGL100	Composition	4
MATH120	College Algebra	4

SPRING SEMESTER

AFEE1002	Career Plan in Ag (distance)	1
BIOL201	Ecology & Human Society	3
ECON120	Principles of Microeconomics	3
PHYS101	Intro to Physics	3
PLSC1400	Agronomy II	3
SPCH110	Public Speaking	3

CREDIT TOTAL

15-16

CREDIT TOTAL

16

SOPHOMORE YEAR – SOUTH CENTRAL COLLEGE

FALL SEMESTER

AFEE2096	Practicum & Early Experience (distance)	1
CHEM105	Intro to Chemistry	3
MEAG2300	Agribusiness Equipment Maintenance	4
PLSC1100	Soils I	3
PSYC100	Introduction to Psychology	4

SPRING SEMESTER

AGBS1100	Agribusiness Selling Skills	3
AGEC2400	Commodity Futures Marketing	3
ANSC2100	Animal Nutrition	2
CHEM111	Chem/Life Process	5
ENGL120	Human Diversity & Literature/Film	4
or ENGL130	World Literature	4

CREDIT TOTAL

15

CREDIT TOTAL

15-17

JUNIOR YEAR – UNIVERSITY OF MINNESOTA

FALL SEMESTER

AFEE3112	Tech Drawing & Production Tech	3
FSCN1102	Food: Safety, Risks	3
FW2001	Intro to Fish Wildlife Conservation	3
MICB2022	General Microbiology	2
PUBH5003	Fundamentals of Alcohol and Drugs	1.5
SCAG1501	Intro to Biotechnology	3
ELECTIVES		
	Ag Elective	1-3

SPRING SEMESTER

EDHD5001	Learn, Cognition and Assessment	3
EDHD5003	Development & Individual Differences	3
EDHD5005	School and Society	2
EDHD5007	Tech for Teaching and Learning	1.5
EDHD5009	Human Relations – School and Society	1
EDPA5341	American Middle School	3
RHET1315	Land in American Experience	3

CREDIT TOTAL

16.5-18.5

CREDIT TOTAL

16.5

SENIOR YEAR – UNIVERSITY OF MINNESOTA

FALL SEMESTER

AFEE5111	Ag Ed Method of Teaching	4
AMIN3701	Ojibwe Culture and History	3
or AMIN3711	Dakota Culture and History	3
RHET3562	Technical & Professional Writing	3
WCFE5697	Teach Intern-School	2
ELECTIVES		
	Ag Elective	2
	Horticulture Elective	3

SPRING SEMESTER

<u>FIVE WEEKS</u>		
AFEE5112	Ag Ed Program and Organization	4
AFEE5113	Ag Ed Development & Technology	3
AFEE5114	Ag Ed Seminar	1
<u>TEN WEEKS</u>		
WCFE5698	Teach Internship: Fulltime	6

CREDIT TOTAL

17

CREDIT TOTAL

14

TOTAL CREDITS: 128

AGRIBUSINESS OFFICE SPECIALIST/ MANAGER

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Admission Dates

Fall and Spring Semesters

PROGRAM DESCRIPTION

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

PROGRAM CORE COMPETENCIES

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

1. Demonstrate effective participation on an agribusiness team
2. Demonstrate verbal and written business communications
3. Demonstrate input technology
4. Demonstrate promotion and selling of agricultural services and products
5. Utilize information organization and retrieval systems
6. Develop and maintain records required for successful employment
7. Apply knowledge of computer applications/operating system software

A.A.S. DEGREE

72 CREDITS

REQUIRED TECHNICAL COURSES

47

AGBS1100	Ag Selling Skills	3
AGBS2005	Ag Internet	1
AGBS2100	Agribusiness Firm Financial Management	3
AGBS2200	Agriculture Business Financial Analysis	3
AGEC1100	Ag Economics	3
AGRI1800	Employer-Employee Relations	2
AGRI2700	Agriculture Technology Seminar	2
AGRI2780	Supervised Occupational Experience-General	6
OTEC1001	Introduction to Computer Software	2
OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & Applications: Core	3
OTEC2835	Office Financial Applications	3
OTEC2860	Office Management	3
OTEC2870	Information Resource Management	3
SGAG1000	Agriculture Orientation	1

TECHNICAL COURSE ELECTIVES

7

AGBS2300	Grain Elevator Operation-Hedging	2
AGBS2995	Individual Study/Special Problems	1-6
AGEC2400	Commodity Futures Marketing	3
ANSC1600	Feed Processing	2
ANSC2100	Principles of Nutrition	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
CC1805	Database Software: Access	2
CC1807	Spreadsheet Software: Excel	2
OTEC2815	Employment Portfolio	3
OTEC2820	Business Communications	3
OTEC2830	Desktop Publishing	3
PLSC1100	Soils I	2
PLSC1110	Soils Lab	1
PLSC1205	Precision Agriculture	2
PLSC1300	Agronomy I	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3
	Determined with Advisor Approval (AAS3126)	8

AGRIBUSINESS PRODUCTION

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Diploma - 72 Credits

Admission Dates

Fall and Spring Semesters

PROGRAM DESCRIPTION

Associate of Applied Science Degree - 72 Credits

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 and the Diploma includes 6 credits of general education respectively.

PROGRAM CORE COMPETENCIES

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

1. Prepare and assess a livestock management plan
2. Develop and assess a soil and crop management plan
3. Perform farm business operations
4. Utilize a comprehensive farm business plan
5. Demonstrate approved management practices used to select, cultivate and harvest agricultural crops.
6. Demonstrate effective participation in an agribusiness team.

SUPERVISED OCCUPATIONAL EXPERIENCE

(Choices for ALL Ag Production Courses)

11

AGRI2780	Agribusiness Internship	1-7
AGRI2781	Agronomy Internship	1-7
AGRI2783	Precision Agriculture Internship	1-7
AGRI2790	Farm Management Internship	1-7
AGRI2798	Livestock Production Internship	1-7

◆ AGRIBUSINESS PRODUCTION - AGRONOMY EMPHASIS ◆

A.A.S. DEGREE

AGRONOMY EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 40

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

REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
	General Education Electives	4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

TECHNICAL ELECTIVES (with advisor's approval) 3

AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGCH1100	Fertilizer Industry Equipment	2
AGCH1200	Herbicide Industry Equipment	2
AGEC2600	Alternative Agriculture	2
AGRI1800	Employer/Employee Relations	2
ANSC1105	Beef Production	2
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC1600	Feed Processing	2
ANSC2100	Principles of Nutrition	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG1600	Ag Equipment Maintenance I	2
MEAG2305	Ag Equipment Maintenance II	3
PLSC1205	Precision Agriculture	2
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock	3
SWPR1300	Nursery/Finishing	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Records and Analysis	3

(AAS3102)

DIPLOMA

AGRONOMY EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 49

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

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES 6

AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGCH1100	Fertilizer Industry Equipment	2
AGCH1200	Herbicide Industry Equipment	2
AGEC2600	Alternative Agriculture	2
AGRI1800	Employer/Employee Relations	2
ANSC1105	Beef Production	2
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC1600	Feed Processing	2
ANSC2100	Principles of Nutrition	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock	3
SWPR1300	Nursery/Finishing	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Records and Analysis	3

(DIP3101)

◆ AGRIBUSINESS PRODUCTION - SWINE EMPHASIS ◆

A.A.S. DEGREE SWINE EMPHASIS

72 CREDITS

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

REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
	General Education Electives	4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

TECHNICAL ELECTIVES (with advisor's approval) 7

AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2200	Interpretation of Farm Records	3
AGEC2300	Farm Management Challenge	2
AGEC2400	Commodity Futures/Marketing	3
AGEC2500	Ag Business Transfer and Law	2
AGEC2600	Alternative Agriculture	2
ANSC1105	Beef Production	2
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG1600	Ag Equipment Maintenance I	2
MEAG2305	Ag Equipment Maintenance II	3
PLSC1105	Small Grain/Forages	2
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2

(AAS3102)

DIPLOMA SWINE EMPHASIS

72 CREDITS

REQUIRED TECHNICAL COURSES		39
AGBS2005	Ag Internet	1
AGEC1100	Agriculture Economics	3
AGEC1200	Principles of Farm Records	3
AGRI1800	Employer/Employee Relations	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC1600	Feed Processing	2
ANSC2100	Principles of Nutrition	2
MEAG1500	Facility Maintenance	3
PLSC1100	Soils I	3
PLSC1300	Agronomy I	2
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock	3
SWPR1300	Nursery/Finishing	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Records and Analysis	3
SGAG1000	Ag Orientation	1

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES 16

AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2200	Interpretation of Farm Records	3
AGEC2300	Farm Management Challenge	2
AGEC2400	Commodity Futures/Marketing	3
AGEC2500	Ag Business Transfer and Law	2
AGEC2600	Alternative Agriculture	2
ANSC1105	Beef Production	2
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
PLSC1105	Small Grain/Forages	2
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2

(DIP3101)

◆ AGRIBUSINESS PRODUCTION - DAIRY EMPHASIS ◆

A.A.S. DEGREE DAIRY EMPHASIS

72 CREDITS

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

REQUIRED GENERAL EDUCATION (see advisor) 18
Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
	General Education Electives	4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

TECHNICAL ELECTIVES (with advisor's approval)		2
AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2600	Alternative Agriculture	2
ANSC1105	Beef Production	2
MEAG1500	Facility Maintenance	3
MEAG1600	Ag Equipment Maintenance I	2
MEAG2305	Ag Equipment Maintenance II	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SWPR1050	Swine Artificial Insemination	1
SWPR1300	Nursery/Finishing	3
SWPR1500	Swine Diseases	2

(AAS3102)

DIPLOMA DAIRY EMPHASIS

72 CREDITS

REQUIRED TECHNICAL COURSES		51
AGBS2005	Ag Internet	1
AGEC1100	Agriculture Economics	3
AGEC1200	Principles of Farm Records	3
AGEC2200	Interpretation of Farm Records	3
AGEC2300	Farm Management Challenge	2
AGEC2400	Commodity Futures/Marketing	3
AGEC2500	Ag Business Transfer and Law	2
AGRI1800	Employer/Employee Relations	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC1600	Feed Processing	2
ANSC2100	Principles of Nutrition	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG2200	Managing Farmstead	4
PLSC1100	Soils I	3
PLSC1105	Small Grain/Forages	2
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION		6
See suggested class list below:		
MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES		4
AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2600	Alternative Agriculture	2
ANSC1105	Beef Production	2
MEAG1500	Facility Maintenance	3
MEAG1600	Ag Equipment Maintenance I	2
MEAG2305	Ag Equipment Maintenance II	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SWPR1050	Swine Artificial Insemination	1
SWPR1300	Nursery/Finishing	3
SWPR1500	Swine Diseases	2

(DIP3101)

◆ AGRIBUSINESS - DIVERSIFIED EMPHASIS ◆

A.A.S. DEGREE

DIVERSIFIED EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES		30
AGBS2005	Ag Internet	1
AGEC1100	Agriculture Economics	3
AGEC1200	Principles of Farm Records	3
AGEC2200	Interpretation of Farm Records	3
AGEC2300	Farm Management Challenge	2
AGEC2400	Commodity Futures/Marketing	3
AGEC2500	Ag Business Transfer and Law	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC2100	Principles of Nutrition	2
PLSC1100	Soils I	3
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1

REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
	General Education Electives	4

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

TECHNICAL ELECTIVES (with advisor's approval) 13

AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2600	Alternative Agriculture	2
AGRI1800	Employer/Employee Relations	2
ANSC1105	Beef Production	2
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC1600	Feed Processing	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG1600	Ag Equipment Maintenance I	2
MEAG2200	Managing Farmstead	4
MEAG2305	Ag Equipment Maintenance II	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SWPR1050	Swine Artificial Insemination	1

(AAS3102)

DIPLOMA

DIVERSIFIED EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES		32
AGBS2005	Ag Internet	1
AGEC1100	Agriculture Economics	3
AGEC1200	Principles of Farm Records	3
AGEC2200	Interpretation of Farm Records	3
AGEC2300	Farm Management Challenge	2
AGEC2400	Commodity Futures/Marketing	3
AGEC2500	Ag Business Transfer and Law	2
AGRI1800	Employer/Employee Relations	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC2100	Principles of Nutrition	2
PLSC1100	Soils I	3
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES 23

AGBS2015	Commercial Drivers License	1
AGBS2990	International Field Study Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2600	Alternative Agriculture	2
ANSC1105	Beef Production	2
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC1600	Feed Processing	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG1600	Ag Equipment Maintenance I	2
MEAG2200	Managing Farmstead	4
MEAG2305	Ag Equipment Maintenance II	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SWPR1050	Swine Artificial Insemination	1

(DIP3101)

AGRIBUSINESS SERVICE AND MANAGEMENT

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Diploma - 72 Credits

Admission Dates

Fall and Spring Semesters

PROGRAM DESCRIPTION

Associate of Applied Science Degree - 72 Credits

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 and the Diploma includes 6 credits of general education respectively. An 11 credit supervised occupational internship in an agribusiness firm is required.

PROGRAM CORE COMPETENCIES

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

1. Demonstrate effective participation on an agribusiness team
2. Maintain and safely operate industry equipment
3. Demonstrate financial management skills
4. Demonstrate promotion and selling of agricultural services and products
5. Develop and maintain records required for successful employment

SUPERVISED OCCUPATIONAL EXPERIENCE

(Choices for ALL Ag Service & Management Courses) 11

AGRI2780	Agribusiness Internship	1-7
AGRI2781	Agronomy Internship	1-7
AGRI2783	Precision Agriculture Internship	1-7
AGRI2790	Farm Management Internship	1-7
AGRI2798	Livestock Production Internship	1-7

◆ AGRIBUSINESS SERVICE AND MANAGEMENT - AGRONOMY EMPHASIS ◆

A.A.S. DEGREE

AGRONOMY EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 41

AGBS1100	Ag Selling Skills	3
AGBS2005	Ag Internet	1
AGBS2100	Ag Business Firm Financial Management	3
AGBS2300	Grain Elevator Operation/Hedging	2
AGEC1100	Agriculture Economics	3
AGEC2400	Commodity Futures Marketing	3
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
MEAG1500	Facility Maintenance	3
MEAG1700	Agribusiness Industry Equipment	2
PLSC1100	Soil I	3
PLSC1200	Soil II	3
PLSC1300	Agronomy I	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SGAG1000	Ag Orientation	1

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SPCH110	Public Speaking	3
	General Education Electives	4

TECHNICAL ELECTIVES 2

AGBS2015	Commercial Driver's License	1
AGBS2200	Ag Business Financial Analysis	3
AGBS2990	International Field Study Seminar	3
AGBS2995	Individual Study/Special Problems	1-6
AGCH1100	Fertilizer Industry Equipment	2
AGCH1200	Herbicide Industry Equipment	2
AGEC2500	Ag Business Transfer and Law	2
AGEC2600	Alternative Agriculture	2
AGRI1800	Employer/Employee Relations	2
ANSC1105	Beef Production	2
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1305	Cattle Artificial Insemination	1
ANSC1600	Feed Processing	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
PLSC1205	Precision Agriculture	2
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock Management	3
SWPR1300	Nursery/Finish Management	3
SWPR1500	Swine Diseases	2

(AAS3108)

DIPLOMA

AGRONOMY EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 48

AGBS1100	Ag Selling Skills	3
AGBS2005	Ag Internet	1
AGBS2100	Ag Business Firm Financial Management	3
AGBS2200	Ag Business Financial Analysis	3
AGBS2300	Grain Elevator Operation/Hedging	2
AGEC1100	Agriculture Economics	3
AGEC2400	Commodity Futures Marketing	3
AGRI1800	Employer/Employee Issues	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
MEAG1500	Facility Maintenance	3
MEAG1700	Agribusiness Industry Equipment	2
PLSC1100	Soil I	3
PLSC1200	Soil II	3
PLSC1205	Precision Agriculture	2
PLSC1300	Agronomy I	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SGAG1000	Ag Orientation	1

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES 7

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

(DIP3107)

◆ AGRIBUSINESS SERVICE AND MANAGEMENT - ANIMAL SCIENCE EMPHASIS ◆

A.A.S. DEGREE

ANIMAL SCIENCE EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 38

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

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SPCH110	Public Speaking	3
	General Education Electives	4

TECHNICAL ELECTIVES 5

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

(AAS3108)

DIPLOMA

ANIMAL SCIENCE EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 50

AGBS1100	Ag Selling Skills	3
AGBS2005	Ag Internet	1
AGBS2100	Ag Business Firm Financial Management	3
AGBS2200	Ag Business Financial Analysis	3
AGEC1100	Agriculture Economics	3
AGEC2400	Commodity Futures Marketing	3
AGEC2500	Ag Business Transfer and Law	2
AGRI1800	Employer/Employee Issues	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC1105	Beef Production and/or	
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production	2
ANSC1600	Feed Processing	2
ANSC2100	Principles of Nutrition	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG1700	Agribusiness Industry Equipment	2
PLSC1100	Soil I	3
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1
SWPR1300	Nursery/Finish Management	3

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES 5

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

(DIP3107)

◆ AGRIBUSINESS SERVICE AND MANAGEMENT - DIVERSIFIED EMPHASIS ◆

A.A.S. DEGREE

DIVERSIFIED EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 31

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

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PHIL100	Ethics in Society	3
SPCH110	Public Speaking	3
	General Education Electives	4

TECHNICAL ELECTIVES 12

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

(AAS3108)

DIPLOMA

DIVERSIFIED EMPHASIS 72 CREDITS

REQUIRED TECHNICAL COURSES 33

AGBS1100	Ag Selling Skills	3
AGBS2005	Ag Internet	1
AGBS2100	Ag Business Firm Financial Management	3
AGBS2200	Ag Business Financial Analysis	3
AGEC1100	Agriculture Economics	3
AGEC2400	Commodity Futures Marketing	3
AGEC2500	Ag Business Transfer and Law	2
AGRI1800	Employer/Employee Issues	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC2100	Principles of Nutrition	2
PLSC1100	Soil I	3
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1

SUPERVISED OCCUPATIONAL EXPERIENCE-REQUIRED 11

REQUIRED GENERAL EDUCATION 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES 22

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

(DIP3107)

AGRIBUSINESS SERVICE TECHNICIAN 2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Diploma - 72 Credits

Admission Dates

Fall and Spring Semesters

PROGRAM DESCRIPTION

Associate of Applied Science Degree - 72 Credits

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

Diploma - 72 Credits

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

PROGRAM CORE COMPETENCIES

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

1. Demonstrate effective participation on an agribusiness team
2. Perform assembly, repair, operation and adjustment of machinery and power units
3. Conduct trouble shooting of agricultural power units and machinery
4. Diagnose and repair tractor systems and equipment
5. Perform parts department operations
6. Perform metal welding and fabrication
7. Perform work using appropriate safety practices

A.A.S. DEGREE 72 CREDITS

REQUIRED TECHNICAL COURSES 41

AGME1801	Outdoor Power Equipment	3
AGME1812	Equipment Assembly, Operation, Adjustment and Reconditioning I	2
AGME1813	Equipment Assembly, Operation, Adjustment and Reconditioning II	2
AGME1821	Precision Measuring Tools	1
AGME1822	Gas/Diesel Engine Repair I	3
AGME1823	Engine Support Systems & Lab.	3
AGME1831	Tractor Power Trains	3

AGME1861	Tractor Electrical Systems	3
AGME1881	Parts Department Operations	1
AGME1891	Hydraulic Theory	1
AGME1923	Gas/Diesel Engine Repair II	4
AGME1930	Agricultural Welding	2
AGME2832	Hydraulic Assist/Hydrostatic Transmissions	2
AGME2841	Agricultural Air Conditioning	1
AGME2852	Introduction to Diesels	1
AGME2853	Diesel Injection (Pumps)	3
AGME2863	Advanced Ag Electrical/Electronics	2
AGME2892	Hydraulic Theory and Diagnosis	4

SUPERVISED OCCUPATIONAL EXPERIENCE 11

AGME2940	SOE Agribusiness Service Technician	11
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REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
	General Education Electives	8

TECHNICAL ELECTIVES (with advisor's approval) 2

AGME2882	Ag Tech Seminar	1
AGME2945	Tractor/Equipment Repair I	3
AGME2946	Tractor/Equipment Repair II	4
AGME2947	Tractor/Equipment Diagnosis and Repair	4
AGBS2995	Individualized Study/Special Problems	1-6
PLSC1205	Precision Agriculture	2
AGBS2005	Ag Internet	1
AGBS2015	Commercial Drivers License (AAS3127)	1



A.A.S. DEGREE 72 CREDITS

DIVERSIFIED EMPHASIS

REQUIRED TECHNICAL COURSES 20

AGME1812	Equipment Assembly, Operation, Adjustment and Reconditioning I	2
AGME1822	Gas/Diesel Engine Repair I	3
AGME1823	Engine Support Systems & Lab.	3
AGME1831	Tractor Power Trains	3
AGME1861	Tractor Electrical Systems	3
AGME2841	Agricultural Air Conditioning	1
AGME2852	Introduction to Diesels	1
AGME2892	Hydraulic Theory and Diagnosis	4

SUPERVISED OCCUPATIONAL EXPERIENCE 11

AGME2940	SOE Agribusiness Service Technician	11
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REQUIRED GENERAL EDUCATION (see advisor) 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
	General Education Electives	8

TECHNICAL ELECTIVES (with advisor's approval) 23

AGME1801	Outdoor Power Equipment	3
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◆ AGRIBUSINESS SERVICE TECHNICIAN ◆

AGME1813	Equipment Assembly, Operation, Adjustment and Reconditioning II	2
AGME1821	Precision Measuring Tools	1
AGME1881	Parts Department Operations	1
AGME1891	Hydraulic Theory	1
AGME1923	Gas/Diesel Engine Repair II	4
AGME1930	Agricultural Welding	2
AGME2832	Hydraulic Assist/Hydrostatic Transmissions	2
AGME2853	Diesel Injection (Pumps)	3
AGME2863	Advanced Ag Electrical/Electronics	2
AGME2882	Ag Tech Seminar	1
AGME2945	Tractor/Equipment Repair I	3
AGME2946	Tractor/Equipment Repair II	4
AGME2947	Tractor/Equipment Diagnosis and Repair	4
AGBS2995	Individualized Study/Special Problems	1-6
PLSC1205	Grid Mapping	2
AGBS2005	Ag Internet	1
AGBS2015	Commercial Drivers License	1
SGAG1000	Ag Orientation	1

(AAS3130)



DIPLOMA 72 CREDITS

REQUIRED TECHNICAL COURSES 53

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

SUPERVISED OCCUPATIONAL EXPERIENCE 11

AGME2940	SOE Agribusiness Service Technician	11
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REQUIRED GENERAL EDUCATION (see advisor) 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES 2

AGBS2005	Ag Internet	1
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AGBS2015	Commercial Drivers License	1
AGBS2990	Individualized Study/Special Problems	1-6
AGCH1100	Fertilizer Industry Equipment	2
AGRI1800	Employer/Employee Issues	2
PLSC1205	Precision Agriculture	2
SGAG1000	Ag Orientation	1

(DIP3128)



DIPLOMA 72 CREDITS

DIVERSIFIED EMPHASIS

REQUIRED TECHNICAL COURSES 20

AGME1812	Equipment Assembly, Operation, Adjustment and Reconditioning I	2
AGME1822	Gas/Diesel Engine Repair I	3
AGME1823	Engine Support Systems & Lab.	3
AGME1831	Tractor Power Trains	3
AGME1861	Tractor Electrical Systems	3
AGME2841	Agricultural Air Conditioning	1
AGME2852	Introduction to Diesels	1
AGME2892	Hydraulic Theory and Diagnosis	4

SUPERVISED OCCUPATIONAL EXPERIENCE 11

AGME2940	SOE Agribusiness Service Technician	11
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REQUIRED GENERAL EDUCATION (see advisor) 6

See suggested class list below:

MATH1000	Applied Math	2
PHIL100	Ethics in Society	3
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

TECHNICAL ELECTIVES (with advisor's approval) 35

AGBS2005	Ag Internet	1
AGBS2015	Commercial Drivers License	1
AGBS2995	Individualized Study/Special Problems	1-6
AGME1801	Outdoor Power Equipment	3
AGME1813	Equipment Assembly, Operation, Adjustment and Reconditioning II	2
AGME1821	Precision Measuring Tools	1
AGME1881	Parts Department Operations	1
AGME1891	Hydraulic Theory	1
AGME1923	Gas/Diesel Engine Repair II	4
AGME1930	Agricultural Welding	2
AGME2832	Hydraulic Assist/Hydrostatic Transmissions	2
AGME2853	Diesel Injection (Pumps)	3
AGME2863	Advanced Ag Electrical/Electronics	2
AGME2882	Ag Tech Seminar	1
AGME2945	Tractor/Equipment Repair I	3
AGME2946	Tractor/Equipment Repair II	4
AGME2947	Tractor/Equipment Diagnosis and Repair	4
AGRI1800	Employer/Employee Issues	2
PLSC1205	Precision Agriculture	2
SGAG1000	Ag Orientation	1

(DIP3131)

ARCHITECTURAL DRAFTING

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

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

Admission Dates

Fall and Spring Semester

PROGRAM DESCRIPTION

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

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

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

PROGRAM CORE COMPETENCIES

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

1. Create high quality architectural drawings.
2. Solve construction/drafting problems using mathematics.
3. Participate and lead work teams.
4. Apply construction industry standards.
5. Select building materials correctly.

PART-TIME OPTIONS

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

PREREQUISITE FOR AAS DEGREE & DIPLOMA

ARCH1000 Drafting Fundamentals
or equivalent drafting experience 3

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

A.A.S. DEGREE

62 CREDITS

REQUIRED TECHNICAL COURSES

46

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

REQUIRED GENERAL EDUCATION

16

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ECON110	Principles of Macroeconomics	3
	OR other Economics course	
ENGL100	Composition	4
MATH115	Concepts in Math	3
PHYS101	Introductory Physics	3
	OR other Natural Science Category	
SPCH110	Public Speaking	3

MATH OPTION

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



DIPLOMA

59 CREDITS

REQUIRED TECHNICAL COURSES

50

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

REQUIRED GENERAL EDUCATION

9

MATH115	Concepts in Math	3
SPCH110	Public Speaking	3
SPCH120	Small Group Communications	3
	(DIP3403)	

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

AUTO BODY AND COLLISION TECHNOLOGY

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

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

Admission Dates

Fall and Spring Semester
(Space available basis)

PROGRAM DESCRIPTION

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

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

PROGRAM CORE COMPETENCIES

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

1. Practice and demonstrate safety and environmental awareness
2. Perform non structural (sheet metal) repair and damage analysis
3. Perform structural repair (frame and unibody) and damage analysis
4. Perform refinishing operations
5. Perform auto body welding
6. Perform glass, trim and hardware service operations
7. Conduct electrical and mechanical service

REQUIRED CORE COURSE FOR ALL AUTO COLLISION PROGRAMS

ABCT1800 Auto Body Collision Technology Fundamentals 1

A.A.S. DEGREE 72 CREDITS

REQUIRED CORE COURSE 1

REQUIRED TECHNICAL COURSES 37

ABCT1810	Sheetmetal I	3
ABCT1820	Priming and Refinish System Preparation	3
ABCT1830	Auto Collision Mechanical I	2
ABCT1850	Trim, Hardware and Glass	3
ABCT1860	Auto Body Welding	3
ABCT1870	Refinishing	3
ABCT1880	Sheetmetal II	3
ABCT2800	Damage Appraisal and Shop Management	3
ABCT2810	Appearance Matching	3
ABCT2820	Composites	2
ABCT2830	Measuring and Pulling Systems	3
ABCT2850	Structural Repair	3
ABCT2870	Auto Collision Mechanical II	3

TECHNICAL ELECTIVES (with advisor's approval) 14

ABCT1801	Auto Body Lab I	4
ABCT1802	Auto Body Lab II	4
ABCT2803	Auto Body Lab III	4
ABCT2910	Occupational Internship	1-9
ABCT2920	Special Problems	1-6
AST2812	Basic Air-Conditioning	2

REQUIRED GENERAL EDUCATION (see advisor) 20

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

(AAS3415)



DIPLOMA 64 CREDITS

REQUIRED CORE COURSE 1

REQUIRED TECHNICAL COURSES 45

ABCT1810	Sheetmetal I	3
ABCT1820	Priming and Refinish System Preparation	3
ABCT1830	Auto Collision Mechanical I	2
ABCT1850	Trim, Hardware and Glass	3
ABCT1860	Auto Body Welding	3
ABCT1870	Refinishing	3
ABCT1880	Sheetmetal II	3
ABCT2800	Damage Appraisal and Shop Management	3
ABCT2810	Appearance Matching	3
ABCT2820	Composites	2
ABCT2830	Measuring and Pulling Systems	3
ABCT2850	Structural Repair	3
ABCT2870	Auto Collision Mechanical II	3
ABCT1801	Auto Body Lab I	4
ABCT1802	Auto Body Lab II	4

TECHNICAL ELECTIVES (with advisor's approval) 10

ABCT2803	Auto Body Lab III	4
ABCT2804	Auto Body Lab IV	4
ABCT2900	Auto Body Lab	1-4
ABCT2910	Occupational Internship	1-9
ABCT2920	Special Problems	1-6
AST2812	Basic Air-Conditioning	2

RECOMMENDED COURSES (see advisor) 8

MATH1000	Applied Math	2
SPCH100	Interpersonal Skills	3
SPCH120	Small Group Communication	3

ELECTIVES (see advisor)

HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1953	Safety	1
OTEC1001	Introduction to Computer Software	2
OTEC2000	Employment Search Skills	2

(DIP3414)

AUTOMOTIVE SERVICE

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

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

Admission Dates

Fall and Spring Semester

PROGRAM DESCRIPTION

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

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

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

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

PROGRAM CORE COMPETENCIES

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

1. Perform engine diagnosis and repair
2. Diagnose and repair transmissions and drive trains
3. Service suspension and steering components
4. Inspect and repair braking systems
5. Demonstrate electrical/electronic component repairs
6. Maintain and service heating and air conditioning systems
7. Trouble shoot and repair engine performance problems
8. Demonstrate customer professionalism

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

A.A.S. DEGREE 72 CREDITS

REQUIRED AUTOMOTIVE SERVICE CORE COURSES 3

AST1112	Introduction to Auto Service	2
AST1121	Service Management	1

REQUIRED TECHNICAL COURSES 51

AST1212	Basic Electrical	2
AST1222	Advanced Electrical	2
AST1233	Starting and Charging Systems	3
AST1311	Engine Diagnosis	1
AST1323	Lower Engine Services	3
AST1332	Upper Engine Services	2
AST1341	Engine Lab	1
AST1412	Clutch and Driveline	2

AST1423	Manual Transmission/Transaxle & 4x4	3
AST1513	Suspension/Steering & Wheel Alignment	3
AST1613	Brakes	3
AST1712	Basic Tune-Up	2
AST2432	Rear Axle/Differential	2
AST2442	Auto Transmission I	2
AST2452	Auto Transmission II	2
AST2462	Auto Transmission III	2
AST2723	Fuel Systems I	3
AST2733	Intro to Auto Computers	3
AST2743	Fuel Systems II	3
AST2752	Engine Performance & Drivability	2
AST2812	Basic Air Conditioning	2
AST2911	*Auto Lab I	1
AST2921 or AST2931	*Auto Lab II or III	1
AST2941	*Auto Lab IV	1

**For qualified sophomores, COE may be substituted for 1 credit of Auto Lab*

ELECTIVE TECHNICAL COURSES

AST1622	Advanced Brakes	2
AST2822	Advanced Heating/Air Conditioning	2
AST2951	Individual Study	1-8
AST2961	Cooperative Occupational Experience	1-8

REQUIRED GENERAL EDUCATION 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

(AAS3417)



DIPLOMA 64 CREDITS

REQUIRED AUTOMOTIVE SERVICE CORE COURSES 3

AST1112	Introduction to Auto Service	2
AST1121	Service Management	1

REQUIRED TECHNICAL COURSES 52

AST1212	Basic Electrical	2
AST1222	Advanced Electrical	2
AST1233	Starting and Charging Systems	3
AST1311	Engine Diagnosis	1
AST1323	Lower Engine Services	3
AST1332	Upper Engine Services	2
AST1341	Engine Lab	1
AST1412	Clutch and Driveline	2
AST1423	Manual Transmission/Transaxle & 4x4	3
AST1513	Suspension/Steering & Wheel Alignment	3
AST1613	Brakes	3
AST1712	Basic Tune-Up	2
AST2432	Rear Axle/Differential	2
AST2442	Auto Transmission I	2
AST2452	Auto Transmission II	2
AST2462	Auto Transmission III	2
AST2723	Fuel Systems I	3
AST2733	Intro to Auto Computers	3
AST2743	Fuel Systems II	3
AST2752	Engine Performance & Drivability	2
AST2812	Basic Air Conditioning	2
AST2911	Auto Lab I	1
AST2921	Auto Lab II	1
AST2931	Auto Lab III	1
AST2941	Auto Lab IV	1

**For qualified sophomores, COE may be substituted for up to 2 credits of Auto Lab*

ELECTIVE TECHNICAL COURSES 1

AST1622	Advanced Brakes	2
AST2822	Advanced Heating/Air Conditioning	2
AST2951	Individual Study	1-8
AST2961	Cooperative Occupational Experience	1-8

REQUIRED GENERAL EDUCATION (with Advisor Approval) 6

REQUIRED GEN ED OR TECHNICAL (with Advisor Approval) 2

(DIP3416)

BUSINESS MANAGEMENT

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 64 Credits

Admission Dates

Fall and Spring Semester

*Approval pending by
Minnesota State Colleges and Universities*



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM 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. 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 general education component that helps students develop a well-rounded view of the world in which they live and work.

PROGRAM CORE COMPETENCIES

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

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

A.A.S. DEGREE

64 CREDITS

REQUIRED TECHNICAL COURSES

42

ACCT1800	Business Law	3
ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
ACCT1834	Computerized Accounting Applications I	3
ACCT2827	Principles of Finance	3
COMP1200	PC Hardware and Software Essentials	4
MKT1800	Introduction to Sales	3
MKT1810	Principles of Marketing	3
MKT1820	Introduction to Business	3
MKT1900	Principles of Management	3
MGT 2820	Sales Force Automation	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & Applications: Core3	3

REQUIRED GENERAL EDUCATION

17

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ECON110	Macroeconomics	3
ECON120	Microeconomics	3
ENGL100	Composition	4
MATH154	Elementary Statistics	3
SPCH110	Public Speaking	3

OTHER ELECTIVES RECOMMENDED

5

Select any combination from the following program courses:

- Accounting**
- Computer Careers**
- General Education**
- Marketing Management**
- Office Technology**

(AAS3280)

CARPENTRY - CABINETMAKING

2006-2007 College Catalog

FARIBAULT CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Diploma - 65 Credits

Admission Dates

Fall Semester

PROGRAM DESCRIPTION

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

RECOMMENDED PREREQUISITES

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

EMPLOYMENT OPPORTUNITIES

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

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

PROGRAM CORE COMPETENCIES

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

1. Perform work in a safe and legal manner
2. Read and interpret blue prints
3. Frame standard residential buildings
4. Design, layout, and construct stairways
5. Apply exterior finish sidings
6. Apply interior finish trim
7. Build and install cabinets
8. Estimate, place, and finish concrete

A.A.S. DEGREE

72 CREDITS

REQUIRED TECHNICAL COURSES

54

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

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

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

DIPLOMA

65 CREDITS

REQUIRED TECHNICAL COURSES

58

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

REQUIRED NON-TECHNICAL COURSES

7

ACCT1800	Business Law	3
HLTH1952	First Aid	1
MATH1000	Applied Math	2
MKT1890	Introduction to Small Business Ownership (DIP2409)	1

CHILD DEVELOPMENT CAREERS

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

A.A.S. Degree - 66 Credits

Diploma - 34 Credits

Certificate - 17 Credits

Admission Dates

Fall and Spring Semester



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

Child Development Careers is designed to prepare individuals for employment in a variety of child care and other educational settings. This career area is designed to promote knowledge of child development; improve the quality of child development services and increase professionalism.

Individuals may become assistant teacher or teacher qualified in early childhood programs with various amounts of training and experience. Currently education opportunities offered are: a 17 credit certificate; a 34 credit diploma; a 66 credit AAS degree and a 66 credit AAS degree with a paraprofessional emphasis.

Courses are offered at non-traditional times in the late afternoon and evening. Several classes are available online and over interactive television. This provides flexibility so students can attend as a full-time or part-time student and work during the day to earn hours of documented work experience; both education and work experience are necessary for licensing requirements.

The program prerequisite requires a background check conducted by the Minnesota Department of Human Services. Students must have a high school diploma or an equivalency certificate. Respect for cultural differences is essential; good judgment and absolute integrity are necessary for success in the field of child development.

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

PROGRAM CORE COMPETENCIES (COMMON)

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

1. Display knowledge of positive relationships with children.
2. Understand developmental milestones.
3. Demonstrate ability to choose age-appropriate activities for children.
4. Be knowledgeable of positive guidance techniques.
5. Be knowledgeable of MN Statutes, Rule 2 and 3.
6. Demonstrate knowledge of appropriate physical environments for learning.
7. Demonstrate techniques for observing, recording and analyzing observations.
8. Identify & implement techniques of collaboration with parents, children, and community services.
9. Plan and implement developmentally appropriate lesson plans.

A.A.S. DEGREE (COMMON PLUS)

10. Demonstrate knowledge of children with special needs.
11. Demonstrate knowledge of policies and procedures for the operation of a licensed center.

A.A.S. DEGREE

66 CREDITS

REQUIRED TECHNICAL COURSES

	42
CDEV1200 Professional Relations in EC Careers	3
CDEV1210 Foundations of Child Development	3
CDEV1220 Child Safety, Health & Nutrition	4
CDEV1230 Guidance: Mgmt. of Physical/Social Env.	4
CDEV1240 Family/Community Relations	3
CDEV1340 Planning & Implementing Curriculum	4
CDEV2310 Profiles of the Exceptional Child	3
CDEV2510 Internship	3
CDEV2520 Children with Difficult Behaviors	3
CDEV2560 Language & Literature Learning Experiences	3
CDEV2600 Professional Leadership	3
CDEV2640 Program Planning	3
CDEV2810 Practicum	3

CHILD DEVELOPMENT ELECTIVES

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

CHILD DEVELOPMENT ELECTIVES

	3
CDEV2540 Sensory-Motor Learning Experiences	3
CDEV2550 Cognitive/Multimedia Learning Experiences	3
CDEV2590 Social-Emotional Learning Experiences	3

REQUIRED GENERAL EDUCATION

	17
<i>Recommended Courses for A.A.S. Degree:</i>	
ENGL100 Composition	4
MATH115 Concepts of Mathematics	3
PHIL100 Ethics in Society	3
PSYC100 Introduction to Psychology	4
SOC100 Family & Personal Relationships	3
SPCH100 Interpersonal Skills	3
SPCH110 Public Speaking	3

(AAS2507/AAS3507)

◆ CHILD DEVELOPMENT CAREERS ◆

A.A.S. DEGREE

PARAPROFESSIONAL

66 CREDITS

REQUIRED TECHNICAL COURSES		49
CDEV1200	Professional Relations in EC Careers	3
CDEV1210	Foundations of Child Development	3
CDEV1220	Child Safety, Health & Nutrition	4
CDEV1230	Guidance: Mgmt. of Physical/Social Env.	4
CDEV1240	Family/Community Relations	3
CDEV1314	School-Age Development and Learning	4
CDEV1340	Planning & Implementing Curriculum	4
CACE1475	Reading Strategies for Paraprofessionals*	1
CACE1476	Writing Strategies for Paraprofessionals*	1
CACE1477	Math Strategies for Paraprofessionals*	1
CDEV2310	Profiles of the Exceptional Child	3
CDEV2510	Internship	3
CDEV2520	Children with Difficult Behaviors	3
CDEV2550	Cognitive/Multimedia Learning Experiences	3
CDEV2600	Professional Leadership	3
CDEV2640	Program Planning	3
CDEV2810	Practicum	3

* Offered in collaboration with St. Cloud Technical College.

REQUIRED GENERAL EDUCATION **17**

<i>Required Courses for Paraprofessional A.A.S. Degree:</i>		
ENGL100	Composition	4
MATH115	Concepts of Mathematics	3
<i>Recommended Courses for Paraprofessional A.A.S. Degree:</i>		
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology	4
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

(AAS2508/AAS3509)



DIPLOMA

34 CREDITS

REQUIRED TECHNICAL CERTIFICATE COURSES		24
CDEV1200	Professional Relations in EC Careers	3
CDEV1210	Foundations of Child Development	3
CDEV1220	Child Safety, Health & Nutrition	4
CDEV1230	Guidance: Mgmt. of Physical/Social Env.	4
CDEV1240	Family/Community Relations	3
CDEV1340	Planning & Implementing Curriculum	4
CDEV2510	Internship	3
CHILD DEVELOPMENT ELECTIVES		4
CDEV1310	Infant-Toddler Development and Learning	4
CDEV1312	Preschool Development and Learning	4
CDEV1314	School-Age Development and Learning	4
REQUIRED GENERAL EDUCATION		6
<i>Recommended Courses for Diploma:</i>		
ENGL100	Composition	4
MATH115	Concepts of Mathematics	3
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology	4
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

(DIP2506/DIP3506)



CERTIFICATE

17 CREDITS

REQUIRED TECHNICAL CERTIFICATE COURSES		17
CDEV1200	Professional Relations in EC Careers	3
CDEV1210	Foundations of Child Development	3
CDEV1220	Child Safety, Health & Nutrition	4
CDEV1230	Guidance: Mgmt. of Physical/Social Env.	4
CDEV1240	Family/Community Relations	3

(CERT2505/CERT3508)



STUDENT BACKGROUND STUDIES (CHILD DEVELOPMENT MAJORS)

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

COMMERCIAL AND TECHNICAL ART

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

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

Admission Dates

Fall Semester
Spring Admission with Instructor Approval



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

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

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

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

PROGRAM CORE COMPETENCIES

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

1. Demonstrate good typography
2. Organize information
3. Display computer/software knowledge
4. Develop layout and design skills
5. Develop drawing ability
6. Develop digital and fixed portfolio skills

A.A.S. DEGREE

72 CREDITS

REQUIRED TECHNICAL COURSES

54

ART1802	Materials and Basic Form	4
ART1804	Figure Drawing and Draping the Figure	3
ART1806	Animal Drawing	3
ART1808	Typography/Design	3

ART1810	Dimensional Drawing	3
ART1812	Portfolio I	3
ART1820	Computer Lab I	4
ART1821	Computer Lab II	3
ART1824	Special Problems	1-4
ART2802	Paper	3
ART2804	Advanced Design and Illustration	3
ART2806	Product Photography	3
ART2808	Portfolio II	3
ART2810	Digital Communications	2
ART2812	Media I	1-3
ART2814	Media II	1-3
ART2816	Media III	1-3
ART2818	Portfolio III	1-3
ART2824	Special Problems/Internship	1-4

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

Recommended Courses:

ART100	Art Appreciation	3
ENGL100	Composition	4
ENGL130	World Literature/Film	4
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology	4
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

(AAS3419)



DIPLOMA

64 CREDITS

REQUIRED TECHNICAL COURSES

56

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

ADDITIONAL REQUIRED COURSES

8

Recommended Courses:

ART100	Art Appreciation	3
ENGL100	Composition	4
ENGL130	World Literature/Film	4
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology	4
SOC100	Family & Personal Relationships	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3

(DIP3418)

COMMUNITY HEALTH WORKER

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

Community Health Worker - 11 Credits

Admission Dates

Each Semester



This program has online options.
Contact Advisor for more information.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

Community Health Workers (CHW) are members of a distinct community who work and build trust at the grassroots level. They play an important role in bridging the gap between cultures and healthcare systems. CHW's navigate clients through the system and community services, helping diverse populations overcome barriers that prevent them from accessing and benefiting from health services. They serve as advocates, facilitators, motivators, culture brokers, and resource providers, with the overall goal of mentoring and empowering clients and healthcare systems to achieve positive outcomes and to reach the optimal level of wellness for everyone. This course will include community based training and an internship.

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

CERTIFICATE

11 CREDITS

REQUIRED TECHNICAL COURSES 11

CMHW1000	The Community Health Worker's Role: Advocacy & Outreach	3
CMHW1015	Organization & Resources: Community & Personal Strategies	2
CMHW1025	The Community Health Worker's Role: Teaching & Capacity Building	1
CMHW1035	The Community Health Worker: Legal & Ethical Responsibilities	1
CMHW1045	The Community Health Worker: Coordination, Documentation & Reporting	1
CMHW1055	Communication Skills & Cultural Competence	3

(CERT3322)

This program not eligible for federal student aid.

COMMUNITY SUPPORTS FOR PEOPLE WITH DISABILITIES

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

- A.A.S. Degree - 63 Credits
- Diploma - 43 Credits
- Certificate - 16 Credits

Admission Dates

- Fall and Spring Semester
- Offered On Campus and Online



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM 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.

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 supervisory skills 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 general education coursework.

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

Students graduating from the Community Support Program 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 people with developmental disabilities, physical disabilities, mental illness, substance abuse, traumatic brain injury, and related conditions. Students who may be interested in Social Work, Sociology, Psychology, or other health or social areas may want to consider the CSP as a well-rounded educational base for these areas of study.

PROGRAM CORE COMPETENCIES

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

1. Demonstrate professionalism through leadership performance.
2. Recognize the need for skill development and demonstrate the ability to intervene and teach more appropriate performance skills to live an independent life style.
3. Demonstrate knowledge of human behavior; identify deficits in behavioral choices, and intervene by identifying the most appropriate behavioral strategy to teach more appropriate alternatives.
4. Make appropriate decisions based on knowledge of systems protocols, i.e. rules and regulations.
5. Identify appropriate resources, supports, and services from all service settings in an effort to plan, develop, and implement the most appropriate and least restrictive strategies for an independent future.

Refer to Student Background Studies for Health and Child Care Majors on page 13 of this publication.

CERTIFICATE

16 CREDITS

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

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

(CERT3318/CERT2277)

DIPLOMA

43 CREDITS

INCLUDES ALL CERTIFICATE LEVEL COURSES IN ADDITION TO THE FOLLOWING COURSEWORK:

CSP1902	Physical Developmental Supports II	3
CSP1903	Facilitating Positive Behaviors II	3
CSP1904	Challenging Behaviors	2
CSP1905	Supportive Interventions	2
CSP1906	Leadership in Service Provision	2

ELECTIVE UPON ADVISOR APPROVAL:

CSP1907	Basic Sign Language	3
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ELECTIVE UPON ADVISOR APPROVAL:

CSP1910	Community Support Internship	4
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PORTFOLIO OPTION UPON ADVISOR APPROVAL:

HC1000	Medical Terminology	3
HC1934	Trained Medication Aide	2
HCTC1886	Basic Nursing 101	4
HLTH1950	CPR	1
HLTH1952	First Aid	1

(DIP3316/DIP2276)

A.A.S. DEGREE

63 CREDITS

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

INCLUDES ALL OF THE CERTIFICATE AND DIPLOMA LEVEL COURSES IN ADDITION TO THE FOLLOWING COURSEWORK:

SOC100	Family and Personal Relationships	3
ENGL100	Composition	4
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology Or Psychology equivalent	4
SPCH100	Interpersonal Skills	3

GENERAL EDUCATION RECOMMENDED ELECTIVE (CHOOSE ONE):

FCS105	Nutrition & Healthy Living	3
HUM100	Critical Thinking & College Success	3
SOC101	Introduction to Sociology	3

(AAS3317/AAS2275)

All substitutions must be approved by program advisor for specialized tracks.

COMPUTER CAREERS

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

- A.A.S. Degree - 64 Credits
- Diploma - 64 Credits
- Certificate - 16-30 Credits

Admission Dates

Fall and Spring Semester



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

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

PROGRAM CORE COMPETENCIES (COMMON)

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

1. Apply computing skills to solve problems within the context of business systems
2. Communicate effectively within an organization
3. Work productively in team and individual settings
4. Demonstrate professionalism and ethical behavior
5. Adapt to emerging technologies and new environments

INFORMATION SYSTEMS - Common Plus

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

NETWORKING SERVICES - Common Plus

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

EVENING/PART-TIME OPTIONS

Some classes may be offered in the evening on an "on demand" basis. The program may be completed on a part-time basis.

BASIC ENTRANCE REQUIREMENTS

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

- COMP1002 – Internet Fundamentals
- Otec1001 – Introduction to Computer Software
- Otec1790 – Basic Keyboarding

INFORMATION SYSTEMS

A.A.S. DEGREE

64 CREDITS

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

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

REQUIRED CORE COURSES

	25
COMP1000 Programming Fundamentals	2
COMP1100 Introduction to Information Systems	1
COMP1105 Integrated Software Applications I	2
COMP1110 Integrated Software Applications II	2
COMP1115 Introduction to Enterprise Systems	2
COMP1200 PC Hardware and Software Essentials [A+]	4
COMP1220 Hardware Maintenance [PC]	2
COMP1400 Web I	3
COMP1500 Networking Essentials [Basic]	2
COMP1505 Networking Essentials [Adv]	1
COMP2115 Advanced Software Applications	1
COMP2700 Linux For Users	1
COMP2705 Linux System Administration	1
COMP2710 Programming For Linux	1

PLUS 2 OF THE FOLLOWING 4 AREAS OF EMPHASIS: 20

COBOL PROGRAMMER EMPHASIS	
COMP1205 IBM MVS Operating System	3
COMP1310 Cobol	3
COMP2340 DB2 [SQL]	2
COMP2605 Capstone Project/Internship	2
JAVA/.NET PROGRAMMER EMPHASIS	
COMP1300 Java I	3
COMP2305 Java II	3
COMP2330 VB.Net	2
COMP2606 Capstone Project/Internship	2
RPG PROGRAMMER EMPHASIS	
COMP1210 IBM iSeries Operating System	3
COMP2320 RPG I	3
COMP2325 RPG II	2
COMP2607 Capstone Project/Internship	2
WEB PROGRAMMER EMPHASIS	
COMP1405 Web II	3
COMP2410 Web III	2
COMP2415 Web IV [Server Technologies]	3
COMP2608 Capstone Project/Internship	2

TECHNICAL ELECTIVE CREDITS 3

REQUIRED GENERAL EDUCATION 16

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100 Composition	4
MATH115 Concepts in Mathematics	3
SPCH110 Public Speaking	3
Additional General Ed. Courses (AAS3275)	6

◆ COMPUTER CAREERS ◆

INFORMATION SYSTEMS

DIPLOMA

64 CREDITS

REQUIRED CORE COURSES

25

COMP1000	Programming Fundamentals	2
COMP1100	Introduction to Information Systems	1
COMP1105	Integrated Software Applications I	2
COMP1110	Integrated Software Applications II	2
COMP1115	Introduction to Enterprise Systems	2
COMP1200	PC Hardware and Software Essentials [A+]	4
COMP1220	Hardware Maintenance [PC]	2
COMP1400	Web I	3
COMP1500	Networking Essentials [Basic]	2
COMP1505	Networking Essentials [Adv]	1
COMP2115	Advanced Software Applications	1
COMP2700	Linux For Users	1
COMP2705	Linux System Administration	1
COMP2710	Programming For Linux	1

PLUS 2 OF THE FOLLOWING 4 AREAS OF EMPHASIS: 20

COBOL PROGRAMMER EMPHASIS

COMP1205	IBM MVS Operating System	3
COMP1310	Cobol	3
COMP2340	DB2 [SQL]	2
COMP2605	Capstone Project/Internship	2

JAVA/.NET PROGRAMMER EMPHASIS

COMP1300	Java I	3
COMP2305	Java II	3
COMP2330	VB.Net	2
COMP2606	Capstone Project/Internship	2

RPG PROGRAMMER EMPHASIS

COMP1210	IBM iSeries Operating System	3
COMP2320	RPG I	3
COMP2325	RPG II	2
COMP2607	Capstone Project/Internship	2

WEB PROGRAMMER EMPHASIS

COMP1405	Web II	3
COMP2410	Web III	2
COMP2415	Web IV [Server Technologies]	3
COMP2608	Capstone Project/Internship	2

TECHNICAL ELECTIVE CREDITS 12

REQUIRED GENERAL EDUCATION 7

ENGL100	Composition	4
SPCH110	Public Speaking	3
(DIP3276)		



NETWORKING SERVICES

A.A.S. DEGREE

64 CREDITS

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.

REQUIRED CORE COURSES 25

COMP1000	Programming Fundamentals	2
COMP1100	Introduction to Information Systems	1
COMP1105	Integrated Software Applications I	2
COMP1110	Integrated Software Applications II	2
COMP1115	Introduction to Enterprise Systems	2
COMP1200	PC Hardware and Software Essentials [A+]	4

COMP1220	Hardware Maintenance [PC]	2
COMP1400	Web I	3
COMP1500	Networking Essentials [Basic]	2
COMP1505	Networking Essentials [Adv]	1
COMP2115	Advanced Software Applications	1
COMP2700	Linux For Users	1
COMP2705	Linux System Administration	1
COMP2710	Programming For Linux	1

PLUS THE FOLLOWING 2 AREAS OF EMPHASIS: 20

MICROSOFT NETWORK TECHNICIAN EMPHASIS

COMP2515	Networking II [MCSA Core]	3
COMP2520	Networking III [MCSA Advanced]	3
COMP2609	Capstone/Internship	3

SECURE SYSTEMS TECHNICIAN EMPHASIS

COMP2715	Advanced Linux System Admin.	2
COMP2720	Linux Network Services	1
COMP2525	Networking IV [Security]	3
COMP2530	Networking V [Wireless Data Networks]	2
COMP2800	Information Security Basics	3

TECHNICAL ELECTIVE CREDITS 3

REQUIRED GENERAL EDUCATION 16

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH115	Concepts in Mathematics	3
SPCH110	Public Speaking	3
Additional General Ed. Courses (AAS3277)		



NETWORKING SERVICES

DIPLOMA

64 CREDITS

REQUIRED CORE COURSES 25

COMP1000	Programming Fundamentals	2
COMP1100	Introduction to Information Systems	1
COMP1105	Integrated Software Applications I	2
COMP1110	Integrated Software Applications II	2
COMP1115	Introduction to Enterprise Systems	2
COMP1200	PC Hardware and Software Essentials [A+]	4
COMP1220	Hardware Maintenance [PC]	2
COMP1400	Web I	3
COMP1500	Networking Essentials [Basic]	2
COMP1505	Networking Essentials [Adv]	1
COMP2115	Advanced Software Applications	1
COMP2700	Linux For Users	1
COMP2705	Linux System Administration	1
COMP2710	Programming For Linux	1

PLUS THE FOLLOWING 2 AREAS OF EMPHASIS: 20

MICROSOFT NETWORK TECHNICIAN EMPHASIS

COMP2515	Networking II [MCSA Core]	3
COMP2520	Networking III [MCSA Advanced]	3
COMP2609	Capstone/Internship	3

SECURE SYSTEMS TECHNICIAN EMPHASIS

COMP2715	Advanced Linux System Admin.	2
COMP2720	Linux Network Services	1
COMP2525	Networking IV [Security]	3
COMP2530	Networking V [Wireless Data Networks]	2
COMP2800	Information Security Basics	3

TECHNICAL ELECTIVE CREDITS 12

REQUIRED GENERAL EDUCATION 7

ENGL100	Composition	4
SPCH110	Public Speaking	3
(DIP3278)		

◆ COMPUTER CAREERS ◆

COMPUTER ASSISTANT - TECHNICAL CERTIFICATE 30 CREDITS

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

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

REQUIRED COURSES 25

COMP1000	Programming Fundamentals	2
COMP1100	Introduction to Information Systems	1
COMP1105	Integrated Software Applications I	2
COMP1110	Integrated Software Applications II	2
COMP1115	Introduction to Enterprise Systems	2
COMP1200	PC Hardware and Software Essentials [A+]	4
COMP1220	Hardware Maintenance [PC]	2
COMP1400	Web I	3
COMP1500	Networking Essentials [Basic]	2
COMP1505	Networking Essentials [Adv]	1
COMP2115	Advanced Software Applications	1
COMP2700	Linux For Users	1
COMP2705	Linux System Administration	1
COMP2710	Programming For Linux	1

TECHNICAL ELECTIVE CREDITS 5

(CERT3279)



WEB PROGRAMMER - TECHNICAL CERTIFICATE 23 CREDITS

This program is designed for the individual looking to expand their knowledge of World Wide Web programming and applications. Students will focus on skills and software that allow for the behind-the-scenes functions of a website.

These courses may also be applied to the Information Systems AAS degree.

REQUIRED TECHNICAL COURSES 23

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

(CERT3261)

LINUX ADMINISTRATOR - ADVANCED TECHNICAL CERTIFICATE 16 CREDITS

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

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

REQUIRED TECHNICAL COURSES 16

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

ELECTIVES 2

(CERT3271)

COMPUTER INTEGRATED MACHINING

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

- A.A.S. Degree - 72 Credits
- Diploma - 63 Credits
- Certificate - 30 Credits

Admission Dates

Fall Semester

PROGRAM DESCRIPTION

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

PROGRAM CORE COMPETENCIES

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

1. Conduct computer software operation
2. Develop computer machining skills
3. Develop safe machining practices
4. Produce quality machined parts
5. Measure quality machined parts

A.A.S. DEGREE

72 CREDITS

REQUIRED TECHNICAL COURSES **54**

CIM1110	Concept Engineering I	4
CIM1120	Computer Control Programming I	3
CIM1130	Quality Assurance I	3
CIM1140	Applications I	5
CIM1210	Concept Engineering II	4
CIM1220	Computer Control Programming II	3
CIM1230	Quality Assurance II	2
CIM1240	Applications II	3
CIM2110	Concept Engineering III	4
CIM2120	Computer Control Programming III	3
CIM2130	Quality Assurance III	3
CIM2140	Applications III	4
CIM2210	Concept Engineering IV	4
CIM2220	Computer Control Programming IV	3
CIM2230	Quality Assurance IV	3
MATH1150	Technical Math III	3

REQUIRED GENERAL EDUCATION **18**

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
MATH120	College Algebra	4
PSYC100	Intro to Psychology	4
SPCH100	Interpersonal Skills	3
SPCH120	Small Group Communication (AAS2442/AAS3458)	3

DIPLOMA

63 CREDITS

REQUIRED TECHNICAL COURSES **60**

CIM1110	Concept Engineering I	4
CIM1120	Computer Control Programming I	3
CIM1130	Quality Assurance I	3
CIM1140	Applications I	5
CIM1210	Concept Engineering II	4
CIM1220	Computer Control Programming II	3
CIM1230	Quality Assurance II	2
CIM1240	Applications II	3
CIM2110	Concept Engineering III	4
CIM2120	Computer Control Programming III	3
CIM2130	Quality Assurance III	3
CIM2140	Applications III	4
CIM2210	Concept Engineering IV	4
CIM2220	Computer Control Programming IV	3
CIM2230	Quality Assurance IV	3
CIM2240	Applications IV	4
CIM2250	Applied Welding	2
MATH1150	Technical Math III	3

REQUIRED GENERAL EDUCATION **3**

SPCH120	Small Group Communication (DIP2443/DIP3459)	3
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CERTIFICATE

30 CREDITS

REQUIRED TECHNICAL COURSES **30**

CIM1110	Concept Engineering I	4
CIM1120	Computer Control Programming I	3
CIM1130	Quality Assurance I	3
CIM1140	Applications I	5
CIM1210	Concept Engineering II	4
CIM1220	Computer Control Programming II	3
CIM1230	Quality Assurance II	2
CIM1240	Applications II	3
MATH1150	Technical Math III (CERT2444/CERT3462)	3

DENTAL ASSISTING

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 64 Credits
Diploma - 50 Credits

Admission Dates

Summer Semester

PROGRAM DESCRIPTION

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

Progression through the program is sequential. Admission date is Summer Session. To be admitted to the Dental Assisting Program, students must have completed Interpersonal Skills, Ethics in Society, Current Health Care Provider CPR, First Aid, and Safety. Due to the limited amount of space in the clinical area, students will be admitted on space available basis. Successful completion of all courses in the dental assisting program require passing with a C/2.0 or above.

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

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

PROGRAM DELIVERY:

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

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

PROGRAM CORE COMPETENCIES

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

1. Demonstrate skill competency in oral/written communication and patient management.
2. Demonstrate practical application of infection control, biohazards/quality assurance procedures, and treatment area maintenance.
3. Demonstrate skills to collect medical/dental data, vital signs, dental charting, and maintain accurate patient records.
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
7. Demonstrate clinical competency skills levels in clinical and laboratory dental assisting, expanded functions, general and specialty dental procedures.
8. Demonstrate competency / skill in business office procedures and equipment, dental practice management systems, and financial transactions.

PROGRAM PREREQUISITES

HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
OTEC1001	Introduction to Computer Software	2

A.A.S. DEGREE

64 CREDITS

REQUIRED TECHNICAL COURSES

44

DA1811	Dental Science I	2
DA1812	Oral Anatomy	2
DA1813	Pre-Clinical Dental Assisting	2
DA1814	Chairside Dental Assisting I	4
DA1815	Dental Materials	3
DA1816	Radiology I	3
DA1821	Dental Practice Management	2
DA1822	Clinical Dental Assisting	2
DA1823	Dental Science II	2
DA1824	Chairside Dental Assisting II	4
DA1825	Dental Assistant Expanded Functions	3
DA1826	Radiology II	3
DA1827	Dental Nutrition	1
DA1828	Nitrous Oxide Sedation	1
DA1831	D. A. Internship I	4
DA1841	D. A. Internship II	4
OTEC2000	Employment Search Skills	2

REQUIRED GENERAL EDUCATION

20

ENGL100	Composition	4
MATH115	Concepts of Math	3
PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills	3

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

Recommended Courses:

BIOL280	Microbiology	4
HLTH101	Health and the Environment	3
PSYC100	Introduction to Psychology	4
SOC101	Introduction to Sociology	3
SPCH120	Small Group Communications	3
	Others with Advisor Approval	

(AAS3303)

◆ DENTAL ASSISTING ◆

PROGRAM PREREQUISITES

HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
OTEC1001	Introduction to Computer Software	2

DIPLOMA

50 CREDITS

REQUIRED TECHNICAL COURSES

44

DA1811	Dental Science I	2
DA1812	Oral Anatomy	2
DA1813	Pre-Clinical Dental Assisting	2
DA1814	Chairside Dental Assisting I	4
DA1815	Dental Materials	3
DA1816	Radiology I	3
DA1821	Dental Practice Management	2
DA1822	Clinical Dental Assisting	2
DA1823	Dental Science II	2
DA1824	Chairside Dental Assisting II	4
DA1825	Dental Assistant Expanded Functions	3
DA1826	Radiology II	3
DA1827	Dental Nutrition	1
DA1828	Nitrous Oxide Sedation	1
DA1831	D. A. Internship I	4
DA1841	D. A. Internship II	4
OTEC2000	Employment Search Skills	2

ADDITIONAL REQUIRED COURSES

6

PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills (DIP3302)	3

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

EMERGENCY MEDICAL TECHNICIAN

2006-2007 College Catalog

MANKATO CAMPUS

Certifications

- Emergency Medical Technician - 6 Credits
- Emergency Medical Technician Refresher - 2 Credits
- First Responder "Initial" - 2 Credits
- First Responder Refresher - 1 Credit

Admission Dates

Fall and Spring Semester

PROGRAM DESCRIPTION

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

EMERGENCY MEDICAL TECHNICIAN 6 CREDITS HEMS1200

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

These certifications are not eligible for federal student aid.

EMERGENCY MEDICAL TECHNICIAN REFRESHER - HEMS1220 2 CREDITS

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

FIRST RESPONDER "INITIAL" HEMS1300 2 CREDITS

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

FIRST RESPONDER REFRESHER 1 CREDIT HEMS1320

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

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

GENERAL EDUCATION

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

MISSION OF GENERAL EDUCATION

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

PHILOSOPHY OF GENERAL EDUCATION

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

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

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

VALUES OF GENERAL EDUCATION

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

MINNESOTA TRANSFER CURRICULUM

Most courses designated General Education at SCC develop the competencies of the Minnesota Transfer Curriculum. The goals of the Minnesota Transfer Curriculum are to develop student competencies in ten areas.

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

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

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

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

SCC GENERAL EDUCATION COURSES SATISFYING

THE MINNESOTA TRANSFER CURRICULUM

Students seeking the Liberal Arts & Sciences Associate in Arts Degree must see the specific Minnesota Transfer Curriculum requirements for that degree.

AREA 1: COMMUNICATIONS

ENGL100 Composition	4 cr.
ENGL210 Creative Writing	4 cr.
SPCH100 Interpersonal Skills	3 cr.
SPCH110 Public Speaking	3 cr.
SPCH120 Small Group Communication	3 cr.
SPCH201 Special Topics in Communication	3 cr.

AREA 2: CRITICAL THINKING

HUM100 Critical Thinking & College Success	3 cr.
HUM110 Introduction to Global Peace & Social Justice Issues	3 cr.
MASS110 Introduction to Mass Communication	4 cr.
PHIL100 Ethics in Society	3 cr.
PHIL110 Philosophy and Popular Culture	3 cr.
PHIL210 Environmental Ethics	3 cr.
SPCH120 Small Group Communication	3 cr.

AREA 3: NATURAL SCIENCES

BIOL100 Introduction to Biology	
BIOL220 Human Anatomy	4 cr.
BIOL230 Human Physiology	4 cr.
BIOL240 Pathophysiology (2 credits)	
BIOL280 Microbiology	4 cr.
CHEM106 Introduction to Chemistry	3 cr.
ENVR101 Environmental Science: Sustaining the Earth	4 cr.
FCS105 Nutrition & Healthy Living	3 cr.

AREA 4: MATHEMATICAL/LOGICAL REASONING

MATH115 Concepts in Mathematics	3 cr.
MATH120 College Algebra	4 cr.
MATH125 Trigonometry	3 cr.
MATH130 Pre-Calculus	4 cr.
MATH131 Calculus I (5 credits)	
MATH132 Calculus II (5 credits)	
MATH154 Elementary Statistics	4 cr.

AREA 5: HISTORY & THE SOCIAL AND BEHAVIORAL SCIENCES

ECON110 Principles of Macroeconomics	3 cr.
ECON120 Principles of Microeconomics	3 cr.
HIST110 History of Western Civilization I	4 cr.
HIST130 People's History of American Civilization	4 cr.
HIST210 History of Science & Technology	4 cr.
PSYC100 Introduction to Psychology	4 cr.
PSYC110 Lifespan Psychology	3 cr.
PSYC120 Social Psych.: The Dynamics of Human Social Interaction	4 cr.
SOC100 Family and Personal Relationships	3 cr.
SOC101 Introduction to Sociology	3 cr.

AREA 6: THE HUMANITIES AND FINE ARTS

ART100 Art Appreciation	3 cr.
ENGL110 Introduction to Literature	4 cr.
ENGL120 Human Diversity & Literature/Film	4 cr.
ENGL130 World Literature/Film	4 cr.
ENGL201 Special Topics in Literature/Film	3 cr.
ENGL210 Creative Writing	4 cr.
MUSC100 Music Appreciation	3 cr.
MUSC110 Fundamentals of Music	3 cr.
PHIL105 World Religions	3 cr.
PHIL110 Philosophy and Popular Culture	3 cr.
THTR100 Introduction to Theater	3 cr.

AREA 7: HUMAN DIVERSITY

ENGL120 Human Diversity & Literature/Film	4 cr.
PSYC110 Lifespan Psychology	3 cr.
SPAN100 Introduction to Spanish Culture	3 cr.
SPCH130 Intercultural Communication	3 cr.

AREA 8: GLOBAL PERSPECTIVE

ECON 110 Principles of Macroeconomics	3 cr.
ECON 120 Principles of Microeconomics	3 cr.
ENGL 130 World Literature/Film	4 cr.
HIST 110 History of Western Civilization I	4 cr.
HIST 130 People's History of American Civilization	4 cr.
MUSC 100 Music Appreciation	3 cr.
PHIL 105 World Religions	3 cr.
PSYC 120 Social Psych.: The Dynamics of Human Social Interaction	4 cr.
SOC 101 Introduction to Sociology	3 cr.
SPCH 130 Intercultural Communication	3 cr.

AREA 9: ETHICAL AND CIVIC RESPONSIBILITY

HUM 110 Introduction to Global Peace & Social Justice Issues	3 cr.
MASS 110 Introduction to Mass Communication	4 cr.
PHIL 100 Ethics in Society	3 cr.

AREA 10: PEOPLE AND THE ENVIRONMENT

ENVR 101 Environmental Science: Sustaining the Earth	4 cr.
PHIL 210 Environmental Ethics	3 cr.

GRAPHICS PRODUCTION

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Diploma - 64 Credits

Admission Dates

Fall Semester

PROGRAM DESCRIPTION

According to the Minnesota Printing Education Partnership report "Best in Class Partners in Excellence" (November 1999), the printing/graphics and publishing industry is the second largest manufacturing industry employing over 18,000 workers in Minnesota. SCC's Graphics Production program is designed to provide students with the fundamentals necessary to enter the printing/graphics field as successful employees.

The Graphics Production program offers students the option of a 64-credit diploma or a 72-credit Associate of Applied Science degree.

During the second year of the program, students will have the opportunity to specialize through an Internship or Special Problems course. Students can also broaden their backgrounds through elective courses that can be taken in related fields or areas of interest. The A.A.S. Degree has an 18-credit general education requirement.

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

PROGRAM CORE COMPETENCIES

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

1. Demonstrate use of industry software
2. Compose full-color electronic layouts for output
3. Set-up and operate offset press safely, to attain quality color and registration
4. Create aesthetically pleasing web pages

PROGRAM PREREQUISITES

College ready based on scores from the Accuplacer in Math. If score is less than 30 in College Math, the student is required to take College Readiness Course.

A.A.S. DEGREE

72 CREDITS

REQUIRED CORE COURSES

54

GP1000	Intro to Graphics Production	4
GP1015	Intro to Page Layout	3
GP1020	Intro to Adobe Illustrator	3
GP1040	Layout and Typography	4
GP1100	Intro to Adobe Photoshop	3
GP1110	Color I	3
GP1120	Digital Production Concepts I	3
GP1160	Printing Processes I	4
GP2010	Color II	4
GP2020	Applied Graphics Production	4
GP2040	Electronic Layout Techniques	4
GP2060	Printing Processes II	4
GP2125	Digital Production Concepts II	4
GP2140	Capstone Projects	3
GP2185	Web Production Techniques	4

TECHNICAL ELECTIVES

GP2200	Special Problems	1-2
GP2300	Internship	1-2
GP2400	Production II	1-2

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
SPCH100	Interpersonal Skills	3
	General Education Electives (Advisor Approval)	11
	(AAS3421)	



DIPLOMA

64 CREDITS

REQUIRED CORE COURSES

54

GP1000	Intro to Graphics Production	4
GP1015	Intro to Page Layout	3
GP1020	Intro to Adobe Illustrator	3
GP1040	Layout and Typography	4
GP1100	Intro to Adobe Photoshop	3
GP1110	Color I	3
GP1120	Digital Production Concepts I	3
GP1160	Printing Processes I	4
GP2010	Color II	4
GP2020	Applied Graphics Production	4
GP2040	Electronic Layout Techniques	4
GP2060	Printing Processes II	4
GP2125	Digital Production Concepts II	4
GP2140	Capstone Projects	3
GP2185	Web Production Techniques	4

REQUIRED TECHNICAL COURSES

3

OTEC1001	Introduction to Computer Software	2
HLTH1954	Safety	1

TECHNICAL ELECTIVES

3

GP2200	Special Problems	1-3
GP2300	Internship	1-3
GP2400	Production II	1-3

GENERAL EDUCATION COURSES

4

ENGL100	Composition	4
	(DIP3420)	

HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 68 Credits
Diploma - 50 Credits
Certificates - 25-26 Credits

Admission Dates

Fall and Spring Semester

PROGRAM DESCRIPTION

This program is designed to prepare individuals for entry-level positions in the Refrigeration, Heating and Air Conditioning field. After graduating from this course students will be able to identify and understand electrical circuits, the refrigeration and heating systems. They will be knowledgeable in the recovery of refrigerants, the charging of refrigeration system, and troubleshooting procedures. Each student will be EPA certified in at least one section

PROGRAM CORE COMPETENCIES

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

1. Test electrical circuits
2. Build or repair a refrigeration system
3. Conduct testing of different heating systems
4. Recover system refrigerants
5. Identify electrical, heating, and refrigeration components

A.A.S. DEGREE

68 CREDITS

REQUIRED TECHNICAL COURSES

35

HVAC2000	Electrical Circuits	2
HVAC2010	1ph Motors and Auxiliary Controls	2
HVAC2100	Refrigeration Theory	2
HVAC2110	Refrigeration Controls	2
HVAC2120	Testing Refrigeration Systems	2
HVAC2200	Coolers/Cases	3
HVAC2210	Freezers/Cases	3
HVAC2220	Commercial Ice Makers	3
HVAC2230	Commercial Alternative Systems	1
HVAC2240	Central Air Conditioning	2
HVAC2250	Brazing	1
HVAC2300	Indoor Air Quality	2
HVAC2310	Hydronic Heat	2
HVAC2320	Gas Heat	3
HVAC2325	Commercial Package Heat/Cool Units	2
HVAC2340	Sheet Metal Ductwork Fabrication	3

REQUIRED TECHNICAL ELECTIVES

15

(With Instructor Approval)

General

AGME1930	Ag Welding	2
HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
MATH1000	Applied Mathematics	2
OTEC1001	Introduction to Computer Software	2
OTEC2000	Employment Search Skills	2
OTEC2835	Office Financial Applications	3
OTEC2860	Office Management	3
MKT1800	Introduction to Sales	3

Refrigeration, Heating & Air Conditioning

HVAC1000	Alternative Refrigeration Systems Lab I	1
HVAC1200	Alternative Refrigeration Systems Lab II	2
HVAC2330	Oil Heat/Electric Heat	2
HVAC2400	Advance Central Air Conditioning Lab I	1
HVAC2410	Advance Central Air Conditioning Lab II	2
HVAC2420	Air Conditioning Internship I	1
HVAC2430	Air Conditioning Internship II	2
HVAC2440	Advance Refrigeration Lab I	1
HVAC2450	Advance Refrigeration Lab II	2
HVAC2460	Refrigeration Internship I	1
HVAC2470	Refrigeration Internship II	2
HVAC2500	Advance Heating Lab I	1
HVAC2510	Advance Heating Lab II	2
HVAC2520	Heating Internship I	1
HVAC2530	Heating Internship II	2

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

SPCH120	*Small Group Communication	3
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**Transferable*

(AAS3456)



◆ HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION ◆

DIPLOMA

50 CREDITS

REQUIRED TECHNICAL COURSES 35

HVAC2000	Electrical Circuits	2
HVAC2010	1ph Motors and Auxiliary Controls	2
HVAC2100	Refrigeration Theory	2
HVAC2110	Refrigeration Controls	2
HVAC2120	Testing Refrigeration Systems	2
HVAC2200	Coolers/Cases	3
HVAC2210	Freezers/Cases	3
HVAC2220	Commercial Ice Makers	3
HVAC2230	Commercial Alternative Systems	1
HVAC2240	Central Air Conditioning	2
HVAC2250	Brazing	1
HVAC2300	Indoor Air Quality	2
HVAC2310	Hydronic Heat	2
HVAC2320	Gas Heat	3
HVAC2325	Commercial Package Heat/Cool Units	2
HVAC2340	Sheet Metal Ductwork Fabrication	3

REQUIRED TECHNICAL ELECTIVES 15

(With Instructor Approval)

General

AGME1930	Ag Welding	2
HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
MATH1000	Applied Mathematics	2
OTEC1001	Introduction to Computer Software	2
OTEC2000	Employment Search Skills	2
OTEC2835	Office Financial Applications	3
OTEC2860	Office Management	3
MKT1800	Introduction to Sales	3
SPCH120	*Small Group Communication	3

Refrigeration, Heating & Air Conditioning

HVAC1000	Alternative Refrigeration Systems Lab I	1
HVAC1200	Alternative Refrigeration Systems Lab II	2
HVAC2330	Oil Heat/Electric Heat	2
HVAC2400	Advance Central Air Conditioning Lab I	1
HVAC2410	Advance Central Air Conditioning Lab II	2
HVAC2420	Air Conditioning Internship I	1
HVAC2430	Air Conditioning Internship II	2
HVAC2440	Advance Refrigeration Lab I	1
HVAC2450	Advance Refrigeration Lab II	2
HVAC2460	Refrigeration Internship I	1
HVAC2470	Refrigeration Internship II	2
HVAC2500	Advance Heating Lab I	1
HVAC2510	Advance Heating Lab II	2
HVAC2520	Heating Internship I	1
HVAC2530	Heating Internship II	2

*Transferable

(DIP3457)



HVAC HEATING CERTIFICATE

26 CREDITS

REQUIRED TECHNICAL COURSES 18

HVAC2000	Electrical Circuits	2
HVAC2010	1ph Motors and Auxiliary Controls	2
HVAC2300	Indoor Air Quality	2
HVAC2310	Hydronic Heat	2
HVAC2320	Gas Heat	3
HVAC2325	Commercial Package Heat/Cool Units	2
HVAC2330	Oil Heat/Electric Heat	2
HVAC2340	Sheet Metal Ductwork Fabrication	3

ELECTIVE COURSES (With Instructor Approval) 8

(CERT3460)



HVAC REFRIGERATION

CERTIFICATE

25 CREDITS

REQUIRED TECHNICAL COURSES 25

HVAC2000	Electrical Circuits	2
HVAC2010	1ph Motors and Auxiliary Controls	2
HVAC2100	Refrigeration Theory	2
HVAC2110	Refrigeration Controls	2
HVAC2120	Testing Refrigeration Systems	2
HVAC2200	Coolers/Cases	3
HVAC2210	Freezers/Cases	3
HVAC2220	Commercial Ice Makers	3
HVAC2230	Commercial Alternative Systems	1
HVAC2240	Central Air Conditioning	2
HVAC2250	Brazing	1

(CERT3461)

HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

HOTEL, RESTAURANT & INSTITUTIONAL COOKING

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 69 Credits

Diploma - 52 Credits

Admission Dates

Fall and Spring Semester and Summer Session

PROGRAM DESCRIPTION

The Hotel, Restaurant and Institutional Cooking program is designed to meet the varied needs of food service establishments. Students are provided with a background of hot and cold food preparation, food service management, and cost control. Demonstrations and practical experience provided in our operational dining room/cafeteria permit students to develop the necessary food preparation skills for gainful employment.

PROGRAM CORE COMPETENCIES

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

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 stock preparation of sauces, soups, and stocks.
8. Calculate food costs and determine menu selling prices.
9. Demonstrate knowledge of the storeroom cycle of purchasing, receiving, storage and issuance.

A.A.S. DEGREE

69 CREDITS

REQUIRED TECHNICAL COURSES

49

CART1800	Introduction to Food Service	2
CART1803	Food and Beverage Control	1
CART1855	Wok Cooking	2
CART1900	Specialty Breads	2
FBMG2950	Specialty Option I	1
FBMG2986	Hospitality Nutrition	2
FBMG2990	Advanced Culinary Skill	3
HLTH1950	CPR	1
HLTH1952	First Aid	1
HRIC2860	Buffet Preparation	2
HRIC2870	Management/Supervisory Development	2
HRIC2871	Purchasing and Receiving	2
HRIC2875	Menu Design	2
OTEC2000	Employment Search Skills	2
OTEC1001	Introduction to Computer Software	2
QFPR1840	Basic Cooking Principles	3
QFPR1841	Basic Meat, Poultry, Fish and Shellfish Identification	4
QFPR1842	Stocks, Sauces, and Soups	3
QFPR1846	Introduction to Breakfast/Pantry	3
QFPR1850	Basic Baking	4
QFPR1880	Quality Assurance	2
QFPR1890	Quality Food Preparation	3

REQUIRED GENERAL EDUCATION

20

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

SPCH100	Interpersonal Skills	3
	General Education Electives (AAS3402)	17



DIPLOMA

52 CREDITS

REQUIRED TECHNICAL COURSES

49

CART1800	Introduction to Food Service	2
CART1803	Food and Beverage Control	1
CART1855	Wok Cooking	2
CART1900	Specialty Breads	2
FBMG2950	Specialty Option I	1
FBMG2986	Hospitality Nutrition	2
FBMG2990	Advanced Culinary Skill	3
HLTH1950	CPR	1
HLTH1952	First Aid	1
HRIC2860	Buffet Preparation	2
HRIC2870	Management/Supervisory Development	2
HRIC2871	Purchasing and Receiving	2
HRIC2875	Menu Design	2
OTEC2000	Employment Search Skills	2
OTEC1001	Introduction to Computer Software	2
QFPR1840	Basic Cooking Principles	3
QFPR1841	Basic Meat, Poultry, Fish and Shellfish Identification	4
QFPR1842	Stocks, Sauces, and Soups	3
QFPR1846	Introduction to Breakfast/Pantry	3
QFPR1850	Basic Baking	4
QFPR1880	Quality Assurance	2
QFPR1890	Quality Food Preparation	3

ADDITIONAL REQUIRED COURSES

3

SPCH100	Interpersonal Skills (DIP3401)	3
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INTENSIVE CARE PARAMEDIC TECHNICIAN 2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits
Diploma - 58 Credits

Admission Dates

Fall Semester

PROGRAM DESCRIPTION

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services and educational institutions. A paramedic student can earn either a Diploma or an A.A.S. Degree. The program is fully accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals.

PROGRAM CORE COMPETENCIES

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

1. Conduct assessment to determine differential diagnosis, and provide treatment for patients in pre-hospital/hospital settings
2. Demonstrate technical competence in performing paramedic skills.
3. Demonstrate effective communication skills in interaction with patients, families, and other healthcare team members.
4. Demonstrate the ability to adapt, anticipate, and accommodate changing circumstance.
5. Demonstrate environmental and cultural understanding in delivery of paramedic care.
6. Measure and evaluate personal performance of paramedic responsibilities.

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

EVENING/PART-TIME OPTIONS

Both the A.A.S. Degree and the Diploma options are offered part-time (evenings and Saturday). Clinical experience schedules will be varied during year two.

PREREQUISITE:

EMT Certification

A.A.S. DEGREE

72 CREDITS

REQUIRED CORE COURSES

48

ICP1000	Introduction to Paramedicine	3
ICP1005	Anatomy and Physiology for EMS	3
ICP1010	EMS Skills	5
ICP1020	Pharmacology for EMS	3
ICP1040	Cardiac Care	4
ICP1050	Trauma Care	3
ICP1060	Pathophysiology in EMS	5
ICP2010	EMS Advanced Skills	5
ICP2030	Critical Care Clinical I	3
ICP2040	Critical Care Clinical II	3
ICP2050	Field Internship I	3
ICP2060	Field Internship II	3
ICP2070	Special Populations	5

REQUIRED TECHNICAL COURSE ELECTIVES

4

ICP2080	Paramedic Refresher	3
ICP2090	Hazardous Materials Others Determined By Advisor	1

REQUIRED GENERAL EDUCATION

20

Determined by Advisor

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

(AAS3311)



DIPLOMA

58 CREDITS

REQUIRED CORE COURSES

48

ICP1000	Introduction to Paramedicine	3
ICP1005	Anatomy and Physiology for EMS	3
ICP1010	EMS Skills	5
ICP1020	Pharmacology for EMS	3
ICP1040	Cardiac Care	4
ICP1050	Trauma Care	3
ICP1060	Pathophysiology in EMS	5
ICP2010	EMS Advanced Skills	5
ICP2030	Critical Care Clinical I	3
ICP2040	Critical Care Clinical II	3
ICP2050	Field Internship I	3
ICP2060	Field Internship II	3
ICP2070	Special Populations	5

REQUIRED TECHNICAL COURSE ELECTIVES

4

ICP2080	Paramedic Refresher	3
ICP2090	Hazardous Materials Others Determined By Advisor	1

REQUIRED GENERAL EDUCATION

6

Students earning a diploma must complete courses from at least two of the ten goal areas of the Minnesota Transfer Curriculum.

(DIP3310)

LIBERAL ARTS AND SCIENCES

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

A.A. Degree - 64 Credits

Admission Dates

Fall, Spring and Summer Semesters



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

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

STUDENT OUTCOMES

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

1. Demonstrate knowledge of central concepts of the arts, history, humanities, mathematics, natural sciences, and social and behavioral sciences;
2. Exhibit skills necessary for life roles, including skills in critical thinking and communication;
3. Show evidence of an appreciation for and critical examination of diverse people, cultures, and life roles.

GENERAL REQUIREMENTS

- At least 64 earned college-level credits (40 Minnesota Transfer Curriculum credits and 24 additional credits; these 24 additional credits may consist of Minnesota Transfer Curriculum credits, general education elective credits, or up to 16 credits from any technical or applied college-level courses)
- Cumulative GPA of 2.0
- Meet the college's residency requirement of having completed at least 16 South Central College general education credits

LIBERAL ARTS & SCIENCES

A.A. DEGREE

64 CREDITS

TOTAL CREDITS REQUIRED FOR THE AA DEGREE	64
Minnesota Transfer Curriculum	40
Additional MnTC or general education elective courses	24
<i>(Up to 16 of these 24 credits may be from any technical or applied college-level courses)</i>	

MnTC Distribution Requirements for the AA Degree

The minimum Minnesota Transfer Curriculum distribution requirements for the AA degree are listed below; see the AA Degree Program Guide (www.southcentral.edu/academics/programs.cfm) for additional information.

AREA 1: COMMUNICATIONS	7 Credits
ENGL100 Composition I	4 Credits
SPCH110 Public Speaking	3 Credits

AREA 2: CRITICAL THINKING	3 Credits
HUM100 Critical Thinking & College Success	3 Credits

AREA 3: NATURAL SCIENCES	7 Credits
Minimum of two courses from different departments, one of which must be a lab course. (South Central College courses must be numbered between 100 and 299, inclusive)	

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

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

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

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

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

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

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

(AA2590/AS3590)

MARKETING MANAGEMENT

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Diploma - 59 Credits

Certificate - 30 Credits

Admission Dates

Fall and Spring Semester



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

Marketing is critical to the success of every organization, whether big or small, profit or non-profit, product or service oriented. To provide quality customer service, these organizations must identify and research target markets, determine customer needs, and establish how products and service can most efficiently be distributed, priced and promoted.

The Marketing Management major at South Central College offers an Associate of Applied Science (A.A.S.) degree, diploma or certificate option. Each course combines the principles of marketing in its four core course: Sales Management; Retail Management; Sales Force Automation; and Retail Operations.

Marketing is a vast field, training people for multitudes of professions. It is estimated that nearly one third of all Americans have marketing activities in their positions.

PROGRAM CORE COMPETENCIES

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

1. 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

NEW! BUSINESS MANAGEMENT

Check out the program information on page 68

A.A.S. DEGREE

72 CREDITS

The Associate of Applied Science Marketing program is designed to prepare individuals for employment in marketing, sales management, and retail management fields. Students will learn current practices and acquire knowledge in marketing fundamentals, management, sales, retail operations, managing human resources, sales force management, managing a sales business for profitability and new applications in the art of selling. Students are required to participate in a business and industry internship in positions including customer service, sales, retailing, marketing and advertising to reinforce newly acquired skills. In addition, the program requires general education courses designed to provide an understanding of the culture and environment in which we live. Advisors will work with students in developing a program of study, encouraging timely program completion. you can now earn your BAS Degree through Southwest Minnesota State University. After you complete your A.A.S. Degree in Marketing, you can transfer your program credits into a Bachelor of Applied Science Degree in Marketing. Courses are offered at South Central via ITV, and online. See your advisor for program requirements.

REQUIRED TECHNICAL COURSES

37

MKT1800	Introduction to Sales	3
MKT1810	Principles of Marketing	3
MKT1817	Marketing Internship	3
MKT1820	Introduction to Business	3
MKT1830	Customer Service	3
MKT1840	Principles of Advertising	3
MKT1900	Principles of Management	3
MKT1910	Entrepreneurship	3
MKT1920	Marketing Research	3
MKT1930	Human Resource Management	3
MKT1940	Leadership Strategies	3
MKT1850	Professional Development	1
MKT2817	Marketing Internship	3

REQUIRED CORE COURSES

12

MGT 2800	Sales Management	3
MGT 2810	Retail Management	3
MGT 2820	Sales Force Automation	3
MGT 2830	Retail Operations	3

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

SPCH110	Public Speaking	3
ENGL100	Composition	4

Suggested Gen Ed Electives w/ Approval (BAS)

MATH154	Elementary Statistics	4
ECON120	Microeconomics	3
ECON110	Macroeconomics	3

OTHER ELECTIVES RECOMMENDED

5

ACCT1810	Financial Accounting (BAS)	4
ACCT1811	Managerial Accounting (BAS)	4
ACCT1834	Computerized Accounting Applications I (BAS)	3
MKT1875	Internet Marketing	2
OTEC2810	Computer Technology (BAS)	3

(AAS3272)

◆ MARKETING MANAGEMENT ◆

DIPLOMA

59 CREDITS

The Marketing Management Diploma is designed to prepare individuals for employment in sales and marketing related positions requiring entry-level skills and knowledge necessary to perform typical job functions. Students seeking opportunities to upgrade present skills will also benefit from the diploma. Courses will cover the fundamentals of marketing, management, sales, retail operations, managing human resources, the art of selling and entrepreneurship. Business and industry internships are required, with positions concentrating in a variety of areas including sales, customer service, retailing, advertising and marketing. General education courses in public speaking and composition are required. Academic advisors will assist students in choosing additional coursework for the diploma.

REQUIRED CORE COURSES 12

MGT 2800	Sales Management	3
MGT 2810	Retail Management	3
MGT 2820	Sales Force Automation	3
MGT 2830	Retail Operations	3

REQUIRED TECHNICAL COURSES 37

MKT1800	Introduction to Sales	3
MKT1810	Principles of Marketing	3
MKT1817	Marketing Internship	3
MKT1820	Introduction to Business	3
MKT1830	Customer Service	3
MKT1850	Professional Development	1
MKT1840	Principles of Advertising	3
MKT1900	Principles of Management	3
MKT1910	Entrepreneurship	3
MKT1920	Marketing Research	3
MKT1930	Human Resource Management	3
MKT1940	Leadership Strategies	3
MKT2817	Marketing Internship	3

REQUIRED GENERAL EDUCATION 7

ENGL100	Composition	4
SPCH110	Public Speaking	3

ELECTIVES 3

ACCT1810	Financial Accounting	4
MKT1875	Internet Marketing	2
OTEC2810	Computer Technology (DIP3273)	3

CERTIFICATE

30 CREDITS

The Marketing Management Certificate is designed to provide skills for those students wishing to complete a compressed program of study with specific skills unique to their individual needs. With advisor approval, students will develop a program of study consisting of 15 credits of technical courses, 12 credits of core management courses and 3 elective credits. Students are encouraged to complete an internship, providing experience in the world of work.

REQUIRED CORE COURSES 12

MGT 2800	Sales Management	3
MGT 2810	Retail Management	3
MGT 2820	Sales Force Automation	3
MGT 2830	Retail Operations	3

**REQUIRED TECHNICAL COURSES (with Advisor Approval) 18
(CERT3274)**

RESTAURANT MANAGEMENT

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Diploma - 60 Credits

Admission Dates

Fall and Spring Semester



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

There currently is a great demand for food service workers at all skill levels. Special opportunities exist for those individuals that possess knowledge specific to the food service industry, coupled with management training. South Central College, together with restaurant owners and managers throughout the region, have partnered to design this Restaurant Management degree. It blends curriculum from SCC's Hotel, Restaurant and Institutional Cooking program along with a variety of management courses from our Marketing Education Department to create an industry-designed program that offers its graduates some great employment possibilities.

The Restaurant Management program is essentially "business management" with a dynamic emphasis on food production and customer service. A core class will be taught by a variety of industry experts that have years of restaurant managerial experience to share with the class. The core curriculum will include: budget development, security issues, cash register control, sales productivity, vendor relations, legal issues, scheduling, franchising and variety of restaurant management specific topics.

Scholarships and industry internships are available to qualifying students.

Students can choose the 60-credit Diploma option or the 72-credit Associate of Applied Science degree option. The A.A.S. degree has a General Education component of 18 credits.

PROGRAM CORE COMPETENCIES

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

1. Conduct safe and sanitary food preparation.
2. Operate, clean and assemble commercial kitchen and baking equipment.
3. Demonstrate proficiency in basic cooking skills.
4. Calculate food costs and determine menu selling prices.
5. Demonstrate knowledge of the storeroom cycle of purchasing receiving, storage and issuance.
6. Relate effectively with external and internal customers.
7. Interpret Market information.
8. Exhibit leadership characteristics.
9. Apply the four P's in marketing.
10. Practice current business operations techniques.
11. Manage time and self effectively.
12. Manage human and financial resources effectively.
13. Perform merchandising operations.

EMPLOYMENT OPPORTUNITIES

There is tremendous upward mobility for graduates that possess management and interpersonal skills along with knowledge of the food service industry. Opportunities for employment exist in restaurants, bars, supper clubs, fast-food establishments, hotels, hospitals, and schools. Advancement within this growing field offers numerous local opportunities in addition to employment opportunities nationwide to graduates of this Restaurant Management major.

A.A.S. DEGREE

72 CREDITS

REQUIRED CORE COURSES

13

CART1800	Introduction to Food Service	2
CART1803	Food and Beverage Control	1
HRIC2871	Purchasing / Receiving	2
QFPR1840	Basic Cooking Principles	3
QFPR1880	Quality Assurance	2
RSTM2819	Restaurant Management	3

REQUIRED TECHNICAL COURSES

41

HLTH1950	CPR	1
MKT1800	Introduction to Sales	3
MKT1810	Principles of Marketing	3
MKT1817	Internship	9
MKT1820	Introduction to Business	3
MKT1830	Customer Service	3
MKT1840	Principles of Advertising	3
MKT1850	Professional Development	1
MKT1900	Principles of Management	3
MKT1910	Entrepreneurship	3
MKT1920	Marketing Research	3
MKT1930	Human Resource Management	3
MKT1940	Leadership Strategies	3

REQUIRED GENERAL EDUCATION

18

SPCH100	Interpersonal Skills	3
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Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

(AAS3238)

DIPLOMA

60 CREDITS

REQUIRED CORE COURSES

13

CART1800	Introduction to Food Service	2
CART1803	Food and Beverage Control	1
HRIC2871	Purchasing / Receiving	2
QFPR1840	Basic Cooking Principles	3
QFPR1880	Quality Assurance	2
RSTM2819	Restaurant Management	3

REQUIRED TECHNICAL COURSES

38

HLTH1950	CPR	1
MKT1800	Introduction to Sales	3
MKT1810	Principles of Marketing	3
MKT1817	Internship	6
MKT1820	Introduction to Business	3
MKT1830	Customer Service	3
MKT1840	Principles of Advertising	3
MKT1850	Professional Development	1
MKT1900	Principles of Management	3
MKT1910	Entrepreneurship	3
MKT1920	Marketing Research	3
MKT1930	Human Resource Management	3
MKT1940	Leadership Strategies	3

ELECTIVES (Choose from one of the following)

3

MGT2800	Sales Management	3
MGT2810	Retail Management	3
MGT2820	Sales Force Automation	3
MGT2830	Retail Operations	3

REQUIRED GENERAL EDUCATION

6

SPCH100	Interpersonal Skills	3
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General Education Elective (DIP3237) 3

MEDICAL LABORATORY TECHNICIAN

2006-2007 College Catalog



All required technical courses for this program are offered online. Clinicals are completed at an approved clinical site.

For more information visit online.southcentral.edu

FARIBAULT CAMPUS

Program Length

A.A.S. Degree - 72 credits

Admission Dates

Fall and Spring Semesters

Accreditation: NAACLS

(National Accrediting Agency for Clinical Laboratory Sciences)
8410 W. Bryn Mawr Ave. Suite 670
Chicago, IL 60631-3415
(773) 714-8880

PROGRAM DESCRIPTION

A Medical Laboratory Technician performs a wide variety of laboratory testing on a number of different types of body fluids. This testing includes preparing blood and blood products for transfusion, performing identification and susceptibility testing of pathogenic microorganisms, preparing specimens for microscopic examinations, and completing cell counts. The qualifications of a Medical Laboratory Technician include self-discipline, an interest in science and mathematics, moral and intellectual integrity, a keen commitment to accuracy, and a desire to contribute to the quality of health care.

PROGRAM CORE COMPETENCIES

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

1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate multitasking skills where a wide variety of testing procedures are performed
4. Demonstrate standard quality assurance practices to ensure quality patient outcomes
5. Demonstrate proper procedures in maintenance, calibration, operation, and troubleshooting of laboratory analyzers and equipment
6. Correlate pathologic conditions and the laboratory's role in diagnosis and treatment

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

A.A.S. DEGREE

72 CREDITS

REQUIRED SUPPORT COURSES

HLTH1000	Medical Terminology CPR or AHA - Red Cross Health Provider Card or Community CPR	1
OTEC1001	Introduction to Computer Software	2

REQUIRED TECHNICAL COURSES

54

MDLT1810	Basic Laboratory Techniques/Orientation	3
MDLT1815	Hematology I	3
MDLT1820	Coagulation	2
MDLT1825	Urinalysis/Body Fluids	3
MDLT1830	Hematology II	3
MDLT1835	Immunology	2
MDLT2805	Immunochemistry	4
MDLT2811	Microbiology I	3
MDLT2817	Chemistry I	4
MDLT2818	Chemistry II	3
MDLT2821	Microbiology II	3
MDLT2825	Clinical Orientation	1

Clinical Laboratory Sequence:

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses)

The clinical sequence courses consist of the following:

MDLT 2900	Clinical: Hematology	4
MDLT 2901	Clinical: Chemistry	4
MDLT 2902	Clinical: Urinalysis and Body Fluids	2
MDLT 2903	Clinical: Immunochemistry	4
MDLT 2904	Clinical: Immunology	1
MDLT 2905	Clinical: Microbiology	4
MDLT 2906	Clinical: Coagulation	1

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

Communications: (one oral and one written course are required)

Oral: (one of the following)

SPCH100	Interpersonal Skills	3
or		
SPCH110	Public Speaking	3

Written:

ENGL100	Composition	4
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Natural Sciences:

BIOL220	Human Anatomy	4
CHEM106	Introduction to Chemistry	3

Social and Behavioral Sciences/Humanities/Ethics:

PSYC100	Introduction to Psychology	4
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(AAS2301)

MLT FAST TRACK OPTION

2006-2007 College Catalog

FARIBAULT CAMPUS

Program Length

A.A.S. Degree - 66 credits

Admission Dates

Fall Semester

Accreditation: NAACLS

(National Accrediting Agency for Clinical Laboratory Sciences)
8410 W. Bryn Mawr Ave. Suite 670
Chicago, IL 60631-3415
(773) 714-8880

*Approval pending by
Minnesota State Colleges and Universities*



All required technical courses for this program are offered online.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

A Medical Laboratory Technician (MLT) performs routine 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.

The MLT Fast Track Option is a 12-month accelerated second degree educational track in medical technology designed for students with a Bachelors degree who have met all general education and program prerequisites. With the recommendation of the Program Director, the student will take all remaining Program courses in one year.

Admission requirements for the MLT Fast Track Option include a Bachelors degree in Biology, Chemistry, Microbiology or related science field; 2.5 math/science and general education GPA (4.0 scale); and satisfactory completion of all program prerequisites.

PROGRAM CORE COMPETENCIES

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

1. Demonstrate standard safety practices designed for the clinical laboratory professions.
2. Perform basic phlebotomy procedures that include both venipuncture and capillary technique.
3. Demonstrate multitasking skills where a wide variety of testing procedures are performed.
4. Demonstrate 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.

A.A.S. DEGREE

66 CREDITS

GENERAL EDUCATION AND PROGRAM PREREQUISITE COURSES:

Communications

Composition I	3
Composition II	3

Social Sciences

Psychology	3-4
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Natural Sciences

Organic Chemistry/Laboratory (At least one semester)	3-4
Biochemistry	3-4
Human Anatomy OR	3-4
Anatomy/Physiology	3-4

Mathematics

College Algebra (or equivalent)	3-5
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Computer

Computer application course (consult advisor)	1-3
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CPR

CPR certification (infant/child/adult)

REQUIRED TECHNICAL COURSES

MDLT1910	Orientation to the Clinical Laboratory	3
MDLT1915	Hematology	5
MDLT2917	Diagnostic Chemistry	3
MDLT1825	Urinalysis/Body Fluids	3
MDLT1820	Coagulation	2
MDLT2911	Medical Microbiology	3
MDLT2805	Immunoematology	4
MDLT1835	Immunology	2

CLINICAL LABORATORY SEQUENCE

MDLT2970	Clinical Internship I	7 credits
MDLT2980	Clinical Internship II	7 credits

(Program Pending MnSCU Approval)

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

PHLEBOTOMY

2006-2007 College Catalog

FARIBAULT CAMPUS

Program Length
Certificate - 16 credits

Admission Dates
Fall Semester



All required technical courses for this program are offered online.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

The goals of the Phlebotomy program are to provide academic and clinical education for capable individuals to acquire the knowledge, skills and attitudes necessary for becoming a specialist in obtaining blood specimens by venipuncture and microtechniques, for the purpose of laboratory analysis. A phlebotomist must have knowledge of the healthcare system, the anatomy and physiology related to laboratory testing and phlebotomy, the collection and transport requirements for tests performed in all areas of the laboratory, documentation and patient records, and the interpersonal skills needed to provide quality patient care.

PROGRAM CORE COMPETENCIES

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

1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate standard quality assurance practices to ensure quality patient outcomes

CERTIFICATE

16 CREDITS

REQUIRED SUPPORT COURSES

HLTH1000	Medical Terminology CPR or AHA - Red Cross Health Provider Card or Community CPR	1
OTEC1001	Introduction to Computer Software	2

REQUIRED TECHNICAL COURSES

MDLT1810	Basic Laboratory Techniques/Orientation	3
PHLE1000	Anatomy/Physiology	2
PHLE1100	Legal/Ethical Issues for Phlebotomists	1
PHLE1200	Multiskilling for Phlebotomists	2
PHLE1300	Internship (CERT2306)	5

MEDICAL CODING SPECIALIST MEDICAL TRANSCRIPTION SPECIALIST

Check out the program information on [page 102](#)

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

BASIC NURSING

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

Basic Nursing 101 - 4 Credits

Admission Dates

Monthly

PROGRAM DESCRIPTION

The Nursing Assistant-Home Health Aide Program prepares individuals to work in hospitals, nursing homes, and home care settings. This course is a prerequisite for the PN program at SCC. Students learn to safely assist clients with basic physical and emotional needs.

PROGRAM REQUIREMENTS

1. Complete the college application process
2. Register for course HCTC 1886
3. Present and maintain stable physical and mental health
4. Participate in a background study. See below.
5. Provide documentation of a negative mantoux with in the past year. In the event of a positive mantoux, the student will be required to provide documentation of a negative chest Xray. (This is mandated by the state for anyone providing cares in a long term care facility).

HCTC1886 Basic Nursing 101 4

This program not eligible for federal student aid.

STUDENT BACKGROUND STUDIES (HEALTH MAJORS)

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

NURSING

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

Practical Nursing Diploma – 36 credits
Nursing Associate in Science Degree – 73 credits
Nursing Mobility Option
(Associate in Science Degree) – 73 credits

Admission Dates

Fall Semester

Note: Application to the nursing and mobility programs are a separate process from admission to the college. Refer to Nursing Program Admission Criteria.

APPROVAL

The Nursing Programs are approved by *Minnesota State Colleges and Universities* and the *Minnesota Board of Nursing*.

PROGRAM DESCRIPTION

SCC's Nursing Program is a pathway that will prepare the student to become a practical and/or registered nurse to serve as a valuable member of a healthcare team.

SCC's experienced instructors are committed to providing a high-quality educational experience. The curriculum follows a leveled four-semester sequence that allows the student to continue through one or both years of the program on a full or part-time basis.

Students will have the option to earn a Diploma in Practical Nursing after completion of the required 36 credits. They will have the option to continue with the nursing curriculum and be eligible to earn an A.S. Degree in Nursing. This format allows students the flexibility to meet schedule and career goals.

If students are studying to obtain a Practical Nursing Diploma, they will be taught to collect data related to client physical and mental functioning, administer prescribed medications, demonstrate effective therapeutic communication, provide thorough reporting and recording, prioritize and care for multiple clients with a variety of disorders, and assess the effectiveness of nursing actions and the importance of maintaining confidentiality.

If students are studying to obtain an A.S. Degree in Nursing to become a Registered Nurse, they will be taught to demonstrate professional and caring behaviors, assess the strengths and resources of clients and families, coordinate care for clients and families, teach necessary health information to consumers of health, and collaborate with members of the healthcare team.

If students are a graduates of a practical nursing program, the Mobility Option enables them to earn an A.S. in Nursing upon completion of the transition courses and 37 credits from semesters three and four of the Nursing Program.

Students in the nursing pathway take General Education courses and nursing theory courses. In addition, clinical courses are required off campus under the guidance and supervision of SCC nursing faculty in a variety of health care agencies in south central Minnesota.

Since it is vital to maintain high healthcare standards in all healthcare facilities, students must adhere to health policies and meet specific criteria to enter the program. Students must submit a completed health examination form, documentation of current immunization status, and be certified in CPR before attending clinical experiences in health care settings. The student is responsible for ensuring yearly renewal/updating of health care information on file.

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

Students that earn an Associate of Science Degree may transfer credits to a four-year institution to work towards a Bachelor's Degree in Nursing. Students will be required to take additional general education courses from six categories.

PRACTICAL NURSING PROGRAM CORE COMPETENCIES

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

1. Demonstrate effective therapeutic communication to foster interactions with patients and other members of the healthcare team.
2. Conduct observations of clients while providing physical and psychosocial nursing care.
3. Demonstrate competence of nursing skills while caring for clients.
4. Administer medications safely within the scope of nursing practice.
5. Provide thorough reporting and recording to assist in continuity of care for clients.
6. Measure the effect of one's own nursing actions.
7. Demonstrate the ability to prioritize and care for multiple clients with a variety of disorders under the direct supervision of the registered nurse.

REGISTERED NURSING PROGRAM CORE COMPETENCIES

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

1. Develop professional behaviors appropriate to the Associate Degree Registered Nurse.
2. Utilize therapeutic communication skills with clients, support person/s, and members of the health care team.
3. Demonstrate the ability to apply critical thinking by making clinical judgments to ensure safe client care.
4. Demonstrate holistic comprehensive assessment skills.
5. Demonstrate competence in application of the nursing process to clients with multiple needs.
6. Teach the client and support person/s the information and skills needed to achieve client outcomes.
7. Collaborate with the client/significant support person/s and members of the healthcare team to evaluate progress toward achievement of outcomes.
8. Coordinate and manage care for clients and support person/s.

Refer to Student Background Studies for Health and Child Care Majors on page 13 of this publication.

◆ NURSING ◆

NURSING PROGRAM PN PRE-REQUISITES FOR ADMISSION TO NURSING

1. College ready based on scores from Accuplacer in Math, Reading, and Sentence Skills. If score is less than 80 in Reading, less than 86 in Sentence Skills, or less than 56 in Arithmetic the student is required to take college readiness courses.
2. Successful completion of Basic Nursing 101 course or evidence of current certified Nursing Assistant.
3. Current CPR in infants, children, and adults
4. Successful completion of chemistry in high school within the last five years or transcript verifying college-level chemistry completed with a grade of C or better.
5. College GPA of 2.5 or higher.

PRACTICAL NURSING

DIPLOMA

36 CREDITS

REQUIRED TECHNICAL COURSES 25

NURS1000	Foundation of Nursing	3
NURS1050	Clinical Foundation	4
NURS1075	Nursing Interventions	2
NURS1200	Medication Administration I	1
NURS1250	Medication Administration II	1
NURS1300	Application of Nursing	5
NURS1350	Clinical Application	5
NURS1400	Family Nursing	2
NURS1600	Psychosocial Nursing	1
NURS1650	Practicum	1

ADDITIONAL REQUIRED COURSES 11

BIOL220	Human Anatomy	4
ENGL100	Composition	4
PSY110	Lifespan Psychology	3
(DIP2302/DIP3304)		

After completion of the above 36 credits of the Nursing Program, students are qualified to receive the Practical Nursing Diploma and are eligible to take the NCLEX examination.

Students may continue in the program to receive the Associate of Science in Nursing Degree and complete semesters three and four of the A.S. Degree in Nursing.



NURSING

A.S. DEGREE

73 CREDITS

REQUIRED TECHNICAL COURSES 43

NURS1000	Foundation of Nursing	3
NURS1050	Clinical Foundation	4
NURS1075	Nursing Interventions	2
NURS1200	Medication Administration I	1
NURS1250	Medication Administration II	1
NURS1300	Application of Nursing	5
NURS1350	Clinical Application	5
NURS1400	Family Nursing	2
NURS1600	Psychosocial Nursing	1
NURS1650	Practicum	1
NURS2000	Integration of Nursing	4
NURS2010	Health Assessment	2

NURS2050	Clinical Integration	4
NURS2100	Synthesis of Nursing	4
NURS2150	Clinical Synthesis	4

REQUIRED GENERAL EDUCATION 30

Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

BIOL220	Human Anatomy	4
BIOL230	Human Physiology	4
BIOL240	Pathophysiology	2
BIOL280	Microbiology	4
ENGL100	Composition	4
FCS105	Nutrition and Healthy Living	3
PHIL100	Ethics in Society	3
PSY110	Lifespan Psychology	3
SPCH100	Interpersonal Skills	3

(AS2315/AS3321)



NURSING MOBILITY OPTION

A.S. DEGREE

73 CREDITS

It is recommended that students take as many required general education courses as possible before beginning the program. BIOL 220 must be completed within five years of the start date of NURS 2000.

Students who graduated with the PN Diploma outside the state of Minnesota or before 1983 may be required to enroll in and successfully complete a special laboratory course to validate the Minnesota 1800 Abilities. Students will be granted 24 credits for their PN Diploma. At the completion of the A.S. Degree, students are eligible to take the NCLEX examination for Registered Nursing.

PRE-REQUISITES

(completed prior to Nursing Program acceptance) 11

BIOL220	Human Anatomy	4
ENGL100	Composition	4
PSY110	Lifespan Psychology	3

PRE-REQUISITES

(completed after acceptance into Nursing Program) 1

NURS1900	Nursing Role Transition	1
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REQUIRED TECHNICAL COURSES 18

NURS2000	Integration of Nursing	4
NURS2010	Health Assessment	2
NURS2050	Clinical Integration	4
NURS2100	Synthesis of Nursing	4
NURS2150	Clinical Synthesis	4

REQUIRED GENERAL EDUCATION 19

Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

BIOL230	Human Physiology	4
BIOL240	Pathophysiology	2
BIOL280	Microbiology	4
FCS105	Nutrition and Healthy Living	3
PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills	3

(AS2316/AS3323)

Refer to Student Background Studies for Health and Child Care Majors on page 13 of this publication.

OCCUPATIONAL SAFETY MANAGEMENT

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

A.S. Degree - 61 Credits
Certificate - 30 Credits

PROGRAM DESCRIPTION

The degree option will prepare individuals for safety management and technician positions and/or prepare students to transfer into baccalaureate programs. Articulation transfer agreements are pending with regional universities.

The certificate option will provide opportunities for individuals who currently hold a baccalaureate degree in another field, or for those not seeking a degree, to prepare for safety positions.

Students may substitute HEMS 1200 Emergency Medical Technician up to 6 credits for any Occupational Safety Management coursework with the exception of SAFE 2400

This program will have online options for one or more of its courses which are presently under development.

OCCUPATIONAL SAFETY MANAGEMENT A.S. DEGREE 61 CREDITS

REQUIRED CORE SAFETY COURSES		30
SAFE1000	Introduction to Industrial Processes	3
SAFE1100	Introduction to Safety and Health	3
SAFE1200	Fire Protection	3
SAFE1300	Safety & Health Program Management	3
SAFE1400	Hazard Recognition and Control	3
SAFE1600	Industrial Hygiene	3
SAFE2100	Ergonomics	3
SAFE2200	Safety Laws, Regulations and Standards	3
SAFE2300	Modern Theories of Safety Programming	3
SAFE2400	Practicum/Internship	3

ELECTIVE 3

REQUIRED GENERAL EDUCATION 28

Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
SPCH110	Public Speaking	3
SPCH100	Interpersonal Skills	3
	or SPCH120 Small Group Communication	3
MATH120	College Algebra	4
PSYC100	Intro to Psychology	4
	or SOC101 Intro to Sociology	3
PHYS101	Intro to Physics	3
	or BIOL100 Intro to Biology	4
CHEM106	Intro to Chemistry	3
ENVR101	Perspectives in Environ Science	4

(AS2601/AS3601)



OCCUPATIONAL SAFETY MANAGEMENT CERTIFICATE 30 CREDITS

REQUIRED CORE SAFETY COURSES		30
SAFE1000	Introduction to Industrial Processes	3
SAFE1100	Introduction to Safety and Health	3
SAFE1200	Fire Protection	3
SAFE1300	Safety & Health Program Management	3
SAFE1400	Hazard Recognition and Control	3
SAFE1600	Industrial Hygiene	3
SAFE2100	Ergonomics	3
SAFE2200	Safety Laws, Regulations and Standards	3
SAFE2300	Modern Theories of Safety Programming	3
SAFE2400	Practicum/Internship	3

(CERT2602/CERT3602)

OFFICE TECHNOLOGY

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

- A.A.S. Degree - 64-72 Credits
- Diploma - 31-60 Credits
- Certificates - 22 Credits

Admission Dates

- Fall Semester - Medical Coding Specialist, Medical Transcription Specialist
- Fall and Spring Semester - All Other Programs



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

PROGRAM DESCRIPTION

The Office Technology program offers training and instruction for students interested in becoming administrative assistants, legal administrative assistants, office systems specialists, medical coding specialists, medical transcription specialists and receptionists. Students may choose from certificate, diploma or degree programs.

PROGRAM CORE COMPETENCIES (Common)

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

1. Input data with speed and accuracy at industry stands
2. Apply knowledge of application software and files management
3. Demonstrate oral and written business communications
4. Demonstrate professional office etiquette
5. Apply office organization principles

LEGAL ADMINISTRATIVE ASSISTANT (Common Plus)

1. Create basic legal documents
2. Proofread and revise legal documents

MEDICAL CODING/TRANSCRIPTION (See Page 103)

OFFICE SYSTEMS SPECIALIST (Common Plus)

1. Demonstrate support of hardware and software applications
2. Create and maintain web documents

BASIC ENTRANCE REQUIREMENTS

Students must either currently have or attain the skills in the following prerequisite courses:

- | | | |
|----------|-----------------------------------|---|
| OTEC1001 | Introduction to Computer Software | 2 |
| OTEC1790 | Basic Keyboarding | 2 |

OFFICE SYSTEMS SPECIALIST

A.A.S. DEGREE

67 CREDITS

PROGRAM DESCRIPTION

This program is designed to prepare the students for employment with a focus toward information processing from the support perspective. Applied skills are developed in personal computer software usage, electronic mail, network and media management, applications support, systems administration tasks, personal computer maintenance, Internet, multimedia and emerging software technologies.

PRE-REQUISITES

- | | | |
|----------|---------------|---|
| OTEC1800 | Keyboarding I | 3 |
|----------|---------------|---|

REQUIRED TECHNICAL COURSES 50

- | | | |
|----------|---|-----|
| COMP1110 | Integrated Software Applications II | 2 |
| COMP1200 | PC Hardware & Software Essentials | 4 |
| COMP1220 | Hardware Maintenance (PC) | 2 |
| COMP1400 | Web Page Programming I | 3 |
| COMP1500 | Networking Essentials | 2 |
| COMP2115 | Advanced Software Applications | 1 |
| OTEC1820 | Business English | 3 |
| OTEC1840 | Business Presentations | 3 |
| OTEC1875 | Word Processing Concepts & App.: Core | 3 |
| OTEC2810 | Computer Technology | 3 |
| OTEC2815 | Employment Portfolio | 3 |
| OTEC2820 | Business Communications | 3 |
| OTEC2830 | Desktop Publishing | 3 |
| OTEC2835 | Office Financial Applications | 3 |
| OTEC2845 | Multimedia Web Technology | 3 |
| OTEC2855 | Internship (Optional) | 0-3 |
| OTEC2860 | Office Management | 3 |
| OTEC2870 | Information Resource Management | 3 |
| OTEC2875 | Word Processing Concepts & App.: Expert | 3 |

REQUIRED GENERAL EDUCATION 17

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83.

- | | | |
|---------|--|---|
| PHIL100 | Ethics in Society | 3 |
| SPCH100 | Interpersonal Skills | 3 |
| SPCH120 | Public Speaking | 3 |
| | General Education Electives
(AAS2238/AAS3224) | 8 |



ADMINISTRATIVE ASSISTANT

A.A.S. DEGREE

68 CREDITS

PROGRAM DESCRIPTION

This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. Other responsibilities may include the following: perform research, supervise or train others, take minutes at meetings, purchase equipment and supplies, and present data. After completion of this program, students will be proficient with oral and written communications, as well as decision-making and problem-solving skills.

◆ OFFICE TECHNOLOGY ◆

REQUIRED TECHNICAL COURSES

OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & App.: Core	3
OTEC2800	Keyboarding II	3
OTEC2810	Computer Technology	3
OTEC2812	Office Procedures	3
OTEC2815	Employment Portfolio	3
OTEC2820	Business Communications	3
OTEC2830	Desktop Publishing	3
OTEC2835	Office Financial Applications	3
OTEC2840	Transcription Technology	3
OTEC2850	Integrated Information Systems	3
OTEC2855	Internship	3
OTEC2860	Office Management	3
OTEC2870	Information Resource Management	3
OTEC2875	Word Processing Concepts & App.: Expert	3


REQUIRED GENERAL EDUCATION 17

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3
	General Education Electives (AAS2235/AAS3260)	8



LEGAL ADMINISTRATIVE ASSISTANT A.A.S. DEGREE 67 CREDITS



This program has an online option for one or more of its courses. Contact Advisor for online option availability.
For more information visit online.southcentral.edu

PROGRAM 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.

There are 12 credits of legal courses in this major. These 12 credits are offered online. Many of the non-legal courses are also offered online. The difference between a legal administrative assistant degree and a legal administrative assistant diploma is that the degree has 16 credits of General Education.

REQUIRED TECHNICAL COURSES		51
OTEC1725	Transactional Law	3
OTEC1730	Civil Procedures	3
OTEC1800	Keyboarding I	3

OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & App.: Core	3
OTEC2735	Family & Criminal Law	3
OTEC2740	Legal Proofreading & Editing	3
OTEC2800	Keyboarding II	3
OTEC2810	Computer Technology	3
OTEC2812	Office Procedures	3
OTEC2815	Employment Portfolio	3
OTEC2820	Business Communications	3
OTEC2835	Office Financial Applications	3
OTEC2850	Integrated Information Systems	3
OTEC2870	Information Resource Management	3
OTEC2875	Word Processing Concepts & App.: Expert	3

REQUIRED GENERAL EDUCATION 16

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

PHIL100	Ethics in Society	3
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3
	General Education Electives (AAS2249/AAS3223)	7



ADMINISTRATIVE ASSISTANT DIPLOMA 54 CREDITS

PROGRAM DESCRIPTION

This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. After completion of this program, students will be proficient with oral and written communications, as well as decision-making and problem-solving skills.

REQUIRED TECHNICAL COURSES		48
OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & App.: Core	3
OTEC2800	Keyboarding II	3
OTEC2810	Computer Technology	3
OTEC2812	Office Procedures	3
OTEC2815	Employment Portfolio	3
OTEC2820	Business Communications	3
OTEC2830	Desktop Publishing	3
OTEC2835	Office Financial Applications	3
OTEC2840	Transcription Technology	3
OTEC2850	Integrated Information Systems	3
OTEC2855	Internship	3

OTEC2870	Information Resource Management	3
OTEC2875	Word Processing Concepts & App.: Expert	3

ADDITIONAL REQUIRED COURSES 6

SPCH100	Interpersonal Skills	3
	General Education Electives (DIP2234/DIP3240)	3

◆ OFFICE TECHNOLOGY ◆

LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA 57 CREDITS



This program has an online option for one or more of its courses. Contact Advisor for online option availability.

For more information visit online.southcentral.edu

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.

There are 12 credits of legal courses in this major. These 12 credits are offered online. Many of the non-legal courses are also offered online. The difference between a legal administrative assistant degree and a legal administrative assistant diploma is that the degree has 16 credits of General Education.

REQUIRED TECHNICAL COURSES 51

OTEC1725	Transactional Law	3
OTEC1730	Civil Procedures	3
OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & App.: Core	3
OTEC2735	Family & Criminal Law	3
OTEC2740	Legal Proofreading & Editing	3
OTEC2800	Keyboarding II	3
OTEC2810	Computer Technology	3
OTEC2812	Office Procedures	3
OTEC2815	Employment Portfolio	3
OTEC2820	Business Communications	3
OTEC2835	Office Financial Applications	3
OTEC2850	Integrated Information Systems	3
OTEC2870	Information Resource Management	3
OTEC2875	Word Processing Concepts & App.: Expert	3

REQUIRED GENERAL EDUCATION ELECTIVES 6

(DIP2250/DIP3220)

RECEPTIONIST CERTIFICATE 24 CREDITS

PROGRAM DESCRIPTION

This program is designed to prepare students for employment as a receptionist. Because receptionists answer questions from the public and provide information about the organization, they need to develop strong interpersonal and communication skills. Besides traditional tasks like answering telephones, routing calls, and greeting visitors, receptionists may serve a security function by monitoring the access of visitors. They may also perform duties such as opening and sorting mail, updating appointment calendars, and doing simple recordkeeping, word processing, and filing.

REQUIRED TECHNICAL COURSES 24

OTEC1001	Introduction to Computer Software	2
OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & App.: Core	3
OTEC2800	Keyboarding II	3
OTEC2820	Business Communications	3
OTEC2840	Transcription Technology	3
	Elective technical course with advisor approval (CERT2203/CERT3262)	1

◆ OFFICE TECHNOLOGY ◆

MEDICAL CODING SPECIALIST

DIPLOMA

36 CREDITS

PROGRAM DESCRIPTION

This program is designed to prepare an individual who is interested in working with physicians and other health care professionals in the many types of medical facilities to understand coding of diagnoses and procedures. Students will learn about reimbursement and compliance with government and third party payer rules. The student will become knowledgeable in the diagnostic and procedural coding systems, medical terminology, anatomy and physiology, medical office procedures, reimbursement guidelines, and medical documentation. The demand for skilled coders in the health care settings makes the opportunity for employment exceptional. The changes in reimbursement by governmental insurance plans and the many third party payers makes the demand for individuals who are knowledgeable in coding and compliance plans a valuable resource in clinics, physician offices, ambulatory surgery centers, hospitals, long-term care facilities, and other health care facilities. *Successful completion of all required technical courses requires passing with a C/2.0 or above for progression in the program and graduation.*

PROGRAM CORE COMPETENCIES

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

1. Utilize knowledge of medical terminology, anatomy/physiology and pathological conditions to coding of medical documents
2. Apply ICD-9-CM diagnostic coding classification and conventions to medical conditions and procedures
3. Review surgical procedures, consultations, and medical documentation and apply CPT coding guidelines for accurate reimbursement
4. Utilize third-party reimbursement processes and guidelines and the relationship to diagnostic procedural coding systems
5. Understand the confidentiality and legality of medical records and apply these standards to the various healthcare settings

REQUIRED TECHNICAL COURSES

31

HC1000	Medical Terminology	3
HC1001	Advanced Medical Terminology	3
HC1914	Anatomy/Physiology/Disease Conditions I	4
HC1924	Anatomy/Physiology/Disease Conditions II	4
OTEC1920	ICD-9-CM Coding I	3
OTEC1925	ICD-9-CM Coding II	3
OTEC1928	CPT Coding I	3
OTEC1930	ICD-9-CM Coding III/CPT Coding II	4
OTEC2930	Medical Office Procedures	4

ADDITIONAL REQUIRED COURSES

5

SPCH100	Interpersonal Skills	3
OTEC1001	Introduction to Computer Software (DIP2241/DIP3257)	2



MEDICAL TRANSCRIPTION SPECIALIST

DIPLOMA

32 CREDITS

PROGRAM DESCRIPTION

This program is designed for students who are interested in working in a medical facility and enjoy transcribing medical dictation and reports. The student must be proficient in keyboarding, word processing, grammar and sentence structure, medical terminology, and basic medical science. There is a demand for skilled medical transcriptionists throughout the health care industry. The opportunity to work in many health care settings and even at home is appealing to many who are presently working in the field. The increased technology in the computerization of medical records, digital dictation systems, and the voice recognition processes makes the demand for skilled professionals even greater. Physicians and other health care professionals rely upon the expertise of medical transcriptionists to transform the spoken word into comprehensive medical documentation that accurately reflects patient office visits, consultations, surgical procedures, and hospitalizations. Employment opportunities would include clinics, hospitals, long-term care facilities, chiropractic clinics, and other health care related facilities. *Successful completion of all required technical courses requires passing with a C/2.0 or above for progression in the program and graduation.*

PROGRAM CORE COMPETENCIES

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

1. Apply knowledge of medical terminology to documents and dictations to be transcribed
2. Apply knowledge of anatomy and physiology and the relationship to disease pathology to physician dictation and transcribed documents
3. Utilize skills in word processing, keyboarding, and grammatical sentence structure for transcription of medical documents
4. Apply skills developed in medical transcription techniques for completion of various documents transcribed and filed in the patients medical records
5. Apply standards to the various healthcare settings demonstrating confidentiality and legality of medical records

REQUIRED TECHNICAL COURSES

26

HC1000	Medical Terminology	3
HC1001	Advanced Medical Terminology	3
HC1914	Anatomy/Physiology/Disease Conditions I	4
OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1900	Medical Transcription I	3
OTEC2900	Medical Transcription II	3
OTEC2930	Medical Office Procedures	4

ADDITIONAL REQUIRED COURSES

6

SPCH100	Interpersonal Skills	3
OTEC1875	Word Processing Concepts & Applications: Core3 (DIP2240/DIP3258)	3

◆ OFFICE TECHNOLOGY ◆

AGRIBUSINESS OFFICE SPECIALIST/ MANAGER

2006-2007 College Catalog

MANKATO CAMPUS

Program Length

A.A.S. Degree - 72 Credits

Admission Dates

Fall and Spring Semesters

PROGRAM DESCRIPTION

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

PROGRAM CORE COMPETENCIES

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

1. Demonstrate effective participation on an agribusiness team
2. Demonstrate verbal and written business communications
3. Demonstrate input technology
4. Demonstrate promotion and selling of agricultural services and products
5. Utilize information organization and retrieval systems
6. Develop and maintain records required for successful employment
7. Apply knowledge of computer applications/operating system software

A.A.S. DEGREE

72 CREDITS

REQUIRED TECHNICAL COURSES

47

AGBS1100	Ag Selling Skills	3
AGBS2005	Ag Internet	1
AGBS2100	Agribusiness Firm Financial Management	3
AGBS2200	Agriculture Business Financial Analysis	3
AGEC1100	Ag Economics	3
AGRI1800	Employer-Employee Relations	2
AGRI2700	Agriculture Technology Seminar	2
AGRI2780	Supervised Occupational Experience-General	6
OTEC1001	Introduction to Computer Software	2
OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & Applications: Core	3
OTEC2835	Office Financial Applications	3
OTEC2860	Office Management	3
OTEC2870	Information Resource Management	3
SGAG1000	Agriculture Orientation	1

TECHNICAL COURSE ELECTIVES

7

AGBS2300	Grain Elevator Operation-Hedging	2
AGBS2995	Individual Study/Special Problems	1-6
AGEC2400	Commodity Futures Marketing	3
ANSC1600	Feed Processing	2
ANSC2100	Principles of Nutrition	2
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
CC1805	Database Software: Access	2
CC1807	Spreadsheet Software: Excel	2
OTEC2815	Employment Portfolio	3
OTEC2820	Business Communications	3
OTEC2830	Desktop Publishing	3
PLSC1100	Soils I	2
PLSC1110	Soils Lab	1
PLSC1205	Precision Agriculture	2
PLSC1300	Agronomy I	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2

REQUIRED GENERAL EDUCATION

18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
SPCH100	Interpersonal Skills	3
SPCH110	Public Speaking	3
	Determined with Advisor Approval (AAS3126)	8

OUTDOOR POWER AND MARINE

2006-2007 College Catalog

FARIBAULT CAMPUS

Program Length

A.A.S. Degree - 60-63 Credits
Diploma - 37-40 credits

Admission Dates

Fall Semester

PROGRAM CORE COMPETENCIES

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

1. Perform work in an ethical, safe and legal manner
2. Perform shop duties in accordance with industry standards
3. Demonstrate the proper use of tools and equipment
4. Understand the function of all components of multiple ignition systems
5. Use gained knowledge to troubleshoot engine related problems

OUTDOOR POWER AND RECREATIONAL EQUIPMENT TECHNICIAN A.A.S. DEGREE 60 CREDITS

PROGRAM DESCRIPTION

The Outdoor Power and Recreational Equipment Technician program is designed to give the student the skills required in a shop that services A.T.V.s, snowmobiles and personal watercraft in addition to lawn and garden equipment.

REQUIRED TECHNICAL COURSES 34

OPAM1810	Drive System Theory	2
OPAM1836	Electrical Systems	3
OPAM1840	Fuel Systems	2
OPAM1850	Ignition Systems	4
OPAM1864	Trailer Wiring and Maintenance	1
OPAM1870	Engine Theory and Service	4
RECE1810	Outdoor Power I	3
RECE1820	Outdoor Power II	3
RECE1830	A.T.V. I	3
RECE1840	A.T.V. II	3
RECE1850	Snowmobile and P.W.C. I	3
RECE1860	Snowmobile and P.W.C. II	3

REQUIRED NON-TECHNICAL COURSES 5

CC1879	Using the Internet	1
Otec1001	Introduction to Computer Software	2
Otec1500	Customer Service	1
MKT1890	Introduction to Small Business Ownership	1

ELECTIVES (with advisor approval) 3

REQUIRED GENERAL EDUCATION 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
HIST160	World History I	4
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology	4
SPCH100	Interpersonal Skills (AAS2439)	3



MARINE OUTBOARD TECHNICIAN A.A.S. DEGREE 63 CREDITS

PROGRAM DESCRIPTION

The Outboard Motor Technician program is designed to prepare the student to repair large and small horsepower outboard motors in a marina, repair facility or specialty store. Diagnostic troubleshooting is a major part of this program.

REQUIRED TECHNICAL COURSES 37

OPAM1810	Drive System Theory	2
OPAM1836	Electrical Systems	3
OPAM1840	Fuel Systems	2
OPAM1850	Ignition Systems	4
OPAM1864	Trailer Wiring and Maintenance	1
OPAM1870	Engine Theory and Service	4
GMAR1820	Power Trim and Tilt Systems	1
GMAR1834	Propellers and Rigging	3
GMAR1844	Outboard Fuel and Lubrication Systems	2
GMAR1860	Steering Systems	1
GMAR1895	Outboard Powerheads I	6
GMAR2812	Outboard Gearcases	2
GMAR2872	Outboard Powerheads II	3
GMAR2890	Outboard Diagnostic Troubleshooting	3

REQUIRED NON-TECHNICAL COURSES 5

CC1879	Using the Internet	1
Otec1001	Introduction to Computer Software	2
Otec1500	Customer Service	1
MKT1890	Introduction to Small Business Ownership	1

ELECTIVES (with advisor approval) 3

REQUIRED GENERAL EDUCATION 18

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. See page 83

ENGL100	Composition	4
HIST160	World History I	4
PHIL100	Ethics in Society	3
PSYC100	Introduction to Psychology	4
SPCH100	Interpersonal Skills (AAS2440)	3



◆ OUTDOOR POWER AND MARINE ◆

OUTDOOR POWER AND RECREATIONAL EQUIPMENT TECHNICIAN DIPLOMA 37 CREDITS

PROGRAM DESCRIPTION

The Outdoor Power and Recreational Equipment Technician program is designed to give the student the skills required in a shop that services A.T.V.s, snowmobiles and personal watercraft in addition to lawn and garden equipment.

REQUIRED TECHNICAL COURSES 34

OPAM1810	Drive System Theory	2
OPAM1836	Electrical Systems	3
OPAM1840	Fuel Systems	2
OPAM1850	Ignition Systems	4
OPAM1864	Trailer Wiring and Maintenance	1
OPAM1870	Engine Theory and Service	4
RECE1810	Outdoor Power I	3
RECE1820	Outdoor Power II	3
RECE1830	A.T.V. I	3
RECE1840	A.T.V. II	3
RECE1850	Snowmobile and P.W.C. I	3
RECE1860	Snowmobile and P.W.C. II	3

REQUIRED NON-TECHNICAL COURSES 3

OTEC1001	Introduction to Computer Software	2
MKT1890	Introduction to Small Business Ownership (DIP2436)	1

MARINE OUTBOARD TECHNICIAN DIPLOMA 40 CREDITS

PROGRAM DESCRIPTION

The Outboard Motor Technician program is designed to prepare the student to repair large and small horsepower outboard motors in a marina, repair facility or specialty store. Diagnostic troubleshooting is a major part of this program.

REQUIRED TECHNICAL COURSES 37

OPAM1810	Drive System Theory	2
OPAM1836	Electrical Systems	3
OPAM1840	Fuel Systems	2
OPAM1850	Ignition Systems	4
OPAM1864	Trailer Wiring and Maintenance	1
OPAM1870	Engine Theory and Service	4
GMAR1820	Power Trim and Tilt Systems	1
GMAR1834	Propellers and Rigging	3
GMAR1844	Outboard Fuel and Lubrication Systems	2
GMAR1860	Steering Systems	1
GMAR1895	Outboard Powerheads I	6
GMAR2812	Outboard Gearcases	2
GMAR2872	Outboard Powerheads II	3
GMAR2890	Outboard Diagnostic Troubleshooting	3

REQUIRED NON-TECHNICAL COURSES 3

OTEC1001	Introduction to Computer Software	2
MKT1890	Introduction to Small Business Ownership (DIP2437)	1

FARM BUSINESS MANAGEMENT

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
Diploma - 60 Credits

Admission Dates
Fall and Spring Semester

PROGRAM DESCRIPTION

The Farm Business Management program is designed for students actively engaged in the operation and management of a farm business. The purpose of the program is to develop the manager's ability to organize resources in order to meet business and family goals. Management is the utilization of resources to maximize the return to the scarcest resource which is a continuous decision-making process. The program emphasizes goal setting, the identification of resources, records management, business analysis and interpretation.

PROGRAM CORE COMPETENCIES

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

1. Establish, compile, maintain, and understand business records.
2. Analyze and use historical business data.
3. Establish and regularly evaluate business goals and plans
4. Demonstrate necessary skills to manage business resources

DIPLOMA

60 CREDITS

REQUIRED TECHNICAL COURSES

44

FBMT1121	Preparation for Farm Business Analysis	4
FBMT1131	Managing and Modifying Farm System Data	4
FBMT2141	Interpreting and Evaluating Financial Data	4
FBMT2151	Strategies in Farm System Data Management	4
FBMT2161	Examination of the Context of Farm System Management	4
FBMT1112	Foundations for Farm Business Management	4
or FBMT1142	Fundamentals of Farm Business Management (Internet Only)	4
FBMT1122	Implementing the System Management Plan	4
FBMT1132	Interpreting and Using Farm System Data	4
FBMT2142	Interpreting Trends in Business Planning	4
FBMT2152	Integrating System Information for Financial Planning	4
FBMT2162	Refining Farm System Management	4

TECHNICAL COURSE ELECTIVES

16

FBMT1211	Introduction to Farm Business Management	4
FBMT1213	Managing a Farm System in a Global Economy	2
FBMT1223	Using System Analysis in Total Farm Planning	2
FBMT1233	Application of Productive Enterprise Information 2	

FBMT2243	Using Financial Instruments in Farm System Management	2
FBMT2253	System Plans and Projections	2
FBMT2263	Evaluating Farm System Programs	2
FBMT2200	General Farm Management - Special Topics	1
FBMT2201	General Farm Management - Special Topics	1
FBMT2202	General Farm Management - Special Topics	1
FBMT2203	General Farm Management - Special Topics	1
FBMT2204	General Farm Management - Special Topics	1
FBMT2205	General Farm Management - Special Topics	2
FBMT2206	General Farm Management - Special Topics	2
FBMT2207	General Farm Management - Special Topics	2
FBMT2208	General Farm Management - Special Topics	2
FBMT2209	General Farm Management - Special Topics	2
FBMT2210	Marketing - Special Topics	1
FBMT2211	Marketing - Special Topics	1
FBMT2212	Marketing - Special Topics	1
FBMT2213	Marketing - Special Topics	1
FBMT2214	Marketing - Special Topics	1
FBMT2215	Marketing - Special Topics	2
FBMT2216	Marketing - Special Topics	2
FBMT2217	Marketing - Special Topics	2
FBMT2218	Marketing - Special Topics	2
FBMT2219	Marketing - Special Topics	2
FBMT2220	Crop - Special Topics	1
FBMT2221	Crop - Special Topics	1
FBMT2222	Crop - Special Topics	1
FBMT2223	Crop - Special Topics	1
FBMT2224	Crop - Special Topics	1
FBMT2225	Crop - Special Topics	2
FBMT2226	Crop - Special Topics	2
FBMT2227	Crop - Special Topics	2
FBMT2228	Crop - Special Topics	2
FBMT2229	Crop - Special Topics	2
FBMT2230	Livestock - Special Topics	1
FBMT2231	Livestock - Special Topics	1
FBMT2232	Livestock - Special Topics	1
FBMT2233	Livestock - Special Topics	1
FBMT2234	Livestock - Special Topics	1
FBMT2235	Livestock - Special Topics	2
FBMT2236	Livestock - Special Topics	2
FBMT2237	Livestock - Special Topics	2
FBMT2238	Livestock - Special Topics	2
FBMT2239	Livestock - Special Topics	2
FBMT2300	Computer Applications in Farm Management	2
FBMT2305	Legal Issues In Ag	2
FBMT2310	Environmental Interactions in Ag	2
FBMT2315	Effective Time Management	2
FBMT2320	Family Wellness & Business Relationships	2
FBMT2325	Ethics in this Business of Agriculture	2
FBMT2330	Business Math Principles	2
FBMT2335	Labor Economics and Management	2
FBMT2340	Rural Leadership	2
FBMT2345	CPR and First Aid (DIP2101/DIP3118)	2

This program is eligible for state grant funding only.

FARM BUSINESS MANAGEMENT ADVANCED CERTIFICATE 2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

Advanced Certificate - 30 Credits

Admission Dates

Fall and Spring Semester

PROGRAM DESCRIPTION

The Advanced Farm Business Management program is an Advanced Technical Specialty Certificate program designed for students who have completed the full Farm Business Management program and wish to continue to update their management skills in the rapidly changing and challenging area of farm business management.

Similar to Farm Business Management, most students in the Advanced Farm Business Management program will enroll as part-time students and will carry 3 to 5 credits per semester.

ADVANCED CERTIFICATE 30 CREDITS

REQUIRED TECHNICAL COURSES 18

FBMA2100	Fundamentals of Financial Management as it Relates to Risk Management	3
FBMA2101	Applied Financial Management as it Relates to Risk Management	3
FBMA2110	Fundamentals of Financial Management/ Strategic Planning Emphasis	3
FBMA2111	Applied Financial Management/ Strategic Planning Emphasis	3
FBMA2120	Fundamentals of Financial Management/ Business Plan Emphasis	3
FBMA2121	Applications in Financial Management Business Plan Emphasis	3

TECHNICAL COURSE ELECTIVES (May be repeated) 12

FBMA2130	Directed Study - Decision Making	2
FBMA2131	Directed Study - Communications	2
FBMA2132	Directed Studies in Modern Agricultural Tech.	2
FBMA2133	Directed Studies in Farm Business and/or Family Transition	2
FBMA2134	Directed Study - Personnel Management	2
FBMA2135	Directed Study - Enterprise Alternatives	2
FBMA2200	Current Issues in Farm Business Mgmt.	1-5
FBMA2201	Directed Study - Current Issues in FBM (CERT2110/CERT3122)	1-5

FARM BUSINESS MANAGEMENT PROGRAM OFFICE LOCATIONS AND PHONE NUMBERS

Blue Earth	507-526-2894 or 526-5380
Fairfax	507-426-8355
Faribault	507-332-5836 or 332-5837 or 332-5845 or 1-800-422-0391
Glencoe	320-864-2461
Mankato	507-389-7278 or 389-7288 or 389-7391 or 1-800-722-9359
Montgomery	952-492-2141
New Prague	507-744-2561
New Ulm	507-354-7836
Nicollet	507-225-3109
Sleepy Eye	507-794-4241
Waseca (Otisco)	507-835-8261

This program is eligible for state grant funding only.

FARM BUSINESS MANAGEMENT

FARM BUSINESS MANAGEMENT FARM COMMODITY MARKETING CERTIFICATE

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length

Certificate - 25 Credits

Admission Dates

Fall and Spring Semester

PROGRAM DESCRIPTION

The Farm Business Management Commodity Marketing program is a certificate program for students who wish to learn more about marketing the commodities produced on their farms. It is designed for students actively engaged in the operation and management of a farm business.

Similar to other Farm Business Management programs, most students in the Farm Commodity Marketing program will enroll as part-time students and will carry 3 to 5 credits per semester.

CERTIFICATE

25 CREDITS

REQUIRED TECHNICAL COURSES

25

FBMM1170	Intro to Farm Commodities Marketing	3
FBMM1173	Directed Study - Introduction to Farm Commodities Marketing	2
FBMM1180	Applying Commodity Marketing Fundamentals	3
FBMM1183	Directed Study - Applying Commodity Marketing Fundamentals	2
FBMM1190	Evaluating Farm Commodity Marketing Tools	3
FBMM1193	Directed Study - Evaluating Farm Commodity Marketing Tools	2
FBMM2170	Monitoring Farm Commodity Marketing Plans	3
FBMM2173	Directed Study - Monitoring Farm Commodity Marketing Plans	2
FBMM2180	Strategies in Farm Commodity Marketing	3
FBMM2183	Directed Study - Strategies in Farm Commodity Marketing (CERT2111/CERT3125)	2

FARM BUSINESS MANAGEMENT COMMODITY MARKETING OFFICE LOCATIONS AND PHONE NUMBERS FOR FACULTY SERVING ALL OF SOUTH CENTRAL MINNESOTA. CALL THE OFFICE CLOSEST TO YOU TO INQUIRE ABOUT CLASS LOCATIONS.

Faribault	507-332-5836 or 1-800-422-0391
Mankato	507-389-7278 or 1-800-722-9359
Nicollet	507-225-3109
Sleepy Eye	507-794-4241

This program is eligible for state grant funding only.

SMALL BUSINESS MANAGEMENT

2006-2007 College Catalog

FARIBAULT and MANKATO CAMPUSES

Program Length
Diploma - 39 Credits

Admission Dates
Open Enrollment

PROGRAM DESCRIPTION

Students in the Small Business Management Program must be **actively engaged in the ownership, management or operation of a small business, or the start-up of a business.** The purpose of the program is to develop the owner and/or manager's ability to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial management, and human resources management. This is a part-time program with evening classes and at-the-business educational training.

PROGRAM CORE COMPETENCIES

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

1. Establish business goals
2. Utilize appropriate business records
3. Utilize business plans for the functional areas of their business
4. Manage business resources effectively

SMALL BUSINESS MANAGEMENT PROGRAM OFFICE LOCATIONS AND PHONE NUMBERS

Faribault	507-332-5843 or 1-800-422-0391
Mankato	507-389-7323 or 1-800-722-9359
New Ulm.	507-354-5858
Chaska	612-361-3552

DIPLOMA

39 CREDITS

REQUIRED TECHNICAL COURSES 21

SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1220	SBM Financial Management	3
SBMT1230	SBM Financial Analysis	3
SBMT1310	SBM Marketing Systems	2
SBMT1320	SBM Marketing Management	2
SBMT1410	SBM Personnel Systems	3

TECHNICAL COURSE ELECTIVES 18

Record Keeping		
SBMT2130	SBM Record Keeping	3
SBMT2131	SBM Assets & Inventory Management	2
SBMT2132	SBM Accounts Receivable and Accounts Payable Management	2
SBMT2133	SBM Reconciling and Closing Accounts	2
SBMT2134	SBM Payroll Systems	3
SBMT2135	SBM Payroll Reports	2
SBMT2136	SBM Year End Closing	1
Financial Management		
SBMT2240	SBM Organizational Structure	1
SBMT2241	SBM Financial and Tax Planning	2
SBMT2242	SBM Risk Management	1
SBMT2243	SBM Cost Analysis	2
SBMT2244	SBM Pro-Forma Statements	2
Marketing		
SBMT2330	SBM Sales and Marketing Analysis	2
SBMT2331	SBM Marketing Research	1
SBMT2332	SBM e-Business Sales	2
SBMT2333	SBM Customer Information Systems	1
SBMT2334	SBM Customer Service	2
Human Resource Management		
SBMT2420	SBM Supervisory Skills I	2
SBMT2421	SBM Supervisory Skills II	2
SBMT2422	SBM Compensation and Benefits	2
Management Skills		
SBMT2531	SBM Business Communication	1
SBMT2532	SBM Business Math	1
SBMT2533	SBM Time Management	1
SBMT2534	SBM Stress Management	1
Business Computerization		
SBMT2610	SBM Computerization-Accounting	3
SBMT2611	SBM Computerization-Sales & Marketing	3
SBMT2612	SBM Computerization-Human Resources	3
Special Topics		
SBMT2700	SBM Going into Business	3
SBMT2900	SBM Independent Study	1-3
	(DIP2109/DIP3121)	

This program is eligible for state grant funding only.

SMALL BUSINESS MANAGEMENT CERTIFICATE 21 CREDITS

REQUIRED TECHNICAL COURSES		21
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1220	SBM Financial Management	3
SBMT1230	SBM Financial Analysis	3
SBMT1310	SBM Marketing Systems	2
SBMT1320	SBM Marketing Management	2
SBMT1410	SBM Personnel Systems	3
(CERT2144/CERT3144)		



RECORD KEEPING CERTIFICATE 18 CREDITS

REQUIRED TECHNICAL COURSES		11
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT2130	SBM Record Keeping	3
ADDITIONAL REQUIRED COURSES (Choose from the following)		7

SBMT2131	SBM Assets & Inventory Management	2
SBMT2132	SBM Accounts Receivable and Accounts Payable Management	2
SBMT2133	SBM Reconciling and Closing Accounts	2
SBMT2134	SBM Payroll Systems	3
SBMT2135	SBM Payroll Reports	2
SBMT2136	SBM Year End Closing	1
(CERT2143/CERT3143)		



FINANCIAL MANAGEMENT CERTIFICATE 14 CREDITS

REQUIRED TECHNICAL COURSES		14
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1220	SBM Financial Management	3
SBMT1230	SBM Financial Analysis	3
(CERT2142/CERT3142)		



MARKETING CERTIFICATE 14 CREDITS

REQUIRED TECHNICAL COURSES		9
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1310	SBM Marketing Systems	2
SBMT1320	SBM Marketing Management	2
ADDITIONAL REQUIRED COURSES (Choose from the following)		5

SBMT2330	SBM Sales and Marketing Analysis	2
SBMT2331	SBM Marketing Research	1
SBMT2332	SBM e-Business Sales	2
SBMT2333	SBM Customer Information Systems	1
(CERT2141/CERT3141)		



HUMAN RESOURCES CERTIFICATE 12 CREDITS

REQUIRED TECHNICAL COURSES		8
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1410	SBM Personnel Systems	3

ADDITIONAL REQUIRED COURSES (Choose from the following)		4
SBMT2420	SBM Supervisory Skills I	2
SBMT2421	SBM Supervisory Skills II	2
SBMT2422	SBM Compensation and Benefits	2
(CERT2140/CERT3140)		



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CREATING TRAINING THAT WORKS FOR YOU.

In today's competitive business environment, the ongoing need to assess and address the refinement of your workforce skills is essential. Companies of all sizes throughout Southern Minnesota have come to find South Central College as the leader in preparing and maintaining a qualified workforce for increased productivity and new business growth. SCC links public and private sector employers with providers, offering specialized curriculum and consultant services to meet their specific workforce needs.

SCC offers training courses for credit or as hour-based classes. Most classes are flexible in delivery. Businesses can choose to have training provided at their business, a campus site, or any other designated location. SCC will design the type, style, and length of training to fit the goals of any organization.



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INDUSTRY AND CONSTRUCTION SAFETY

An addition to the array of safety training offered at SCC is a new Occupational Safety Management program offered as a 30-credit Certificate or 61-credit Associate in Science (A.S.) Degree. SCC can assist your business in staying compliant with the ever-changing safety regulations that affect your industry.

OSHA Safety and Health for Business, Construction and General Industry

- On Site Safety Management
- OSHA Compliance
- Policy Development and Review
- Safety and Health Audits
- Safety Training
- Safety Team Building
- Environmental Management
- Air Monitoring
- HAZWOPER-8 Hour Refresher, 24 and 40 Hour Training
- OSHA Citation Abatement Assistance
- Management and Supervisor Safety Training
- Workers' Compensation and Case Management
- OSHA Training Institute Courses
- Excavation-Mobile Hands-On Training
- Confined Space-Mobile Hands-On Training
- Grain Bin Entry/Rescue-Mobile Hands-On Training
- Fire Extinguisher Training
- Respirator Fit Testing
- Forklift, Skidsteer, Aerial Lift
- Workplace Substance Abuse and Reasonable Suspicion

MSHA

- MSHA Safety and Health Audits
- MSHA Annual Refresher Training
- MSHA Experienced Miner Training
- MSHA New Miner Training

Electrical Code and Steam Engineering

- Codes: Electrical Code and Steam Engineering (Boiler)
- Continuing Education

Physical and Mechanical Lifting

- PowerLift®
- Forklift
- Aerial Lift

Electrical Safety and Noise Monitoring

- Electrical Safe Work Practices
- Electrical Safety
- Noise Monitoring-Hearing Conservation
- Lock-Out/Tag-Out



PUBLIC SAFETY TRAINING

SCC's Public Safety Training program offers various courses in Fire and Rescue Services and Law Enforcement based on the needs of area departments. Classes can be taken at the college or at area fire stations or law enforcement agencies. Unique to SCC are mobile training units that allow instruction to be delivered virtually anywhere! SCC also is host to over 700 participants that attend the State Fire/EMS/Rescue School which is held annually on the Mankato Campus.

Fire and Rescue Training

- Fire
- Mobile Unit Training: Trench Rescue, Confined Space, Ventilation, RIT, and Grain Bin Rescue
- Industrial Fire Brigade
- Commercial Vehicle Inspection - Recertification

Law Enforcement Training

- Law Enforcement Core Courses and SLOT Program
- Law Enforcement Tactical Curriculum
- Part-Time Peace Officer Program
- Custody Officer/Detention Facility Curriculum
- 911 Dispatcher/Communications Center Curriculum
- Emergency Vehicle Operations and Pursuit Driving



SERVICE OCCUPATIONS

Area restaurant owners and food service workers rely on SCC to provide ongoing certification and recertification for their industry.

- ServSafe Food Manager Certification/Recertification
- Certified Dietary Manager
- School Food Service
- Balancing Work and Family
- Child Development

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BUSINESS/INDUSTRY

SCC can assist your business in unlocking the door to productive communication, helping acquire advanced technical skills for your workforce, and increasing the overall productivity and performance of your employees. Our customized business/industry coordinators can assist in identifying your company's needs and then will develop the training to meet your business goals. The training for business and industry is diverse. Listed below is a sample of the training opportunities now available:

- APICS
- ASQ Certification Review
- AutoCAD
- Blueprint Reading
- CNC Programming
- Communications-Written/Verbal
- Computer Training
- Customer Service
- Ed2go: Online (Available 24/7)
- Electronics
- Employee Growth Plans
- EPA: Section 608
- G D & T
- GMP/HACCP
- Grant Partnership Opportunities
- Meeting Facilitation, Strategic Planning, and Risk Management
- Health and Nursing
- Human Resource Issues
- Hydraulics
- Industrial/Manufacturing Practices
- Interpersonal Skills
- ISO
- Language Training/Workplace Spanish
- Leadership/Supervision
- Lean Thinking
- Management Development
- Mastercam
- Motorcycle Safety Training
- NA/HHA Test Out
- Nurse Refresher
- Power Limited Technician Continuing Education
- Printing and Graphics
- ProEngineering®
- Project Management
- Quality Skill Development
- Real Estate Pre-Licensing Education
- Solid Modeling
- Six Sigma
- Supervisory Management
- Welding/Welding Certification



MEDICAL SERVICES

South Central College offers a vast network of educational training to area EMTs and First Responders. Child care providers and health care professionals look to SCC for their continuing education needs.

Emergency Medical Services

- CPR-Adult, Professional, Pediatric and Instructor
- EMT Initial and Refresher
- First Responder Initial and Refresher
- OSHA Emergency Care/First Aid
- Special EMS Topics for Continuing Education

Advanced Medical Services/Paramedic

- Advanced Cardiac Life Support-Provider and Instructor
- Pre-Advanced Cardiac Life Support
- Pediatric Advanced Life Support-Provider and Instructor
- Introduction to EKGs
- Introduction to IVs
- EMS Haz-Mat Operational Level

For all your workforce training needs, visit our website at www.training.southcentral.edu or call the Faribault Campus at **507.332.5800** or the Mankato Campus at **507.389.7200**

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COURSE DESCRIPTIONS

2006-2007 College Catalog

AUTO BODY COLLISION TECHNOLOGY FUNDAMENTALS

ABCT1800 1 Credits (1 Lec.)
This course introduces students to the auto body industry, its careers, and work standards. Basic shop procedures are covered in the course and students gain insight to the equipment, personal health, safety, and special tools used in auto body repair.

AUTO BODY LAB I

ABCT1801 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

AUTO BODY LAB II

ABCT1802 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

SHEET METAL I

ABCT1810 3 Credits (1 Lec./2 Lab)
Students learn the characteristics of sheet metal repair processes in minor damage. Students practice sheet metal repair on panels or damage on vehicles. Students learn material product safety and safe use of body fillers.

PRIMING AND REFINISH SYSTEM PREPARATION
ABCT1820 3 Credits (1 Lec./2 Lab)
This course teaches students refinishing safety, tools, equipment, surface preparation, and material application procedures.

AUTO COLLISION MECHANICAL I

ABCT1830 2 Credits (1 Lec./1 Lab)
Principles of removing and replacing mechanical components in front and rear wheel drive vehicles as related to the auto body industry. The course includes environmental issues.

TRIM, HARDWARE AND GLASS

ABCT1850 3 Credits (1 Lec./2 Lab)
Students learn procedures for removal and replacement of stationery and movable glass. Also covered are various methods of trim and hardware attachments.

AUTO BODY WELDING

ABCT1860 3 Credits (1 Lec./2 Lab)
This course covers safety procedures, setup and operation of MIG and oxyacetylene welding equipment. Flat, vertical, horizontal and overhead positions on automotive sheet metal will be practiced. Oxyacetylene and plasma arc cutting processes are included.

REFINISHING

ABCT1870 3 Credits (1 Lec./2 Lab)
This course teaches panel, blending and overall refinish procedures using single and multi-stage refinish products.

SHEET METAL II

ABCT1880 3 Credits (1 Lec./2 Lab)
This course teaches advanced sheet metal repairs, replacement and sectioning on exterior cosmetic panels, panel adjustments, and fitting procedures.

DAMAGE APPRAISAL AND SHOP MANAGEMENT
ABCT2800 3 Credits (1 Lec./2 Lab)
This course includes identification and calculation of vehicle damage using manuals and computer assisted procedures. Shop management procedures will include inventory management, parts and repair ordering, customer relations and communication skills.

AUTO BODY LAB III

ABCT2803 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

AUTO BODY LAB IV

ABCT2804 4 Credits (4 Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

APPEARANCE MATCHING

ABCT2810 3 Credits (1 Lec./2 Lab)
This course teaches students identification and correction of color match and appearance problems. The techniques of tinting, color correction, paint, and vehicle detailing will be covered.

COMPOSITES

ABCT2820 2 Credits (1 Lec./1 Lab)
This course teaches students identification and repair of interior and exterior automotive plastics including sheet molded compound and fiberglass.

MEASURING AND PULLING SYSTEMS

ABCT2830 3 Credits (1 Lec./2 Lab)
Students will use mechanical and computer assisted measuring systems to analyze and develop repair procedures on frame and unibody vehicles. Frame racks, bench and floor pulling systems will be utilized to repair direct and indirect damage on open and closed panels.

STRUCTURAL REPAIR

ABCT2850 3 Credits (1 Lec./2 Lab)
This course covers replacement, sectioning procedures and corrosion protection of frame, unibody and structural members and components. Wheel alignment as it applies during structural repair will be covered.

AUTO COLLISION MECHANICAL II

ABCT2870 3 Credits (1 Lec./2 Lab)
This course teaches collision service techniques for chassis, electronic components, steering and suspension systems, antilock brake systems, air bags and related vehicle safety systems.

AUTO BODY LAB

ABCT2900 1-4 Credits (Lab)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience. This is a variable credit offering.

OCCUPATIONAL INTERNSHIP

ABCT2910 1-8 Credits (Lab)
Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisites: Instructor Approval)

SPECIAL PROBLEMS

ABCT2920 1-6 Credits (Lab)
This course will be of individual design to allow students hands-on or classroom as needed to practice skills required in the auto body industry.

BUSINESS LAW

ACCT1800 3 Credits (3 Lec.)
This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include ethics, the court system, legal system, contracts, negotiable instruments, agency and employment, bailments, business organizations, sales and insurance. (Prerequisites: None) **This course has an online option.**

FINANCIAL ACCOUNTING

ACCT1810 4 Credits (4 Lec.)
This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include recording transactions related to internal control, receivables, short-term investments, inventories, plant and equipment, intangible assets and long-term investments. (Prerequisite: None)

MANAGERIAL ACCOUNTING

ACCT1811 4 Credits (4 Lec.)
This course covers the accounting principles and concepts applicable to partnership and corporate organizations, accounting for current, contingent, and long-term liabilities, investments, cash flow statements, financial statement analysis, department and branch accounting, consolidated financial statements, plant assets and intangible assets. Also considered are concepts applicable analyzing financial statements, managerial and cost accounting principles, and budgeting. (Prerequisites: ACCT1810)

PAYROLL ACCOUNTING

ACCT1814 2 Credits (1 Lec./1 Lab)
This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. (Prerequisites: ACCT1810 or simultaneous) **This course has an online option.**

COMPUTERIZED ACCOUNTING APPLICATIONS I

ACCT1834 3 Credits (2 Lec./1 Lab)
This course is an introduction to the use of computers and related software used in the accounting function of the business environment. Topics include, but are not limited to general ledger accounting, payroll procedures, accounts receivable, and accounts payable. The student is also introduced to spreadsheet and database software and their interrelationship with a fully integrated accounting software program. Software for this program includes QuickBooks, Excel, and Access. (Prerequisites: ACCT1810 [taken before or simultaneously] and demonstrated competency in file management) **This course has an online option.**

COMPUTERIZED ACCOUNTING APPLICATIONS II

ACCT1835 3 Credits (2 Lec./1 Lab)
This is the second of the two computerized accounting application series. Topics include, but are not limited to general ledger accounting, payroll procedures, accounts receivable, accounts payable, and job cost accounting. The student is also introduced to advanced functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes Peachtree and Excel Expert. (Prerequisites: Computerized Accounting Applications I) **This course has an online option.**

PROFESSIONAL ACCOUNTING CAREERS

ACCT1870 1 Credit (1 Lec.)
This course covers specific topics relating to applying for accounting positions. Topics covered in this course are your appearance, networking tips, exploring different accounting careers, meeting your job's expectations, preparing resumes and interviewing techniques. Each student is required to have one employment interview as part of this course. (Prerequisites: None)

INTERMEDIATE ACCOUNTING I

ACCT2821 4 Credits (4 Lec.)
This is the first of the two course intermediate accounting series. The content of this course covers the overview of the accounting process, the income statement, the balance sheet, the statement of cash flows, the time value of money, the various components of the balance sheet which includes cash, receivables, inventory and fixed assets. (Prerequisites: ACCT1810 and 1811 or equivalent as deemed by instructor)

INTERMEDIATE ACCOUNTING II

ACCT2822 4 Credits (4 Lec.)
This is the second of the two course intermediate accounting series. The content of this course covers short-term debt, long-term debt, stockholder's equity, investments, leases, earnings per share, reporting the impact of changing prices, financial statement analysis and other advanced accounting topics. (Prerequisites: ACCT2821 or equivalent)

PRINCIPLES OF FINANCE

ACCT2827 3 Credits (3 Lec.)
This course introduces the student to finance concepts for small to medium businesses. Concepts covered in this course include financial markets, implication of interest rates to business, understanding of financial statements, risk versus return, use of debt financing, use of equity financing, capital budgeting concepts, cost of capital, determining the appropriate financing mix, forecasting techniques, working capital management and liquid asset management. (Prerequisite: ACCT1810 & ACCT1811)

ACCOUNTING INFORMATION SYSTEMS

ACCT2847 3 Credits (3 Lec.)
This course identifies the distinct information systems knowledge required by accountants, and it incorporates accurate and understandable material that addresses those specific needs. (Prerequisites: ACCT1810) **This course has an online option.**

ACCOUNTING INTERNSHIP

ACCT2850 1-8 Credits (On-the-job credits)
This course provides students with actual experiences in accounting careers. A competency-based internship plan will be developed for each student. The student can receive internship credit for participating in the Volunteer Income Tax Assistance (VITA) program at SCC in conjunction with the Internal Revenue Service, Minnesota Department of Revenue, and Minnesota Valley Action Council. (Prerequisites: Advisor approval)

COST ACCOUNTING

ACCT2861 4 Credits (4 Lec.)
This course covers manufacturing accounting concepts. Cost concepts and behaviors will be analyzed while job order costing, process costing, accounting for materials, direct labor and factory overhead will be covered. (Prerequisite: ACCT1810, 1811)

COST/MANAGERIAL ACCOUNTING

ACCT2862 4 Credits (4 Lec.)
This course is an extension of ACCT2861. This course covers budgeting, standard costing, direct costing, differential analysis, capital planning, transfer pricing and decision making under uncertainty. (Prerequisite: ACCT2861 or equivalent)

FUND/NONPROFIT ACCOUNTING

ACCT2863 3 Credits (3 Lec.)
The purpose of this course is to assist students in gaining a knowledge of accounting and financial reporting currently recommended for state and local governmental entities, school districts, and other not-for-profit organizations. The course will assist the student in developing a knowledge of the accounting differences between governmental and not-for-profit entities and business enterprises. (Prerequisite: ACCT1810)

INCOME TAX I

ACCT2864 4 Credits (4 Lec.)
The purpose of this course is to expose students to an explanation of Federal and Minnesota individual income tax as it relates to the preparation of the required tax returns. Tax research is also examined in this course. Students will have hands-on experience in preparing Federal and Minnesota income tax returns. (Prerequisites: None) **This course has an online option.**

INCOME TAX II

ACCT2865 3 Credits (3 Lec.)
This course provides an explanation and interpretation of the Internal Revenue Code as applied to sole proprietorships, partnerships and corporate. Topics include business income, expenses, business tax credits, withholding and payment of established estate and trust tax issues, taxes, installment sales, and inventories. (Prerequisites: ACCT2864) **This course has an online option.**

ADVANCED/INTERNATIONAL ACCOUNTING

ACCT2875 3 Credits (2 Lec./1 Lab)
This course will cover international accounting standards unique to seven (+) countries, a study on business cultural differences, and United States business consolidation procedures. (Prerequisites: ACCT2821 or concurrent)

AGRICULTURAL SELLING SKILLS

AGBS1100 3 Credits (2 Lec./1 Lab)
This course covers the basic and advanced principles and techniques used in selling agricultural merchandise and services. Agricultural Sales has taken on increased importance in recent years. The introduction of new products and services has magnified the need for technically competent knowledgeable sales personnel. Role-playing and advanced, in-depth sales presentations will be done in class. Students will also be required to make an industry visit and write appropriate letters. (Prerequisite: None)

AGRICULTURE INTERNET

AGBS2005 1 Credit (1 Lab)
This course is for those students who wish to use the internet as a source of technical information about agriculture. Students will be collecting information from a variety of different sources using the world wide web. (Prerequisites: None)

COMMERCIAL DRIVER'S LICENSE

AGBS2015 1 Credit (1 Lec.)
This course covers the MN Department of Public Safety information relating to safe driving of commercial vehicles utilized in the agribusiness industry. Information concerning vehicle pre-trip inspection, air brakes, hazardous materials, endorsements, and safety information are covered. Testing information concerning the general knowledge test, air brakes test, hazardous materials test, and tanker test areas are also covered. (Prerequisites: None)

AGRIBUSINESS FIRM FINANCIAL MANAGEMENT

AGBS2100 3 Credits (3 Lec.)
This course covers all major aspects of agribusiness financial management through extensive problem solving, financial analysis, and financial planning. (Prerequisites: AGECE1100)

AGRIBUSINESS FINANCIAL ANALYSIS

AGBS2200 3 Credits (2 Lec./1 Lab)
This course covers a review of current business analysis factors, criteria and procedures, comparative analysis, and application of computerized programs to agribusiness financial analysis. Students will request and study and analyze current agribusiness annual reports (Prerequisite: AGBS1100)

GRAIN ELEVATOR OPERATION-HEDGING

AGBS2300 2 Credits (1 Lec./1 Lab)
This course covers all aspects of profitable grain elevator operation including operational goal development, parts and function, operation procedures, market alternative evaluations, commodity quality factors, and inventory control system. (Prerequisites: AGBS1100, AGBS2100, AGECE2400)

INTERNATIONAL FIELD STUDY SEMINAR

AGBS2990 3 Credits (Lab)
This course covers an introduction to agricultural, food, and environmental systems in other countries of the world. The field study seminar consists of two major components: a series of pre-departure seminars and a two-week period within a host country. The field study will introduce students to the history, geography, cultures and socio-economic situations of the country they will visit. Students will also explore the agricultural, food and environmental system of another country.

INDIVIDUALIZED STUDY/SPECIAL PROBLEMS

AGBS2995 1-6 Credits (Lab)
This course allows the student to pursue special projects or areas of interest. The number of credits must be agreed upon by advisor/advisee prior to registration. (Prerequisites: Successful completion of two semesters of training or by special arrangement)

FERTILIZER INDUSTRY EQUIPMENT

AGCH1100 2 Credits (1 Lec./1 Lab)
This course covers all fertilizer application methods. Equipment focus will include airflow, spinner, soilection, liquid application and injection application systems. Knowledge of equipment, associated systems operation and maintenance will be learned. Safe operation of this equipment will be emphasized. (Prerequisites: None)

HERBICIDE INDUSTRY EQUIPMENT

AGCH1200 2 Credits (1 Lec./1 Lab)
This course covers all herbicide application methods. Equipment will include terragator, rogator, operation and maintenance along with the associated systems. Safe operation of this equipment will be emphasized. Monitors, marking systems, controllers and hydraulic systems will be reviewed. Customer relations between the operator and farmer will be covered. Calculation of product applied and application record keeping is a part of the class. (Prerequisites: Instructor and agribusiness operator prior approval and a signed agreement.)

WORK EXPERIENCE - EQUIPMENT OPERATION I

AGCH1300 1-4 Credits (Lab)
This course is a cooperative work-study program between SCC and local fertilizer and chemical businesses to allow the students to have on the job experience in the Ag Chemical field. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement.)

WORK EXPERIENCE - EQUIPMENT OPERATION II

AGCH1305 1-4 Credits (Lab)
This course features a cooperative on the job education program in an agribusiness field. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement.)

AGRICULTURAL ECONOMICS

AGECE1100 3 Credits (2 Lec./1 Lab)
This course covers agriculture's economic dimensions and impact, economic principles, calculation of economic returns, and evaluation of economic alternatives. Capital use, cost appraisal, risk considerations under a variety of economic conditions, farm credit sources and creditor relationships will also be discussed. (Prerequisites: None)

PRINCIPLES OF FARM RECORDS

AGECE1200 3 Credits (2 Lec./1 Lab)
This course covers types of records, setup and use of Minnesota Farm and Ranch Account Book, completion of a sample farm record problem in an account book and on a computerized record program, a review of various recordkeeping systems, and selection and implementation of computerized record programs. Students will initiate records on a current farming operation. (Prerequisites: None)

INTERPRETATION OF FARM RECORDS

AGECE2200 3 Credits (2 Lec./1 Lab)
This course covers closeout and analysis of the Chet White Farm example accounting problem and the home farm account book. Also covered will be various analysis techniques, a comparative analysis of all farm production, efficiency and financial factors, and a review of current tax management factors. (Prerequisites: AGECE1100, AGECE1200)

FARM MANAGEMENT CHALLENGE

AGECE2300 2 Credits (1 Lec./1 Lab)
This course covers goal development, advanced economic principle application, production factor organization, farm program development and farm operating agreements. Students will develop an individual marketing plan for their farm operation, cash flows, budgets and prepare for the challenges anticipated in the profession of farm production. (Prerequisites: AGECE1100, AGECE1200, AGECE2200 and AGECE2400)

COMMODITY FUTURES MARKETS

AGECE2400 3 Credits (3 Lec.)
This course covers futures market structure and function, futures commodity contract specifications, futures trading procedures and commodity futures trading strategies. Course provides students with background in size and scope of agribusiness, role of marketing in the agribusiness system, functions of marketing, development of marketing in agribusiness, government intervention in markets, approaches to the market and functions in management and marketing management in agribusiness firms. Students will also study agribusiness market plans, analyze market opportunities, market objectives, pricing terminology and pricing strategies. (Prerequisites: None)

AGRICULTURAL TRANSFER AND LAW
AGEC2500 2 Credits (2 Lec.)
 This course covers farm estate planning. Topics include federal and state estate tax laws and their impact, estate-planning options, will preparation and the role of life insurance. Course includes sources of law, basic contract types and components, personal and real property features, land descriptions, legal fences, animal control legalities, water rights, liability responsibilities, and bankruptcy provisions. (Prerequisites: None)

ALTERNATIVE AGRICULTURE
AGEC2600 2 Credits (2 Lec.)
 One of the changes taking place in agriculture is an increasing interest in the production of alternative crop and animal enterprises. This class will examine and evaluate those enterprises. A look at the profitability, marketing and risks of producing a alternative product as well as the resources and information available to assist in developing a plan to produce an alternative product. The opportunities to produce a value-added product will be studied. A close look will be taken those organizations that provide assistance to producers as well as businesses currently raising and marketing alternative agriculture products.

OUTDOOR POWER EQUIPMENT
AGME1801 3 Credits (2 Lec./1 Lab)
 This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment and attachments are emphasized. (Prerequisites: None)

EQUIPMENT ASSEMBLY, OPERATION, ADJUSTMENT AND RECONDITIONING I
AGME1812 2 Credits (2 Lab)
 This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a checklist, uses a torque chart, learns the procedure for threading and taping, installs heli-coils and keenserts, sharpens drill bits, installs the hydraulic system, follows the hydraulic diagram, assembles machinery, touches up paint, and adjusts the equipment for field use. (Prerequisites: None)

EQUIPMENT ASSEMBLY, OPERATION, ADJUSTMENT AND RECONDITIONING II
AGME1813 2 Credits (1 Lec./1 Lab)
 This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a checklist, uses a torque chart, learns the procedure for threading and taping, installs heli-coils and keenserts, sharpens drill bits, installs the hydraulic system, follows the hydraulic diagram, assembles machinery, touches up paint, and adjusts the equipment for field use. (Prerequisites: None)

PRECISION MEASURING TOOLS
AGME1821 1 Credit (1 Lec.)
 This course covers using precision tools. The student will learn to use micrometers and vernier calipers (English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (gas and diesel), cylinder leakage testing, and radiator cap, thermostat, and antifreeze testing. (Prerequisites: None)

GAS/DIESEL ENGINE REPAIR I
AGME1822 3 Credits (3 Lab)
 This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn seats and guides; testing springs; and reassembling heads. In addition, students will perform tasks such as engine removal/replacement and disassembly/reassembly; sleeve removal/replacement; and crankshaft, camshaft, sleeve, piston, bearing, and rod measuring. The reassembled engine will be timed, adjusted, and tested on the dynamometer. (Prerequisites: AGME1821)

ENGINE SUPPORT SYSTEMS AND LAB
AGME1823 3 Credits (2 Lec./1 Lab)
 This course covers cooling, lubrication and intake / exhaust systems. The student will identify, troubleshoot and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas / Diesel Engine Repair I. (Prerequisite: AGME1821)

TRACTOR POWER TRAINS
AGME1831 3 Credits (1 Lec./2 Lab)
 This course includes lecture instruction and laboratory experience in dry clutches, wet clutches, mechanical transmissions, power take-off units, final drives, differentials, brakes, and steering. (Prerequisites: None)

TRACTOR ELECTRICAL SYSTEMS
AGME1861 3 Credits (1 Lec./2 Lab)
 This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

PARTS DEPARTMENT OPERATION
AGME1881 1 Credit (1 Lab)
 This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisite: None)

HYDRAULIC THEORY
AGME1891 1 Credit (1 Lab)
 This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic components that make up the modern hydraulic systems. Student must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

GAS/DIESEL ENGINE REPAIR II
AGME1923 4 Credits (4 Lab)
 This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Mechanical Transmissions, Electrical Systems, and other mechanical courses. The students will repair customer units. The primary repair work will involve engine overhaul (gas and diesel), and clutch, brake, and electrical repairs. Customer units must be completed by the end of the course. (Prerequisites: AGME1821, AGME1822, AGME1861)

AGRICULTURAL WELDING
AGME1930 2 Credits (2 Lab)
 This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

HYDRAULIC ASSIST/HYDROSTATIC TRANSMISSIONS
AGME2832 2 Credits (2 Lab)
 This course covers speed change, powershaft, and hydrostatic transmissions. The student identifies transmission operation, traces powerflow, and diagnoses problems. The student performs disassembly, repairing, reassembly, testing and adjusting of various transmissions. The transmissions covered in the course include John Deere 8 and 16 speed, International Harvester TA, White 3 speed, Case RPS-34, Case-IH Magnum, and Sunstrand/Eaton hydrostatic. (Prerequisites: AGME1821, AGME1831)

AIR CONDITIONING
AGME2841 1 Credit (1 Lab)
 This course covers the air conditioning system. The student will reclaim, evacuate, charge, test, and diagnose the air conditioning system. Refrigerant identification equipment will be utilized. Compressor seal and head gasket replacement is included. (Prerequisites: None)

INTRODUCTION TO DIESEL
AGME2852 1 Credit (1 Lab)
 This course covers an introduction to the diesel system, components, operation and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

DIESEL INJECTION (PUMPS)
AGME2853 3 Credits (3 Lab)
 This course covers the operation, disassembly, repair and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair and adjust internal parts; reassemble the pump; and perform pump adjustments on the test bench. (Prerequisite: None)

ADVANCED AG ELECTRICAL/ELECTRONICS
AGME2863 2 Credits (2 Lab)
 This course covers review, troubleshooting and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME1861)

AG TECH SEMINAR
AGME2882 1 Credit (1 Lec.)
 This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

HYDRAULIC THEORY AND DIAGNOSIS
AGME2892 4 Credits (1 Lec./3 Lab)
 This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME1891)

AGRIBUSINESS SERVICE TECHNICIAN SUPERVISED OCCUPATIONAL EXPERIENCE
AGME2940 11 Credits (Lab)
 This course is a cooperative work-study program between the SCC Agribusiness Service Technician program and area dealerships or industries which allows the student an employment-like work experience. Application of competencies gained from previous course work will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. (Prerequisites: To be developed on an individual basis.)

TRACTOR/EQUIPMENT REPAIR I

AGME2945 3 Credits (3 Lab)
This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME1822, 1823, 1831, 1891, 1923)

TRACTOR/EQUIPMENT REPAIR II

AGME2946 4 Credits (4 Lab)
This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME 2863, AGME2945)

TRACTOR/EQUIPMENT DIAGNOSIS AND REPAIR

AGME2947 4 Credits (4 Lab)
This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students will perform repair services on customer tractors and school units and will follow machine check sheet upon completion. (Prerequisites: AGME2863, AGME2945)

EMPLOYER/EMPLOYEE ISSUES

AGRI1800 2 Credits (2 Lec.)
This course covers the principles of supervision and being supervised as they relate to the goals of agriculture businesses. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determining personnel needs, finding and recruiting people, performance appraisals, training plans, promotions and terminations will be included. (Prerequisites: None)

AGRICULTURAL TECHNOLOGY SEMINAR

AGRI2700 2 Credits (1 Lec./1 Lab)
This seminar will provide students the opportunity to self-direct studies in agricultural technology in their areas of interest. Technologies to be considered could include but, are not limited to, plant protection, precision farming, application industries, livestock equipment, biotechnologies, financial resource management, sustainable agriculture, environmental impacts of agriculture, agricultural workforce and agricultural production. Some organized events will be part of this course. The major emphasis will be self-directed learning. (Prerequisites: None)

AGRIBUSINESS INTERNSHIP

AGRI2780 1-8 Credits (Lab)
This course features a cooperative on-the-farm at-the-agribusiness educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan. (Prerequisites: instructor's and cooperating farm operator's or agribusiness supervisor's approval and a signed agreement.)

AGRONOMY INTERNSHIP

AGRI2781 1-8 Credits (Lab)
Description: This course features a cooperative on-site agribusiness educational program in the agronomy industry. Application of competencies gained from previous coursework will be emphasized. Specific agronomy tasks to be completed by the student will be identified in an individual training plan. Each training plan is specific to the agronomic business that the student is working at in the agribusiness arena.

PRECISION AGRICULTURE INTERNSHIP

AGRI2783 1-8 Credits (Lab)
This course features a cooperative on-site educational program. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be completed by the student will be identified in an individual training plan. Each training plan is specific to the precision agricultural business enterprise that the student is working at in the industry.

FARM MANAGEMENT INTERNSHIP

AGRI2790 1-8 Credits (Lab)
This course features a cooperative on-the-farm educational program experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be completed by the student will be identified on an individualized training plan relating to the management of the farm operation.

LIVESTOCK PRODUCTION INTERNSHIP

AGRI2798 1-8 Credits (Lab)
This course features a cooperative on-the-livestock-farm educational program. Application of competencies gained from previous coursework will be emphasized. Specific livestock related tasks to be completed by the student will be identified in an individual training plan. Each training plan is specific to the livestock species or enterprise that the student is working at within the animal production industry.

LIVESTOCK PRODUCTION PRINCIPLES

ANSC1100 3 Credits (3 Lec.)
This course covers animal production history and economic impact, breed development, animal anatomy and physiology, animal product features, gland and hormone functions, growth and lactation physiology, environmental animal production factors, and animal research. Course will focus on disease prevention and the means required to promote productive livestock production. Some time will be spent on analyzing specific diseases, describing symptoms and treatment. (Prerequisites: None)

BEEF PRODUCTION

ANSC1105 2 Credits (1 Lec./1 Lab)
This course focuses on the beef industry as a productive enterprise. Focus will center on beef cattle genetics, herd and feedlot health, selection of beef breeding maternal and paternal traits, beef carcass traits, beef operation record keeping, calving, raising of dairy-beef calves, cow-calf herd and feedlot management, beef herd analysis, and beef facilities, and beef marketing alternatives. (Prerequisites: None)

LIVESTOCK LAB

ANSC1200 2 Credits (1 Lec./1 Lab)
This course is designed to teach the fundamental principles of livestock genetics in a practical manner. The course deals with the physiology of reproduction and application of genetics for improvement of the livestock herd. Livestock selection materials and methods of live animal and carcass evaluation will be conducted. Subjective and objective evaluation methods and measurements will be included. (Prerequisite: None)

DAIRY PRODUCTION

ANSC1205 2 Credits (1 Lec./1 Lab)
This course focuses on the dairy industry as a productive enterprise. Focus will center on dairy cattle genetics, herd health, selection of dairy maternal and paternal traits, daily dairy operation record keeping, calving, raising of calves, dairy herd management, dairy herd analysis, and dairy facilities. (Prerequisites: None)

CATTLE ARTIFICIAL INSEMINATION

ANSC1305 1 Credit (1 Lab)
This course covers a study of the techniques and equipment necessary for the artificial insemination in cattle. Principles involved in heat selection, bull selection, semen collection and storage, semen evaluation, insemination, record keeping, mating appraisal, and cleanup procedures will all be addressed in this course. (Prerequisites: None)

FEED PROCESSING AND MANAGEMENT

ANSC1600 2 Credits (2 Lec.)
This course covers the importance, size and complexity of the feed industry. Common practices and procedures used in demonstrating the value of different feeds and feeding programs and common management practices used to maximize efficiency will be discussed. Student will gain an understanding of all aspects of feed processing, handling and storage. Determining the size requirements based on present and future expansion of the operation will be covered. An in-depth knowledge of different preparation and distribution systems and how they can complement each other will be included. (Prerequisites: None)

PRINCIPLES OF ANIMAL NUTRITION

ANSC2100 2 Credits (2 Lec.)
This course covers the fundamentals of nutrition and the essential nutritional requirements of livestock, including sources and composition of nutrients and how they are digested, absorbed, and used as food. (Prerequisites: None)

RUMINANT AND NON-RUMINANT NUTRITION

ANSC2200 3 Credits (2 Lec./1 Lab)
This course covers a practical approach to livestock nutrition. Rations will be balanced using National Research Council recommendations. The main emphasis will be on swine, dairy, and beef. Some time will be spent on sheep, poultry, and horses. Laboratory exercises will cover feeding trials and testing feeds for protein. (Prerequisites: ANSC2100)

DRAFTING FUNDAMENTALS

ARCH1000 3 Credits (1 Lec./2 Lab)
This course is the first drafting course for those students who have no drafting background. It covers basic drafting knowledge and techniques. It includes lettering, line weights, orthographic projection, measuring and the use of drafting instruments. It is a prerequisite for any student not having previous drafting education.

BASIC RESIDENTIAL DRAFTING

ARCH1110 3 Credits (1 Lec./2 Lab)
This course covers architectural drafting career information, dimensioning, symbols and notation. Lettering, line techniques and accuracy are stressed. (Prerequisites: ARCH1000 or previous drafting experience)

RESIDENTIAL STRUCTURES AND SYSTEMS

ARCH1120 3 Credits (1 Lec./2 Lab)
This course covers the methods of residential construction, including wall framing, structure, stair construction and site plans. (Prerequisite: ARCH1110)

BASIC AUTOCAD

ARCH1140 3 Credits (1 Lec./2 Lab)
This course covers an introduction to the use, operations and methods of AutoCad, a computer-aided drafting system, with a hands-on approach. (Prerequisite: None)

RESIDENTIAL CONSTRUCTION

ARCH1210 3 Credit (1 Lec./2 Lab)
This course covers the materials and methods used to construct a complex residence. CAD is used for all drafting work. Independent work and problem solving, as well as applying the Building Code are emphasized. (Prerequisites: ARCH1120, 1140)

ADVANCED RESIDENTIAL DRAFTING

ARCH1220 3 Credits (1 Lec./2 Lab)
This course covers drafting a complete set of construction documents for a complex residence using CAD. Finishes, energy conservation, cabinetwork and sitework are included. Independent work and problem solving are emphasized as well as coordination of information and complete drawings. (Prerequisite: ARCH1210)

RESIDENTIAL ESTIMATING

ARCH 1230 2 Credits (1 Lec./1 Lab)
This course covers estimating quantities of labor and materials for residential construction. Residential construction materials and methods and an introduction to residential construction specifications are included. Students will make material take-off estimates and estimate a complete residential project. (Prerequisite: ARCH1120, MATH1050)

ARCHITECTURAL AUTOCAD

ARCH1240 3 Credits (1 Lec./2 Lab)
This course covers the using AutoCAD and AutoCAD Architectural Desktop to make architectural working drawings, as well as 3-D models. Emphasis will be on drawing production and production techniques. (Prerequisite: ARCH1120, ARCH1140)

INTERNSHIP

ARCH1310 1-4 Credits (Lab)
This course covers applying classroom knowledge to the workplace. Students are responsible for finding an appropriate construction-related job. Course requirements will be adapted to the type of work performed by the students. It may be taken more than once. (Prerequisite: Advisor approval)

SPECIAL PROBLEMS
ARCH1320 1-4 Credits (Lab)
 This course covers independent work by the student on a selected problem related to architectural drafting or construction. It may be taken more than once. (Prerequisite: Advisor approval)

LIGHT COMMERCIAL CONSTRUCTION
ARCH2100 6 Credits (2 Lec./4 Lab)
 This course covers materials and methods used for constructing light commercial buildings. Building code knowledge, zoning, and preparation of details, sketching skills, as well as preparation of construction documents using CAD are emphasized. Work is done in teams. Includes approximately 240 hours of CAD work. (Prerequisites: ARCH1220, 1240)

STATICS, STRENGTH OF MATERIALS
ARCH2110 3 Credits (1 Lec./2 Lab)
 This course covers forces, vectors, bending, shear, calculation of equilibrium, stress, strain and strength of materials associated with common construction materials such as wood, steel, concrete and masonry. (Prerequisites: MATH1050)

HEAVY COMMERCIAL CONSTRUCTION
ARCH2200 6 Credits (2 Lec./4 Lab)
 This course covers materials and method for constructing heavy commercial buildings. Materials knowledge, handicapped accessibility requirements, building code requirements, as well as sketching skills, CAD skills and working as member of a work team are emphasized. Includes approximately 240 hours of CAD work. (Prerequisites: ARCH1220, 1240)

ART APPRECIATION
ART100 3 Credits (3 Lec.)
 Art appreciation is the historical and topical study of art and its relationship to culture and society. This course incorporates the extensive use of visual materials to teach the essentials and aesthetics of art, civilization, and daily life. (Prerequisite: READ0080, 0090) (MnTC 6: Humanities and Fine Arts)

MATERIALS AND BASIC FORM
ART1802 4 Credits (1 Lec./3 Lab)
 This course will study the five basic principles of drawing: form, value, texture and lighting. Students will begin to understand visual problem solving and the importance of formatting and preparing their work for reproduction. (Prerequisites: None)

DRAWING AND DRAPING THE FIGURE
ART1804 3 Credits (1 Lec./2 Lab)
 This course covers the basic understanding of the human form. Skeletal and muscular features are covered along with proportions and age group characteristics. This course also covers the seven basic folds and the principles which cause folds to form around objects. (Prerequisites: ART1802)

ANIMAL DRAWING
ART1806 3 Credits (1 Lec./2 Lab)
 This course covers animal drawing with emphasis on basic form, skeletal and muscular study and understanding how the animal form relates to the human form. (Prerequisites: ART1802, 1804)

TYPOGRAPHY/DESIGN
ART1808 3 Credits (1 Lec./2 Lab)
 This course covers the various typefaces and their creative use in layout and design. Teams are organized to develop campaigns taught during the year. (Prerequisite: ART1810)

DIMENSIONAL DRAWING
ART1810 3 Credits (1 Lec./2 Lab)
 This course covers the principles and use of perspective and technical illustration as drawing tools. Students will gain an understanding of solid dimensional drawing. (Prerequisites: ART1802)

PORTFOLIO I
ART1812 2 Credits (2 Lab)
 This course covers the purpose and display of artwork by use of the portfolio, which is an essential tool for the student to secure a job in the Commercial and/or Graphic Arts field. The student will begin the process of building a portfolio. (Prerequisites: ART1820)

COMPUTER LAB I
ART1820 4 Credits (1 Lec./3 Lab)
 Geared for the Commercial Artist, this course covers basic function of the Macintosh for the use of computer illustration and compositing applications. (Prerequisites: Intro to MAC or basic Macintosh experience)

COMPUTER LAB II
ART1821 3 Credits (1 Lec./2 Lab)
 Geared for the Commercial Artist, students will have hands-on experience with the functions of InDesign. Each student will complete projects to learn the basic features of this page layout program. (Prerequisites: Intro to MAC or Basic Mac experience)

SPECIAL PROBLEMS
ART1824/2824 1-4 Credits (Lab)
 With the approval of the instructor, students can receive credit for internships and specialty course work during the first and second year. This course will be modified each semester to meet the current needs of the students. (Prerequisites: Instructor Approval)

PAPER
ART2802 3 Credits (1 Lec./2 Lab)
 Students will learn basic paper standards for the development of advanced package design and stock conversion possibilities. (Prerequisites: ART1810, 1820)

ADVANCED DESIGN AND ILLUSTRATION
ART2804 3 Credits (1 Lec./2 Lab)
 Students will learn advanced design and illustration principles on the board and in the use of various software: *Illustrator, Photoshop and InDesign* which will be essential in all assignments until the end of the year. (Prerequisites: ART1808,)

PRODUCT PHOTOGRAPHY
ART2806 3 Credits (1 Lec./2 Lab)
 Students will plan and be supervising a product photography session. Students will learn how to handle set-up and lighting problems. Using Photoshop, final photographs will be retouched, composited with type and output. (Prerequisites: ART1810, 1820)

PORTFOLIO II
ART2808 3 Credits (3 Lab)
 This course covers the continued development of the student traditional and digital portfolio. The student will research different employment possibilities in their area of interest. (Prerequisite: ART1812)

DIGITAL COMMUNICATIONS
ART2810 2 Credits (1 Lec./1 Lab)
 Students will learn the basics of HTML and how a commercial artist should plan and design a web page working with Photoshop, Dreamweaver, and Flash. (Prerequisites: ART1810, 1820)

MEDIA I
ART2812 1-3 Credits (Lab)
 Students will learn basic information, terminology, flowcharts, storyboarding and the fundamentals of Flash for interactive presentation. The course also covers package design and graphic output. (Prerequisites: ART1810, 1820)

MEDIA II
ART2814 1-3 Credits (Lab)
 Students will learn how to make multimedia presentations with sound, stills, animation and graphics. Students will also continue to develop their illustration and layout and design skills. (Prerequisites: ART2812)

MEDIA III
ART2816 1-3 Credits (Lab)
 Students will produce multimedia and/or graphic projects and target their work toward their areas of interest. (Prerequisites: ART2814)

PORTFOLIO III
ART2818 1-3 Credits (Lab)
 With the guidance of the instructor, students will set-up job interviews and continue their employment research to further develop their traditional and digital portfolios. (Prerequisites: ART2808)

INTRODUCTION TO AUTO SERVICE
AST1112 2 Credits (1 Lec./1 Lab)
 This course is a requisite for the Auto Service Technology program. The course will include the following topics: shop safety and operation, shop practices and procedures, vehicle identification, use of service information, proper use of hand tools / power tools / hoists / and other equipment, basic fasteners, and bearings and seals. The course also develops the student's ability to follow instructions, interpret specifications, make thread repairs, solder wire connections, double flare steel tubing and perform minor vehicle service. (Prerequisites: None)

SERVICE MANAGEMENT
AST1121 1 Credits (1 Lec.)
 This course provides instruction in customer relations / expectations, service sales, shop management, business practices and ethics, and customer satisfaction. (Prerequisites: None)

BASIC ELECTRICAL
AST1212 2 Credits (1 Lec./1 Lab)
 This course covers the fundamentals of electricity and electronics. Sources of electricity, circuits, magnetism, resistance, coils, capacitance, instruments, diodes, and solid-state devices will be presented in a manner which relates the subject to the occupation. (Prerequisites: None)

ADVANCED ELECTRICAL/ELECTRONICS
AST1222 2 Credits (1 Lec./1 Lab)
 This course focuses on the advanced electrical/electronic systems used in contemporary automobiles. The goal of this course is to develop the skills necessary to deliver timely, accurate and dependable diagnosis, service and repair. The most recent diagnostics, equipment, tools and materials are the standard for this class. (Prerequisites: AST1212)

STARTING AND CHARGING SYSTEMS
AST1233 3 Credits (1.5 Lec./1.5 Lab)
 This course includes instruction in the theory, construction and operation of starting and charging systems. Component identification, testing, diagnosis and repair will be emphasized. (Prerequisites: AST1222)

ENGINE DIAGNOSIS
AST1311 1 Credit (1 Lab)
 This course covers engine function and noise diagnosis using various types of test equipment. This course focuses on developing the skills needed to diagnose and analyze basic engine problems. (Prerequisites: AST1712 or instructor approval)

LOWER ENGINE SERVICE
AST1323 3 Credits (1.5 Lec./1.5 Lab)
 This course covers the theory of engine operation and construction, parts identification, measurements and engine wear locations. Determining the service procedures an engine will require and the reconditioning of all lower engine components are included in this course. (Prerequisite: AST1311)

UPPER ENGINE SERVICE
AST1332 2 Credits (1 Lec./1 Lab)
 This course covers testing and rebuilding cylinder heads. The student will analyze cylinder compression and leakage tests to determine if valve and seat service is necessary. Hands-on experience consists of valve refacing, valve guide service, valve seat reconditioning, valve spring testing, shim selection, and proper installation. (Prerequisites: AST1311)

ENGINE LAB
AST1341 1 Credit (1 Lab)
 This course is designed to allow students enrolled in the engine services sequence to complete assigned projects. (Prerequisites: AST1323, AST1332 or instructor approval)

CLUTCH & DRIVE LINE
AST1412 2 Credits (1 Lec./1 Lab)
 This course covers standard automotive and light truck clutches. Content includes design, adjustment, overhaul, diagnosis, and repair. Also included are mechanical and hydraulic systems. The drive line section includes phasing, alignment, and balance. (Prerequisites: AST1112 or instructor approval)

MANUAL TRANSMISSION/TRANSAXLE & 4X4

AST1423 3 Credits (2 Lec./1 Lab)
This course covers the operation and proper repair procedures for the types of manual transmissions/transaxles and transfer case used in late model vehicles. Four wheel drive, locking hubs, axle disconnects, AWD, full-time, and part-time four wheel drive systems will also be covered. (Prerequisites: AST1112 or instructor approval)

SUSPENSION/STEERING & WHEEL ALIGNMENT

AST1513 3 Credits (2 Lec./1 Lab)
This course covers front and rear suspension systems, wheel balance and steering systems and components. Students will be required to perform a front and rear wheel alignment. (Prerequisites: AST1112 or instructor approval)

BRAKES

AST1613 3 Credits (2 Lec./1 Lab)
This course covers the principles of friction and braking systems, hydraulic systems, disc and drum brakes, parking brakes, and power assist units. Emphasis will be placed on operation, diagnosis, and repair of various types of braking systems. (Prerequisites: AST1112 or instructor approval)

ADVANCED BRAKES

AST1622 2 Credits (1 Lec./1 Lab)
This course focuses on anti-lock brake systems, components and controls. Diagnostic and repair procedures will be emphasized. (Prerequisites: AST1222, AST1613 or Instructor approval)

BASIC TUNE-UP (non-computer)

AST1712 2 Credits (1 Lec./1 Lab)
This course covers the theory and principles of operation of automotive gasoline engines, electrical, ignition and emission control systems. (Prerequisites: AST1212, or instructor approval)

REAR AXLE/DIFFERENTIAL

AST2432 2 Credits (1 Lec./1 Lab)
This course will cover the operation of and repair procedures for the types of differentials used on late-model vehicles. (Prerequisite: AST1112 or instructor approval)

AUTOMATIC TRANSMISSION I

AST2442 2 Credits (2 Lec.)
This course covers how an automatic transmission works, the basic parts, functions, and power flow of the hydraulic circuits. This course also includes the basic theory of torque converters, planetary gears, clutches, bands and hydraulic circuit operation. (Prerequisites: AST1112 or instructor approval)

AUTOMATIC TRANSMISSION II

AST2452 2 Credits (1 Lec./1 Lab)
This course is a hands-on lab class in which various transmissions and transaxles are overhauled, adjusted, and bench tested. Basic overhaul techniques, special tool and gauge usage are included. (Prerequisites: AST2442 or instructor approval)

AUTOMATIC TRANSMISSION III

AST2462 2 Credits (1 Lec./1 Lab)
This course is a practical approach to automatic transmission theory and service. An opportunity for the student to develop functional skills by working on individual transmission and transaxle units will be provided. Troubleshooting, minor and major repair, and adjustments are emphasized. (Prerequisites: AST2452 or instructor approval)

FUEL SYSTEMS I

AST2723 3 Credits (1.5 Lec./1.5 Lab)
Students will study the theory and principles of operation of automotive fuel systems. Fuel pumps, tanks, filters, and emission control devices associated with the fuel system on an automobile will be included. Diagnosis, adjustments, and repair of the system and component parts will be emphasized. (Prerequisites: AST1712 or instructor approval)

INTRODUCTION TO AUTOMOTIVE COMPUTERS

AST2733 3 Credits (1.5 Lec./1.5 Lab)
This course covers the theory and operating principles of automotive computers, sensors and control devices. (Prerequisites: AST1222, 1712, 2723 or instructor approval)

FUEL SYSTEM II

AST2743 3 Credits (1.5 Lec./1.5 Lab)
This course will cover throttle body, multi-port and sequential fuel injection systems. This course focuses on preparing the student to inspect, test, diagnose and repair automotive fuel injection systems. (Prerequisites: AST2733 or instructor approval)

ENGINE PERFORMANCE & DRIVABILITY

AST2752 2 Credits (1 Lec./1 Lab)
This course helps students develop the skills required to diagnose drivability concerns. The course concentrates on General Motors computer-controlled systems. (Prerequisites: AST2743, or Instructor approval)

BASIC AIR CONDITIONING

AST2812 2 Credits (1 Lec./1 Lab)
This course covers the principles of air conditioning. Various system types, malfunction diagnosis, testing, and repair are studied in the classroom. Practical work such as component replacement, system evacuation charging, and performance testing will be included. [Prerequisites: AST2743, or instructor approval (N. Mankato/Mankato) None (Faribault)]

ADVANCED HEATING AND AIR CONDITIONING

AST2823 2 Credits (1 Lec./1 Lab)
This course covers automatic temperature control systems operation, testing and repairs of vacuum and electrical controls, air flow distribution, and heater system controls. (Prerequisites: AST2812, or instructor approval)

AUTO LAB I

AST2911 1 Credit (1 Lab)
This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisite: Instructor approval)

AUTO LAB II

AST2921 1 Credit (1 Lab)
This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisite: Instructor approval)

AUTO LAB III

AST2931 1 Credit (1 Lab)
This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisite: Instructor approval)

AUTO LAB IV

AST2941 1 Credit (1 Lab)
This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisite: Instructor approval)

INDIVIDUALIZED STUDY

AST2951 1-8 Credits (Lab)
This course allows the student to design a program of study geared toward individual need and special interest. The student will specialize in developing skills and competencies in selected areas. (Prerequisites: Instructor approval)

COOPERATIVE OCCUPATIONAL EXPERIENCE

AST2961 1-8 Credits (Lab)
Students will work in a sponsoring automotive service facility. The tasks and activities must be consistent with prior course work. The work schedule will be determined on a case-by-case basis (Prerequisites: The student must be in the second year of the program and instructor approval is required. Credits are variable up to a maximum of 8)

HUMAN ANATOMY

BIOL220 4 Credits (3 Lec./1 Lab)
This course takes an in-depth look at the anatomy of all human body systems. The course focus is on how the shape and composition of the anatomical structure allow body systems to perform their functions. Dysfunctions may be included, but the body in homeostasis is stressed. Two hours of lab per week are included. (Prerequisite: READ0080, READ0090, CHEM106) (MnTC 3: Natural Sciences)

INTRODUCTION TO BIOLOGY

BIOL100 4 Credits (3 Lec./1 Lab)
This course focuses on basic biological principles with special emphasis on the human species. It includes scientific problem solving, biodiversity, human and social aspects of biology, ecology, cellular processes and organ function, human reproduction, pre-natal development, and heredity. Lecture, laboratory, and small group discussions. (Prerequisite: READ0080, READ0090) (MnTC 3: Natural Sciences)

HUMAN PHYSIOLOGY

BIOL230 4 Credits (3 Lec./1 Lab)
This course provides an in-depth study of the functioning of most body systems, including muscle, nervous, cardiovascular, respiratory, digestive, urinary, and endocrine systems. Dysfunctions may be included, but normal physiology is stressed. Two hours of lab per week are included. (Prerequisite: BIOL220) (MnTC 3: Natural Sciences)

PATHOPHYSIOLOGY

BIOL240 3 Credits (2 Lec./1 Lab)
This course provides an in-depth study of the chemical, biological and psychological process involved with alterations of health, using systemic and non-systemic approaches. (Prerequisite: BIOL230) (MnTC 3: Natural Sciences)

MICROBIOLOGY

BIOL280 4 Credits (2 Lec./2 Lab)
This course is an introduction to the general principles and methods used in the study of microorganisms. Lecture, laboratory, and small group discussions. (Prerequisite: CHEM106) (MnTC 3: Natural Sciences)

READING STRATEGIES FOR PARAPROFESSIONALS

CACE1475 1 Credit (1 Lec.)
This online course combines an understanding of how children learn Reading and how to promote that learning by supporting the instruction of the classroom teacher. (Offered in collaboration with St. Cloud Technical College. See advisor for assistance in registering.)

WRITING STRATEGIES FOR PARAPROFESSIONALS

CACE1476 1 Credit (1 Lec.)
This online course combines an understanding of how children learn Writing and how to promote that learning by supporting the instruction of the classroom teacher. (Offered in collaboration with St. Cloud Technical College. See advisor for assistance in registering.)

MATH STRATEGIES FOR PARAPROFESSIONALS

CACE1477 1 Credit (1 Lec.)
This online course combines an understanding of how children learn Math and how to promote that learning by supporting the instruction of the classroom teacher. (Offered in collaboration with St. Cloud Technical College. See advisor for assistance in registering.)

INTRODUCTION TO FOOD SERVICE

CART1800 2 Credits (1 Lec./1 Lab)
This course includes an introduction to the food service industry, culinary terms, use of weights and measures, and kitchen safety. The course also covers equipment and knife identification and use. (Prerequisites: None)

FOOD AND BEVERAGE CONTROL

CART1803 1 Credit (1 Lec.)
This course is designed to teach food and beverage costing systems. Students will learn ingredient, batch, plate and menu costing techniques. Student projects emphasize calculating food cost and beverage costs and percentages, labor costs and percentages, and labor productivity ratios. (Prerequisites: None)

SPECIALTY BREADS

CART1900 2 Credits (1 Lec./1 Lab)
This course includes the preparation and makeup of a variety of yeast raised doughs. Students use a variety of commercial equipment to produce breads, danish, croissants, rolls and yeast raised coffee cakes. (Prerequisites: None)

WOK/ORIENTAL COOKERY

CART1855 2 Credits (1 Lec./1 Lab)
This course is designed to give the student the knowledge and skills needed to prepare a variety of wok/oriental dishes. (Prerequisites: None)

PROFESSIONAL RELATIONS IN EC CAREERS
CDEV1200 3 Credits (3 Lec.)

This course explores career opportunities for working with children in a variety of child development programs. The course also examines job requirements, duties, regulations, and issues, skills, and personal characteristics for becoming successful professionals in early childhood settings.

FOUNDATIONS OF CHILD DEVELOPMENT
CDEV1210 3 Credits (2 Lec./1 Lab)

This course provides an overview of typical and atypical child development across cultures, from prenatal through school age including physical, social, emotional, language, cognitive, aesthetic, and identity/individual development. It integrates developmental theory with appropriate practices in a variety of early childhood care and education settings. **This course has an online option.**

CHILD SAFETY, HEALTH AND NUTRITION
CDEV1220 4 Credits (3 Lec./1 Lab)

This course will guide the student in obtaining skills needed to establish and maintain a physically and psychologically safe and healthy learning environment for young children. Topics include preventing illness and accidents, handling emergencies, providing health, safety and nutrition educational experiences, meeting children's basic nutritional needs, child abuse and current health-related issues. **THIS COURSE DOES NOT INCLUDE CPR OR FIRST AID CERTIFICATION.**

GUIDANCE: MANAGING THE PHYSICAL AND SOCIAL ENVIRONMENT
CDEV1230 4 Credits (3 Lec./1 Lab)

This course provides an exploration of the physical and social environments that promote learning and development for young children. It includes an introduction to basic child guidance techniques for individual and group situations. Emphasis on problem-prevention and positive guidance strategies; recognition, communication, limit setting, problem-solving and behavior modification. Students apply their knowledge of the environment's role in an actual work setting.

FAMILY/COMMUNITY RELATIONS
CDEV1240 3 Credits (3 Lec.)

This course helps child care providers increase their understanding of diverse families and provide an opportunity to examine how current societal and community issues impact the development of children and the well-being of families. The changing role and structure of families as well as the cultural diversity/dynamics, bias, public education, housing, employment, crime, health care, legal services, and social services will be explored. **This course has an online option.**

INFANT-TODDLER DEVELOPMENT AND LEARNING EXPERIENCES
CDEV1310 4 Credits (3 Lec./1 Lab)

This course provides an overview of infant/toddler theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies and observation methods. (Prerequisite: CDEV1210 or concurrent with advisor permission)

PRESCHOOL DEVELOPMENT AND LEARNING EXPERIENCES
CDEV1312 4 Credits (3 Lec./1 Lab)

This course provides an overview of preschool theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies and observation methods. (Prerequisite: CDEV1210 or concurrent with advisor permission)

SCHOOL AGE DEVELOPMENT AND LEARNING EXPERIENCES
CDEV1314 4 Credits (3 Lec./1 Lab)

This course provides an overview of school-age theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies and observation methods. (Prerequisite: CDEV1210 or concurrent with advisor permission)

PLANNING AND IMPLEMENTING CURRICULUM
CDEV1340 4 Credits (3 Lec./1 Lab)

This course examines the role of the teacher in early childhood settings. It applies the knowledge of child development as it relates to individual children, communities, curriculum and communication activities.

PROFILES OF THE EXCEPTIONAL CHILD
CDEV2310 3 Credits (2 Lec./1 Lab)

This course examines the development of children with special needs and prepares caregivers to integrate children with special needs into child development settings. (Prerequisite: CDEV1210; CDEV 1230)

INTERNSHIP
CDEV2510 3 Credits (9 OJT hrs/wk)

This course provides an opportunity to apply knowledge and skill in an actual child development setting. Students will observe and assess children's behavior, facilitate free choice play, implement adult-directed learning experiences, and maintain professional relationships.

CHILDREN WITH DIFFICULT BEHAVIORS
CDEV2520 3 Credits (2 Lec./1 Lab)

This course helps students understand children's behavior problems and identify intervention strategies to prevent and resolve problem behavior, use behavior modification techniques effectively and design behavior plans. (Prerequisite: CDEV1230 or concurrent with advisor permission)

SENSORY MOTOR DEVELOPMENT LEARNING EXPERIENCES
CDEV2540 3 Credits (2 Lec./1 Lab)

This course provides an overview of sensory-motor learning experiences in either home, school or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote sensory, fine motor, gross motor, perceptual-motor, and self-care skill development.

COGNITIVE DEVELOPMENT / MULTIMEDIA EXPERIENCES
CDEV2550 3 Credits (2 Lec./1 Lab)

This course provides an overview of cognitive and multimedia learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote curiosity, attention, perception, memory, problem solving, logical thinking and media literacy.

LANGUAGE AND LITERATURE DEVELOPMENT EXPERIENCES
CDEV2560 3 Credits (2 Lec./1 Lab)

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

SOCIAL, EMOTIONAL AND MORAL DEVELOPMENT EXPERIENCES
CDEV2590 3 Credits (2 Lec./1 Lab)

This course provides an overview of social-emotional and moral learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote emotional development, moral development, self concept, self esteem, social skills, diversity awareness, social studies, altruism and moral responsibility.

PROFESSIONAL LEADERSHIP
CDEV2600 3 Credits (2 Lec./1 Lab)

This course prepares students to take an active/advocate role in the child development profession by examining the history, current trends and future of child care and early childhood education.

PROGRAM PLANNING
CDEV2640 3 Credits (2 Lec./1 Lab)

This course provides an advanced level exploration of program management skills for teachers of young children. Emphasis is on organizing, implementing, and evaluating a quality, comprehensive child care program plan. (Prerequisite: CDEV1200; CDEV1210; CDEV 1230)

PRACTICUM
CDEV2810 3 Credits (9 OJT hrs/wk)

This course provides an opportunity to apply knowledge and skill in program planning for early childhood/special education leadership roles. Students identify, design, implement and analyze a comprehensive program that includes schedules, daily plans, sensitivity to needs of individual children and families, integration of children with special needs, integration of community resources, cooperation with co-workers, and staff development considerations.

INTRODUCTION TO CHEMISTRY
CHEM106 3 Credits (3 Lec.)

A one-semester introduction to the field of chemistry, this course is designed to allow the student to understand how chemistry relates to everyday life and to learn some of the language and concepts of chemistry. (Prerequisite: MATH 0085 or a score of 30 or higher in the College Math portion of the Accuplacer Test.) (MnTC 3: Natural Sciences)

CONCEPT ENGINEERING I
CIM1110 4 Credits (2 Lec./2 Lab)

This course covers topics directly related to understanding the basics of manufacturing an end product (custom motorcycle). The topics include selection and identification of metals, part design, manufacturing techniques and finish work. Safety will also be covered in this class.

COMPUTER CONTROL PROGRAMMING I
CIM1120 3 Credits (1 Lec./2 Lab)

This course covers basic computer control programming as well as set-up and operation of the CNC machining center, lathe and wire electrical discharge machine. This equipment is necessary for the completion of the advanced project (custom motorcycle). (Prerequisites: None)

QUALITY ASSURANCE I
CIM1130 3 Credits (1 Lec./2 Lab)

This course combines an introduction to precision measurement, print creation and reading as well as geometric dimensioning and tolerancing. These topics are used to produce a quality end product. (Prerequisites: None)

APPLICATIONS I
CIM1140 5 Credits (5 Lab)

This course is designed to give hands-on experience to the topics learned in CIM1110. The student will use the saw, drill press, mill and lathe. The projects will be used in the final assembly of an advanced project (custom motorcycle). (Prerequisites: None)

CONCEPT ENGINEERING II
CIM1210 4 Credits (2 Lec./2 Lab)

This course is a continuation of Concept Engineering I. The topics include intermediate level part design and manufacturing techniques. (Prerequisites: CIM1110)

COMPUTER CONTROL PROGRAMMING II
CIM1220 3 Credits (1 Lec./2 Lab)

This course is a continuation of Computer Control Programming I. Topics included are advanced G & M code programming, canned cycles, interpolation, and cutter compensation. Set-ups and machine operation will be continued in this class. (Prerequisites: CIM1120)

QUALITY ASSURANCE II
CIM1230 2 Credits (1 Lec./1 Lab)

This course is a continuation of Quality Assurance I. New topics include standard and digital height gauges along with the Rockwell hardness tester. (Prerequisites: CIM1130)

APPLICATIONS II
CIM1240 3 Credits (3 Lab)

This course is a continuation of Applications I. New topics include machining with carbide producing heat-treated parts and basic surface grinding. (Prerequisites: CIM1140)

CONCEPT ENGINEERING III
CIM2110 4 Credits (2 Lec./2 Lab)

This course is a continuation of Concept Engineering II. New topics include introduction to solid molding and assembly drawings. (Prerequisites: CIM1210)

COMPUTER CONTROL PROGRAMMING III
CIM2120 3 Credits (1 Lec./2 Lab)

This course is a continuation of Computer Control Programming II. New topics include program downloading, editing advanced set-ups and operations. (Prerequisites: CIM1220)

QUALITY ASSURANCE III
CIM2130 3 Credits (1 Lec./2 Lab)

This course is a continuation of Quality Assurance II. New topics include the coordinate measuring machine and statistical process control. (Prerequisites: CIM1230)

APPLICATIONS III
CIM2140 4 Credits (4 Lab)

This course is a continuation of Applications II. New topics include advanced grinding techniques. (Prerequisites: CIM1240)

CONCEPT ENGINEERING IV
CIM2210 4 Credits (1 Lec./3 Lab)

This course is a continuation of Concept Engineering III. New topics include advanced design procedures and alternative work holding techniques for production of advanced project (custom motorcycle). (Prerequisites: CIM2110)

COMPUTER CONTROL PROGRAMMING IV
CIM2220 3 Credits (1 Lec./2 Lab)

This course is a continuation of Computer Control Programming III. New topics include alternative work holding and advanced tooling set-up and operation for production of advanced project (custom motorcycle). (Prerequisites: CIM2120)

QUALITY ASSURANCE IV
CIM2230 3 Credits (1 Lec./2 Lab)

This course is a continuation of Quality Assurance III. New topics include alternative forms of measurement and final inspection of advanced project (custom motorcycle). (Prerequisites: CIM2130)

APPLICATIONS IV
CIM2240 4 Credits (4 Lab)

This course is a continuation of Applications III. New topics include the finishing of projects for the staging of the advanced project (custom motorcycle). (Prerequisites: CIM2140)

APPLIED WELDING
CIM2250 2 Credits (1 Lec./1 Lab)

This course covers topics necessary for the production of the advanced project (custom motorcycle). Topics included will be brazing, silver soldering, basic arc, wire feed and TIG welding. (Prerequisites: none)

THE COMMUNITY HEALTH WORKER'S ROLE: ADVOCACY AND OUTREACH
CMHW1000 3 Credits

This course focuses on community health workers' personal safety, self care, and personal wellness and on the promotion of health and disease prevention for clients. Course includes classroom and internship field work. (includes 48 hours of internship)

ORGANIZATION AND RESOURCES: COMMUNITY AND PERSONAL STRATEGIES
CMHW1015 2 Credits

The course focuses on the community health worker's knowledge of the community and the ability to prioritize and organize work. Emphasis is on the use and critical analysis of resources and on problem solving. (includes 48 hours of internship)

THE COMMUNITY HEALTH WORKER'S ROLE: TEACHING AND CAPACITY BUILDING
CMHW1025 1 Credit

This course focuses on the community health worker's role in teaching and increasing the capacity of the community and of the client to access the health care system. Emphasis is on establishing healthy lifestyles and clients' developing agreements to take responsibility for achieving health goals. You will learn about and practice methods for planning, developing and implementing plans with clients to promote wellness.

THE COMMUNITY HEALTH WORKER: LEGAL AND ETHICAL RESPONSIBILITIES
CMHW1035 1 Credit

This course focuses on the legal and ethical dimensions of the community health workers' role. You will study the boundaries of the community health worker position, agency policies, confidentiality, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities.

COMMUNITY HEALTH WORKER: COORDINATION, DOCUMENTATION AND REPORTING
CMHW1045 1 Credit

This course focuses on the importance and ability of the community health worker to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements.

COMMUNICATION SKILLS AND CULTURAL COMPETENCE
CMHW1055 3 Credits

This course provides the content and skills in communication to assist community health workers in effectively interacting with a variety of clients, their families and a range of healthcare providers. You will learn about communicating verbally and non-verbally, listening and interviewing, networking, building trust and working in teams. You will practice communication skills in the context of a community's culture and the cultural implications that can affect client communication. (includes 48 hours of internship)

PROGRAMMING FUNDAMENTALS
COMP1000 2 Credits (1 Lec./1 Lab)

This course is designed to be a student's first exposure to computer programming. This course covers an introduction to the BASIC programming language using Microsoft QuickBASIC. Topics include basic input and output operations, arithmetic operations, comparing, control break logic, and array processing. An introduction to Visual Basic is also included. (Prerequisites: None)

INTERNET FUNDAMENTALS
COMP1002 1 Credits (1 Lab)

Students will learn to use the Internet in a productive and satisfying way. Coursework is designed for new or occasional users. The text, examples and exercises will take you through the basic tools, services and methods used for working with the Internet. You'll see how to tap into large collections of resources available on the Internet. Through e-mail you will learn how to communicate with anyone accessible via the Internet. You'll also learn a little bit about how the Internet works. Icon-based browsers such as NetScape and a variety of search engines will be introduced to the learner. This is a "hands-on" course where the instructor will use many learning tools (discussion, multimedia presentations, and mentoring sessions) while the learner will practice the tools and document their findings. (Prerequisite: Knowledge of Windows or windows-like interface)

INTRODUCTION TO INFORMATION SYSTEMS
COMP1100 1 Credits (1 Lec.)

This course introduces the student to the world of information systems and networking. Students will be trained on the history and role of computing, the relationship of information systems to other business entities, legal, liability, licensing and privacy concerns, information security, and other related subjects common to all fields in the information systems and networking industry. (Prerequisites: None)

INTEGRATED SOFTWARE APPLICATIONS I
COMP1105 2 Credits (1 Lec./1 Lab)

This course is designed for students who have a basic knowledge of spreadsheets, word processing and slideshows. Topics to be covered include: formatting, creating formulas and functions, using wizards to create charts, graphs and pivot tables, linking documents, creating a slideshow using text, images and multimedia, mail merge, creating web ready documents and macros. Students will learn how to integrate applications together to create final capstone project for this course. (Prerequisite: Basic Windows Navigation Skills)

INTEGRATED SOFTWARE APPLICATIONS II
COMP1110 2 Credits (1 Lec./1 Lab)

This course covers the concepts and construction of a relational database. The student will be trained on the design and creation of a relational database. Included will be table structures, queries, forms, and reports. The course will also cover the creation of user interfaces (macros & menus) and integration with spreadsheets. (Prerequisite: COMP1105)

INTRODUCTION TO ENTERPRISE SYSTEMS
COMP1115 2 Credits (2 Lec.)

This course will introduce students to the structure and capabilities of the typical IBM mainframe computer and the IBM iSeries midrange computer. These computer systems are commonly used in medium to large companies as complements to network systems. Students will be trained in the basic operating system features of each system and in how to build and execute jobs using IBM's z/OS operating system for mainframes and IBM's i5/OS operating system for iSeries.

PC HARDWARE AND SOFTWARE ESSENTIALS
COMP1200 4 Credits (4 Lec.)

This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification. Prerequisite: Basic Windows Navigation Skills

IBM MVS OPERATING SYSTEM
COMP1205 3 Credits (1 Lec./2 Lab)

This course introduces the IBM mainframe computer system. Topics include: hardware components of a mainframe computer system, OS390 operating system concepts, data storage concepts and file access methods, using ISPF and SDSF, job control language, using various batch utility programs, file transfer, program development process, and UNIX system services. (Prerequisite: None)

IBM I SERIES OPERATING SYSTEM
COMP1210 3 Credits (2 Lec./1 Lab)

This course introduces the student to the IBM i-Series midrange computer and its operating system. Students will be trained on the basics of the OS, library and object management, work management concepts, CL commands and basic CL programming, and the SEU, DFU, and SDA utilities, security, and system administration. (Prerequisite: None)

HARDWARE MAINTENANCE [PC]
COMP1220 2 Credits (2 Lab)

This course is designed to be an introduction to microcomputer system maintenance. Topics include basic microcomputer components (floppy drives, hard drives, CD-ROM drives, video, memory, system boards, and other essential hardware devices), proper hardware installation, repair, troubleshooting, as well as, operating system installation. Students will be doing in-class hands-on projects relating to each topic. (Prerequisite: COMP1200)

JAVA I
COMP1300 3 Credits (1 Lec./2 Lab)

This course is an introduction to the Java programming language. Students will be trained on data types, control statements, methods, overloading, and data structures. Cross-platform debugging techniques will be introduced as well as program development concepts. This course is procedurally oriented and does not cover OOP (object oriented programming) (Prerequisite: COMP1000 or previous programming experience, Minimum typing speed 20 WPM)

COBOL
COMP1310 3 Credits (1 Lec./2 Lab)

This course introduces the COBOL programming language. Topics include: structured program design, basic input & output operations, arithmetic operations, editing, comparing, sorting, control-break processing, table processing, subprograms, and SAM & VSAM file updating. (Prerequisite: COMP1205, COMP1000 or previous programming experience)

WEB I
COMP1400 **3 Credits** (2 Lec./1 Lab)
This course focuses on using HTML to create attractive web presentations. Students will be trained on elementary HTML programming techniques, good graphical design, planning a web presence, major HTML structures, text formatting, hyperlinks, ftp, color and image usage, tables, frames, and forms. (Prerequisite: COMP1002 or equivalent knowledge, minimum typing speed of 20 WPM)

NETWORKING ESSENTIALS (BASIC)
COMP1500 **2 Credits** (2 Lab)
This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network. Network concepts such as the OSI model, topologies, and major protocols, as well as the basic functions of system administration and operation are covered. The course is operating system independent and provides an introduction to several popular network operating systems (NOSs). (Prerequisite: COMP1200)

NETWORKING ESSENTIALS (ADVANCED)
COMP1505 **1 Credits** (1 Lab)
This course serves as an advance course in the network concepts such as the OSI model, topologies, and major protocols, as well as the advance functions of system administration and operation are covered, such as TCP/IP subnetting, installing DHCP, and DNS. The course is operating system independent and provides setup of some of the advance functions most popular network operating systems (NOSs) use. (Prerequisite: COMP1500)

ADVANCED SOFTWARE APPLICATIONS
COMP2115 **1 Credits** (1 Lab)
This course covers advanced topics using primarily database and spreadsheet software. The students will automate tasks in the applications using the VBA macro language. They will also be integrating data into their applications from other sources (such as iSeries data files). Students will work on individual and team projects. (Prerequisite: COMP1105, COMP1110)

JAVA II
COMP2305 **3 Credits** (1 Lec./2 Lab)
This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, JDBC, exceptions, internationalization, multithreading, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. (Prerequisite: COMP1300)

RPG I
COMP2320 **3 Credits** (1 Lec./2 Lab)
This course introduces the RPG programming language which is used primarily on IBM's i-Series midrange computers. Students will be trained on basic I/O, report editing, arithmetic operations, comparisons, control-break logic, tables, arrays, and disk file creation and updating. (Prerequisite: COMP1210)

RPG II
COMP2325 **2 Credits** (2 Lab)
This course presents advanced RPG capabilities. Students will be trained on creating and maintaining physical and logical files, using embedded SQL, creating interactive applications using display files, and doing control language programming. (Prerequisite: COMP2320)

VB .NET
COMP2330 **2 Credits** (1 Lec./1 Lab)
This course covers the VB.NET language which utilizes object oriented principles. Topics include building a VB.net application using the Visual Studio environment, debugging, converting VB 6 programs to VB .NET, accessing databases using ADO.net controls, and writing web services. (Prerequisite: COMP1300)

DB2 [SQL]
COMP2340 **2 Credits** (2 Lab)
This course introduces IBM's mainframe database management system DB2. Topics include: database design concepts, creating a relational database, developing batch COBOL application programs to access and update a relational database, using column and scalar functions, using union and join functions, using sub-queries, and using the interactive tools SPUFI and QMF. (Prerequisite: COMP1310)

WEB II
COMP2405 **3 Credits** (2 Lec./1 Lab)
This course emphasizes the programming aspects of web page development. Students will be trained how to create web-based applications using both client and server-side programming. (Prerequisite: COMP1400)

WEB III
COMP2410 **2 Credits** (1 Lec./1 Lab)
This course focuses on XML and its supporting technologies that are used in person-to-computer and computer-to-computer communications. Students will be trained on DTDs, schemas, namespaces, Xpath, DOM, SAX, XSLT, SVG and SOAP, as well as web services. (Prerequisite: COMP1400)

WEB IV [SERVER TECHNOLOGIES]
COMP2415 **3 Credits** (2 Lec./1 Lab)
This course concentrates on installing, configuring, and managing the Apache and IIS web servers. Students will be trained on what a web server is, how it works, and the planning, installation, configuration, and maintenance aspects of managing a web site as well as server-side programming. (Prerequisite: COMP1400)

NETWORKING II (MCSA CORE)
COMP2515 **3 Credits** (2 Lec./1 Lab)
This course will introduce students to Microsoft Windows Serve and directory services through lectures, demonstrations, discussions, and hands-on labs. Students will learn how to use Active Directory and Microsoft Management Console to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software with group policies. This course shows how to implement and troubleshoot security in a directory services infrastructure, and monitor and optimize Active Directory performance. The class also focuses on how to administer Internet Information Services, Terminal services and Print services. Students will also learn how to deploy Windows remotely using Remote Installation Services (RIS). (Prerequisite: COMP1500, COMP1505)

NETWORKING III (MCSA ADVANCED)
COMP2520 **3 Credits** (2 Lec./1 Lab)
This course will show students how to plan their network infrastructure around features supported by Windows. Issues such as network protocols and services are compared based on the requirements of your organization. This includes compatibility with Novell NetWare, UNIX, and Macintosh computers. In addition, the importance of the Transmission Control Protocol/Internet Protocol (TCP/IP) for enterprise networks is emphasized because of the new feature set of Windows. This includes using Domain Name System (DNS), Windows Internet Name Service (WINS), and Dynamic Host Configuration Protocol (DHCP) in Active Directory-enable environments. Students will also learn how to manage, secure, and troubleshoot features and services for Windows enterprise networks, including Routing and Remote Access. (Prerequisite: COMP1500, COMP1505)

NETWORKING IV (SECURITY)
COMP2525 **3 Credits** (3 Lec.)
Fundamentals of Network Security will teach students to design and implement security solutions that will reduce the risk of revenue loss and vulnerability. The course will be an introduction to network security and overall security processes. There will be particular emphasis on security policy design and management, security technologies, products and solutions, firewall and secure router design, installation, configuration and maintenance, AAA implementation using routers and firewalls, and VPN implementation using routers and firewalls. (Prerequisite: COMP1500, COMP1505)

NETWORKING V (WIRELESS DATA NETWORKS)
COMP2530 **2 Credits** (2 Lec.)
Fundamentals of Wireless LANs is an introductory course that will focus on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the areas of wireless LAN setup & troubleshooting, 802.11a & 802.11b technologies, products and solutions, wire Surveys, resilient WLAN design, installation and configuration, WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, and vendor interoperability strategies. (Prerequisite: COMP1500, COMP1505)

CAPSTONE PROJECTS / INTERNSHIP
COMP2605-2609 **2-3 Credits** (2-3 Lab)
This course is used to assess and validate student learning and performance throughout the previous semesters as well as to give students an opportunity to practice their skills in a simulated business environment. Students will work in teams under the supervision of faculty members who will act as project managers. (Prerequisite: Advisor Approval)

LINUX FOR USERS
COMP2700 **1 Credits** (1 Lec.)
This course introduces the PC user to the fundamentals of the UNIX operating system. Using a hands-on, practical approach, the student will be guided through the basics of UNIX system concepts and architecture. The student will practice these basic concepts and approaches using a dialect of UNIX called Linux. Specific areas covered in this course are the UNIX file system, text editors, file processing, shell programming, utility programs, the X-Windows system, and a brief exposure to shell programming languages. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1200, or equivalent industry experience and instructor's permission)

LINUX SYSTEM ADMINISTRATION
COMP2705 **1 Credits** (1 Lec.)
This course, while including some basic concepts, is designed to serve the needs of students who plan to work as Linux system administrators. It will train the student in the installation and use of a Linux-based computer from the point of view of a systems administrator. Students enrolling in this class must have some prior experience in one of the UNIX dialects, preferably Linux. The student will become familiar with tools and processes related to installing and administering a Linux system. The course makes use of hands-on projects and case studies taken from real-life situations that will challenge the student's critical-thinking and problem-solving skills. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1200, COMP2700, or equivalent industry experience and instructor's permission)

PROGRAMMING FOR LINUX
COMP2710 **1 Credits** (1 Lec.)
This course is designed to train the student who plans to work on Linux and/or UNIX systems in the use of those programming languages commonly found in Linux and UNIX environments, such as the AWK, Perl and C languages and shell scripts. Students enrolling in this class must have some prior experience in one of the UNIX dialects (preferably Linux) as well as some programming experience. The student will become familiar with tools and processes related to writing, compiling, debugging and installing programs on Linux and UNIX systems. The course makes use of hands-on projects and case studies taken from real-life situations that will challenge the student's critical-thinking and problem-solving skills. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1000, COMP2700, or equivalent industry experience and instructor's permission)

**ADVANCED LINUX SYSTEM ADMINISTRATION
COMP2715 2 Credits (2 Lec.)**

This course is a follow-on to COMP2705 and delves more deeply into the Linux operating system. It includes in-depth experiences in the details of Linux installation, file system operation and management, system initialization, the X-Windows graphical user interface and process management. It also addresses common administration tasks, system backup operations, software installation and performance tuning. This course maps to CompTIA's Linux+ certification objectives and is a good method to use in preparing for this certification exam. This course is a ten-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP2705, or equivalent industry experience and instructor's permission)

LINUX NETWORK SERVICES**COMP2720 1 Credits (1 Lec.)**

This course contains practical, hands-on instruction on those networking technologies, protocols and applications commonly found in Linux environments. Students will work with client, network and file-sharing services on live Linux servers, including applications such as the r-utilities, NFS, Samba and ftp. In addition to these common Linux networking topics, business-critical services will also be covered, such as e-mail servers, terminal services, and an introduction to firewalls. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP2715, or equivalent industry experience and instructor's permission)

INFORMATION SECURITY BASICS**COMP2800 3 credits**

NSTISSI 4011 Terminal objectives:

- Understand the threats and vulnerabilities of information's systems
- Recognize the need to protect data, information, and the means to process it
- Develop a working knowledge of INFOSEC principles and practices
- Design, execute, and evaluate INFOSEC security procedures and practices

CARPENTRY SAFETY**CPCB1800 2 Credits (2 Lab)**

This course covers general safety both on the project site and in the shop. Also covered is the use of hand, portable power, and stationary shop tools. An introduction to drafting and basic estimating is also included. (Prerequisites: None)

**BASIC CONSTRUCTION REMODELING THEORY &
JOB SITE EXPERIENCE IA****CPCB1810 4 Credits (1 Lec./3 Lab)**

This course covers codes, planning and the rough framing of the fall project. (Prerequisites: None)

**BASIC CONSTRUCTION REMODELING THEORY &
JOB SITE EXPERIENCE IB****CPCB1811 4 Credits (1 Lec./3 Lab)**

This course covers the exterior and interior finishing of the fall project. (Prerequisites: CPCB1800, 1810)

RESIDENTIAL BLUEPRINT READING**CPCB1830 2 Credits (1 Lec./1 Lab)**

This course is an introduction to blueprint reading and covers the identification of symbols, reading basic plans, details, and diagrams from other trade areas. (Prerequisites: None)

COMMERCIAL BLUEPRINT READING**CPCB1855 2 Credits (1 Lec./1 Lab)**

This course deals with the reading of a commercial set of blueprints. (Prerequisites: CPCB1830)

HOUSE DESIGN AND ESTIMATING**CPCB1860 3 Credits (1 Lec./2 Lab)**

This course covers the design, drafting and estimating of the house that will be built starting in the fall of the second year. (Prerequisites: CPCB1830, 1855)

CABINETMAKING I**CPCB1875 2 Credits (1 Lec./1 Lab)**

This course covers the planing, drafting and estimating of cabinets for the home and fall project. (Prerequisites: General Education Math)

CABINETMAKING II**CPCB1876 4 Credits (4 Lab)**

This course covers the construction of the cabinets drawn in CPCB1875. (Prerequisites: CPCB1875)

CABINETMAKING III**CPCB1877 5 Credits (5 Lab)**

This course covers installation of the cabinets, fabrication and installation of the countertop, and the finishing of the kitchen. (Prerequisites: CPCB1875, 1876)

ADVANCED CARPENTRY THEORY**CPCB2802 2 Credits (2 Lec.)**

This lecture course covers theories relating to site planning, through enclosing the home, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, shingle installation and window installation. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH1000) Should be taken concurrently with CPCB2811, 2812 and 2830.

**ELECTRONIC RECORD KEEPING AND
ESTIMATING****CPCB2803 1 Credit (1 Lec.)**

This course covers the basic fundamentals required to establish a working spreadsheet of records and how to format this information into a systematic method of record keeping. This course will also allow you to transfer information into a contractors bid ready for the work force. This course will introduce you to different computer software. (Prerequisite: None)

ADVANCED JOB SITE EXPERIENCE IA**CPCB2811 5 Credits (5 Lab)**

This lab course covers site planning, work with transit, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, shingle installation and window/door installation. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH1000). Should be taken concurrently with CPCB2802, 2812, 2830.

ADVANCED JOB SITE EXPERIENCE IB**CPCB2812 5 Credits (5 Lab)**

This lab course covers site planning, work with transit, excavation, forming for footings, pouring footings, forming basement walls, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, and shingle installation. (Prerequisite: CPCB2811)

STAIRWAY TECHNOLOGY**CPCB2825 4 Credits (2 Lec./2 Lab)**

This course covers the code requirements and the layout of different types of stairways. Each student will be required to build a model stairway using hand tools. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2835, 2836, 2850.

FRAMING SQUARE TECHNOLOGY**CPCB2830 2 Credits (2 Lec.)**

This course covers the use of all the scales found on the framing square. The student will use the square to figure all types of rafters, use the board measure scale, octagon scale, and the brace scale. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH1000)

ADVANCED INTERIOR FINISHING IA**CPCB2835 3 Credits (2 Lec./1 Lab)**

This course covers the theory and practical application of interior finishing. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2825, 2836, 2850.

ADVANCED INTERIOR FINISHING IB**CPCB2836 2 Credits (2 Lab)**

This course covers the theory and practical application of interior finishing. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2825, 2835, 2850.

EXTERIOR FINISH**CPCB2850 3 Credits (1 Lec./2 Lab)**

This course covers exterior finishing including applying sidings and trim, and building decks and patios. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2825, 2835, 2836.

ADVANCED CONCRETE TECHNOLOGY**CPCB2855 2 Credits (1 Lec./1 Lab)**

This course covers all exterior concrete work including the garage floors, driveways, sidewalks, patios, stoops, steps, and retaining walls. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 1860)

CARPENTRY/CABINETMAKING INTERNSHIP**CPCB2860 2 Credits (Lab)**

This course covers on-the-job experience under the supervision of a construction company foreperson or supervisor. The supervisor will report job performance to the carpentry instructor weekly. (Prerequisites: all courses in the Carpentry-Cabinetmaking program)

CARPENTRY/CABINETMAKING OPEN LAB**CPCB2865 1-4 Credits (Lab)**

This course allows for completion of work and perfection of previously-acquired skills. A project may be done on approval of the instructor. (Prerequisites: All courses in the Carpentry-Cabinetmaking curriculum)

DIRECT SERVICE PROFESSIONALISM**CSP1801 3 Credits (3 Lec.)**

This course gives an overview of how service providers/paraprofessionals work with one another in order to assure the delivery of optimal and individual supports. Topics which the course reviews includes: the history of service and service provision, the use of support teams (effective teamwork, team dynamics, communication skills and problem solving skills), working with families, direct service provider roles and responsibilities, diversity, confidentiality and advocacy issues. (Prerequisites: None) **This course has an online option.**

PHYSICAL DEVELOPMENTAL SUPPORTS I**CSP1802 3 Credits (3 Lec.)**

This course will review introductory support issues, including identifying common signs and symptoms of health concerns, standard precautions and blood borne pathogens, appropriate responses to emergency situations, basic medication concerns, basic documentation rules and sexuality issues. (Prerequisites: None) **This course has an online option.**

FACILITATING POSITIVE BEHAVIORS I**CSP1803 3 Credits (3 Lec.)**

This course provides an overview of positive supports for individuals with challenging learning abilities and reviews human development, learning styles and teaching techniques. Emphasis is placed on understanding and supporting the individual's learning barriers by using positive approaches. Students will explore how their individual values and personal experiences influence the ways in which they respond to and assess individual abilities. Methods for designing, planning, developing and implementing skill orientated support plans are taught in this course. Completing functional assessments, observing, documenting and reporting progress on learning plans are learned through practical experience. (Prerequisites: None) **This course has an online option.**

PERSON CENTERED PLANNING**CSP1804 3 Credits (3 Lec.)**

This course will outline futures planning and the utility of this process in translating personal choices, strengths, dreams and desires into a plan. Students will review current laws and rules governing services to people with disabilities and the role of the direct service provider and the support network. Students will demonstrate their ability to facilitate a group process using a person centered approach. (Prerequisites: None) **This course has an online option.**

PHYSICAL DEVELOPMENTAL SUPPORTS II**CSP1902 3 Credits (3 Lec.)**

This course will review more specific common as well as uncommon diagnosis, disorders and impairments from neurological and physical to mental health, which includes developmental disabilities, sensory impairments, cerebral palsy, traumatic brain injury, autism, eating disorders, behavioral disorders and mental illness. Through research and presentation, students will learn the cause, treatment, affect and supports for people with these types of disabilities. (Prerequisites: all 1800 courses) **This course has an online option.**

FACILITATING POSITIVE BEHAVIORS II
CSP1903 3 Credits (3 Lec.)
 This course provides an in-depth look at positive supports for children and adults with challenging behaviors. Emphasis is placed on understanding behavior and responding to behavior with positive supports. Students will acquire knowledge and skills related to basic approaches and principles, completing various types of functional assessments, the importance of using nonaversive interventions and the selection and use of appropriate nonaversive behavioral supports. The student will be able to write basic learning/behavior support programs. (Prerequisites: all 1800 courses) **This course has an online option.**

LEADERSHIP IN SERVICE PROVISION
CSP1906 2 Credits (2 Lec.)
 This course will enhance the knowledge and skills of the newly promoted or experienced supervisor, and manager in the Health and Human Services occupation. Those who hold the status of Designated Coordinators (DC) or Qualified Mental Retardation Personnel (QMRP) will learn what it takes to hire the most appropriate person for the job and how to retain those staff through respect, dignity and team work. This course will give you the skills to identify performance issues and how to manage these issues in the most appropriate manner. This course will teach you how to teach your staff to manage themselves. (Prerequisites: None)

BASIC SIGN LANGUAGE
CSP1907 3 Credits (3 Lec.)
 This course teaches the basics of American Sign Language the first level of a three level program. (Prerequisites: None)

INTERNSHIP
CSP1910 4 Credits (4 Lab)
 The internship in the Community Supports for People with Disabilities program will include options of portfolio and hands-on experiences. The portfolio option will only apply to those students who have at least 2 full years of experience with one agency, which will include professional experiences, samples and demonstrations from student's education and work experiences. Students may also be required to complete up to two additional credits of hands-on experiential work assignment under direction of a Designated Coordinator (DC) or Qualified Mental Retardation Professional (QMRP). Students who do not have adequate work experience will be required to complete 4 credits of direct hands-on work experience under direction of a DC or QMRP. Requirements and descriptions for these options can be obtained from the program faculty. (Prerequisites: all 1800, 1900 and supportive course work)

SUPPORTIVE INTERVENTIONS
CSP1913 4 Credits (4 Lec.)
 This course provides an in depth study of several mechanisms of intervention; assessment, support plan design, implementation and evaluation. Additionally, analysis of a wide variety of multiple positive behavior strategies will be conducted. This course reviews the philosophy of behavior modification and theory, incident, and accident reports and documentation requirements. It also provides and in-depth analysis of specialized considerations for service professionals when implementing Emergency Control Procedures, permitted control procedures and control procedures omitted by Minnesota laws. The student will learn about the Risk Management and Individual Service Plans in this course. The student will be able to assess problem behavior, plan and implement interventions, design proactive manipulations and integrate a multi-intervention, multi-disciplinary team approach. (Prerequisites: all 1800 courses) **This course has an online option.**

DENTAL SCIENCE I
DA1811 2 Credits (2 Lec.)
 Dental Science is designed to provide the student with the fundamental, anatomical and physiological structures of the human body. Emphasis will be placed on the head and neck anatomy. (Prerequisites: None)

ORAL ANATOMY
DA1812 2 Credits (2 Lec.)
 Oral anatomy is the fundamental study of the permanent and deciduous dentitions including morphology, function and occlusion. (Prerequisites: None)

PRECLINICAL DENTAL ASSISTING
DA1813 2 Credits (2 Lec.)
 Preclinic is designed to provide fundamental knowledge of microbiology and infection control measures. Patient management, utilizing psychological theories and application will be included to prepare the student for clinical application of these skills. Service Learning included. (Prerequisites: None)

CHAIRSIDE DENTAL ASSISTING I
DA1814 4 Credits (3 Lec./1 Lab)
 Chairside Dental Assisting I provides basic clinical background knowledge/skills required for dental assisting clinical techniques and methods. Areas emphasized include patient safety/positioning, instrument nomenclature, chairside assisting techniques, treatment planning, 4-6 handed operative dentistry, isolation and pt. maintenance. (Prerequisites: None)

DENTAL MATERIALS
DA1815 3 Credits (2 Lec./1 Lab)
 Dental Materials is designed to be a study of the fundamental purpose, composition, manipulation, properties and storage of materials utilized in the dental practice and laboratory setting. (Prerequisites: None)

RADIOLOGY I
DA1816 3 Credits (2 Lec./1 Lab)
 Radiology I is designed to provide the fundamental knowledge and skill of radiographic infection control, biology, protection and safety, radiologic physics, film processing and darkroom management, imaging principles and techniques, intra-oral techniques, patient management, record keeping and quality assurance. (Prerequisites: None)

DENTAL PRACTICE MANAGEMENT
DA1821 2 Credits (2 Lec.)
 Dental Practice Management is designed to provide the general knowledge and ability to apply the knowledge in dental practice management, administrative and supportive duties necessary in the modern dental practice. Service Learning Included. (Prerequisites: Intro to Computers)

CLINICAL DENTAL ASSISTING
DA1822 2 Credits (2 Lab)
 Clinical Dental Assisting is designed to provide the dental assisting student with four-handed and six-handed dental assisting experience on clinical patients with practicing dental staff including outside clinical rotations. (Prerequisites: DA1813, 1814, 1815)

DENTAL SCIENCE II
DA1823 2 Credits (2 Lec.)
 Dental Science II is designed to provide basic knowledge in pharmacology and oral pathology. Emphasis will be placed on methods of application, classifications and usage of knowledge in clinical settings. (Prerequisites: DA1811, 1812)

CHAIRSIDE DENTAL ASSISTING II
DA1824 4 Credits (3 Lec./1 Lab)
 Chairside Dental Assisting II is a continuation of Chairside Dental Assisting I designed to provide a working knowledge of general and specialty laboratory and clinical skills in chairside and laboratory dental procedures. Emphasis will be placed on dental specialty procedures, expanded function skills, armamentarium and supplies necessary to perform these tasks. (Prerequisites: DA1814)

DENTAL ASSISTING EXPANDED FUNCTIONS
DA1825 4 Credits (2.5 Lec./1.5 Lab)
 Dental Assisting Expanded Functions is designed to train chairside dental assistants in the expanded functions for advanced level skills. Procedures emphasized will be those allowed by the Minnesota Board of Dentistry for Registered Assistants. (Prerequisites: DA1813, 1814)

RADIOLOGY II
DA1826 3 Credits (2 Lec./1 Lab)
 Radiology II is a continuation of Radiology I with the additional knowledge of alternative and supplemental radiographic techniques and procedures, exposure factors and image production, extraoral radiology, specialized imaging, radiographic anatomy, interpretation, pitfalls, and radiographic administration. (Prerequisite: DA1816)

DENTAL NUTRITION
DA1827 1 Credit (1 Lec.)
 Dental Nutrition is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventive dental philosophies. (Prerequisite: None)

NITROUS OXIDE SEDATION
DA1828 1 Credit (1 Lec.)
 Nitrous Oxide Sedation is designed to be a study of the fundamental elements, purposes and uses of Nitrous Oxide sedation for the Dental Hygienist and Dental Assistant. (Prerequisite: None)

D.A. INTERNSHIP I
DA1831 4 Credits (4 Lab)
 D.A. Internship I is designed to provide the dental assisting student with practical experience in a clinical dental assisting environment. An extramural dental assisting experience in a dental practice will provide opportunities involving clinical duties and expanded functions delegated to the chairside assistant within the field of dentistry in the local community. (Prerequisites: All academic and clinic courses fall and spring)

D.A. INTERNSHIP II
DA1841 4 Credits (4 Lab)
 D.A. Internship II is a continuation of the extramural dental assisting experience designed to give the student practical experience in dental practices. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: All academic and clinic courses fall and spring)

PRINCIPLES OF MACROECONOMICS
ECON110 3 Credits (3 Lec.)
 A study of aggregate economic behavior and current economic issues, policies and problems. Macroeconomics measures such as inflation, employment and the growth of output are examined along with the tools a government can use to foster a stable economy. (Prerequisites: READ0080, 0090) (MNTC 5, 8: History/ Social & Behavioral Science, Global Perspective) **This course has an online option.**

PRINCIPLES OF MICROECONOMICS
ECON120 3 Credits (3 Lec.)
 This course examines theories of how various types of product, service, and resource markets operate and the resulting implications for public policy. Topics include decision-making by consumers, business firms, and government as well as price determination, resource allocation, and income determination via markets. (Prerequisite: READ0080, 0090) (MnTC 5, 8: History & Social and Behavioral Sciences, Global Perspective) **This course has an online option.**

INTRODUCTION TO PROSE LITERATURE (MSU)
ENG113 4 Credits
 Study and analysis of prose literature in English from earlier periods through contemporary. Works will be chosen from the following forms: short stories, essays, novellas, novels, memoirs, autobiographies, and other long forms. Emphasizes critical reading of and writing about literature. (MNTC 1, 6: Communication, Humanities & Fine Arts)

WRITING AND ENGLISH I
ENGL0080 3 Credits (2 Lec./1 Lab)
 This course offers an overview in the use, basic study, and review of the standard English language. The course emphasizes English usage, sentence structure, punctuation, grammar, and spelling and will be applied throughout the writing process. Students will review and improve their basic English and writing skills. **This course has an online option.**

WRITING AND ENGLISH II
ENGL0090 3 Credits (2 Lec./1 Lab)
 This course consists of a review of basic grammar and an introduction to writing paragraphs and essays. The final project for this class will consist of developing, writing, and editing an essay.

COMPOSITION

ENGL100 4 Credits (4 Lec.)
Composition is concerned with developing, through theory and practice, the ability to communicate in written form for personal and professional reasons. Students will develop writing skills, analytical skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will learn methods of writing informatively and persuasively. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 1: Communication) **This course has an online option.**

HUMAN DIVERSITY & LITERATURE/FILM

ENGL120 4 Credits (4 Lec.)
Introduces students to works of literature and film with a focus on understanding the literary and cinematic contributions made by under-represented peoples. Designed to develop critical thinking, reading, and writing skills, and increase appreciation of the diversity of human experience. Topics include multicultural literature/film and women's literature/film. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

WORLD LITERATURE/FILM

ENGL130 4 Credits (4 Lec.)
Introduces students to works of literature and film from a variety of world cultures. Designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. Emphasizes critical thinking, reading, and writing. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

SPECIAL TOPICS IN LITERATURE/FILM

ENGL201 3 Credits (3 Lec.)
All ENGL 201 courses help students understand how literature and film tell stories and create versions of history. Students will explore literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. Students will also study the individual cultures that generate the narratives covered in the class. (Prerequisite: ENGL 100) (MnTC 6: Humanities and Fine Arts)

CREATIVE WRITING

ENGL210 4 Credits (4 Lec.)
This course introduces students to the study of creative writing. Course content focuses primarily on reading several genres of writing (e.g., short story, poetry, non-fiction, and play/screenplay) and then practicing those forms and completing constructive critique of students' practice. (Prerequisite: ENGL 100) (MnTC 1, 6: Communications, Humanities and Fine Arts)

**ENVIRONMENTAL SCIENCE:
SUSTAINING THE EARTH**

ENVR101 4 Credits (3 Lec./1 Lab)
This course emphasizes fundamental concepts in ecology as they pertain to human impacts on the environment. It addresses the global demands on the biosphere caused by human populations, their exploitation of natural resources and energy, the creation of pollution, and waste disposal. The course is interdisciplinary, combining information from natural science disciplines (biology, chemistry, and geology) and social science disciplines (economics, politics, and ethics) to present a generalization of how nature works and how things are interconnected. Laboratory, simulation, and field experiments will be performed in the natural science disciplines of biology, ecology, and chemistry. Laboratory experiences emphasize the collection, analysis, and interpretation of data, statistical and graphical analysis, and appreciation of sampling errors and bias. Oral and written communication of findings is emphasized. (Prerequisite: READ0080, READ0090) (MnTC 10: People and the Environment)

**FUNDAMENTALS OF FINANCIAL MANAGEMENT
AS IT RELATES TO RISK MANAGEMENT**

FBMA2100 3 Credits
This course is intended to have the student enhance their decision-making skills relating to business risk management. This course will have the student further investigate tools available to their business that would be effective in reducing potential risk for their operation. Emphasis will be placed on having the student research risk management options that will meet their business, family and personal needs. (Prerequisites: None)

**APPLIED FINANCIAL MANAGEMENT AS IT
RELATES TO RISK MANAGEMENT**

FBMA2101 3 Credits
This course is intended to have the student apply concepts in financial management that can be used in the development of a business risk management program. The student is to implement risk management tools that will assist in meeting their business, family and personal needs. (Prerequisites: None)

**FUNDAMENTALS OF FINANCIAL MANAGEMENT/
STRATEGIC PLANNING EMPHASIS**

FBMA2110 3 Credits
This course will enable students to identify the elements necessary to evaluate and create a strategic plan for the business. Determining uses for the plan today and tomorrow and developing a plan to locate those team members necessary for strategic plan creation. (Prerequisites: None)

**APPLIED FINANCIAL MANAGEMENT/
STRATEGIC PLANNING EMPHASIS**

FBMA2111 3 Credits
This course will provide practical application of strategic planning skills. Application skills will be practiced upon and applied to the student's business and business plan. (Prerequisites: None)

**FUNDAMENTALS OF FINANCIAL MANAGEMENT/
BUSINESS PLAN EMPHASIS**

FBMA2120 3 Credits
This course will provide practical application of the business plan. Application skills will be practiced and applied as the student's business plan is prepared and implemented. (Prerequisites: None)

**APPLICATIONS IN FINANCIAL MANAGEMENT/
BUSINESS PLANS**

FBMA2121 3 Credits
This course will provide the necessary instruction to put together and implement a business plan for the farm business. (Prerequisites: None)

DIRECTED STUDY - DECISION MAKING

FBMA2130 2 Credits
This course will examine the individual, family and farm business decision-making process with emphasis on upgrading and improving decision-making resources, tools and skills. Particularly, this course will lead the student to critically analyze information, applications and implications of decision-making as it relates to their own situation. Students will evaluate their own decision-making process. (Prerequisites: Diploma from 1-6 Farm Business Management Curriculum)

DIRECTED STUDY - COMMUNICATIONS

FBMA2131 2 Credits
This course will assist the student in further acquiring and developing a higher level of communication skills. Students will review and evaluate various communication methods and techniques in dealing with and relating to individuals in both the public and private sector. Students will use this information in formulating an effective communication method and style. Additional course content may include student initiated or group activities. (Prerequisites: Diploma from 1-6 Farm Business Management Curriculum)

**DIRECTED STUDIES IN MODERN
AGRICULTURAL TECHNOLOGY**

FBMA2132 2 Credits
This course will deal with experiencing modern agricultural technological changes and determining if they fit into an individual's farming operation. (Prerequisite: None)

**DIRECTED STUDIES IN FARM BUSINESS
AND/OR FAMILY TRANSITION**

FBMA2133 2 Credits
This course provides the opportunity for the student to study the many aspects of farm business and/or family transition which occur in the typical farm business. (Prerequisite: None)

**DIRECTED STUDY - PERSONNEL MANAGEMENT
FBMA2134 2 Credits**

This course will organize skills for effective management of farm employees and agribusiness personnel through development of handbooks, compensation / incentive packages, individual expectations / evaluations and team meetings. (Prerequisite: None)

**DIRECTED STUDY - ENTERPRISE ALTERNATIVES
FBMA2135 2 Credits**

This course will assist those students wanting to make changes in their farm business through enterprise expansion, addition or enhancement. The course will develop a set of procedures for exploring and evaluating alternative choices. (Prerequisite: None)

**CURRENT ISSUES IN
FARM BUSINESS MANAGEMENT**

FBMA2200 1-5 Credits
This course is designed to assist students further develop their skills in business management by providing an opportunity to investigate and apply tools that may be effective in reducing potential risk, performing strategic planning, and revising business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. As a current issues course, this course may be repeated as desired. Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs. (Prerequisite: None, however recommended in sequence with FBMA2201)

**DIRECTED STUDIES - CURRENT ISSUES IN
FARM BUSINESS MANAGEMENT**

FBMA2201 1-5 Credits
This course is designed to assist students further develop their skills in business management by providing an opportunity for students to maintain the financial and enterprise database, and to generate financial statements, business analyses, and financial projections required for risk management planning, strategic management planning, farm business plan development, commodity market planning, and tax management planning. Emphasis is placed on the development and maintenance of farm business data, reports, and plans. As a current issue course, this course may be repeated as desired. Students may enroll in a range of one to five credits during each enrollment depending on their individual needs. (Prerequisite: None, however recommended in sequence with FBMA2200)

SPECIALTY OPTION I

FBMG2950 1 Credit (1 Lab)
This course is designed to give the student advanced knowledge, skills and practical training in tallow/margarine sculpting and ice carving. (Prerequisites: None)

HOSPITALITY NUTRITION I

FBMG2986 2 Credits (1 Lec./1 Lab)
This course covers the basic information to understand food trends, digestion and utilization processes, menu development for normal and special diets, and the preparation of nutritionally balanced meals. (Prerequisites: None)

ADVANCED CULINARY SKILL PRODUCTION

FBMG2990 3 Credits (3 Lab)
This course will utilize all the preparation skills learned in previous courses. The student will be responsible for preparation and service of stocks, sauces, soups, meat, poultry, and fish and seafood items using the various moist and dry heat methods. The student will plan and execute several specialty luncheon meals. (Prerequisites: CART1800, QFPR1840, 1880, 1890 or Instructor approval)

INTRO TO FARM COMMODITY MARKETING
FBMM1170 3 Credits
This course is designed to introduce students to the various methods and tools to market farm commodities.

DIRECTED STUDY - INTRO TO FARM COMMODITY MARKETING
FBMM1173 2 Credits
This course provides the student with the opportunity to use the various marketing methods and tools.

APPLYING COMMODITY MARKETING FUNDAMENTALS
FBMM1180 3 Credits
This course is designed to teach students the various methods and tools to market farm commodities. The focus of this course is to apply commodity marketing fundamentals to the farm business.

DIRECTED STUDY - APPLYING COMMODITY MARKETING FUNDAMENTALS
FBMM1183 2 Credits
This course provides the student with the opportunity to apply marketing methods and tools to their individual farming operation. The course will focus on implementing selected commodity marketing alternatives in the student's individual farm business and marketing plan.

EVALUATING FARM COMMODITY MARKETING TOOLS
FBMM1190 3 Credits
This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.

DIRECTED STUDY - EVALUATING FARM COMMODITY MARKETING TOOLS
FBMM1193 2 Credits
This course will allow the student to implement and use the marketing tools appropriate to the current marketing situation. The course will focus on the selection and use of various farm commodity marketing tools as they apply to the student's individual farm business and marketing plan.

MONITORING FARM COMMODITY MARKETING PLANS
FBMM2170 3 Credits
This course is designed to teach students to monitor and refine current farm commodity marketing plans. Emphasis will be placed on current market conditions and pricing opportunities.

DIRECTED STUDY - MONITORING FARM COMMODITY MARKETING PLANS
FBMM2173 2 Credits
This course will provide activities directed toward monitoring and refining the student's farm commodity marketing plan.

STRATEGIES IN FARM COMMODITY MARKETING
FBMM2180 3 Credits
This course is designed to help students plan marketing strategies necessary to achieve farm business and personal goals. It focuses on formulating long term marketing strategies appropriate to the farm business.

DIRECTED STUDY - STRATEGIES IN FARM COMMODITY MARKETING
FBMM2183 2 Credits
This course will help students identify and implement marketing strategies necessary to achieve their farm business and personal goals. This course will focus on implementing long term marketing strategies appropriate to the student's individual farm business and marketing plan.

INTRO TO FARM BUSINESS MANAGEMENT
FBMT1211 4 Credits
This course introduces basic farm business management concepts. Students will study the farm management planning cycle and develop an understanding of its relationship to: family and farm business goal setting, cash and enterprise accounting principles, and tax planning. (Prerequisites: None)

FOUNDATIONS FOR FARM BUSINESS MANAGEMENT
FBMT1112 4 Credits
This course is an overview of the Farm Business Management program. The student will be introduced to goal setting, self and business assessment, record keeping, and business projections to provide the foundation for personal and business management progress. Current issues affecting business management are an integral part of the course. (Prerequisites: None)

PREPARATION FOR FARM BUSINESS ANALYSIS
FBMT1121 4 Credits
This course will take the student through a step-by-step procedure to close out a complete year of farm business records. The course will emphasize tax planning, completing inputs to livestock and crop enterprises, and emphasizing cash and liabilities accuracy. A completed business and enterprise analysis will be the course focus. (Prerequisites: None)

IMPLEMENTING THE SYSTEM MANAGEMENT PLAN
FBMT1122 4 Credits
This course continues to build on the foundation of farm business management. The student will complete a farm business financial and enterprise analysis. Sound financial record keeping is an integral component. (Prerequisites: None)

FUNDAMENTALS OF FARM BUSINESS MANAGEMENT (ONLINE COURSE)
FBMT1142 4 Credits
This course provides the farm business owner or manager with management concepts and applications that will be directly applied to the business. General management concepts are introduced to offer perspective to the many different functions, roles and skills required for effective and efficient business operation. Students will continue their study of management fundamentals by exploring the goal setting process. Upon completion of the self-assessment process, students will identify, prioritize and implement goals that apply directly to their business. Students will also begin their study of accrual accounting using a double-entry farm accounting system. Basic accounting concepts will be presented and applied to the farm business.. (Prerequisites: None)

MANAGING A FARM SYSTEM IN A GLOBAL ECONOMY
FBMT1213 2 Credits
This course assists the students in achieving awareness of the development of agricultural policies and practices throughout the world and assessing the impact of these policies and practices on the profitability and viability of their farm business. (Prerequisites: None)

USING SYSTEM ANALYSIS IN TOTAL FARM PLANNING
FBMT1223 2 Credits
This course assists the student with a farm business analysis, and the exploration of possible implications and/or solutions of these concepts. A systematic method to assess farm business strengths and weaknesses based on the analysis will be used. (Prerequisites: None)

MANAGING & MODIFYING FARM SYSTEM DATA
FBMT1131 4 Credits
This course will help the student refine their farm business data system and assist them in applying year end procedures for farm business analysis. Students improve accuracy in the following: farm enterprise analysis, tax planning and filing, and cash and liabilities checks. (Prerequisites: None)

INTERPRETING & USING FARM SYSTEM DATA
FBMT1132 4 Credits
This course provides an opportunity for the student to view the farm business and its various components through a number of vehicles such as balance sheets, farm personal and managerial inventories, enterprise reports and historical data. (Prerequisites: None)

APPLICATION OF PRODUCTIVE ENTERPRISE INFORMATION
FBMT2133 2 Credits
This course describes procedures for applying enterprise information provided by computerized analysis of farm business accounts. (Prerequisites: None)

INTERPRETING AND EVALUATION OF FINANCIAL DATA
FBMT2141 4 Credits
This course continues to expand on preparation and evaluation of the farm business analysis. The course provides continued guidance and perfection of business record closeout procedures, tax implications of management decisions, and continues to monitor farm business and family goals. (Prerequisites: None)

INTERPRETING TRENDS IN BUSINESS PLANNING
FBMT2142 4 Credits
This course examines whole farm, enterprise, balance sheet, and inventory trends. Current analysis data is compared to historical data in making future farm business planning decisions. Financial ratios are used to indicate the farm financial structure. (Prerequisites: None)

USING FINANCIAL INSTRUMENTS IN FARM SYSTEMS MANAGEMENT
FBMT2243 2 Credits
This course integrates the application of various financial instruments used in acquiring capital for use in the business and investigates the way in which both earnings and financial progress can be measured. (Prerequisites: None)

STRATEGIES IN FARM SYSTEM DATA MANAGEMENT
FBMT2151 4 Credits
This course will help the student focus on long term strategies necessary to maintain and enhance the farm business and personal future financial goals. The student will complete the year by preparing for an accurate, usable business analysis. (Prerequisites: None)

INTEGRATING SYSTEM INFORMATION FOR FINANCIAL PLANNING
FBMT2152 4 Credits
This course uses farm system information to develop a farm financial plan. Interpretation and analysis of the farm system data will enhance the reliability of the farm plan. The comprehensive farm plan will integrate historical trends, farm and personal goals, financial and enterprise performance of the farm business.

SYSTEM PLANS AND PROJECTIONS
FBMT2253 2 Credits
This course enables the combination of concepts for preparing farm system plans and projections, and the interaction of possible implications and/or solutions of these concepts. (Prerequisites: None)

EXAMINATION OF THE CONTEXT OF FARM SYSTEM MANAGEMENT
FBMT2161 4 Credits
This course is designed to assist students in preparation of improved farm system management procedures. Students in the course will evaluate several years of an improved farm system analysis. (Prerequisites: None)

REFINING FARM SYSTEM MANAGEMENT
FBMT2162 4 Credits
This course is the culmination of activities designed to enable the student to develop and implement a comprehensive farm business strategic plan. The student will use the components of the Farm Business Management program to develop and support a farm business strategic plan. (Prerequisites: None)

EVALUATING FARM SYSTEM PROGRAMS
FBMT2263 2 Credits
This course develops an awareness of individuals and agencies, both public and private, which have expertise available to assist the farm operator to solve farm systems problems. It enables study and application of farm business evaluation concepts, and exploration of possible implications. Exact subject matter and time spent per topic will vary depending on student need, location and time. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2200 1 Credit
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2201 1 Credit
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2202 1 Credit
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2203 1 Credit
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2204 1 Credit
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2205 2 Credits
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2206 2 Credits
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2207 2 Credits
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2208 2 Credits
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - GENERAL FARM MANAGEMENT
FBMT2209 2 Credits
 This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2210 1 Credit
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2211 1 Credit
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2212 1 Credit
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2213 1 Credit
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2214 1 Credit
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2215 2 Credits
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2216 2 Credits
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2217 2 Credits
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2218 2 Credits
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - MARKETING
FBMT2219 2 Credits
 This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2220 1 Credit
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2221 1 Credit
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2222 1 Credit
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2223 1 Credit
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2224 1 Credit
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2225 2 Credits
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2226 2 Credits
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2227 2 Credits
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2228 2 Credits
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - CROPS
FBMT2229 2 Credits
 This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2230 1 Credit
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2231 1 Credit
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2232 1 Credit
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2233 1 Credit
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2234 1 Credit
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2235 2 Credits
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2236 2 Credits
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2237 2 Credits
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2238 2 Credits
 This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS - LIVESTOCK
FBMT2239 2 Credits
 This course covers special topics of interest in livestock. (Prerequisites: None)

COMPUTER APPLICATIONS IN BUSINESS MANAGEMENT
FBMT2300 2 Credits
 This course will discuss basic computer literacy, identify commonly used software and demonstrate the uses of commonly used software.

LEGAL ISSUES IN AG
FBMT2305 2 Credits
 This course is an overview of legal issues affecting ownership, operation and transfer for business operators and managers. (Prerequisites: None)

ENVIRONMENTAL INTERACTIONS IN AGRICULTURE
FBMT2310 2 Credits
 This course will provide information for the student to interpret agricultural issues related to the environment.

EFFECTIVE TIME MANAGEMENT
FBMT2315 2 Credits
 This course provides instruction on developing time management skills, converting skills into habits, responding to multiple demands and addressing change.

FAMILY WELLNESS AND BUSINESS RELATIONSHIPS
FBMT2320 2 Credits
 This course explores the interaction of family members resulting from challenges during the operation of a family owned business. This will deal with communication and other issues related to multiple family businesses, as well as multi-generational businesses.

ETHICS IN THIS BUSINESS OF AGRICULTURE
FBMT2325 2 Credits
 This course identifies and evaluates current issues relating to the ethics of business practices. Students review animal rights, proper chemical quantities, and general ethical practices.

BUSINESS MATH PRINCIPLES
FBMT2330 2 Credits
 This course applies basic mathematic calculations as they relate to business management. Topics included are: addition, subtraction, multiplication, division, percentages, decimals, fractions, volumes, area ratios and basic formulas.

LABOR ECONOMICS AND MANAGEMENT
FBMT2335 2 Credits
 This course studies the economic principles of labor as a business resource, describes supervisory and leadership styles and the efficiency of labor management skills.

RURAL LEADERSHIP
FBMT2340 2 Credits
 This course will improve the students' oral, written and electronic communication skills. Basic principles relating to meetings, conduct, letter writing, public speaking, facsimile, e-mail and internet application use will be addressed.

CPR AND FIRST AID
FBMT2345 **2 Credits**
 This course covers primary and secondary assessments, first responder roles and responsibilities, determining vital signs, treating emergencies, mouth-to-mouth breathing, CPR, controlling bleeding, treatment of shock and treating injuries in emergency and disaster situations.

NUTRITION AND HEALTHY LIVING
FCS105 **3 Credits (3 Lec.)**
 This course provides an overview of basic principles of nutrition, as well as current problems and topics regarding both personal and world nutrition. Topics include contemporary issues such as food labeling, dieting practices, eating disorders, fitness, malnutrition, and nutrition throughout the life cycle. The course also focuses on the knowledge and skills necessary for the development and enhancement of a healthy lifestyle throughout the life span. (Prerequisite: READ0080, 0090) (MnTC 5, 10: History & Social and Behavioral Sciences, People and the Environment)

POWER TRIM AND TILT SYSTEMS
GMAR1820 **1 Credit (1 Lab)**
 This course will familiarize the student with the various designs of power trim and trim, or power tilt systems. This includes both hydraulic and mechanical system types. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

PROPELLERS AND RIGGING
GMAR1834 **3 Credits (1 Lec./2 Lab)**
 Students enrolled in this course will explore techniques used to correctly determine the appropriate propeller to be used for a particular boat/motor combination. The student will have the opportunity to learn and practice proper methods of installation of outboard motors, trolling motors, electronic equipment, radios, antenna, and remotely operated equipment. (i.e. electric anchors) (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD FUEL AND LUBRICATION SYSTEMS
GMAR1844 **2 Credits (1 Lec./1 Lab)**
 This course will familiarize the student with a wide range of designs of fuel and lubricant delivery systems. The student will be given the opportunity to inspect, diagnose, and repair/adjust carbureted, and fuel injected, as well as oil injected and non-oil injected outboard motors. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

STEERING SYSTEMS
GMAR1860 **1 Credit (1 Lab)**
 This course will illustrate the various designs of marine steering systems. The student will have the opportunity to practice removal, installation, and adjustment of several different style systems. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD POWERHEADS I
GMAR1895 **6 Credits (2 Lec./4 Lab)**
 Students will learn required maintenance for both two and four stroke cycle conventional and fuel injected outboard motors. Particular attention will be toward the newer technology equipment available today. Students will utilize computers as well as conventional diagnostic equipment in the development of their troubleshooting skills. Diagnosis, disassembly, inspection, repair, reassembly and testing is also covered in this course. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD GEARCASES
GMAR2812 **2 Credits (1 Lec./1 Lab)**
 This course will allow the student to gain familiarity with all types of outboard gearcases. Students will have the opportunity to disassemble various gearcase designs and to perform repairs and adjustments. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD POWERHEADS II
GMAR2872 **3 Credits (1 Lec./2 Lab)**
 In this course the student will learn to diagnose and repair bigger more sophisticated outboard motor powerheads. This includes extensive testing of mechanical, electrical, and fuel systems. Fuel injected and computer controlled units will be covered. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTBOARD DIAGNOSTIC TROUBLESHOOTING
GMAR2890 **3 Credits (1 Lec./2 Lab)**
 This course involves extensive troubleshooting of outboard motors. This includes mechanical, electrical, ignition, and fuel systems, conventional and computer controlled. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

INTRO TO GRAPHICS PRODUCTION
GP1000 **4 Credits (1 Lec./3 Lab)**
 This course is a survey of the Graphics Production industry. Topics will include the history of the field, job opportunities, employment requirements, the impact of the printing in our lives, current issues within the industry and a future outlook of the field. Hands-on lab sessions in digital image preparation, electronic publishing, lithographic preparation – assembling (imposition) and masking (stripping) film, offset press, screen printing, and electronic presentation are an integral part of this course. (Prerequisites: None)

INTRO TO PAGE LAYOUT
GP1015 **3 Credits (1 Lec./2 Lab)**
 This course explores the basic tools, menus and palettes used in creating electronic layouts. Each student will complete projects and learn the basic features from page layout to final output. (Prerequisites: Basic Keyboarding or proven ability at typing skills).

INTRO TO ADOBE ILLUSTRATOR
GP1020 **3 Credits (1 Lec./2 Lab)**
 The course is taught in a hands-on atmosphere learning the basics of Adobe Illustrator software package. The course is designed for the beginner but a basic understanding of windows technology and mouse usage is helpful. (Prerequisites: None).

LAYOUT AND TYPOGRAPHY
GP1040 **4 Credits (1 Lec./3 Lab)**
 Learners are introduced to the printed page layout techniques, design principles and the development, identification and proper use of type. Mathematical conversion problems will be assigned to teach the student problems that must be solved in the production process. Electronic layout and imposition are stressed. Basic design techniques of laying out graphics, photos and text will be stressed. Proofreading and spelling checks are stressed through project assignments. (Prerequisites: concurrent with GP1010).

INTRO TO ADOBE PHOTOSHOP
GP1100 **3 Credits (1 Lec./2 Lab)**
 This software is one of the dominate packages in the Graphics Industry for use in photo manipulation and photo retouching. The course is taught in a hands-on atmosphere learning the basics of Adobe Photoshop. Students will learn how each tool and palette are used in cleaning up scans, manipulate color, and various other techniques used in this software package. (Prerequisite: None).

COLOR I
GP1110 **3 Credits (1 Lec./2 Lab)**
 The basic concept and theory of color as it pertains to Graphics Production are introduced in this class. Colored artwork and photographs are prepared for print in a hands-on atmosphere using computer methods of color break and separation. Color models and graphical computer formats and their output are stressed. Students begin to apply ICC profiles to various assignments. (Prerequisites: GP1000, 1010, 1020, 1040, 1100).

DIGITAL PRODUCTION CONCEPTS I
GP1120 **3 Credits (1 Lec./2 Lab)**
 This is an introductory course defining how automated workflows have impacted the technology within the printing industry. This course will concentrate on the workflow of jobs in the prepress area to the plating stage. Each learner will have the opportunity to experience how job files move from an application software (such as a page layout software like Adobe InDesign or QuarkXPress) to the computer-to-plate stage. (Prerequisite: GP1000, 1015, 1020, 1040).

PRINTING PROCESSES I
GP1160 **4 Credits (1 Lec./3 Lab)**
 This course is designed to acquaint the learner with the fundamentals of offset press operation. Coursework includes terminology, equipment and safety. The offset principle of ink repels water is stressed in a hands-on laboratory atmosphere. Also included are the basic litho prep pre-press functions (platemaking) and post-press functions (bindery). Different types of plates and their functions are stressed as well as the equipment used to expose and develop them. The bindery functions of cutting paper, padding, folding, drilling, stitching etc. are all utilized in a hands-on setting. This course also covers the inks and papers used in the printing industry. Students will be introduced to the various types of inks and weights, grains, coatings and textures of paper. Additionally, students will make mathematical paper calculations for cutting stock to the size of a job and for ordering paper stock. (Prerequisites: GP 1000 and GP 1015).

COLOR II
GP2010 **4 Credits (1 Lec./3 Lab)**
 Color II expands the students knowledge base of various color models to understand how ICC profiles are created. This course emphasizes the creation of a color managed lab through hands-on work by quantifying, calibrating, and converting the various input and output devices in the graphics lab. Students become familiar with operating densitometers, spectrophotometers and monitor calibrators. (Prerequisites: GP 1110).

APPLIED GRAPHICS PRODUCTION
GP2020 **4 Credits (1 Lec./3 Lab)**
 This course is designed to introduce the learner to Graphics Production workplace through applied hands-on live projects. Production theories such as work flow, plant layout, OSHA regulations, and other theories used by industry are discussed. Cost accounting and estimating projects will be assigned for the learner to solve both manually and with the aid of a computer. Throughout the course, the student will be required to work on projects that will be printed for the school or it's approved clientele with help from a lab assistant or an instructor. (Prerequisites: all first-year coursework is required before taking this course).

ELECTRONIC LAYOUT TECHNIQUES
GP2040 **4 Credits (1 Lec./3 Lab)**
 This course is an enhancement and continuation of electronic layout. The students will be assigned projects of a more advanced level. All phases of pre-press functions and theories will be stressed and applied. All aspects of Electronic Publishing will be covered in this course, especially preparing your work for preflight and service bureaus. Some live industry projects may be assigned with deadlines being met. (Prerequisites: GP1010, GP1020, GP1040, GP1100, and GP1120).

PRINTING PROCESSES II
GP2060 **4 Credits (1 Lec./3 Lab)**
 This is an extension of GP 1160. The learner will review basic offset press operation and then apply the knowledge by operating various offset presses. Projects will include black and white reproduction, spot color reproduction, process color reproduction as well as specialty reproduction such as NCR forms and envelopes. In addition to actual press operation, the student will learn the basic maintenance functions of oiling, greasing and adjusting the offset press. Replacement of peripheral parts and supplies associated with an offset press will also be stressed. This course includes more advanced platemaking and bindery functions as well. Screen printing processes are also in this course. The student will stretch and clean cloth screens for printing on cloth, metal, plastic and other objects not suited to traditional offset printing. Photo emulsions, various inks, and other chemicals and materials associated with screen printing will be discussed and applied. Single color and multi-color projects will be assigned. (Prerequisites: GP 1040 and GP1160).

DIGITAL PRODUCTION CONCEPTS II

GP2125 4 Credits (1 Lec./3 Lab)
This course continues to expand the learners knowledge with digital issues related to the output of files in a computer-to-plate workflow. Font management, signature software, workflow software and computer-to-plate technology are among the main topics of this course. The first Digital Production Concepts course has the learner using the various functions, now the learner will actually set-up the various files and processes required for a CTP environment. (Prerequisites: GP1120).

CAPSTONE PROJECTS

GP2140 3 Credits (1 Lec./2 Lab)
This course covers the development of a capstone project that demonstrates advanced level skills learned throughout their tenure in the Graphics Production program. Students will design and assemble a show board for display purposes. The students will be required to create both analog and digital portfolios for the purpose of displaying their work. Other areas covered in this class will be interviewing skills, role playing and actual industry visits. (Prerequisites: all first-year graphics courses and first semester second year courses)

WEB PRODUCTION TECHNIQUES

GP2185 4 Credits (1 Lec./3 Lab)
This course is intended for learners who have used the World Wide Web using a web browser and wish to convert their graphics work to the World Wide Web. This course also will address building and maintaining a website. The course will be taught using a common Windows-based text editor. A knowledge of some form of Windows-based software is desired and typing skills are required. The learner will experience entering HyperText Markup Language (HTML) commands into a common text document to obtain a manipulation of various tpestyles and images that can be viewed on the Internet. (Prerequisites: Knowledge of Adobe Photoshop, Adobe Illustrator, Adobe Acrobat).

SPECIAL PROBLEMS

GP2200 1-3 Credits (Lab)
This course allows students to pursue special interest areas. A maximum of 4 credits of this type will be allowed towards the fulfillment of the diploma or degree options. Students must maintain a B average in their graphics courses and have a good attendance record in order to enroll in this course. (Prerequisites: all first-year graphics courses).

INTERNSHIP

GP2300 1-3 Credits (Lab)
This course is designed for students who have completed the core and have proven their competencies gained from previous course. An individual training plan will be identified to be completed in an industrial setting. Students must maintain a B average in their graphics courses and have a good attendance record in order to enroll in this course. (Prerequisites: all first-year graphics courses).

PRODUCTION II

GP2400 1-3 Credits (Lab)
The course is a continuation of GP2020. Students will concentrate on speed and accuracy, in addition to working on projects of increasing complexity. (Prerequisites: GP2020).

MEDICAL TERMINOLOGY

HC1000 3 Credits (3 Lec.)
This course will be a study of the language used in the health care delivery system. The course presents component medical word parts and their use in building and interpreting medical terminology related to each body system. Spelling, pronunciation and usage of medical terminology will be emphasized. (Prerequisites: None)

ADVANCED MEDICAL TERMINOLOGY

HC1001 3 Credits (3 Lec.)
This course is the continuation of HC1904. Review of medical terminology as it pertains to the body systems that were covered in HC1904 with emphasis on developing an understanding of the pathological terminology used in the individual medical specialties throughout medicine. Specialty areas within the allied health professional fields of respiratory therapy, physical therapy, pathology, radiology, anesthesia, pharmacology, and others will be introduced. (Prerequisites: HC1000)

**ANATOMY & PHYSIOLOGY
DISEASE CONDITIONS I**

HC1914 4 Credits (4 Lec.)
This course is designed to provide two approaches to assist the student in learning about the human body. The first is in developing a basic understanding of the normal structure and function of the human body and secondly to discuss disease processes that affect each body system. (Prerequisites: HC1000,1001)

**ANATOMY & PHYSIOLOGY
DISEASE CONDITIONS II**

HC1924 4 Credits (4 Lec.)
This course is a continuation of HC1914 with a more comprehensive emphasis on the disease processes that affect the structure and function of the human body. The student will be able to apply the medical terminology and previous medical science course material to a more in-depth study of diseases encountered in healthcare. (Prerequisites: HC1000, 1001, 1914)

TRAINED MEDICATION AIDE

HC1934 2 Credits (1 Lec./1 Lab)
This course includes the study of legal requirements concerning drugs and drug administration. General information about medications, terminology related to medication administration and use of reference sources will be studied. Students will learn actions, usual dose, toxic symptoms and special considerations of a variety of drugs. Students will not administer medications but will learn basic guidelines for medication administration. (Prerequisites: None)

BASIC NURSING 101

HCTC1886 4 Credits (2 Lec./2 Lab)
This course meets federal and state criteria for eligibility to take the state test to become a NAR, HHA, as well as the requirements for Basic Nursing 101, a requirement for the Practical Nursing Program. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide. (Prerequisites: None)

EMERGENCY MEDICAL TECHNICIAN

HEMS1200 6 Credits (4 Lec./2 Lab)
This program consists of 112 hours of classroom instruction and a minimum of 16 hours of hospital clinical observation and training. The course includes anatomy, physiology, cardiopulmonary resuscitation certification, splinting techniques, lifting and moving patients, emergency childbirth, trauma & medical emergency care. (Prerequisite: none)

**EMERGENCY MEDICAL TECHNICIAN
REFRESHER**

HEMS1220 2 Credits (2 Lec.)
This 28-hour course provides refresher training for state certified and nationally registered EMTs who must re-certify every two years. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. (Prerequisite: Minnesota EMT number and expiration date)

FIRST RESPONDER "INITIAL"

HEMS1300 2 Credits (1 Lec./1 Lab)
This 48-hour course provides emergency care training to fire/rescue personnel, law enforcement officers, industrial safety personnel, especially when they are the first on the scene of injuries and medical problems. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. (Prerequisite: none)

FIRST RESPONDER "REFRESHER"

HEMS1320 1 Credit (1 Lec.)
This 16-hour course provides refresher training for state certified First Responders who need to refresh every two years. It is intended as an update on revised emergency care skills and techniques for recertification. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. (Prerequisite: State Certified First Responder)

**INTRODUCTION TO AMERICAN HISTORY
HIST120**

4 Credits (4 Lec.)
This course surveys the history of America from the contributions of the indigenous Indian peoples through the Colonial Era (17th and 18th centuries) to the American Revolution and Early Republic (18th and 19th centuries). It examines how historical American culture, institutions, and events influence the present United States in the latter part of the twentieth century. (Prerequisite: READ0080, 0090) (MnTC 5, 7: History & Social and Behavioral Sciences, Human Diversity)

WORLD HISTORY I

HIST160 4 Credits (4 Lec.)
This course is a survey of world history examining ancient, classical, and medieval civilizations prior to the emergence of the West as a world power (c. 3500 BCE - 1450 CE). The course explores how environmental, economic, political, social, religious and other intellectual and cultural factors combined in different ways to influence the development of major world regions - Africa, EurAsia, and the Americas. The goal is for students to understand how fundamental institutions and cultural norms of different world regions developed out of their own internal environments as well as in response to developments and influences from other cultural systems and historical forces. (Prerequisite: READ0080, 0090) (MnTC 5, 8: History & Social and Behavioral Sciences, Global Perspective)

MEDICAL TERMINOLOGY

HLTH1000 1 Credit (1 Lec.)
This course teaches students to recognize and build medical terms after learning the meaning of word parts. The course is based on a systems approach. Students also learn how to interpret and use common medical abbreviations and symbols. With instructor approval, this course may be taken on independent study. (Prerequisite: none) **This course has an online option.**

CPR

HLTH1950 1 Credit (1 Lec.)
This course meets the standards established in the GUIDELINES 2000 FOR CARDIOPULMONARY RESUSCITATION AND EMERGENCY CARDIOVASCULAR CARE INTERNATIONAL CONSENSUS ON SCIENCE. This Basic Life Support course includes the topics of single and two rescuer adult CPR, single and two rescuer child CPR, single and two rescuer infant CPR, foreign body airway obstruction, facts on heart disease, signs and symptoms of heart attacks, signs and symptoms of strokes, the use of barrier devices, airway adjuncts, and defibrillator usage. This course is applicable to anyone in any aspect of health care, as well as individuals in childcare, business or industrial settings. With the advent of public access defibrillators, workers from business and industry also need to know how to operate a defibrillator. (Prerequisite: None)

FIRST AID

HLTH1952 1 Credit (1 Lec.)
This course includes emergency care training for initial treatment of illness and injury. Patient assessment, bleeding control, shock management, soft tissue injury, orthopedic injury, diabetic problems, seizures, poisons, heat exposure, and cold exposure are some of the topics covered in this course. This course is appropriate for anyone who may need to render immediate care. The items covered in the course are just as applicable to an industrial or a business work setting, as they are to a daycare facility, or even at home. (Prerequisite: None)

SAFETY

HLTH1954 1 Credit (1 Lec.)
This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication standard, bloodborne pathogens, and substance abuse in the workplace are examples of topics covered in this course. The consequences of disregarding safety practices are explored. This course is appropriate for individuals who may be entering a new vocation. The topics covered include items from the health care realm to items concerning business, manufacturing, and industrial issues. (Prerequisite: None)

BUFFET PREPARATION AND SERVICE

HRIC2860 2 Credits (1 Lec./1 Lab)
This course is designed to teach the student the fundamentals of garde manger decorating. This will include chaud froid and aspic decorating; fruit, vegetable and cheese carvings; and the preparation of centerpiece displays and plate garnishes. The course also includes buffet setup, buffet table decorating and hors d'oeuvre preparation. (Prerequisites: None)

BASIC MANAGEMENT/SUPERVISORY SKILLS

HRIC2870 2 Credits (2 Lec.)
This course will help the student develop an appreciation for all aspects of a manager's job. The course covers the functions of management, human relations principles, motivation theories, labor relations and law, business planning, personnel management and staffing. (Prerequisites: None)

PURCHASING AND RECEIVING

HRIC2871 2 Credits (2 Lec.)
In this course students learn the principles and practices concerned with the purchasing and receiving of food, supplies and equipment for various food service operations. (Prerequisites: None)

MENU DESIGN

HRIC2875 2 Credits (1 Lec./1 Lab)
This course will cover basic menu development techniques, menu costing, menu layout and design, and pricing. (Prerequisites: None)

ALTERNATIVE REFRIGERATION SYSTEMS LAB I

HVAC1000 1 Credit (1 Lab)
This course covers all types of refrigeration systems, residential and commercial. The course is designed for the student who wants more hands-on training. The student will troubleshoot, repair, and replace refrigeration systems. (Prerequisites: HVAC2000,2100 or concurrent)

ALTERNATIVE REFRIGERATION SYSTEMS LAB II

HVAC1200 2 Credits (2 Lab)
This course covers all types of refrigeration systems, residential and commercial. The course is designed for the student who wants more hands-on training. The student will troubleshoot, repair, and replace refrigeration systems. (Prerequisites: HVAC2000,2100 or concurrent)

ELECTRICAL CIRCUITS

HVAC2000 2 Credits (1 Lec./1 Lab)
This is an introductory course designed to help students understand the relationships of electricity. Electrical units, terms, formulas, and electrical schematics are covered. (Prerequisites: None)

1PH MOTORS AND Auxiliary CONTROLS

HVAC2010 2 Credits (1 Lec./1 Lab)
This course will cover the theory, installation and application of single-phase AC motors commonly utilized in the HVAC industry. Students will learn how to wire and troubleshoot single-phase motors and their starting components. Three-phase transformers and motors with associated auxiliary controls will also be covered. (Prerequisites: HVAC2000 or concurrent)

REFRIGERATION THEORY

HVAC2100 2 Credits (1 Lec./1 Lab)
This course introduces the students to the refrigeration system, how it works, and the relationship between pressure and temperatures. We will discuss the reasons for EPA testing, refrigeration terminology, troubleshooting, and the proper handling of refrigerants. (Prerequisites: None)

REFRIGERATION CONTROLS

HVAC2110 2 Credits (1 Lec./1 Lab)
This course covers controls found in both household and commercial refrigeration systems. The functions and operation of these controls will be discussed along with proper troubleshooting procedures. (Prerequisites: HVAC2100 or concurrent)

TESTING REFRIGERATION SYSTEMS

HVAC2120 2 Credits (1 Lec./1 Lab)
This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. (Prerequisites: HVAC2000, 2100, 2110 or concurrent)

COOLERS/CASES

HVAC2200 3 Credits (1 Lec./2 Lab)
This course covers the application of the basic tools, test equipment and repair procedures available to the service technician to analyze and repair refrigeration equipment. (Prerequisites: HVAC2000, 2100 or Instructor Approval)

FREEZERS/CASES

HVAC2210 3 Credits (1 Lec./2 Lab)
This course covers commercial freezers. The electrical, mechanical systems will be studied, analyzed, operated and tested. The students will study and follow EPA regulations on handling refrigerants. Proper safety and troubleshooting techniques will be used. (Prerequisites: HVAC2000, 2100 or Instructor Approval)

COMMERCIAL ICE MAKERS

HVAC2220 3 Credits (1 Lec./2 Lab)
This course covers commercial ice makers used in the industry today. The electrical, mechanical and water systems will be studied, analyzed, connected and operated. The students will study proper troubleshooting and safety procedures. The students will then apply this knowledge when testing the electrical, mechanical and water systems. (Prerequisites: HVAC2000, 2100 or Instructor Approval)

COMMERCIAL ALTERNATIVE SYSTEMS

HVAC2230 1 Credit (1 Lab)
This course will take a look at commercial refrigeration systems found in the Mankato area, along with the companies that service them. The class will take field trips to local businesses and service companies to see how they operate. (Prerequisites: HVAC2100 or concurrent)

CENTRAL AIR CONDITIONING

HVAC2240 2 Credits (1 Lec./1 Lab)
This course covers central air conditioning. The electrical and mechanical systems will be studied and analyzed along with installation requirements. Students will examine different troubleshooting techniques and apply that knowledge when troubleshooting electrical and mechanical failures. (Prerequisites: HVAC2100 or Instructor Approval)

BRAZING

HVAC2250 1 Credit (1 Lec.)
This course covers brazing equipment and materials. Students will be introduced to the brazing process, terms, and personal safety. (Prerequisites: None)

INDOOR AIR QUALITY

HVAC2300 2 Credits (1 Lec./1 Lab)
This course covers equipment that deals with today's problem with indoor air quality. EAC's and Air to Air Exchangers will be studied, analyzed, operated, and tested. The students will use proper troubleshooting and safety techniques while working on these units. (Prerequisites: None)

HYDRONIC HEAT

HVAC2310 2 Credits (1 Lec./1 Lab)
This course covers the hydronic heating systems. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting and safety techniques for testing electrical and mechanical operations in the lab. (Prerequisites: HVAC2000 or concurrent)

GAS HEAT

HVAC2320 3 Credits (1 Lec./2 Lab)
This course covers the different gas heating systems found in homes today. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting and safety techniques for testing electrical and mechanical operations in the lab. (Prerequisites: HVAC2000 or concurrent)

COMMERCIAL PACKAGE HEAT/COOL UNITS

HVAC2325 2 Credits (1 Lec./1 Lab)
In this course students will learn the installation, repair and servicing practices for commercial rooftop single-phase and three-phase HVAC units. The application of commercial control day/night thermostats and economizer packages will be covered. The student will also be introduced to direct-fired make-up air unit operation and servicing. (Prerequisites: HVAC2000, 2320 or concurrent)

OIL HEAT/ELECTRIC HEAT

HVAC2330 2 Credits (1 Lec./1 Lab)
This course covers oil-fired and electric furnaces and the associated mechanical and electrical systems. Along with the electrical and mechanical systems, troubleshooting, safety, and performance testing will be addressed. (Prerequisites: None)

SHEET METAL DUCTWORK FABRICATION

HVAC2340 3 Credits (1 Lec./2 Lab)
This course will introduce the student to duct sizing methods, heat loss/gain calculations with related computer software, blue print reading, the fabrications of sheet metal reducers, transitions, 90's and offsets, installation of plenum and extended plenum systems and forced air zoning applications will be explored. (Prerequisites: None)

ADVANCED CENTRAL AIR CONDITIONING LAB I

HVAC2400 1 Credit (1 Lab)
This course covers all aspects of today's central air conditioners. This course is designed for students who want more hands-on training. The students will hook-up, operate, and diagnose problems associated with today's central air conditioners. (Prerequisites: HVAC2240 or concurrent)

ADVANCED CENTRAL AIR CONDITIONING LAB II

HVAC2410 2 Credits (2 Lab)
This course covers all aspects of today's central air conditioners. This course is designed for students who want more hands-on training. The students will hook-up, operate, and diagnose problems associated with today's central air conditioners. (Prerequisites: HVAC2240 or concurrent)

AIR CONDITIONING INTERNSHIP I

HVAC2420 1 Credit (Lab)
This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2240 or concurrent)

AIR CONDITIONING INTERNSHIP II

HVAC2430 2 Credits (Lab)
This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2240 or concurrent)

ADVANCED REFRIGERATION LAB I

HVAC2440 1 Credit (1 Lab)
This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. (Prerequisites: HVAC2000, 2100 or concurrent)

ADVANCED REFRIGERATION LAB II

HVAC2450 2 Credits (2 Lab)
This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. (Prerequisites: HVAC2000, 2100 or concurrent)

REFRIGERATION INTERNSHIP I

HVAC2460 1 Credit (Lab)
This course covers refrigeration work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2100 or concurrent)

REFRIGERATION INTERNSHIP II

HVAC2470 2 Credits (Lab)
This course covers refrigeration work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2100 or concurrent)

ADVANCED HEATING LAB I

HVAC2500 1 Credit (1 Lab)
This course covers all aspects of today's heating systems. This course is designed for students who want more hands-on training. The students will troubleshoot, repair, and replace furnaces as needed. (Prerequisites: HVAC2320 or concurrent)

ADVANCED HEATING LAB II

HVAC2510 2 Credits (2 Lab)
This course covers all aspects of today's heating systems. This course is designed for students who want more hands-on training. The students will troubleshoot, repair, and replace furnaces as needed. (Prerequisites: HVAC2320 or concurrent)

HEATING INTERNSHIP I

HVAC2520 1 Credit (Lab)
This course covers heating work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2320 or concurrent)

HEATING INTERNSHIP II

HVAC2530 2 Credits (Lab)
This course covers heating work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2320 or concurrent)

HEATING INTERNSHIP II

HVAC2600 1-3 Credits (Lab)
This course allows the student to pursue special projects or areas of interest. The number of credits must be agreed upon by advisor/advisee prior to registration. (Prerequisites: Successful completion of two semesters of training or by special arrangement)

INTRODUCTION TO PARAMEDICINE

ICP1000 3 Credits (2 Lec./1 Lab)
The EMT-Paramedic has a variety of duties. This course demonstrates the difference between the various levels of the Emergency Medical Technicians and the responsibilities that accompany each level of training. It also includes introductory topics that the individual must understand in order to function as a paramedic. Such topics include: medical/legal issues, communications, stress, system structure, lifting mechanics, medical terminology, infection control, and patient assessment.

ANATOMY AND PHYSIOLOGY FOR EMS

ICP1005 3 Credits (3 Lec.)
This course is designed as an introduction to body structure and function. An emphasis will be placed on body systems specifically related to paramedicine and how that knowledge can be applied to EMS care.

EMS SKILLS

ICP1010 5 Credits (1 Lec./4 Lab)
EMS Skills focuses on the Basic life Support skills that the EMT-P must master along with this introduction to advanced skills. These include: patient assessment, airway control with adjuncts, IV therapy, suctioning, communication skills, AED's, intubation, medication administration and other invasive techniques.

PHARMACOLOGY FOR EMS

ICP1020 3 Credits (2 Lec./1 Lab)
The intent of this course is to introduce the student to basic pharmacological concepts, principles of drug safety and basic drug categories. Legal aspects of drug administration, drug standards, and use of reference material will be included. Specialized medications utilized in ALS transports will also be discussed. This course will have a primary focus on specific drugs used by paramedics.

CARDIAC CARE IN EMS

ICP1040 4 Credits (2 Lec./2 Lab)
The course will prepare the EMT-P to assess and manage those cardiac emergencies that result from coronary atherosclerosis, along with a number of conditions involving pathology of peripheral circulation. The interpretation of cardiac dysrhythmia receives primary emphasis in this course. Includes ACLS provider certification.

TRAUMA CARE

ICP1050 3 Credits (2 Lec./1 Lab)
This course deals with the many aspects of trauma including: kinematics, evaluation, management, packaging and transport. Advanced BTLIS certification is included.

PATHOPHYSIOLOGY IN EMS

ICP1060 5 Credits (5 Lec.)
This course discusses a variety of topics and medical conditions that occur in the various body systems. Emphasis is placed on field management of medical emergencies.

EMS ADVANCED SKILLS

ICP2010 5 Credits (2 Lec./3 Lab)
This course is designed to orient the student to the rescue environment. Emphasis is placed on the role and responsibilities of the paramedic during a rescue response, including essential skills needed to keep the paramedic and the patient safe. Topics include Mass Casualty Incidents (includes ICS and START disaster response), hazardous materials, basic rescue, water and ice rescue awareness, high level-low angle rescue, emergency driving, special rescue situations and auto extrication for the paramedic. Also included is an introduction to advanced intensive care paramedic skills. Additional clinical rotations will also be completed.

CRITICAL CARE CLINICAL I

ICP2030 3 Credits (3 Lab)
Clinical areas include Emergency Rooms, Intensive Care Unit, Cardiac Intensive Care, Telemetry Unit and Operating Room where applicable.

CRITICAL CARE CLINICAL II

ICP2040 3 Credits (3 Lab)
Clinical areas include Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics.

FIELD INTERNSHIP I

ICP2050 3 Credits (3 Lab)
This internship involves experiences with an advanced life support system provided by a fire service and municipal hospital service.

FIELD INTERNSHIP II

ICP2060 3 Credits (3 Lab)
This internship involves experiences with an advanced life support system provided by a private service.

SPECIAL POPULATIONS

ICP2070 5 Credits (3 Lec./2 Lab)
This course covers medical considerations in areas such as geriatric patients, obstetrics, gynecological patients, neonates, pediatrics, behavior disorders, developmentally disabled and psychiatric patients. Includes PALS certification.

PARAMEDIC REFRESHER

ICP2080 3 Credits (3 Lec.)
This course will be a comprehensive review of the paramedic technical courses and designed to prepare the candidate to challenge the National Registry Exam. It will also meet the requirements for the required 48 hour paramedic refresher.

HAZARDOUS MATERIALS

ICP2090 1 Credit (1 Lec.)
This course is designed to meet the training standards designed in NFPA473 "Standards for Competencies of EMS Personnel Responding to Hazardous Materials Incidents". The class combines didactic training with audio-visual materials that will provide a review of pertinent "awareness" level information. To insure a safe EMS response to a hazardous materials situation at the Operations Level, additional information and practical laboratory time will be provided as necessary.

INTRODUCTION TO MASS COMMUNICATION

MASS110 4 Credits (4 Lec.)
This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: READ0080, 0090) (MnTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

BASIC MATH

MATH0075 4 Credits (4 Lec.)
This course is concerned with essential concepts of arithmetic. It is designed for students who need to strengthen their computational abilities. This course begins with a review of basic arithmetic skills, which include dealing with expressions containing whole numbers, fractions, and decimals; interpreting graphs; and setting up and solving proportions. Also included are elementary topics leading to algebra including solving simple linear equations and inequalities, graphing linear equations, carrying out arithmetic operations on polynomials, factoring polynomials, simplifying rational expression, and solving rational expressions. (Prerequisite: none)

ESSENTIALS OF ALGEBRA

MATH0085 4 Credits (4 Lec.)
This course is functional based and starts with a general overview of equations and inequalities. It then proceeds to cover linear functions, polynomial and rational functions, quadratic functions, equations involving radicals, logarithms, and absolute values. (Prerequisite: MATH 0070 or 56 or higher on the CPT)

APPLIED MATH

MATH1000 2 Credits (1 Lec./1 Lab)
This course reviews essential concepts of arithmetic, basic algebra and elementary geometry, and then applies each to real-world situations. This includes applications of whole number arithmetic, decimal and common fractions, percentages, extensions to signed number arithmetic, ratios and proportions. Important algebraic and geometric problem-solving methods are also developed. Finally, the course draws together standard techniques for working with and converting between the English and Metric systems of measurement. *This course is not a prerequisite for college level math courses.* (Prerequisite: A score of at least 56 on the Arithmetic portion of the Accuplacer test.)

TECHNICAL MATHEMATICS I

MATH1050 3 Credits (2 Lec./1 Lab)
Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. *This course is not a prerequisite for college level math courses.* (Prerequisite: A score of at least 56 on the Arithmetic portion of the Accuplacer test.)

CONCEPTS IN MATHEMATICS

MATH115 3 Credits (2 Lec./1 Lab)
This is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, number systems, plane geometry, algebra, financial mathematics, combinatorics, and elementary probability and statistics. (Prerequisites: Two years of high school algebra or MATH 0085, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

COLLEGE ALGEBRA

MATH120 4 Credits (4 Lec.)
This course is primarily concerned with the behavior of functions, most of which are algebraic in nature. The course begins with a review of essential properties of the real number system, rational exponents and graphs of equations and inequalities, and then proceeds to cover linear functions, quadratic functions, other polynomial and rational functions and their asymptotes, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, simple sequences and series, permutations and combinations. (Prerequisites: Two years of high school algebra or MATH 0085, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

TRIGONOMETRY

MATH125 3 Credits (3 Lec.)
A study of the six trigonometric functions, their inverses and their applications forms the heart of this course. First, the two common methods of angle measure are derived along with the related notions of length of arc and area of a sector. Then the trigonometric functions are defined in terms of the unit circle and their properties such as domain, range, period and amplitude are explored, along with their associated graphs. This leads to a study of identities and conditional equations. Triangle trigonometry and real-world applications follow, with an investigation of associated themes such as vectors, exponentials and logarithms. (Prerequisites: Two years of high school algebra or MATH 0085, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

PRE-CALCULUS MATHEMATICS

MATH130 4 Credits (4 Lec.)
This is an accelerated course covering many topics from both College Algebra and Trigonometry. These include functions, graphs of functions, analytic geometry of the conic sections, systems of equations and inequalities, elementary matrix operations and determinants, properties and applications of exponential, logarithmic and trigonometric functions, complex numbers, vectors, sequences, series and elementary combinatorics. (Prerequisites: three years of high school mathematics including trigonometry, and a score of at least 35 on the college mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

CALCULUS I

MATH131 5 Credits (5 Lec.)
This course introduces the key concepts of the derivative and the integral. Beginning with the definition of limit, the notion of continuity is developed which is perhaps the most important thread running throughout the calculus. This leads naturally to the process of differentiation and then integration, concluding with the all important Fundamental Theorem of the Calculus. Along the way, applications to classical and modern science, economics, the social sciences and other fields are explored. (Prerequisites: MATH 120 and MATH 125, or MATH 130 with a grade of C or better, or consent.) (MnTC 4: Mathematical/Logical Reasoning)

CALCULUS II

MATH132 5 Credits (5 Lec.)
In this continuation of Calculus I, you will begin by investigating more applications of definite integrals, along with useful techniques for evaluating them. This leads in a natural way to a brief introduction to differential equations, and the evaluation of improper integrals and indeterminate forms. Next the calculus of the transcendental functions is explored in some detail. Then the study of sequences and series is taken up, including power series and Taylor series. Important geometrical concepts such as polar coordinates, parametric equations and vectors in the plane and in space are also covered. (Prerequisites: MATH 131, with a grade of C or better.) (MnTC 4: Mathematical/Logical Reasoning)

ELEMENTARY STATISTICS

MATH154 4 Credits (4 Lec.)
This course introduces the essential mathematical elements of statistics, applying them to a broad range of areas including business, manufacturing, economics, and the physical, biological and social sciences. Topics include descriptive measures of data, measures of central tendency, variability, standard probability distributions, tests of hypotheses, confidence intervals and estimation. To put the treatment on a strong foundation, concepts of probability are developed throughout and shown to form the unifying theme behind modern statistics. (Prerequisites: Two years of high school algebra or MATH 0085, and a score of 30 or higher on the College Mathematics portion of the Accuplacer test.) (MnTC 4: Mathematical/Logical Reasoning)

BASIC LABORATORY TECHNIQUES/ORIENTATION

MDLT1810 3 Credits (1 Lec./2 Lab)
This course is an orientation course that familiarizes the student with a career in the medical laboratory field. It covers basic skills in clinical laboratory techniques and provides the student with practice. Topics include: MLT/Phlebotomy program policies; certification; working with various pieces of equipment; safety; infection control; quality control; specimen collection/handling/processing; good laboratory technique and maintaining efficiency and accuracy. The practice of phlebotomy is heavily emphasized in this course. Students will continue to enhance their phlebotomy skills in other technical courses, where blood samples are needed, and also during the clinical internship. (Prerequisites: None) **This course has an online option.**

HEMATOLOGY I

MDLT1815 3 Credits (2 Lec./1 Lab)
This course covers basic hematology procedures involving such tests as red cell counts, white cell counts, platelet counts, hemoglobin determination, hematocrits, sedimentation rates and reticulocyte counts. Also covered are the abnormalities of these elements which cause diseases, and bone marrow procedures. (Prerequisite: MDLT1810 may also be taken concurrently or with Program Director permission) **This course has an online option.**

COAGULATION

MDLT1820 2 Credits (1 Lec./1 Lab)
The course of study for this course covers the basic principles and practical applications of and the common abnormalities associated with hemostasis. The structure of this course allows the student to perform basic coagulation tests. Quality assurance measurements are also a part of the curriculum. (Prerequisites: MDLT1810 and/or MDLT1910 may be taken concurrently or with Program Director permission) **This course has an online option.**

URINALYSIS/BODY FLUIDS

MDLT1825 3 Credits (2 Lec./1 Lab)
The lecture component of this course will cover basic theory in urine formation, renal physiology, and metabolic disorders that produce abnormalities in the urine. Complete urinalysis examinations will be performed in the student laboratory. Basic analysis of other body fluids will be discussed with an emphasis on laboratory methods currently in use. (Prerequisites: MDLT1810 and/or MDLT1910 may be taken concurrently or with Program Director permission) **This course has an online option.**

HEMATOLOGY II

MDLT1830 3 Credits (2 Lec./1 Lab)
This course is a continuation of Hematology I. It includes the study of anemias and leukemias, and the correlation of these disease processes. Instruction includes lecture and laboratory case studies, and the use of automated hematology analyzers. A short introduction to electrocardiography (EKG) will also be included. (Prerequisites: MDLT1815 or with Program Director permission) **This course has an online option.**

IMMUNOLOGY

MDLT1835 2 Credits (1 Lec./1 Lab)
The lecture component of this eight-week course will include current theory and knowledge of the immune system and the clinical correlations of inherited and acquired disease processes. Laboratory instruction allows the student to perform basic serological (immunological) procedures for the correlation of immunologic disorders, and the interpreting and reporting of patient results and quality control measures. (Prerequisites: May be taken with Program Director permission) **This course has an online option.**

ORIENTATION TO THE CLINICAL LABORATORY

MDLT1910 3 Credits (1 Lec./2 Lab)
This course is an orientation course that familiarizes the MLT Fast Track Option student with a career in the clinical laboratory profession. Curriculum covered includes program policies, safety, quality assurance applications, basic laboratory equipment usage, basic aspects of medical terminology, and development and practice of good laboratory technique. Phlebotomy techniques, both venipuncture and capillary, are heavily emphasized in this course. Students will continue to enhance their phlebotomy skills in other technical courses where blood samples are needed for analysis, and also during the clinical internship. **This course has an online option.**

HEMATOLOGY

MDLT1915 5 Credits (3 Lec./2 Lab)
The first eight weeks of this course covers hematopoiesis of the formed elements of the blood, and routine hematology test procedures that are used to diagnose and treat diseases.

The last eight weeks of this course covers the correlation of laboratory test procedures with disease processes, and the laboratory's role in diagnosis and treatment. Manual peripheral smear differential counting is heavily emphasized. (Prerequisites: May be taken with Program Director permission) **This course has an online option.**

IMMUNOHEMATOLOGY

MDLT2805 4 Credits (2 Lec./2 Lab)
Both the theory and practical aspects of Immunohematology are covered in this course. The course is designed to prepare the student in routine pre-transfusion procedures such as ABO/Rh typing, antibody screening/identification, crossmatching of blood and blood products, donor selection, and component usage. (Prerequisites: May be taken with Program Director permission) **This course has an online option.**

MICROBIOLOGY I

MDLT2811 3 Credits (1 Lec./2 Lab)
This course covers the isolation and identification of clinically significant microorganisms. Emphasis is placed on specimen sources, growth characteristics, techniques for identification, and quality control. (Prerequisites: MDLT1810 or with Program Director permission) **This course has an online option.**

CHEMISTRY I

MDLT2817 4 Credits (3 Lec./1 Lab)
This course covers the analysis of chemical constituents of plasma, serum, urine and other body fluids. Emphasis is placed on physiology, methodology and clinical significance of carbohydrate metabolism, non-protein nitrogen, renal and liver function, tumor markers and porphyrins. Accuracy in performance, quality control and laboratory safety is stressed. (Prerequisites: MDLT1810 may also be taken concurrently or with Program Director permission) **This course has an online option.**

CHEMISTRY II

MDLT2818 **3 Credits** (2 Lec./1 Lab)
 This course is a continuation of Clinical Chemistry I and includes the theory and clinical correlations of lipids, electrolytes, acid/base balance, therapeutic drug monitoring, enzymology and toxicology. The MLT student learns the theory and technique of each procedure, quality control, and normal values of chemical constituents analyzed. Concepts that are basic to the operation of automated laboratory instruments will be discussed. (Prerequisites: MDLT2817 or with Program Director permission) **This course has an online option.**

MICROBIOLOGY II

MDLT2821 **3 Credits** (1 Lec./2 Lab)
 This course is a continuation of Clinical Microbiology I. The students will receive further basic practical instruction in the isolation and identification of clinically significant microorganisms. A short introduction to parasitology/mycology/virology/Mycobacterium species will also be included. (Prerequisites: MDLT1810 or with Program Director permission) **This course has an online option.**

CLINICAL ORIENTATION

MDLT2825 **1 Credit** (1 Lec.)
 This course covers an explanation of the hospital and clinic structure and the student's role in the clinical practice setting. The student will learn the basic knowledge necessary for effective understanding of his/her expectations and evaluations as an MLT student in the clinical practice training and his/her role as an employee after graduation. (Prerequisites: MDLT1810, 1815, 1825, 1830, 1835, 2805, 2810, 2817, 2818, 2820 or with Program Director permission)

MEDICAL MICROBIOLOGY

MDLT2911 **3 Credits** (1 Lec./2 Lab)
 This course covers the basic principles and procedures used in the isolation and identification of a variety of microorganisms clinically significant to humans. Emphasis is placed on safety, specimen sources, growth characteristics, techniques for identification, and quality control. (Prerequisites: May be taken with Program Director permission) **This course has an online option.**

DIAGNOSTIC CHEMISTRY

MDLT2917 **3 Credits** (2 Lec./1 Lab)
 This 16-week course covers the basic theory and clinical correlation of chemical constituents routinely analyzed in the clinical laboratory. Emphasis is placed on physiology, methodology, clinical significance, reference ranges, accuracy and precision in performance, quality control applications, and safety. Concepts that are basic to the operation of automated laboratory analyzers will be discussed. (Prerequisites: MDLT1910 may be taken concurrently or with Program Director permission) **This course has an online option.**

CLINICAL LABORATORY SEQUENCE:

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission)

Clinical sequence courses consist of the following:

MDLT 2900	Clinical: Hematology	4
MDLT 2901	Clinical: Chemistry	4
MDLT 2902	Clinical: Urinalysis and Body Fluids	2
MDLT 2903	Clinical: Immunohematology	4
MDLT 2904	Clinical: Immunology	1
MDLT 2905	Clinical: Microbiology	4
MDLT 2906	Clinical: Coagulation	1

CLINICAL LABORATORY SEQUENCE**MLT FAST TRACK OPTION:****CLINICAL INTERNSHIP I AND II**

MDLT2970 and MDLT2980 **7 Credits Each**
 The Clinical Internship sequence is a cooperative learning experience provided by SCC MLT and affiliated clinical facilities. It allows the student to apply knowledge learned in the didactic phase in an employment-like setting, under the supervision of qualified medical laboratory professionals.

Clinical Internship I includes Orientation to prepare the student for the clinical phase of their curriculum, Hematology, Urinalysis/Body Fluids, Coagulation, Chemistry, and phlebotomy rotations set up in an 8-hour, Monday, Wednesday, Friday, 16-week format during the spring semester.

Clinical Internship II is a 10-week, fulltime (40-hour week) Immunohematology (5 weeks) and Microbiology (5 weeks) summer semester rotation.

(Prerequisites: Completion of all program prerequisites and general education courses, and pre-clinical internship requirements)

FACILITY MAINTENANCE

MEAG1500 **3 Credits** (1 Lec./2 Lab)
 This course covers farm and residential electrical wiring. Practical 120/240-volt circuit wiring, electrical safety, device selection, installation methods, grounding, bonding and service entrance panels are included. Agricultural confinement housing wiring and electric motors for frame application are explained. Another component in this course includes both electric arc, gas welding and a short section on the wire welding system. Students will spend time in the welding lab completing welds. (Prerequisites: None)

AG EQUIPMENT MAINTENANCE I

MEAG1600 **2 Credits** (1 Lec./1 Lab)
 This course covers basic harvesting, tillage and planting equipment. The student will learn all component parts and proper adjustments of equipment. Machine adjustment may be accomplished on demonstration units, operator manual examples, actual equipment or field trips. This course covers theory and service competencies necessary to maintain small engines, gasoline-powered vehicles and diesel-powered vehicles on the farm. The course includes field trips and instruction in maintaining equipment found in farm feed processing centers, fertilizer equipment in the farm setting and grain handling equipment on the farm. Students will gain an awareness of vehicle and facility equipment preventive maintenance programs. (Prerequisite: None)

AGRICULTURAL INDUSTRY EQUIPMENT

MEAG1700 **2 Credits** (1 Lec./1 Lab)
 This course covers theory and service competencies necessary to maintain small engines, gasoline-powered vehicles, and diesel-powered vehicles. The course includes field trips and instruction in maintaining equipment found in feed mills, fertilizer plants, and grain elevators. Students will gain an awareness of vehicle and facility equipment preventive maintenance programs. (Prerequisites: None)

PLANNING FARMSTEAD ENVIRONMENTS

MEAG2200 **3 Credits** (2 Lec./1 Lab)
 This course covers farm building materials and methods of construction. Farmstead planning concepts are examined and applied to the student's home farm situation. Design and drawing of various types of farm buildings are included. The storing, drying, processing and handling of grain and feed are included. Ventilation of livestock buildings and animal waste management is emphasized. Students will gain experience in sizing and selecting equipment for agricultural materials handling applications. (Prerequisite: None)

AG EQUIPMENT MAINTENANCE

MEAG2300 **4 Credits** (1 Lec./3 Lab)
 This course covers basic harvesting, tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, actual equipment or on field trips. In the machinery set up and reconditioning portion the student identifies set up and reconditioning procedures, follows the set-up and operators manual, uses a checklist, uses a torque chart, learns the procedure for threading and tapping, installs helicoils and keenserts, sharpens drill bits, installs the hydraulic system, follows the hydraulic diagram, assembles machinery and adjusts the equipment for field use. This course covers theory and service competencies necessary to maintain small engine, gasoline and diesel powered vehicles on the farm. Students will gain an awareness of equipment maintenance programs. The electrical portion covers farm and residential electrical wiring. Practical 120/240 circuit wiring, electrical safety, device selection, installation methods, grounding, bonding and service entrance panels are included. The final component includes both electric arc, gas welding and a short section on the wire welding system. Students will spend time in the welding lab completing welds. (Prerequisites: Enrollment in the 2 + 2 program)

AG EQUIPMENT MAINTENANCE II

MEAG2305 **3 Credits** (2 Lec./1 Lab)
 This course covers the principles of operation, service, adjustment, and repair of tractor diesel, hydraulic, transmission, and air conditioning systems. Students will also learn various maintenance procedures such as sharpening drill bits and chain saw chains, removing broken studs, installing heli-coils, and single and double flaring. Course also covers the types of preventive maintenance needed to successfully maintain the family farm equipment, thereby eliminating down time and adding longer life to the equipment. Also covered are the basic skills needed for the farm operator to do basic overhaul operations on the farm, this cutting operating costs and time. (Prerequisites: MEAG1600)

SALES MANAGEMENT

MGT2800 **3 Credits** (3 Lec.)
 This course is designed to provide the student with an opportunity to apply concepts and competencies gained from their academic studies. Training plans that are competency-based will be developed. (Prerequisites: MKT1800)

RETAIL MANAGEMENT

MGT2810 **3 Credits** (3 Lec.)
 This course covers the nature and scope of retailing, and in-depth study of the areas that make a retailer successful. The course explains the need for strategic planning, location strategies, understanding the retail customer, retailer's role in the marketing channel, the legal environment and successful marketing strategy. (Prerequisites: None)

SALES FORCE AUTOMATION

MGT2820 **3 Credits** (3 Lec.)
 This course involves technology in conjunction with advanced sales skills. Students will make use of databases within the contact management software ACT! to foster customer relationships. Students will utilize presentation software to enhance sales presentations as well as explore sales uses for e-mail, instant messaging and other technologies. Much of the course will be spent on hands-on exercises to provide students opportunities to experience selling. (Prerequisites: MKT1800)

RETAIL OPERATIONS

MGT2830 **3 Credits** (2 Lec./1 Lab)
 This course focuses on the components of retail operations and design. Retail design includes the necessary use of display for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools, materials and installation of displays. Topics include: design principles, color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning and safety.

INTRODUCTION TO SALES
MKT1800 3 Credits (3 Lec.)
 This course serves as a foundation for future sales courses. The instructional approach combines both traditional and innovative presentations of course content that is dependent upon student involvement. The course covers the steps in the personal selling process, determining and describing features and benefits of products as well as the process of closing a sale. Throughout the course students will create and deliver personal sales presentations.

PRINCIPLES TO MARKETING
MKT1810 3 Credits (3 Lec.)
 This course covers the basic marketing concepts for Marketing and non-marketing students. Developing a rational marketing approach to the practices of modern marketing as they are used in a wide variety of settings. The course includes discussion on the marketing mix, the four p's of marketing, channels of distribution, target marketing, ethic, social responsibility, global marketing and the impact of the internet.)

INTERNSHIP
MKT1817 1-3 Credits (Lab)
 This course allows the student to receive practical experience in his/her chosen career area. A training plan outlining what will be learned is jointly developed among the student, employer and college. (Prerequisites: None)

INTRODUCTION TO BUSINESS
MKT1820 3 Credits (3 Lec.)
 This course covers the basic fundamentals of the world of business. Emphasis will be placed on the nature of business and the trends that will change the way business is conducted in the twenty-first century. The latest technology and business terms will provide an updated look at the business world.

CUSTOMER SERVICE
MKT1830 3 Credits (3 Lec.)
 This course covers the importance of customer service and how the student can achieve quality customer service. Total Quality Management is an essential part of customer service and how quality service is relayed to the consumer. This course explains how to develop a service attitude, dealing with various types of customers, handling customer complaints, decision making and using the team concept.

PRINCIPLES OF ADVERTISING
MKT1840 3 Credits (3 Lec.)
 This course provides a broad overview of the entire advertising and sales promotion industry. The focus will cover the entire spectrum of paid and non-paid activities designed to encourage the purchase and use of products, services and ideas. Discussion will include theory and practice about advertising media, public relations, packaging, special events, creation of ads and evaluation.

PROFESSIONAL DEVELOPMENT I
MKT1850 1 Credit
 This course focuses on the importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meeting will be required.

INTERNET MARKETNG
MKT1875 2 Credits (2 Lec.)
 This course provides an overview of Internet marketing and electronic commerce marketing. Issues involved with Business to Consumer (B2C), Business to Business (B2B) and Consumer to Consumer (C2C) E-Commerce will be explored.

INTRO TO SMALL BUSINESS OWNERSHIP
MKT1890 1 Credits
 This class is designed for those individual considering or in the process of starting a business. The class will focus on exploring business opportunities, planning and creating an overall business plan, and financial considerations for start-up. (Prerequisites: None)

PRINCIPLES OF MANAGEMENT
MKT1900 3 Credits (3 Lec.)
 This course will introduce the student to the responsibilities and roles of managers and supervisors. Course focus will be on topics related to the management functions of planning, organizing, leading and controlling. Project management, the decision-making process, organizational structures and team skills will be explored. Students will also be exposed to financial, economic and productivity tools for use in management.

ENTREPRENEURSHIP
MKT1910 3 Credits (3 Lec.)
 This course provides a broad overview of the entire advertising and sales promotion industry. The focus will cover the entire spectrum of paid and non-paid activities designed to encourage the purchase and use of products, services and ideas. Discussion will include theory and practice about advertising media, public relations, packaging, special events, creation of ads and evaluation.

MARKETING RESEARCH
MKT1920 3 Credits (3 Lec.)
 This course involves practical application of the concepts of involved in marketing research. Students will work in teams to explore the fundamentals of marketing research by completing a major project. The course content includes: finding secondary data, conducting focus groups, organizing observational research, creating surveys, statistical analysis and report writing.

HUMAN RESOURCE MANAGEMENT
MKT1930 3 Credits (3 Lec.)
 This course will cover the area of adapted traditional marketing tools appropriate for various situations in small and medium enterprises. The course approaches both the concepts of marketing and entrepreneurship using accepted and established marketing theories. Discussion will include the steps in preparing an actual business plan, review of basic calculations in obtaining money for the company, calculating profitability, product pricing, discounts, markups and markdowns.

LEADERSHIP STRATEGIES
MKT1940 3 Credits (3 Lec.)
 This course is designed to help students recognize their leadership potential and help improve their interpersonal skills needed in today's workplace. Students will explore various leadership strategies through self assessment and reflection. Self assessments will then be used to provide the framework for developing career portfolios. Resume development, interviewing skills and networking are an integral part of the course.

INTERNSHIP
MKT2817 1-3 Credits (Lab)
 This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

PROFESSIONAL DEVELOPMENT II
MKT2850 1 Credit
 This course focuses on the continued importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meeting will be required.

MUSIC APPRECIATION
MUSC100 3 Credits (3 Lec.)
 This course is a historical study of music and its relation to culture and society including a brief survey of the elements of music, incorporating the extensive use of audio recordings. Attendance at a live performance is required. (Prerequisite: READ0080, 0090) (MnTC 6: Humanities and Fine Arts)

FOUNDATIONS OF NURSING
NURS 1000 3 Credits (3 Lec.)
 This course introduces the student to the basic concepts in nursing. Topics include professionalism, the nursing process, communication, cultural diversity, asepsis, nutrition, and wellness. Legal and ethical aspects related to nursing will be discussed. Aspects related to pre- and post-operative care and pain management will be discussed. Physical comfort and safety concerns are identified. Needs specific to physical and mental disorders in the elderly population are discussed. Principles of documentation will be identified.

CLINICAL FOUNDATION
NURS 1050 4 Credits (4 Lab)
 This course provides an opportunity to integrate classroom/lab learning with supervised client care in a healthcare setting. Students utilize the nursing process to collect data, implement nursing interventions, and administer medications. Emphasis is placed on organization, critical thinking, therapeutic communication, and a holistic approach to client care. Professional behavior will be modeled.

NURSING INTERVENTIONS
NURS 1075 2 Credits (2 Lab)
 This course provides students the opportunity to learn nursing procedures in a simulated supervised lab setting. Body systems are introduced with an emphasis on the neurological, respiratory, gastrointestinal, and genitourinary systems. Competencies covered relate to asepsis, oxygenation, and gastrointestinal function and elimination. Critical thinking and medical terminology are threaded throughout the course. Students will have the opportunity to demonstrate skills learned in the laboratory setting.

MEDICATION ADMINISTRATION I
NURS 1200 1 Credit (0.5 Lec./0.5 Lab)
 This course introduces the student to drug classifications, therapeutic and adverse effects of drugs, and the six rights of medication administration. The course focus is on non-parenteral routes of administration, including oral, topical, nasal, rectal, eye, and ear. Medical terminology and abbreviations are threaded throughout the course. Legal aspects related to the nurse's scope of practice will be identified. Medication dosage calculation will be explained.

MEDICATION ADMINISTRATION II
NURS 1250 1 Credit (0.5 Lec./0.5 Lab)
 This course builds on concepts mastered in Medication Administration I. The course will include information on safe administration of medication through parenteral and enteral routes. The course expands the student's knowledge base of drug classifications, and therapeutic and adverse effects of drugs. The importance of correlating lab values and medication dosages is identified. The student will continue to build skills in medication dosage calculation and will demonstrate competence. Medical terminology and abbreviations will be threaded throughout the course.

APPLICATION OF NURSING
NURS 1300 5 Credits (5 Lec.)
 This course introduces the student to alteration in functioning in basic disease processes. The integumentary, respiratory, gastrointestinal, genitourinary, endocrine, cardiovascular, hematological, neurological, neurosensory, and musculoskeletal systems are covered. In addition, fluid and electrolyte balance, oncology, and end-of-life care are discussed. The student will integrate the nursing process by identifying nursing observations and interventions specific to alterations in each body system.

CLINICAL APPLICATION
NURS 1350 5 Credits (5 Lab)
 Students apply theory related to alteration in body systems through observation and interaction with clients in a variety of healthcare settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The nursing process is implemented with an emphasis on critical thinking. The application of nursing abilities (Minnesota Board of Nursing) will be with clients in the following special areas: pre-operative and post-operative settings, adults with common illnesses, geriatric clients, clients with behavioral problems, children, mothers of newborn infants, and newborn infants. Organizational skills are developed with opportunities to care for multiple clients. Students may have the opportunity to observe the role of the nurse in specialty areas. Students will demonstrate effective communication with other members of the healthcare team. Professional nursing behavior will be demonstrated.

FAMILY NURSING

NURS 1400 **2 Credits** (2 Lec.)
The student is introduced to the fundamental concepts of growth and development in the childbearing family and the influence of community on the family. Students will be taught the fundamental principles of labor and delivery and the nursing care of the mother and newborn. Common illnesses and disorders of the newborn will be discussed. The psychological effect illness has on the child will be addressed. The effect of culture on the child bearing family will be discussed.

PSYCHOSOCIAL NURSING

NURS 1600 **1 Credit** (1 Lec.)
This course introduces students to concepts in mental health and mental illness. The impact of culture and value systems on mental health is identified. Treatments discussed include: medication and behavior therapy, crisis intervention, and group therapy. Appropriate nursing interventions for clients exhibiting maladaptive behaviors will be discussed.

NURSING PRACTICUM

NURS 1650 **1 Credit** (0.5 Lec./0.5 Lab)
This course will assist the practical nurse in transitioning to the graduate practice role. Students will be evaluated in their ability to demonstrate application of the nursing process with an emphasis on critical thinking in the classroom and clinical setting.

NURSING ROLE TRANSITION

NURS 1900 **1 Credit** (1 Lec.)
This course is intended to assist students to transition from the role of the Licensed Practical Nurse to the Associate Degree Registered Nurse. Transitional topics include differences in the scope of practice between the licensed practical nurse and the registered nurse. Program philosophy and framework are presented. A review of the nursing process is included. Current and future trends in healthcare will be explored.

INTEGRATION OF NURSING

NURS 2000 **4 Credits** (4 Lec.)
This course focuses on the impact of acute and chronic illnesses on clients and families. The nursing process will be the basis for holistic assessment in planning care for clients with commonly recurring illnesses with emphasis on the following systems/conditions: cardiac, respiratory, endocrine, neurological, cognitive, musculoskeletal, gastrointestinal, and cancer. Case studies will be used to assist students in identifying the client's response to illness.

HEALTH ASSESSMENT

NURS 2010 **2 Credits** (1 Lec./1 Lab)
Students will learn the skills needed to perform a comprehensive health history and physical examination. Students apply a holistic approach to enhance their understanding of the impact of the environment, culture, and family on the client and his or her response to health and illness. Students will demonstrate therapeutic communication skills that aid in the collection of data. Students will identify health promotional activities.

CLINICAL INTEGRATION

NURS 2050 **4 Credits** (4 Lab)
This course will focus on the application of the nursing process in the registered nursing role including assessment, nursing diagnosis, planning care, implementation of interventions, and evaluation of care for clients in the clinical setting. Emphasis will be on clients experiencing acute and chronic general medical, surgical, or mental health disorders. Students will have the opportunity to care for newborn infants and post-partum women. Students will demonstrate professionalism and accountability for their actions.

SYNTHESIS OF NURSING

NURS 2100 **4 Credits** (4 Lec.)
This course provides the student with the opportunity to synthesize the holistic care of the patients across the lifespan with multiple, complex needs. The impact of illness on individuals, families, and communities will be addressed. Care of the childbearing and mental health issues will be discussed. Community/home health care will be examined. Students will examine functions of the nurse as case manager and will apply the theoretical foundation of leadership and management in healthcare.

CLINICAL SYNTHESIS

NURS 2150 **4 Credits** (4 Lab)
This course offers opportunities to care for clients across the lifespan and introduces students to holistically care for clients and families experiencing multiple, complex needs. Students will explore the leadership role in the clinical setting. The course involves a teaching/learning project. Preceptor clinical experiences may be available. Critical thinking is threaded throughout the course. Students will demonstrate professionalism and accountability for their actions.

DRIVE SYSTEM THEORY

OPAM1810 **2 Credits** (1 Lec./1 Lab)
This course will give the student the opportunity to work with many different types of drive systems. This includes, but is not limited to, snowmobile, lawn and garden equipment, marine, and ATV drive systems. Students will learn the basic maintenance and repair procedures for these power transmission units. (Prerequisites: None)

ELECTRICAL SYSTEMS

OPAM1836 **3 Credits** (2 Lec./1 Lab)
This course is designed to give students the knowledge necessary to diagnose and repair electrical problems on outdoor power, snowmobile, ATV and marine applications. Students will learn the theory of electricity and the function of electrical components in the starting, charging and electrical accessory systems. (Prerequisites: None)

FUEL SYSTEMS

OPAM1840 **3 Credits** (2 Lec./1 Lab)
This course will give the student in insight into the theory and operation of carburetors, and fuel injection systems. Students will learn the basic history of gasoline and it's changes in composition through the years. Characteristics of fuels and two stroke cycle oils will be discussed in depth. (Prerequisites: None)

IGNITION SYSTEMS

OPAM1850 **4 Credits** (3 Lec./1 Lab)
This course will give the student the opportunity to learn the theory and operation of the five basic ignition systems. Students will be trained to diagnose and repair/replace defective components. (Prerequisites: None)

TRAILER WIRING AND MAINTENANCE

OPAM1864 **1 Credit** (1 Lab)
Students of this course will be able to perform troubleshooting and repair activities on boat and utility trailers. This includes, but is not limited to, adjustment of tongue weight, adjustment of rollers/supports, repacking of wheel bearings as well as repairs to lighting systems. (Prerequisites: None)

ENGINE THEORY AND SERVICE

OPAM1870 **4 Credits** (2 Lec./2 Lab)
In this course, students will study the theory of two stroke cycle and four stroke cycle engines. Measuring equipment used in the evaluation of these engines will also be covered. Students will also learn the proper names and use of tools used in the industry. (Prerequisites: None)

COMPUTER BASICS

OTEC0100 **2 Credits** (2 Lab)
The Computer Basics course is designed for students with little or no computer experience. In a small group setting, students will have the opportunity to learn the basics through hands-on experience.

INTRODUCTION TO COMPUTER SOFTWARE

OTEC1001 **2 Credits** (1 Lec./1 Lab)
This course covers basic information about computer hardware and software and the use of computer software as a business productivity tool. Students will be given introductory training on Windows, and the common business applications of word processing, spreadsheet, database, and presentation graphics. (Prerequisites: Basic computer skills or Computer Basics class, mouse proficiency, keyboarding skill of 25 words per minute) **This course has an online option.**

CUSTOMER SERVICE

OTEC1500 **1 Credit** (1 Lab)
This course covers the importance of customer service and how the student can achieve effective customer service through listening, telephone skills, dealing with difficult people, teamwork, and stress management. (Prerequisites: None)

TRANSACTIONAL LAW

OTEC1725 **3 Credits** (2 Lec./1 Lab)
This course will include an in depth discussion and hands on experience in creation of documents for Minnesota Real Estate, Probate, and Corporate Law. Students will create documents and proofread for accuracy. Emphasis will be on Minnesota Law. (Prerequisites: Students must type at least 30 words per minute and have a working knowledge of Microsoft Word.) **This course has an online option.**

CIVIL PROCEDURE

OTEC1730 **3 Credits** (2 Lec./1 Lab)
This course will include an in depth discussion and hands on experience in creation of documents for the Minnesota and federal court systems, civil litigation and appeal procedures. Students will create documents and proofread for accuracy. This course will emphasize Minnesota procedures. (Prerequisites: Students must type at least 45 words per minute and have a working knowledge of Microsoft Word.) **This course has an online option.**

BASIC KEYBOARDING

OTEC1790 **2 Credits** (1 Lec./1 Lab)
This course covers the development of basic keyboarding techniques using the touch method of the computer. Emphasis will be on learning the touch method of typing alphabetic, punctuation, function, and service keys. In addition, machine operating techniques and skill development will be introduced. The keyboarding goal will be to attain a minimum rate of 30 words per minute with accuracy. (Prerequisites: None)

KEYBOARDING I

OTEC1800 **3 Credits** (2 Lec./1 Lab)
This course reviews basic keyboarding techniques using the touch method. Emphasis is on building speed and accuracy on a computer keyboard. Basic formatting concepts for producing documents such as letters, envelopes, memos, tables, and reports will be introduced. Proofreading skills will be emphasized. (Prerequisites: OTEC1790 or a minimum keyboarding speed of 30 wpm or with advisor approval) **This course has an online option.**

BUSINESS ENGLISH

OTEC1820 **3 Credits** (3 Lec.)
This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. **This course has an online option.**

BUSINESS PRESENTATIONS

OTEC1840 **3 Credits** (2 Lec./1 Lab)
This course covers preparation of graphics for visualization and presentation. You will create overheads and computer-generated slide shows using PowerPoint, input devices, and source files with preset output techniques. The learner will compose individual and composite presentations using text, graphs, sound, and images. (Prerequisites: Basic Windows navigation skills required, applications software knowledge very helpful) **This course has an online option.**

WORD PROCESSING CONCEPTS & APPLICATIONS: CORE

OTEC1875 **3 Credits** (2 Lec./1 Lab)
This course is designed to build an understanding of word processing using Microsoft Word software. It begins with the introduction of concepts such as entering text, text editing, terminology, online help, spell checking, and printing. It continues with all the basic skills you will need to use the application at a core level of proficiency. (Prerequisites: OTEC1790 or instructor approval) **This course has an online option.**

FAMILY & CRIMINAL LAW
OTEC2735 3 Credits (2 Lec./1 Lab)
 This course will include an in depth discussion and hands on experience in creation of documents for Minnesota family law and criminal procedure. Students will create documents and proofread for accuracy. Minnesota procedures will be emphasized. (Prerequisites: Students must type at least 45 words per minute and have a working knowledge of Microsoft Word.) **This course has an online option.**

LEGAL PROOFREADING & EDITING
OTEC2740 3 Credits (2 Lec./1 Lab)
 This course will allow students to transcribe, review, proofread and edit a variety of legal documents. Students will learn to produce perfect copy. Students will use word processing techniques used in law offices that allow for automation of repetitive forms. Students will also proofread documents for variable information accuracy. General grammar and punctuation will be emphasized along with Minnesota procedures. (Prerequisites: OTEC1725, OTEC1730, OTEC2735) **This course has an online option.**

KEYBOARDING II
OTEC2800 3 Credits (2 Lec./1 Lab)
 This course covers the continuing development of keyboarding speed and accuracy. More advanced document formatting, such as letters, and tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., may be included. Students will continue to develop proofreading skills as they format documents from straight copy, rough draft, handwritten copy, and arranged and unarranged sources. (Prerequisites: OTEC1800, OTEC1875, OTEC1875 could be taken concurrently with advisor approval.) **This course has an online option.**

MEDICAL TRANSCRIPTION I
OTEC1900 3 Credits (1 Lec./2 Lab)
 This course is the first of two applied transcription courses. In this course, students will transcribe dictated medical material into a variety of usable medical documents. Report formats for chart notes, history and physicals, consultations, operative reports, and discharge summaries will be examined. Emphasis will be on authentic forms and material, building speed and accuracy, proofreading and correcting errors. (Prerequisites: concurrent with HC1000)

ICD-9-CM CODING I
OTEC1920 3 Credits (2 Lec./1 Lab)
 This is the first course in the introduction of the coding rules and conventions for the coding of diseases and procedures and an in-depth study of ICD-9-CM (International Classification of Diseases, 9th Revision, Clinical Modifications). (Prerequisites: HC1000 or concurrent, OTEC2930 or concurrent)

ICD-9-CM CODING II
OTEC1925 3 Credits (2 Lec./1 Lab)
 This course is a continuation of OTEC1920. The course covers the diagnostic coding in-depth for multiple healthcare facilities. It compares and contrasts the coding for reimbursement in outpatient facilities and hospital inpatient care. The course will introduce establishing compliance plans for reimbursement and coding conventions. (Prerequisites: OTEC1920, HC1000, HC1001, HC1914 or concurrent)

CPT CODING I
OTEC1928 3 Credits (2 Lec./1 Lab)
 This course is the first introduction to procedural coding and covers all areas of the Current Procedural Coding (CPT) manual. The actual cases are designed to give the student a broad knowledge of the different CPT sections and subsections. The student will learn the importance of medical documentation and the assigning of the CPT codes and its impact on reimbursement. (Prerequisites: HC1001 or concurrent, HC1000, HC1914 or concurrent, OTEC2930)

ICD-9-CM CODING III - CPT Coding II
OTEC1930 4 Credits (4 Lec.)
 This course is a continuation of OTEC 1920, 1925, and 1928 with an emphasis on coding ICD-9-CM and CPT for physician billing/outpatient facilities and inpatient hospitalization. It combines all previous coding experiences with regard to reimbursement and compliance for Diagnosis Related Groups (DRG's) and the Relative Based Resource Value Scale (RBRVS). The course provides for experience in coding in mental health facilities (cross-walk with DSM-IV), long-term care facilities, and Ambulatory Surgery Centers (ASC's). (Prerequisites: OTEC1920, 1925, 1928)

EMPLOYMENT SEARCH SKILLS
OTEC2000 2 Credits (2 Lec.)
 This course introduces students to a process for developing self-awareness -- considering career opportunities, constraints, choices, and consequences -- identifying career related goals -- and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources. **This course has an online option.**

COMPUTER TECHNOLOGY
OTEC2810 3 Credits (2 Lec./1 Lab)
 This course provides the context to give students an understanding of terminology and functions of computers-based systems hardware, software, and their peripheral devices. Topics will include standalone computers to networks with an emphasis on Internet usage and various applications. (Prerequisites: OTEC1790 & OTEC1875) **This course has an online option.**

OFFICE PROCEDURES
OTEC2812 3 Credits (3 Lec.)
 Topics covered in this course include aspects of the changing office; managing work, time and resources; using office technology and equipment; preparing communications; processing mail; handling financial procedures; providing customer service; scheduling appointments; receiving visitors; making travel arrangements; planning meetings and conferences; using telecommunications; professional development; and leadership. (Prerequisites: OTEC1800, OTEC1820, OTEC1875) (Highly recommended prerequisites: OTEC2800, OTEC2875)

EMPLOYMENT PORTFOLIO
OTEC2815 3 Credits (2 Lec./1 Lab)
 This course will assist the student in the development of professional job search documentation, which would include a paper resume, cover letter, follow-up letter and a digital and paper portfolio. Students will create their own digital portfolio for use on their individual job search by utilizing the skills they have mastered while completing their course of study. Students will use many aspects of technology (digital cameras, scanners, audio equipment, presentation software, and word processing software) to create their personal digital portfolio. Students will also be introduced to the e-folio concept and web site and will create a basic e-folio. (Prerequisites: OTEC1875, OTEC1840)

BUSINESS COMMUNICATIONS
OTEC2820 3 Credits (3 Lec.)
 This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications—not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and news releases. Specific letter or memo types may include request and response, claim and adjustment, persuasive, credit and collection, and goodwill communications. Students will learn about letter and envelope formats, international communication differences, and organizational approaches for writing correspondence. Students will learn about words to avoid, transitions, parallel structure, and the “you” attitude. Students will analyze real-world documents. (Prerequisites: OTEC1820, basic keyboarding skill)

DESKTOP PUBLISHING
OTEC2830 3 Credits (2 Lec./1 Lab)
 Students will integrate word processing, graphics, and manipulate text graphics to produce professional quality publications. The topics covered are most useful to the student who has prior word processing experience and who needs to understand page compositions and typography for the purpose of preparing documents with flair. The course introduces the concepts, terminology, techniques, and applications of desktop publishing. Design concepts are limited to those useful in business applications and are not intended to present a “graphics/commercial art” focus. The emphasis will be on developing proficiency, preparing applications-based projects, and mastery of the software. (Software will vary according to current industry trends). (Prerequisites: OTEC1875, completion of OTEC1840) **This course has an online option.**

OFFICE FINANCIAL APPLICATIONS
OTEC2835 3 Credits (2 Lec./1 Lab)
 This course introduces students to the core concepts of creating spreadsheets using Microsoft Excel. Topics will include input and editing features to formulas and functions, formatting, and creating charts to obtain a MOS core level proficiency. Students will also learn the basic bookkeeping features of journalizing and posting transactions, creating financial statements, performing the closing process, and reconciling a bank statement. Paper and pencil skills will be developed into integration of software application usage for the office. (Prerequisite: Basic Windows navigation)

TRANSCRIPTION TECHNOLOGY
OTEC2840 3 Credits (2 Lec./1 Lab)
 This course covers the use of word processing software to transcribe dictated business documents. Emphasis on realistic forms and materials, building speed and accuracy, proofreading and correcting errors, advanced editing techniques, and efficient utilization of equipment and software. Students will also be introduced to speech recognition software and learn the basics of this software. (Prerequisites: OTEC1800, OTEC1820, OTEC1875 or instructor approval)

MULTIMEDIA WEB TECHNOLOGY
OTEC2845 3 Credits (2 Lec./1 Lab)
 This course introduces the student to creating multimedia for Web delivery. Students will prepare interactive projects that could run in a networked setting, from kiosk, or on the Web. Additionally, the class will focus on developing skills in using sound files, film and digital photos, video clips, and advanced scripting. The contents of the course may vary according to industry wide changes in both standards and supporting media. (Prerequisites: COMP1100, OTEC1840)

INTEGRATED INFORMATION SYSTEMS
OTEC2850 3 Credits (2 Lec./1 Lab)
 This course provides basic system training and utilization of a centralized computer system and integrated computer networks for business applications. Applications will include word processing, electronic mail messaging, database, spreadsheets, time management calendaring, and other activities that are experienced in the office setting. The structure of this course allows the student to perform both refresher and advanced tasks in software previously used and to be exposed to some office productivity software not used in other program courses. It is the intent that a student would sense a “whole-office” view with respect to application as the course is delivered. (Prerequisites: Advisor approval)

INTERNSHIP
OTEC2855 1-3 Credits
 This course is designed to provide the student with a purposeful occupational experience in the Office Technology field. Each internship is an individualized experience. A training plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. One credit of Internship is equal to 48 hours. (Prerequisites: Advisor approval)

OFFICE MANAGEMENT
OTEC2860 3 Credits (3 Lec.)
 This course covers the managerial and organizational processes of Administrative Office Management; office environmental management, which include office layout, office environment, and office equipment and furniture; office employee management, which includes selecting, developing, supervising, and motivating office employees as well as performance appraisal, job analysis, job evaluation, salary administration, and work measurement and productivity; office systems analysis; and office functions management, which includes forms design and control, quality and quantity control, and budgetary and cost control. (Prerequisites: OTEC1800, OTEC1820, OTEC1875, OTEC2820)

INFORMATION RESOURCE MANAGEMENT
OTEC2870 3 Credits (2 Lec./1 Lab)
 This course covers rules and procedures for coding, indexing, filing, and retrieving documents in alphabetical, numeric, geographic, and subject systems. Applications include simulated correspondence filing and card filing using both manual and electronic methods. Students will learn how to use database management software (Microsoft Access) to manage information. Records management topics emphasize records control and retention, final disposition of records, and records management issues and trends. (Prerequisites: None)

WORD PROCESSING CONCEPTS & APPLICATIONS: EXPERT

OTEC2875 3 Credits (2 Lec./1 Lab)
This course is a continuation of OTEC1875 - Word Processing Concepts & Applications: Core. In this course the student will learn expert concepts and the advanced features of Microsoft Word such as macros, merging, and creating tables; and effective file management and maintenance. Accurate proofreading is emphasized. (Prerequisites: OTEC1800, OTEC1875) **This course has an online option.**

MEDICAL TRANSCRIPTION II

OTEC2900 3 Credits (1 Lec./2 Lab)
This course is a continuation of Medical Transcription I. Emphasis will be on building speed and accuracy, advanced editing, proofreading and correcting errors, as well as transcribing a variety of miscellaneous reports. (Prerequisites: OTEC1900, HC1000 concurrent with HC1001)

MEDICAL OFFICE PROCEDURES

OTEC2930 4 Credits (4 Lec.)
This course reviews the health insurance industry and the types of health care facilities and introduces the concepts of medical finance. The student will gain knowledge of medical record systems, confidentiality, and the legal aspects of health records. There will be an introduction to the various medical office procedures that exist in the many types of health care facilities. (Prerequisites: None)

ETHICS IN SOCIETY

PHIL100 3 Credits
This course studies the foundations for moral beliefs, judgments, and values and the part they play in practical ethical judgments. In its application, the course deals with contemporary issues and explores specific issues of personal morality as well as business and social ethics. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 2, 9: Critical Thinking, Ethical/Civil Responsibility)

WORLD RELIGIONS

PHIL105 3 Credits (3 Lec.)
This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. In addition, students cover African Religion, Native American Religion, Jainism, Taoism, Confucianism, Shinto, and Zoroastrianism. At the end of the course, students briefly take a look at some new religious traditions that have more recently developed. (Prerequisite: READ0080, 0090) (MnTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHILOSOPHY AND POPULAR CULTURE

PHIL110 3 Credits (3 Lec.)
This course introduces some basic concepts in philosophy and identifies positions taken on these concepts by important figures in the Western tradition. The course utilizes examples from popular culture to illustrate and elucidate these ideas and critically analyzes themes within and specific aspects of contemporary culture. Finally, it encourages students to articulate, develop, and defend their own views on perennial issues in philosophy. (Prerequisite: READ0080, 0090) (MnTC 6: Humanities and Fine Arts)

ANATOMY/PHYSIOLOGY

PHLE1000 2 Credits (2 Lec.)
This course provides the student with a basic understanding of the structure and function of the human body. Instruction includes terminology, function, structure, diagnostic tests, and disorders of the anatomical systems. (Prerequisites: None) **This course has an online option.**

LEGAL/ETHICAL ISSUES FOR PHLEBOTOMISTS

PHLE1100 1 Credit (1 Lec.)
This course familiarizes the student with the various medical and legal issues that affect their activities as a healthcare professional. Topics included in instruction are confidentiality, patient bill of rights, right of privacy and informed consent. (Prerequisites: None) **This course has an online option.**

MULTISKILLING FOR PHLEBOTOMISTS

PHLE1200 2 Credits (1 Lec./1 Lab)
This course cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKGs, CLIA'88 waived testing procedures, and POCT (point-of-care-testing). (Prerequisites: MDLT1810 or Program Director permission)

INTERNSHIP

PHLE1300 5 Credits
PHLE1300 constitutes the student's clinical rotation. It consists of 120 contact hours of supervised practice of phlebotomy at an affiliated hospital or clinic. Internship experiences are specifically planned and implemented through the coordinated efforts of the faculty and staff at South Central College and the internship site. (Prerequisites: All support and technical phlebotomy coursework must be completed or Program Director permission)

SOILS I

PLSC1100 3 Credits (2 Lec./1 Lab)
This course has a lecture and a lab component. Areas of study will include the physical properties, chemical properties, biological properties, soil formation, classification, essential nutrient and soil survey. There will be an emphasis on soil and water conservation and practices that can be used to reduce soil erosion. Evaluations of soil samples will be conducted in the agribusiness lab and in the field. (Prerequisites: None)

SMALL GRAIN / FORAGES

PLSC1105 2 Credits (2 Lec.)
This course covers the management and production of small grains and forages, including varietal selection, planting features, calculating yields, production costs, growth management, harvesting techniques, and marketing techniques. Also covered is forage management of legumes with emphasis on alfalfa production. Topics will focus on establishment, winter survival, fertilization, cutting management and varieties. Forage management of grasses with emphasis on establishment, fertilization, cutting, varieties and silage production will also be covered. (Prerequisites: None)

SOILS II

PLSC1200 3 Credits (3 Lec.)
This course covers both the technical and practical information that should be of assistance to a student who would farm or go into the fertilizer business. The course deals with the basic soil-plant relationships and the effects of fertility. Detailed information on fertilizer materials and the information of test results will also be covered. Students will put into practice many of the cropping practices that are required by someone pursuing a career in the fertilizer and/or chemical field. Students will determine the proper rates and application methods. (Prerequisites: PLSC1100)

PRECISION AGRICULTURE

PLSC1205 2 Credits (2 Lec.)
This course will introduce the students to grid mapping as a part of precision agriculture. The course objective includes basic understanding of precision agriculture high tech equipment and strategies. Students will gain an understanding of precision farming hardware, software and management strategies. GIS, GPS, remote sensing, differential correction and yield monitoring will be course topics. (Prerequisite: Understanding of Microcomputers)

AGRONOMY I

PLSC1300 2 Credits (2 Lec.)
This course covers agronomy principles for midwest crops. The course covers basic components of plant growth, seed quality, plant parts, plant growth and development, plant classification, maturity systems and seeding rates. Corn and soybean production will be major crops of consideration. (Prerequisites: None)

AGRONOMY II

PLSC1400 3 Credits (2 Lec./1 Lab)
This course covers the characteristics and identification of noxious and common weeds, methods of control, evaluation of herbicide performance and tolerance. Consideration of characteristics, formulations and application methods of herbicides will be taken into account in determining the best control. Course covers the need for and application of weed and insect control measures, including consideration and identification of characteristics, and formulation and proper application of herbicides and insecticides. Safety measures and proper handling of chemicals will be addressed. (Prerequisites: PLSC1300)

COMMERCIAL PESTICIDE LICENSE TRAINING

PLSC2000 1 Credit (1 Lec.)
This course is designed to complement other courses offered in weed, insect and disease control and pesticide application so as to help facilitate the student with skills necessary to pass the state examinations for applicator licensing and the federal examination for private applicator licensing. (Prerequisite: None)

AGRONOMY LAB

PLSC2100 2 Credits (1 Lec./1 Lab)
This course covers the determination of grain quality, proper storage and handling. Laboratory exercises will be run on grain samples and student's home grains. Grain drying systems will be explained with advantages and disadvantages of each system identified. This course covers commercial grain grading practices including seed identification and grain grading. The course will also cover state grain marketing procedures and an introduction to USDA standards for corn, soybeans, wheat, oats, barley and sunflowers.

ADVANCED AGRONOMY

PLSC2700 2 Credits (1 Lec./1 Lab)
Management practices in corn and soybean production including variety selection, field crop insects and plant diseases, identification, damage symptoms, economic thresholds, recommended control options and field scouting. Planting and fertilizing considerations in reduced tillage systems. (Prerequisite: PLSC1300, 1400)

INTRODUCTION TO PSYCHOLOGY

PSYC100 4 Credits (4 Lec.)
The course will introduce the broad spectrum of theories and applications that make up the field of psychology. Psychology is the scientific study of behavior and mental processes, and how they are affected by physical and mental states, and external environments and social forces. (Prerequisites: READ0080, 0090) (MNTC 5: History/Social & Behavioral Science)

LIFESPAN PSYCHOLOGY

PSYC110 3 Credits (3 Lec.)
This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisite: READ0080, 0090) (MnTC 5, 7: History & Social and Behavioral Sciences, Human Diversity)

BASIC COOKING PRINCIPLES

QFPR1840 3 Credits (2 Lec./1 Lab)
This course covers basic food preparation methods. Students use a variety of kitchen equipment and tools to do preliminary preparation and to practice moist and dry heat cooking methods. (Prerequisites: None)

BASIC MEAT, POULTRY, FISH/SHELLFISH IDENTIFICATION AND PROCESSING

QFPR1841 4 Credits (1 Lec./3 Lab)
This course covers the identification and preparation techniques of various cuts and grades of meats, poultry, fish/shellfish, and game meats. This course will also teach the processing (butchering) and storage of fresh meats and the operation and cleaning of meat processing equipment. (Prerequisites: None)

STOCKS, SAUCES AND SOUPS

QFPR1842 3 Credits (1 Lec./2 Lab)
This course covers the preparation of classical and convenience stocks. From these stocks, different soups and sauces will be prepared using various preparation techniques. (Prerequisites: None)

INTRODUCTION TO BREAKFAST AND PANTRY

QFPR1846 3 Credits (1 Lec./2 Lab)
This course teaches the cooking of meats, eggs, cereals, potatoes, batter products and the preparation of fresh fruits for breakfast and the proper techniques and procedures for the preparation of salads, salad dressings and sandwiches. This course will include commercial production techniques used in the preparation of breakfast and pantry foods. (Prerequisites: None)

BASIC BAKING

QFPR1850 4 Credits (1 Lec./3 Lab)
This course covers baking terminology, function of ingredients, and the preparation of finished products such as quick breads, pies, cakes, cookies, dessert sauces, custards, puddings and classical pastries. (Prerequisites: None)

QUALITY ASSURANCE
QFPR1880 2 Credits (2 Lec.)
 This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food service industry. An understanding of the laws and regulations related to sanitation in food service operation is also covered. (Prerequisites: None)

QUALITY FOOD PRODUCTION
QFPR1890 3 Credits (1 Lec./2 Lab)
 This course teaches the preparation of meat, seafood, vegetables, fruits, pasta and other menu items using the various moist and dry heat cooking methods. This course will include production techniques used in commercial kitchens. (Prerequisites: None)

READING AND CRITICAL THINKING I
READ0080 4 Credits (4 Lec.)
 This beginning reading course offers a step-by-step approach to improving reading comprehension and developing critical thinking skills. Students practice basic reading skills and then apply them to college textbook readings. Students also work on improving their vocabularies by studying words typically found in college textbooks. In addition, they begin developing critical thinking skills such as making inferences and determining the point and support of an argument.

READING AND CRITICAL THINKING II
READ0090 4 Credits (4 Lec.)
 This intermediate-level reading course provides students with the opportunity to strengthen the basic reading and critical thinking skills needed for a successful college experience. The critical thinking skills include the following: distinguishing between fact and opinion, making inferences, discovering the purpose and tone of a reading selection, and determining the point and support of an argument. Practical application of these skills takes place when students apply the skills to reading selections taken from various college textbooks. In addition, students study college-level vocabulary words.

OUTDOOR POWER I
RECE1810 3 Credits (1 Lec./2 Lab)
 This is the first of two courses dealing with outdoor power engines and equipment. This course will look at larger internal combustion engines and the equipment that they are used on. The student will gain knowledge of how new outdoor power equipment is set up and adjusted to follow manufacturer specifications. The student will disassemble and inspect all internal and external components of these engines and related equipment, as well as diagnosing and repairing it. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

OUTDOOR POWER II
RECE1820 3 Credits (1 Lec./2 Lab)
 This is the second of two courses dealing with outdoor power engines and equipment. This course will continue working on larger internal combustion engines and more sophisticated equipment. The student will study more in depth troubleshooting, repairs and maintenance. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

ATV I
RECE1830 3 Credits (1 Lec./2 Lab)
 In this course we will cover ATV Engines, Power Trains, and the various accessories available for these units. Students will disassemble, inspect, reassemble, and test run ATV engines. They will have the chance to open up the diverse drive systems used on these interesting machines and to learn just what makes them go. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

ATV II
RECE1840 3 Credits (1 Lec./2 Lab)
 In this, the conclusion of the ATV adventure, students will learn to optimize Fuel System adjustments, Drive Train efficiency, and Suspension System effectiveness. Students will also be involved in Electrical System diagnosis and repair, Brake System repairs and adjustment, and Tire and Wheel maintenance and repair. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

SNOWMOBILE AND PWC I
RECE1850 3 Credits (1 Lec./2 Lab)
 This course is the first of a two part series. It is designed to give students the basic knowledge and skills necessary to do repairs on snowmobiles and PWCs. The student will study engines and drive/propulsion systems of these units and diagnose and repair to meet manufacturer's specifications. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

SNOWMOBILE AND PWC II
RECE1860 3 Credits (1 Lec./2 Lab)
 This course is the second of the two part series. The students will reinforce their learning and continue to explore the operation, repair and maintenance of snowmobiles and PWCs. (Prerequisites: OPAM1810, 1836, 1840, 1850, 1864, 1870)

RESTAURANT MANAGEMENT
RSTM2819 3 Credits
 This course is designed to be industry specific; covering a wide range of restaurant management topics. Emphasis will include information on security measures, cash register operation, cash flow, crisis outbreak management, food service franchising, training, scheduling and legal topics unique to the food industry. The focus of the course will be on food retailing and management concepts.

INTRODUCTION TO INDUSTRIAL PROCESSES
SAFE1000 3 Credits (3 Lec.)
 This course introduces students to industrial, manufacturing, construction, and business processes and organization. The course will focus on contemporary designs of the workplace and the role that the safety function plays.

INTRODUCTION TO SAFETY AND HEALTH
SAFE 1100 3 Credits (3 Lec.)
 This course introduces students to the safety and health field. Topics include general safety and health concepts, terminology, overview of historical developments, program concepts, worker's compensation basics, hazard recognition, and the safety assessment process.

FIRE PROTECTION
SAFE 1200 3 Credits (3 Lec.)
 This is an introductory course in fire protection. Topics include the chemistry of fire, behavior of fire, fire hazards, fire suppression systems, alarms and detection systems, process fire hazards, and transportation fire hazards. Special emphasis will be given to life safety and building codes.

SAFETY AND HEALTH PROGRAM MANAGEMENT
SAFE 1300 3 Credits (3 Lec.)
 This course develops fundamental knowledge about safety policy, procedures, practices, and administrative controls for safety. Topics include: company safety policies and procedures, program administration, recordkeeping, training planning, delivery and management, and evaluation of program effectiveness.

HAZARD RECOGNITION AND CONTROL
SAFE 1400 3 Credits (3 Lec.)
 This course will address hazard recognition in both construction and industrial environments. Common engineering practices and procedures to remedy these hazards will be examined. New technology will be evaluated relative to safety hazard control. Students will be exposed to real life situations and required to formulate solutions to protect workers and resources.

INDUSTRIAL HYGIENE
SAFE 1600 3 Credits (3 Lec.)
 This course is devoted to the principles of industrial hygiene and toxicology and includes the study of the theory and practices of industrial hygiene and the use of basic industrial hygiene equipment and instrumentation. Topics include: recognition, evaluation and control of hazards related to toxic chemicals, ionizing and non-ionizing radiation, noise, biological substances, abnormal temperatures and pressures, and airborne contaminants.

ERGONOMICS
SAFE 2100 3 Credits (3 Lec.)
 This course covers a range of relationships between people and machines. Of primary significance for safety are the design of the items to minimize injuries and errors that lead to accidents and injuries.

SAFETY LAWS, REGULATIONS AND STANDARDS
SAFE 2200 3 Credits (3 Lec.)
 This course covers the processes, sources and applications for minimum safety requirements established by laws, regulations, standards and codes. Included are: federal, state, and local laws, agencies, regulations, codes, and voluntary standards.

MODERN THEORIES OF SAFETY PROGRAMMING
SAFE 2300 3 Credits (3 Lec.)
 Students in this course will examine Behavior Based Safety Practices and other newer theories utilized in Safety Programming. Students will be required to develop a model safety program.

PRACTICUM / INTERNSHIP
SAFE2400 3 Credits (3 Lab)
 This course is designed to provide the student with a field experience to observe how safety procedures and/or policies are implemented in business, industry, and/or construction environments. Students in the certificate program can receive credit for professional level safety experience towards their certificate. Students will be required to submit a formal description of prior professional level safety experience which will be evaluated by SCC.

SBM ORGANIZATIONAL PLANNING
SBMT1110 2 Credits
 In this class the student will do a business self-study, create a mission and vision statement and set business and personal goals. (Prerequisites: None)

SBM BUSINESS SYSTEMS
SBMT1120 3 Credits
 In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBM FINANCIAL SYSTEMS
SBMT1210 3 Credits
 In this class the student will design, evaluate and apply an appropriate recordkeeping system for the business and learn to interpret financial statements. (Prerequisites: None)

SBM FINANCIAL MANAGEMENT
SBMT1220 3 Credits
 In this class the student will study cost controls and break-even analysis. They will also learn the process of pricing products and services for the business. (Prerequisites: None)

SBM FINANCIAL ANALYSIS
SBMT1230 3 Credits
 In this class the student will study how to analyze the profit and loss statement, the balance sheet and how to do ratio and trend analysis. (Prerequisites: SBMT1210)

SBM MARKETING SYSTEMS
SBMT1310 2 Credits
 In this class the student will identify the 5 P's of marketing for the business, identify and refine the business image, and create a marketing strategy for the business. (Prerequisites: None)

SBM MARKETING MANAGEMENT
SBMT1320 2 Credits
 In this class the student will learn advertising and promotional techniques and create an advertising plan. They will also learn the basics of selecting appropriate media and ad design. (Prerequisites: SBMT1310)

SBM PERSONNEL SYSTEMS
SBMT1410 3 Credits
 In this class the student will learn recruiting and hiring techniques for the business. They will study training methodology and how to create personnel files and manuals. (Prerequisites: None)

SBM RECORD KEEPING

SBMT2130 3 Credits
In this class the student will learn to identify source documents, and practice data entry, general journal entries, sales journal entries and expense journal entries. (Prerequisites: None)

SBM ASSET & INVENTORY MANAGEMENT
SBMT2131 2 Credits
In this class the student will learn the process of managing assets, asset allocation and inventory so as to improve business profitability. (Prerequisites: None)

SBM ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE MANAGEMENT
SBMT2132 2 Credits
In this class the student will learn the process of managing the accounts receivable, creating reports and establishing customer credit guidelines. The student will also learn the process of managing accounts payable, creating reports and controlling cash flow. (Prerequisites: None)

SBM RECONCILIATION & CLOSING ACCOUNTS
SBMT2133 2 Credits
In this class the student will learn the process of reconciling and closing accounts, and matching account summaries to appropriate documents. (Prerequisites: None)

SBM PAYROLL SYSTEMS
SBMT2134 3 Credits
In this class the student will learn to identify the needed components of a payroll system for their business, process an initial payroll and create monthly, quarterly and yearly reports. (Prerequisites: None)

SBM PAYROLL REPORTS
SBMT2135 2 Credits
In this class the student will learn to use the appropriate documents for reporting employee earnings to the state and federal governments on a monthly, quarterly and yearly basis. (Prerequisites: SBMT2134)

SBM YEAR END CLOSING
SBMT2136 1 Credit
In this class the student will learn the process of closing expense and revenue accounts and making adjusting entries for the year-end. (Prerequisites: None)

SBM ORGANIZATIONAL STRUCTURE
SBMT2240 1 Credit
In this class the student will learn about the various organizational structures that a small business may take and their strengths and weaknesses. (Prerequisites: None)

SBM FINANCIAL AND TAX PLANNING
SBMT2241 2 Credits
In this class the student will begin the process of financial and tax planning for the company. (Prerequisites: SBMT1230)

SBM RISK MANAGEMENT
SBMT2242 1 Credit
In this class the student will learn various techniques for identifying and minimizing risk for their business. (Prerequisites: None)

SBM COST ANALYSIS
SBMT2243 2 Credits
In this class the student will learn to apply direct materials, direct labor and other expenses associated with a job. They will create appropriate records and reports. (Prerequisites: None)

SBM PRO-FORMA FINANCIAL STATEMENTS
SBMT2244 2 Credits
In this class the student will learn how to construct pro-forma income and balance sheet statements and financial forecasts. (Prerequisites: SBMT1230)

SBM SALES AND MARKETING ANALYSIS
SBMT2330 2 Credits
In this class the student will conduct a sales audit of the business and complete a sales and marketing analysis report based on customer and product information. (Prerequisites: SBMT1310)

SBM MARKETING RESEARCH

SBMT2331 1 Credit
In this class the student will learn how to conduct some primary and secondary market research as it relates to their business. (Prerequisites: None)

SBM E-BUSINESS SALES
SBMT2332 2 Credits
In this class the student will examine business to customer sales transactions and applications for their business. (Prerequisites: None)

SBM CUSTOMER INFORMATION SYSTEMS
SBMT2333 1 Credit
In this class the student will learn the process of collecting and compiling customer information for increased sales opportunities and improved customer service. (Prerequisites: SBMT1310)

SBM CUSTOMER SERVICE I
SBMT2334 2 Credits
This class is designed to give additional skills to the business owner or manager which improves the customer service offered by the business. The class will focus on creating a customer service plan, training staff to deal with customer service issues and identifying management procedures to maintain and improve customer service. (Prerequisites: None)

SBM SUPERVISORY SKILLS I
SBMT2420 2 Credits
In this class the student will learn various strategies for dealing with different behavioral types in individuals and strategies for building work teams. (Prerequisites: None)

SBM SUPERVISORY SKILLS II
SBMT2421 2 Credits
In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: SBMT2420)

SBM EMPLOYEE COMPENSATION
SBMT2422 2 Credits
In this class the student will identify employee compensation and benefit options for their business and government rules and regulations regarding compensation for employees. (Prerequisite: None)

SBM BUSINESS COMMUNICATIONS
SBMT2531 1 Credit
In this class the student will practice their speaking and writing to improve their communication skills. They will also learn about different styles of communication and how to address each. (Prerequisites: None)

SBM BUSINESS MATH
SBMT2532 1 Credit
In this class the student will learn math fundamentals as they apply to small businesses. This will include loan and depreciation schedules as well as the time value of money. (Prerequisites: None)

SBM TIME MANAGEMENT SKILLS
SBMT2533 1 Credit
In this class the student will study time management skills as applied to a small business management position. (Prerequisites: None)

SBM STRESS MANAGEMENT SKILLS
SBMT2534 1 Credit
In this class the student will study stress management skills as applied to a small business management position. (Prerequisites: None)

SBM COMPUTERIZATION-ACCOUNTING
SBMT2610 3 Credits
In this class the student will begin the process of computerizing the accounting records of their business. (Prerequisites: None)

SBM COMPUTERIZATION-SALES & MARKETING
SBMT2611 3 Credits
In this class the student will begin the process of computerizing the sales and marketing records of customers and the business. (Prerequisites: None)

SBM COMPUTERIZATION-HUMAN RESOURCES
SBMT2612 3 Credits
In this class the student will begin the process of computerizing the human resource records of the employees and the business. (Prerequisites: None)

SBM GOING INTO BUSINESS

SBMT2700 3 Credits
In this class the student will examine the process of starting a business. It will include business organization, hiring of employees, marketing and basic record keeping. (Prerequisites: None)

SBM SPECIAL PROJECTS
SBMT2900 1-3 Credits
Topics and projects will be assigned by the instructor. (Prerequisites: None)

AG ORIENTATION
SGAG1000 1 Credit (1 Lec.)
Students will become oriented to the careers in agriculture related to the specific field they plan to enter. Completion of interviews of industry professionals will be required and students will need to write a career plan relating to the path they have been oriented. (Prerequisites: None)

SENSITIVITY TO DISABILITIES
SLPA110 3 Credits (3 Lec.)
Promotes an understanding of the impact of physical and mental disabilities on people in their daily lives through in-class contacts and exercises with and about persons with disabilities. (Prerequisites: READ0080, 0090) (MNTC 7: Human Diversity)

NORMAL SPEECH/LANGUAGE DEVELOPMENT
SLPA1800 3 Credits (3 Lec.)
Acquisition and sequences of phonological, syntactical, morphological and semantic features of language development across the lifespan. (Prerequisite: None)

SLP ASSISTANT LEVEL I
SLPA1801 4 Credits (3 Lec./1 Lab)
This class is an introduction to the duties of the Speech Language Pathology Assistant. It includes: 'scope of practice,' types of work settings, laws, interpreting behavioral objectives, performing clinical treatment plans, screenings, behavioral modification plans, and documentation. (Prerequisites: SLPA1800, 1805)

NORMAL PHONETIC TRANSCRIPTION
SLPA1802 3 Credits (2 Lec./1 Lab)
The transcription of written symbols for speech sounds. (Prerequisites: None)

CLINICAL OBSERVATION
SLPA1803 1 Credit (1 Lab)
Directed observation of clinical intervention in speech language pathology. (Prerequisites: SLPA1805)

TECHNOLOGY IN REHAB
SLPA1804 2 Credits (1 Lec./1 Lab)
An overview of augmentative and alternative communication systems, which covers the use of: no technology, low-level, or high-level technology systems, and software. (Prerequisites: None)

INTRODUCTION TO COMMUNICATION DISORDERS
SLPA1805 3 Credits (3 Lec.)
Classification and management of speech, language and hearing disorders. (Prerequisites: None)

SLP ASSISTANT LEVEL II
SLPA2803 4 Credits (3 Lec./1 Lab)
This class is a continuation of SLP-A Level I skills with in-depth application of those skills. (Prerequisites: SLPA1801)

SLP ASSISTANT LEVEL III
SLPA2805 3 Credits (2 Lec./1 Lab)
This class will supplement the internship experience with case studies and design of therapeutic materials/ ideas for clinical intervention based on written treatment plans. (Prerequisites: SLPA1801, 2803)

SLP ASSISTANT INTERNSHIP
SLPA2806 2 Credits (2 Lab)
Supervised experience with a Speech-Language Pathologist at a work setting. (Prerequisites: SLPA2803)

ANATOMY AND PHYSIOLOGY FOR SPEECH AND HEARING
SLPA2809 2 Credits (2 Lec.)
Anatomy and physiology for respiration, phonation, articulation, resonance, and swallowing. (Prerequisite: None)

FAMILY AND PERSONAL RELATIONSHIPS
SOC100 3 Credits (3 Lec.)
 Human relationships play a significant role in the development of individuals and their success. Students will become familiar with current research and theories which impact this development by learning about values, goals, decision making, roles, communication, work and family, parenting, divorce, remarriage, and diversity; giving a realistic picture of families today with an emphasis of what the family can become. (Prerequisite: READ0080 and READ0090) (MNTC 5: History/Social & Behavioral Science) **This course has an online option.**

INTRODUCTION TO SPANISH CULTURE
SPAN100 3 Credits (3 Lec.)
 This course acquaints students with the civilization and culture of Spain and Latin America in contrast to and in comparison with that of the United States. The course is taught in English; no previous knowledge of Spanish is required. (Prerequisite: READ0080, 0090) (MnTC 7: Human Diversity)

INTERPERSONAL SKILLS
SPCH100 3 Credits (3 Lec.)
 The course develops, through theory and practice, the ability to communicate well with others. Students develop skills for creating and sustaining relationships, taking others' points of view, and shaping self-esteem within and outside of relationships. Students complete readings, papers, exams, and in-class activities. (Prerequisites: ENGL0080, 0090) (MNTC 1: Communication)

PUBLIC SPEAKING
SPCH110 3 Credits (3 Lec.)
 The course cultivates, through theory and practice, the ability to communicate orally in professional situations. Students develop speaking skills, analytical skills, and presentation skills. Students learn methods of informative and persuasive speaking. Students complete readings, speeches, exams, and in-class activities. (Prerequisites: READ0080, 0090) (MNTC 1: Communication)

SMALL GROUP COMMUNICATION
SPCH120 3 Credits (3 Lec.)
 The course develops or improves effective communication for leaders and participants in the small group setting. Learners develop and apply critical thinking and communication skills through class discussion, group activities, and group presentations. The emphasis of this course is on helping the student develop and improve the skills necessary to become a more effective small group participant. The skills needed for this role include understanding the group process and communicating effectively within this group process. (Prerequisites: READ0080, 0090) (MNTC 1, 2: Communication, Critical Thinking)

INTERCULTURAL COMMUNICATION
SPCH130 3 Credits (3 Lec.)
 The course develops the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural and intracultural interactions. Students complete readings, quizzes, papers, and in-class activities. (Prerequisites: READ0080, 0090, ENGL0080, 0090) (MNTC 7, 8: Diversity, Global Perspectives)

SWINE ARTIFICIAL INSEMINATION
SWPR1050 1 Credit (1 Lab)
 This course is designed to teach the fundamental principles of livestock genetics in a practical manner. This course covers the study of the equipment necessary for artificial insemination in swine. Principles involved in heat detection, boar training, semen collection, semen evaluation, commercial semen, insemination, recordkeeping, and clean up procedures will all be addressed in this course. (Prerequisite: None)

BREEDING STOCK MANAGEMENT
SWPR1200 3 Credits (3 Lec.)
 This course will cover the proper management of gilts, sows, and boars. Conditioning, care, breeding schedules, breeding methods, stock replacement, herd integration, boar power requirements, and tax implications with breeding stock replacement will be included. This course covers farrowing house management. Farrowing management includes proper sanitation procedures to follow to prevent disease outbreaks, gilt and sow movement, health concerns, body scoring, sow nutritional feeding and farrowing and obstetric procedures. Building design in ventilation will be covered. (Prerequisite: None)

NURSERY AND FINISHING MANAGEMENT
SWPR1300 3 Credits (3 Lec.)
 This course covers nursery management. Topics will include chilling, drafts, dampness, sanitation, social stress, nutritional stress and housing requirements, building design, ventilation and common diseases. This course also covers a study of requirements of the growing finishing animal to maximize production and efficiency. Social stress, nutritional stress, and housing requirements will be included. (Prerequisite: None)

SWINE DISEASES
SWPR1500 2 Credits (2 Lec.)
 This course is a review of all common swine diseases in relation to their economic significance, symptoms, transmission, prevention, and treatment. This course will consist primarily of disease prevention and the means required to promote productive livestock production. Some time will be spent on the analyzing of specific diseases, describing symptoms and treatment. Artificial immunization and sanitation and how they can be used for specific diseases will be covered.

SWINE RECORD SYSTEMS
SWPR2000 3 Credits (3 Lec.)
 This course covers recordkeeping systems for all types of swine enterprises with an emphasis on interpretation. Swine record use and analysis to maintain efficient productivity in all parts of the swine enterprise will be stressed. Computerized record systems will be compared. Students will have an opportunity to utilize PigChamp record information. (Prerequisites: None)

INTRODUCTION TO THEATER
THTR100 3 Credits (3 Lec.)
 This course introduces students to the study of theater as a performance art rather than as literature. Course content focuses primarily on the collaboration between the creative, artistic, and technical elements in a dramatic production. The evolution of theater from ancient to modern times is also considered. Class activities include lecture/discussions, attendance at live performances, and guided tours of local theater plants. Assignments take the form of reading, written critical evaluations of live, and recorded performances, quizzes, and student presentations. (Prerequisite: READ0080, 0090) (MnTC 6: Humanities and Fine Arts)

South Central College *Mission*

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

South Central College *Vision*

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



Among the public's many expectations of higher education, the most basic is that students will learn, and in particular that they will learn what they need to know to attain personal success and fulfill their public responsibilities in the twenty-first century. The focus has moved from considering resources as primary evidence of the quality of education to expecting documentation of student learning. An organization's focus on achieved student learning is critical not only to promoting and improving effective curricular and co-curricular learning experiences and to providing evidence of the quality of educational experiences and programs, but also to enhancing the public's perception of the value of higher education.

Reference: Higher Learning Commission The Criteria for Accreditation Chapter 3 - The Handbook of Accreditation adopted Feb. 21, 2003.

SCC is committed to understanding and improving the learning opportunities and environments it provides students. SCC documents the relationship between assessment of and improvement in student learning through our core competencies.

(See program core competencies in shaded boxes following each program description.)

Communication:

Speak and write clearly; work as a team

Critical Thinking:

Evaluate information and evidence in an unbiased manner; identify potential consequences of actions

Citizenship:

Make responsible decisions; understand rights and responsibilities of citizenship, including global awareness

Professionalism:

Accept responsibility for one's own actions; follows rules and policies; have effective work habits and attitudes; set goals

Technology Literacy:

Use appropriate technology; solve problems using technology; communicate with technology

Math Logic:

Use math to compute, analyze data, and measure



ADMINISTRATION

Stover, Keith – *President* – B.S., Black Hills State University; M.S., South Dakota State University
Straka, Rick – *Vice President of Finance and Operations* – B.A., Gustavus Adolphus College; CPA
Kubat, Laural – *Human Resources Director* – A.A.S., Vermillion Community College; B.S., M.S., Minnesota State University, Mankato
Colemer, Dena – *Director of Planning and Research* – B.S., M.S., North Dakota State University

DEANS

Brudelie, Al – *Dean of Management Education* – B.S., M.S., University of Minnesota
Genelin, Nancy – *Dean of Health and Business* – B.S., Minnesota State University, Mankato; M.S., Winona State University; Ed.D., University of Minnesota
Johnson, Dave – *Dean of Students* – B.A., M.S., Minnesota State University, Mankato
Nordblom, Suzanne – *Dean of Agribusiness, Industrial and Construction Technology* – B.A., M.A., Ph.D., University of Minnesota
Taylor, Wes – *Dean of Technology* – B.F.A., M.S., Utah State University

SUPPORT SERVICES

Beer, Linda – *Registrar* – A.A., B.S., M.S., Minnesota State University, Mankato
Dinse, Jayne – *Director of Financial Aid* – A.A.S., University of Minnesota; B.A., Concordia University
Hoffman, Caren – *Child Development Coordinator* – B.S., State University, New York
Kruse, Dave – *Webmaster* – A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato
Nichols, Sandy – *Director of Nursing Programs* – B.S., M.S., Winona State University
Rusch, Kathi – *Service, Work & Learning Center Director* – B.S., University of Minnesota; M.S., Minnesota State University, Mankato
Schickling, Lisa – *Counselor* – B.S., M.S., Minnesota State University, Mankato
Splinter, Ann – *Community Relations/Marketing* – Diploma, South Central College; B.A., Concordia University
Storch, Angela – *Alumni Director/Marketing* – B.A., State Cloud State University
Walters, Ricki – *Diversity Trainer and Investigator* – B.S., M.A., Minnesota State University, Mankato
Weber, Marilyn – *Academic Support Center Supervisor* – B.S., St. Cloud State University

ACADEMIC SUPPORT CENTER

Kruckeberg, Douglas – *College Lab Assistant* – B.S., M.S., Minnesota State University, Mankato
Lopez, Lupe – *Bilingual Technical Tutor* – Diploma, South Central College
Oleson, Connie – *College Lab Assistant* – B.A., Moorhead State University
Stupeck, Rebecca – *College Lab Assistant* – B.A., Purdue University

CUSTOMIZED TRAINING COORDINATORS

Brown, Tim – *Customized Training Coordinator* – B.S., Stout State, Menomonie; M.S., University of Wisconsin, Stout
Carter, Jane – *Customized Training Coordinator* – B.S., University of Minnesota
Haase, Candice – *Safety and Health Coordinator* – Diploma, Anoka Technical College
Kluender, Mark – *Customized Training Coordinator* – B.S., Minnesota State University, Mankato
Kluever, Al – *Public Safety Law Enforcement Coordinator* – B.S., M.A., Minnesota State University, Mankato
Knutson, Brian – *Customized Training Coordinator* – B.S., Moorhead State University
Kocer, Dan – *Mine Safety Regional Coordinator* – B.S., University of South Dakota; M.S., Colorado State University
Mrotz, Anne – *Occupational Services Coordinator* – B.S., University of Minnesota; M.S., Minnesota State University, Mankato
Oelslager, Laurie – *Paramedic Coordinator* – Nationally Registered EMT-P; Certificate, A.A., Rochester Community College; A.S., B.S., M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota
Rasmussen, Joan – *Customized Training Coordinator* – A.A.S., South Central College
Stratman, Jason – *Customized Training Coordinator* – B.S., Columbia Southern University, Alabama
Volz, Jack – *Safety and Health Coordinator*
Vosberg, Tom – *Industrial Safety & Health Coordinator* – Advanced Safety Certificate; A.A., Inver Hills Community College; B.A., Metropolitan State University;
Weller, Eric – *Emergency Medical Services Coordinator/Instructor* – B.S., Minnesota State University, Mankato; M.A., Concordia University
Weston, Robert – *Safety & Health Coordinator* – B.A., Concordia University
Weston, Terry – *Safety & Health Coordinator* – B.S., Minnesota State University, Mankato
Zehnder, Tim – *Public Safety Fire & Rescue Coordinator*

STUDENT AFFAIRS

Apitz, Lisa – *Assistant Financial Aid Director* – Certificate, South Central College
Beske, Heidi – *Director of Student Life* – B.S., Dakota State University
Boehler, Anthony – *Transfer Coordinator* – B.A., Gustavus Adolphus College; M.A., Minnesota State University, Mankato
Herda, Bev – *Admissions/Student Affairs* – A.A., Lake Regional Jr. College; B.S., Valley City State University
Melchior, Lisa – *Assistant Registrar* – B.S., Minnesota State University, Mankato
Nelson, Deb – *Admissions/Student Affairs* – Diploma, Minneapolis Area Vocational Technical Institute, B.S., Minnesota State University, Mankato
Prange, Elizabeth – *Admissions/Financial Aid* – B.A.S., University of Minnesota, Duluth



FACULTY

- Anderson, Linda** - *Computer Careers* - Diploma, South Central College; B.S., Minnesota State University, Mankato
- Augustin, Bradley** - *Farm Business Management* - B.S., M.S., University of Minnesota
- Barklow, John** - *Computer Integrated Machining* - Diploma, South Central College
- Baumann, Rich** - *Farm Business Management* - B.S., M.Ed., University of Minnesota
- Beckman, Ira** - *Farm Business Management* - B.S., M.Ed., University of Minnesota
- Bigbee, Gale** - *Graphics Production* - B.S., M.S., Minnesota State University, Mankato
- Boehne, Tom** - *Computer Careers* - Diploma, South Central College; B.A., Gustavus Adolphus College; M.S., Minnesota State University, Mankato
- Brady, Jim** - *Automotive Service* - B.S., Minnesota State University, Mankato
- Braithwaite, Debra** - *Outdoor Power (Marine and Small Engine Mechanics)* - Diploma, South Central College
- Bronnenberg, Alan** - *Accounting* - B.S., University of Wyoming
- Burgess, Gail** - *Mathematics* - B.A., University of Northern Colorado; M.S., Chadron State College, Chadron, Nebraska
- Burns, John** - *Computer Careers* - B.S., Minnesota State University, Mankato
- Chromy, Harold** - *Accounting* - B.S., Minnesota State University, Mankato; M.B.A., Metro State; CPA
- Cramer, Bob** - *Ag Service Technician* - Diploma, North Dakota State College of Science
- Cronn-Mills, Kirstin** - *English* - B.A., M.A., University of Nebraska, Lincoln; Ph.D., Iowa State University
- DeMars, Jason** - *Computer Integrated Machining* - Diploma, South Central College; B.S., Minnesota State University, Mankato
- Dershem, Kurt** - *Philosophy* - B.A., Hope College; M.A., Ph.D., Bowling Green State University
- Dumdei, Jennifer** - *Dental Assisting* - Diploma, South Central College
- Edwards, Dave** - *Communications* - B.A., Kent State University; B.S., University of Wisconsin; M.A., Indiana State University
- Ernst, Lynda** - *Office Technology* - Diploma, Brainerd Technical College; B.S., St. Cloud State University; M.S., University of Minnesota
- Fischer, Jeff** - *Computer Integrated Machining* - Diploma, Hutchinson Technical College
- Forsythe, Laurie** - *Biology* - B.S., University of Minnesota; M.S., M.A., Minnesota State University, Mankato
- Garlinska, Ala** - *Librarian* - B.S., Wroclaw University; M.S., Dominican University
- Gaulrapp, Paul** - *Computer Integrated Machining* - Diploma, Alexandria Technical College
- Gorman, Paul** - *Farm Business Management* - B.S., South Dakota State University; M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota
- Grenz, Lynn** - *Child Development Careers* - B.S., Minnesota State University, Mankato
- Gross, Sandra** - *Practical Nursing* - B.S.N., Minnesota State University, Mankato
- Groves, Lynne** - *Instructional Technology /Curriculum Specialist* - A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato
- Guerber, Jean** - *Office Technology* - B.S., M.Ed., University of Minnesota
- Hammitt, Dave** - *Accounting* - B.S., M.A., University of South Dakota
- Haney, Dennis** - *Office Technology* - B.S., University of Maryland
- Hanson, Jim** - *Hotel, Restaurant and Institutional Cooking* - Diploma, Culinary Institute of America; Diploma, Dunwoody Industrial Institute; B.S., University of Denver; M.B.A., Minnesota State University, Mankato
- Heminover, Mary** - *College Readiness - Writing and English, Office Technology* - A.A., Austin Junior College; B.S., M.S., Minnesota State University, Mankato
- Henry, Thomas** - *Mathematics* - B.S., M.A., Minnesota State University, Mankato
- Hermanson, Don** - *Agribusiness Production* - A.A., Golden Valley Lutheran College; B.S., University of Wisconsin, River Falls; M.Ed., University of Minnesota
- Hood, Lori** - *Office Technology* - B.S., Minnesota State University, Mankato
- Huxford, Todd** - *Heating, Ventilation, Air Conditioning/ Refrigeration* - Diploma, South Central Technical College
- Jacobs, Nikki** - *Medical Laboratory Technician* - B.A., B.S., Winona State University; M.S., University of Minnesota
- Johnson, Mary** - *Registered Nursing* - B.S.N., University of Minnesota; M.S., Rush University
- Johnson, Peter** - *Computer Careers* - B.A., Concordia University, St. Paul
- Kester, Barbara** - *Nursing Assistant/Home Health Aide* - B.S., Minnesota State University, Mankato
- Klanderud, Joan** - *Librarian* - B.S., University of Nebraska, Omaha
- Kruckeberg, Lyn** - *Practical Nursing* - A.S., Riverland Community and Technical College; B.S., Viterbo College
- Kuntz, Gene** - *Farm Business Management* - B.S., M.Ed., Minnesota State University, Mankato
- Kunz, Al** - *Auto Body & Collision Technology* - Diploma, South Central College; B.S., Minnesota State University, Mankato
- Lenz, Linda** - *College Readiness* - A.A., Austin Community College; B.S., St. Cloud State University
- Lewis, Donna** - *Practical Nursing* - B.S., Minnesota State University, Mankato
- Lindeman, Ron** - *Farm Business Management* - B.S., M.S., University of Minnesota
- Linehan, Patricia** - *Composition, English/Literacy, Psychology* - B.A., University of Montana; M.A., Colorado State University; Ph.D., Purdue University
- Madigan, Kristin** - *Practical Nursing* - B.S., Minnesota State University, Mankato
- Malterer, Norma** - *College Readiness - Mathematics* - B.S., St. Cloud State University
- Maruska, Kristi** - *Marketing Education* - B.S., Minnesota State University, Mankato; M.B.A., University of St. Thomas
- Marzolf, Jim** - *Farm Business Management* - B.S. University of Wisconsin, River Falls; M.B.A., Purdue University
- Matzke, Lisa** - *Paramedic* - Nationally Registered EMT-P; A.S., Minnesota State University, Mankato; B.A., Concordia University



FACULTY (Continued)

McLaughlin, Kevin - *Commercial Art* - Diploma, South Central College; B.S., Minnesota State University, Mankato

Metz, Karon - *Dental Assisting* - A.A.S., B.S., Minnesota State University, Mankato

Miller, Becky - *Office Technology* - B.S., Minnesota State University, Mankato

Miller Nagel, Kellie - *Community Support for People with Disabilities* - B.A., University of Alaska, Fairbanks

Moorhouse, Roberta - *Marketing Education* - A.A.S., Bismarck State College; B.S., M.S., University of North Dakota

Morken, Diane - *College Readiness - Reading* - B.S., M.S., Minnesota State University, Mankato

Mrotz, Anne - *Family Consumer Science, Child Development Careers* - B.S., University of Minnesota; M.S., Minnesota State University, Mankato

Murphy, Tracy - *Speech Communication* - A.A., Itasca Community College; B.A., St. Cloud State University; M.A., Minnesota State University, Mankato

Murray, Louise - *Practical Nursing* - B.S., University of St. Francis

Narjes, Shayne - *Marketing Education* - B.S., Minnesota State University, Mankato; M.B.A., University of St. Thomas

Neigebauer, Pete - *Agribusiness* - B.S., University of Minnesota

Nelson, Don - *Architectural Drafting* - A.A.S., North Dakota State School of Science; B.A., B.S., North Dakota State University

Niemeier, Nona - *Health Occupations* - B.A., Gustavus Adolphus College; M.S., Minnesota State University, Mankato

Nurre, Neil - *Graphics Production* - B.S., Minnesota State University, Mankato

Obermeyer, Jessica - *Practical Nursing* - A.A., Worthington Community College; B.S., Minnesota State University, Mankato

Oelslager, Laurie - *Paramedic Coordinator* - Nationally Registered EMT-P; Certificate, A.A., Rochester Community College; A.S., B.S., M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

Oftedahl, Myron - *Farm Business Management* - B.S., University of Minnesota

Ommundson, Mike - *Outdoor Power (Marine and Small Engine Mechanics)* - Diploma, South Central College

Oraskovich, Larry - *Farm Business Management* - B.S., University of Minnesota

Otto, C. Dean - *Small Business Management* - B.S., M.B.A., Minnesota State University, Mankato

Paddock, Mark - *Carpentry Cabinetmaking* - Diploma, South Central College

Petersen, Darla - *Medical Laboratory Technician* - M.T., B.S., Minnesota State University, Mankato; M.A., St. Mary's University

Peterson, Ann - *Office Technology* - Diploma, Southwestern MN Vocational School; A.A., Iowa Lakes Community College; B.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

Pilcher, Marc - *Carpentry Cabinetmaking* - Diploma, South Central College

Plotz, Merlyn - *Applied Wireless Electronics* - Diploma, South Central College; B.S., M.S., Minnesota State University, Mankato

Roberts, Loren - *Auto Body & Collision Technology* - Diploma, South Central College

Roe, Kirk - *Farm Business Management* - B.S., M.S., University of Nebraska, Lincoln

Roesler, Al - *Farm Business Management* - B.S., University of Wisconsin, River Falls; M.S., Minnesota State University, Mankato

Rollins, John - *Oral Communications / Speech* - B.A., B.S., M.S., M.A., Minnesota State University, Mankato

Russell, Ken - *Architectural Drafting* - Diploma, South Central College

Sanders, W.C. - *Community Support for People with Disabilities* - A.A.S., Iowa Lakes Community College; B.S., M.S., Minnesota State University, Mankato

Schloesser, Brad - *Agribusiness* - B.S., University of Minnesota; M.S., Montana State University

Schmidt, Ray - *English* - B.A., Bemidji State University; B.S., M.A., Minnesota State University, Mankato

Schmit, Jay - *Heating, Ventilation, Air Conditioning/ Refrigeration* - Diploma, South Central College

Schwieger, Robin - *Farm Business Management* - B.S., Iowa State

Sprague, Dan - *Small Business Management* - B.A., St. Cloud State University; M.B.A., University of Wisconsin, Madison

Steck, Susan - *Biology* - B.S., M.A., Minnesota State University, Mankato

Stelten, Dick - *Automotive Service* - Diploma, South Central College

Stencel, Todd - *Farm Business Management* - B.S., University of Wisconsin, River Falls

Stuckey, Elizabeth - *Practical Nursing* - B.A., Gustavus Adolphus College

Taylor, Scott - *Small Business Management* - B.A., Coe College; M.M., Northwestern University, Evanston, Illinois; M.S.C., New Seminary, New York, New York; Ed.D., University of St. Thomas

Tobin, John - *Small Business Management* - B.S., St. Cloud State University

Van Nurden, Pauline - *Farm Business Management* - B.S., M.Ed., University of Minnesota

Wells, Lucinda - *College Readiness* - B.A., St. Olaf College; M.A., University of Minnesota, Twin Cities

Wergeland, Diane - *Office Technology* - B.S., Moorhead State University; M.S., University of North Dakota

Wertish, Doug - *Farm Business Management* - B.S., South Dakota State University; M.Ed., University of Minnesota

Westphal, Gail - *Practical Nursing* - LPN Certificate, South Central College; B.S.N., Minnesota State University, Mankato

White, Bruce - *Ag Chemical Applicator Technician* - A.A., Worthington Community College; B.S., University of Minnesota

Williams, Bob - *Commercial Art* - Diploma, South Central College; A.S., B.S., M.S., Minnesota State University, Mankato

Winslow, Karen - *Practical Nursing* - B.S.N., Minnesota State University, Mankato

Woodford, John - *Farm Business Management* - B.S., South Dakota State University

Yentsch, Doug - *Accounting* - B.S., Minnesota State University, Mankato; M.B.A., Southwest Minnesota State University EA

Zakula, George - *Office Technology* - B.A., University of Minnesota, Duluth; B.A., College of St. Scholastica

Zarn, Mike - *Marketing Education* - B.S., M.S., Minnesota State University, Mankato



SCHOLARSHIPS

USE OUR ONLINE APPLICATION AT www.southcentral.edu

Scholarships

All students attending South Central College are eligible for scholarships. The SCC Foundations clearly recognize the need for community assistance in providing for student scholarships at SCC. These organizations raise funds in the local communities and through our Alumni and staff. Over \$200,000 was awarded to students in 2006.

SCHOLARSHIP FORMS ARE AVAILABLE FROM JANUARY 1, 2007 THROUGH MARCH 21, 2007 IN THE STUDENT AFFAIRS CENTER AND ONLINE AT www.southcentral.edu

APPLICATION DEADLINE IS MARCH 21, 2007

South Central College, Alumni & Friends

Alumni Scholarships

These scholarships are sponsored by the SCC Alumni Association. They are made possible by contributions to the Alumni Scholarship Fund.

To be eligible for the SCC Alumni Scholarships:

- You must be an alum or have an immediate family member who attended the college in Faribault or Mankato
- Complete the SCC Scholarship Application Form, available from the Student Affairs Center, or online at www.southcentral.edu/scholarships
- All materials must be submitted by the application deadline listed on the Application Form.

The number of scholarships given will be determined by the donated funds available on an annual basis.

For information on the Alumni Associations contact Angela Storch, Alumni Director at (507) 389-7449 or (507) 332-5803.

South Central College Foundation, Faribault Campus

The South Central College Foundation, Faribault Campus was founded in 1983 as the Faribault Area Vocational Technical Trust Association to promote technical education in the Faribault area. The Foundation is a non-profit organization, separate from South Central College, and is governed by a local Board of Directors.

The SCC Faribault Campus Foundation supports South Central College and its students through fund raising efforts focusing on student scholarships, instructional equipment and staff development. One fund drive is held each year during which area businesses, individuals, staff and alumni are invited to participate in these efforts.

For additional information contact Shelly Rockman, Executive Director at (507) 332-5808.

South Central College, Mankato Campus Foundation

FOUNDATION MISSION

“To obtain, manage, and allocate contributions to support the South Central College mission of providing higher education for employment and lifelong learning.”

The Mankato Campus Foundation exists to assist the college with its mission, and to assist in building strong partnerships between the college and local business and industry. The Foundation is a non-profit organization with a Board of Directors whose efforts raise additional dollars for the institution.

Proceeds from fundraising activities fund three initiatives at SCC: Student Scholarships, Staff Development, and Instructional Equipment.

The Foundation is committed to the advancement of higher education in the North Mankato/ Mankato area.

For information contact Greg Bednar, Executive Director at (507) 389-7342.



South Central College

A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE



South Central College

Scholarships

APPLICATION, FORMS, & INFORMATION

OVER **\$200,000** in scholarships available for SCC students.



GENERAL SCHOLARSHIP ELIGIBILITY INCLUDES:

- Admitted to or attending SCC in Fall 2007
- Good Academic Standing
- Must complete the application form and provide two recommendations



SCHOLARSHIPS

Become the

NEXT PRESIDENTIAL SCHOLARSHIP WINNER!



Dustin Pilcher
of Faribault
High School



Andrew Majeski
of Janesville-Waldorf-
Pemberton High School

2006-2007
PRESIDENTIAL
SCHOLARSHIP
WINNERS

PRESIDENTIAL SCHOLARSHIP ELIGIBILITY INCLUDES:

- High school seniors admitted as a full-time student for Fall 2007
- 3.75 or greater cumulative GPA provided on transcript
- Must exhibit leadership skills and community involvement
- Must complete the application form and provide two recommendations

Visit our website January 1 through mid-March at www.southcentral.edu for a list of our available scholarships. Complete the following application or apply online by the March 21, 2007 deadline.



SCHOLARSHIPS

South Central College Foundation 2007-2008 Scholarship Application

The South Central College Foundations are pleased to announce their 2007-2008 scholarships. Thanks to the generosity of area businesses, individuals, SCC staff and alumni, the Foundations have over \$200,000 available for scholarships this year. The amount increases each year as a direct result of the Annual Fund Drive and fundraising events held annually by the Foundations.

Application Deadline: March 21, 2007

How to Apply

1. Applications may be obtained from the South Central College Student Affairs Office, or online at www.southcentral.edu
Printed and online applications are accepted from January 1, 2007 through March 21, 2007
2. Before submitting materials, the applicant should check to see that all questions are answered and any attachments are enclosed. **It is the applicant's responsibility to make sure all information is submitted - including recommendation forms.** Omission of any of the required items (application and two recommendation forms) will remove the application from consideration by the selection committee.

Criteria

Applicants must be admitted or currently enrolled at SCC. Applicants will be judged on the basis of 1) Scholastic Achievement* 2) Financial Need 3) Demonstrated Character 4) Activities in School and Community 5) Work Experience (current and past). ***NOTE:** Certain awards are based strictly on financial need and do not consider academic achievement in their criteria. To meet this guideline, a current Free Application For Federal Student Aid (FAFSA) must be on file at SCC. A minimum grade point average (GPA) of 2.0 while attending SCC is required to receive an award.

Notification of Selection

Letters will be sent to all applicants and a list of recipients will be posted in the Student Affairs Office and Foundation Office on each campus upon selection. A list of recipients will also be available on SCC's website.

Disbursement - Fall Semester 2007

- * Scholarship Recipients are required to attend the Scholarship Awards Ceremony in April (Faribault) and August (Mankato) to thank their donors.
- * Funds are distributed with Fall Financial Aid Disbursement in September 2007.
- * Scholarship awards must be used at South Central College for tuition and fees unless otherwise noted.
- * Most scholarships are awarded to full-time students (12 credits or more). A limited number of part-time scholarships are available (5-11 credits).
- * All awards of \$1,000 or more, or multiple awards will be paid over two semesters.

Return the application to:

Student Affairs Office
RE: Scholarship Application
SCC Faribault Campus
1225 Third Street SW
Faribault, MN 55021
Phone: 507-332-5817
or 1-800-422-0391

or

Student Affairs Office
RE: Scholarship Application
SCC Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003
Phone: 507-389-7269
or 1-800-722-9359

To Apply Online: **www.southcentral.edu**

CONFIDENTIAL INFORMATION

South Central College is asking you to provide private information in order to process your registration form. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in this 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; 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; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

For Office Use Only	
Entering _____	Continuing _____
Credits Earned _____	Enrolled _____
Major _____	
Financial Need	
High _____	Low _____ Moderate _____ Unknown _____
GPA _____	
Scholarship Award(s)/Amt. _____	

Applicant: Please check SCC location you're attending

Faribault Campus

Mankato Campus

Last Name		First Name		Middle Initial		Social Security Number	
Address		City		State		Zip	
						County of Permanent Residence	
E-mail Address						Telephone Number	
						Anticipated SCC Graduation Date: _____	
						Anticipated Credit Amount (Fall 2007): _____	
High School		Major/Field of Study for Fall Semester 2007				Anticipated Credit Amount (Spring 2008): _____	

Please indicate the names and phone numbers of two individuals (not related to you) that will be submitting RECOMMENDATION FORMS. (Employer, Pastor, Counselor, Teacher, Etc.)

1. Name: _____ Phone: _____
Relationship to you: _____

2. Name: _____ Phone: _____
Relationship to you: _____

NOTE: It is the applicant's responsibility to make sure all information is submitted, including recommendation forms. Omission of any of the required items (application and two recommendation forms) will remove the application from consideration by the selection committee.

Please answer the following questions, highlighting your experiences, skills and abilities, to assist in the award selection process. You may attach an additional sheet with any information that does not fit in the spaces provided below.

1) GOALS AND ASPIRATIONS

Why did you choose the major or field of study in which you are enrolling?

What are your personal, educational, and career goals?

2) AWARDS, HONORS AND ACTIVITIES

List awards and honors received, school and community activities and organizations (current or past) in which you have participated. Please list complete organizational name (no acronyms).

<u>Office/Award/Honor</u>	<u>Organization/Activity</u>	<u>Number of Years of Involvement</u>
---------------------------	------------------------------	---------------------------------------

3) WORK EXPERIENCE

A. Describe your work experience and what you have learned as an employee.

B. List current employer.

4) ADDITIONAL INFORMATION

Why should you be selected to receive a scholarship?

What else would you like the Scholarship Committee to know about you?

Completing the following information may allow you to be eligible for certain designated scholarships. You are encouraged to answer the following questions:

Check your provider's name to be considered for Utility Provider Scholarships:

___ BENCO Electric ___ CenterPoint Energy ___ Unknown
___ Xcel Energy ___ Steele-Waseca Cooperative Electric ___ Other

To be considered for a Single Parent Scholarship:

Are you a single parent? _____ The child of a single parent? _____
If you have children, how many? _____ What ages? _____

**Please feel free to attach additional information regarding your single parent status.*

To be considered for an Alumni Scholarship:

Have you or your immediate family member(s) attended this college? _____
If so, list name(s) & relationship to you _____
Year(s) of their Graduation _____ Name at Graduation (if different) _____

To be considered for a Nontraditional Student Scholarship:

Are you entering or returning to college as an independent adult over the age of 21? _____
Do you have any special circumstances, personal, financial, educational, family-related, medical or disability that we should consider when reviewing this application?

**Please feel free to attach additional information describing your nontraditional status.*

Please consider me for the Presidential Scholarship (high school seniors only)

In checking the box above, I acknowledge a high school cumulative GPA of 3.75 or greater and can show that I exhibit leadership skills and involvement in the community. I also agree to participate in an interview with the SCC College President and selection committee if invited.

Check if you or your parent(s) are employed by or retired from **Crysteel Manufacturing or Crysteel Truck Equipment.**

If I am awarded a scholarship, I understand my name and photo may be used on SCC's website in addition to SCC's papers of record: the Mankato *Free Press* and the Faribault *Daily News* unless I have a signed *Confidential List Form* on file with the SCC Student Affairs Office.

REQUIRED ACADEMIC INFORMATION

By completing and submitting this application, you are authorizing the scholarship committee to review your student record, which includes, but is not limited to, financial aid information, your current academic transcript, and prior high school and college transcripts. I certify that the information submitted is correct. (Applicant's high school transcript including grade point average and class rank must be on file with the SCC Admissions Office.)

I understand that my scholarship award will be used to attend South Central College.

*I agree to participate in SCC's Scholarship Awards Ceremony April of 2007 (Faribault) or August of 2007 (Mankato).

**Dates are subject to change*

Applicant's Signature

Date

APPLICATION DEADLINE: MARCH 21, 2007

THIS AREA TO BE COMPLETED BY APPLICANT

Name of Scholarship Applicant Student I.D. Number (If Known)

Major/Field of Study

Faribault Mankato

Campus Attending *(Check one above)* Email Address

RECOMMENDATION FORM

NOTE TO REFERENCE: Your thoughtful completion of this rating form will assist the Scholarship Selection Committee in judging the merit of the applicant. Please complete and return.

MAIL TO: SCC Mankato Campus
Student Affairs Office
RE: Scholarship Reference
P.O. Box 1920
North Mankato, MN 56002-1920

SCC Faribault Campus
Student Affairs Office
RE: Scholarship Reference
1225 Third Street SW
Faribault, MN 55021

Recommendation forms must be postmarked no later than March 21, 2007
for the application to be considered by the selection committee.

Reference Information

Please Print:

Name of Reference

Address City State Zip Code

Title

Place of Employment

Relationship to Applicant (i.e. teacher, counselor, clergy, or supervisor, etc.)

Length of time you've known applicant

SCHOLARSHIPS

THIS AREA TO BE COMPLETED BY REFERENCE

Rate the applicant in each of the following areas:

Fair Average Above Average Excellent

1. How do you rate this applicant's performance in leadership situations?	_____	_____	_____	_____
2. How do you rate this applicant's ability to work with others?	_____	_____	_____	_____
3. How do you rate this applicant's ability to work independently?	_____	_____	_____	_____
4. How do you rate this applicant's consideration for feelings and opinions of others?	_____	_____	_____	_____
5. How do you rate this applicant's acceptance of responsibility?	_____	_____	_____	_____
6. How do you rate this applicant's response to supervision and constructive criticism?	_____	_____	_____	_____
7. How do you rate the general respect for this applicant in the school and/or community?	_____	_____	_____	_____

What is the most positive quality you have noticed about this person?

What else would you like the Scholarship Committee to know about this applicant?

Signature of Reference

Date

THIS AREA TO BE COMPLETED BY APPLICANT	
Name of Scholarship Applicant	Student I.D. Number (If Known)
Major/Field of Study	
<input type="checkbox"/> Faribault <input type="checkbox"/> Mankato	
Campus Attending <i>(Check one above)</i>	Email Address

RECOMMENDATION FORM

NOTE TO REFERENCE: Your thoughtful completion of this rating form will assist the Scholarship Selection Committee in judging the merit of the applicant. Please complete and return.

MAIL TO: SCC Mankato Campus
Student Affairs Office
RE: Scholarship Reference
P.O. Box 1920
North Mankato, MN 56002-1920

SCC Faribault Campus
Student Affairs Office
RE: Scholarship Reference
1225 Third Street SW
Faribault, MN 55021

Recommendation forms must be postmarked no later than March 21, 2007
for the application to be considered by the selection committee.

Reference Information

Please Print:

Name of Reference			
Address	City	State	Zip Code
Title			
Place of Employment			
Relationship to Applicant (i.e. teacher, counselor, clergy, or supervisor, etc.)			
Length of time you've known applicant			

SCHOLARSHIPS

THIS AREA TO BE COMPLETED BY REFERENCE

Rate the applicant in each of the following areas:

Fair Average Above Average Excellent

1. How do you rate this applicant's performance in leadership situations?	_____	_____	_____	_____
2. How do you rate this applicant's ability to work with others?	_____	_____	_____	_____
3. How do you rate this applicant's ability to work independently?	_____	_____	_____	_____
4. How do you rate this applicant's consideration for feelings and opinions of others?	_____	_____	_____	_____
5. How do you rate this applicant's acceptance of responsibility?	_____	_____	_____	_____
6. How do you rate this applicant's response to supervision and constructive criticism?	_____	_____	_____	_____
7. How do you rate the general respect for this applicant in the school and/or community?	_____	_____	_____	_____

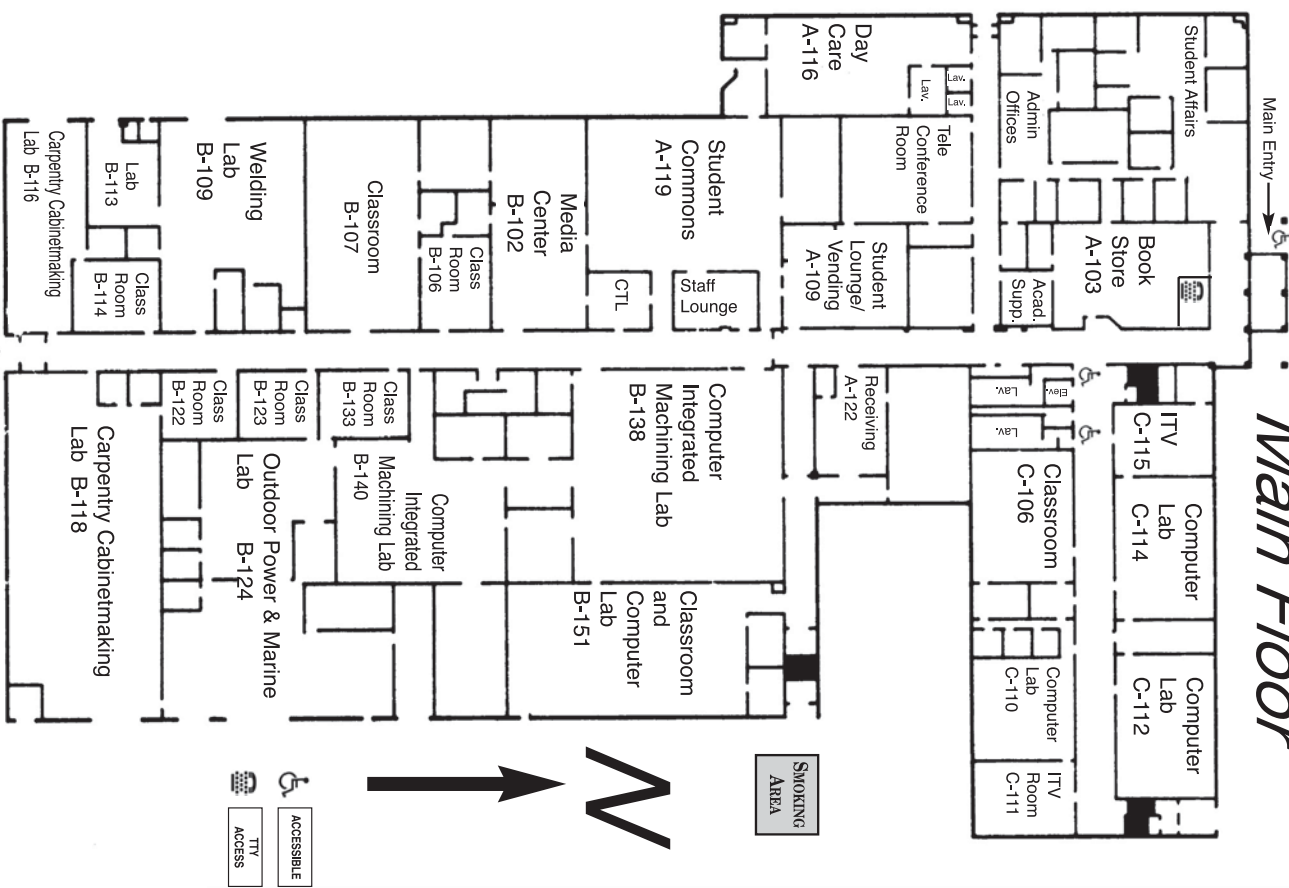
What is the most positive quality you have noticed about this person?

What else would you like the Scholarship Committee to know about this applicant?

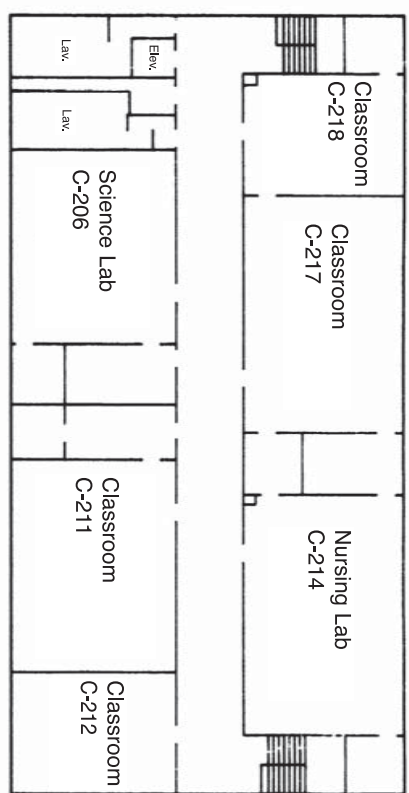
Signature of Reference

Date

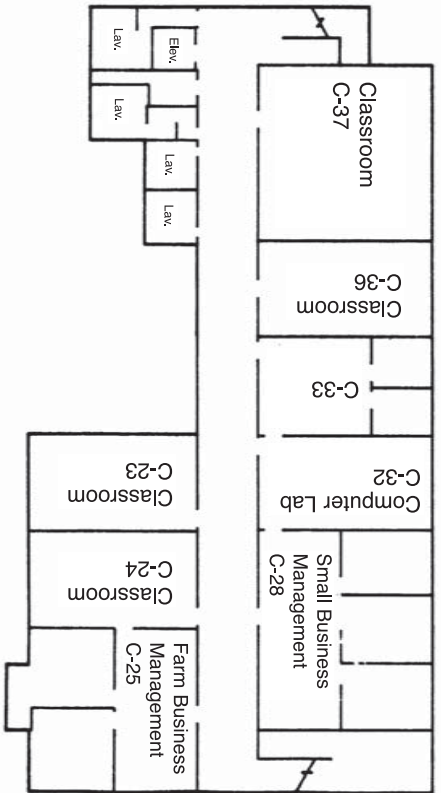
Main Floor



Upper Floor



Lower Floor



Faribault Campus

A Proud Member of the Minnesota State Colleges and Universities System
 SCC HAS ADA ACCESSIBLE FACILITIES
 An Affirmative Action Equal Opportunity Employer/Educator

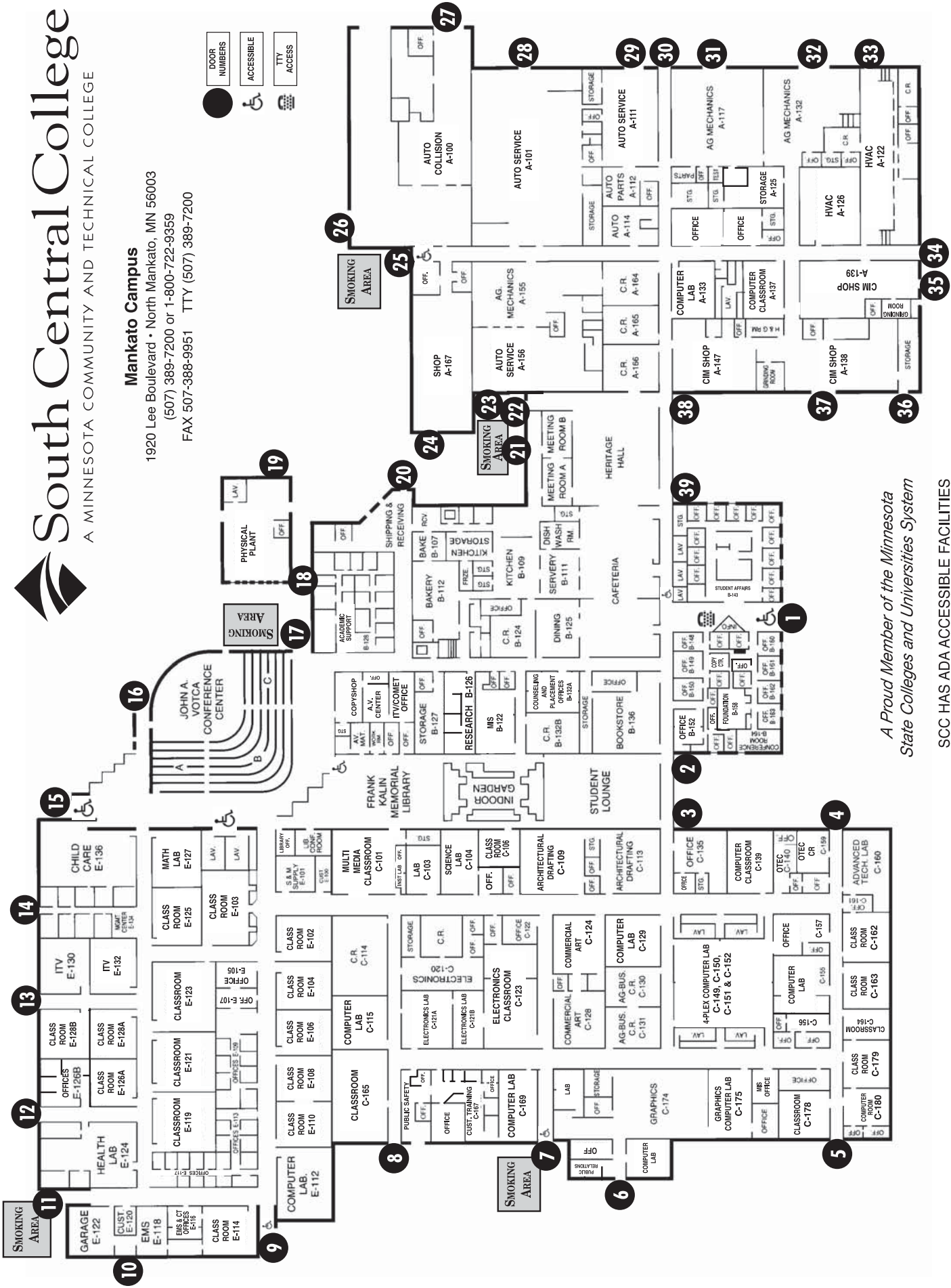
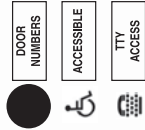
1225 Third Street SW • Faribault, MN 56021
 (507) 332-5800 or 1-800-422-0391
 FAX 507-332-5888 TTY (507) 332-5866

MANKATO CAMPUS MAP



Mankato Campus

1920 Lee Boulevard • North Mankato, MN 56003
 (507) 389-7200 or 1-800-722-9359
 FAX 507-388-9951 TTY (507) 389-7200



A Proud Member of the Minnesota State Colleges and Universities System

SCC HAS ADA ACCESSIBLE FACILITIES
 An Affirmative Action Equal Opportunity Employer/Educator

TRANSCRIPT RELEASE

HIGH SCHOOL/GED TRANSCRIPT RELEASE PERMISSION

Note to applicant:

Tear off, sign and send or give directly to last high school attended. Your transcript cannot be sent without signed permission.

I, (Student Name)

hereby request

Last High School Attended - Include City and State

to send a high school transcript, GED record, and/or IEP to:

South Central College

(Check SCC campus you will be attending)

Faribault
South Central College
Faribault Campus
1225 Third Street SW
Faribault, MN 55021

Mankato
South Central College
Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003

Applicant's Signature

Date:

TRANSCRIPT INFORMATION:

Name Used on School Transcript

Year Graduated or Last Attended

Date of Birth

Social Security Number

This information will be used only to verify the correct identity of the student

Parent's Signature (if under 18)

Date:

Note to school personnel: Send all transcripts and /or IEPs directly to the College indicated by the applicant. Please copy this release and return it with the transcript. Keep the original release for your records.

CONFIDENTIAL INFORMATION

South Central College is asking you to provide private information in order to process your registration form. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in this 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; 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; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.



An Affirmative Action
Equal Opportunity
Employer/Educator

APPLICATION

Admissions
South Central College
Faribault Campus
1225 Third Street SW
Faribault, MN 55021
1-800-422-0391

or

Admissions
South Central College
Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003
1-800-722-9359

www.southcentral.edu

APPLICATION FOR ADMISSION

- All Applicants must sign this application form in the box provided on opposite side of form.
- Print or type using blue or black ink. Complete your answers accurately. Misrepresentation of application information is sufficient grounds for canceling admission.
- A one-time \$20 non-refundable application fee must be included with your application.**
- An Official** (sealed and unopened) high school transcript or GED transcript is **required** and **must be submitted** to SCC Admissions Office.
- An Official** (sealed and unopened) college transcript of all colleges attended is **required** and **must be submitted** to SCC Admissions Office.

Use a separate form to apply for international admission at SCC. (Call the Office of Admissions to request the required form.)

NOTE: South Central College is asking you to provide information that includes private and/or confidential information under state and federal law. SCC is asking for this information in order to process your application.

You are not legally required to provide the information SCC is requesting; however, if you do not provide sufficient information, SCC may not be able to effectively process your application. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

South Central College abides by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request. Lack of English skills will not be a barrier to admission and participation.

PERSONAL DATA

Name (Last, First, Middle)

Date of Application

Name used in high school records or in other educational records and transcripts if different from above (Optional) (Last, First, Middle)

Social Security Number

SCC uses social security numbers for student identification purposes on student records. Providing your social security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Current Mailing Address (House/Apartment Number, Street, P.O. Box/Rural Route)

City

State

Zip Code

County

Permanent Address, If Different From Above (Street, P.O. Box/Rural Route)

City

State

Zip Code

County

Home Phone

Cell Phone

E-Mail Address

()

()

Are you a resident of Minnesota?

If yes, how long?

If no, what state are you a resident of?

Yes No

_____ years _____ months

Are you a U.S. citizen?

Yes No If not, type of VISA: _____

Permanent Resident (if applicable):

Refugee Resident Alien Other: _____

(International students and non-immigrants must complete a separate application form.)

ADMISSIONS DATA

South Central College

Name of program, major, or curriculum you plan to follow; e.g. Automotive Service, Practical Nursing, Computer Careers, etc.
(Write 'undecided' if you are, but indicate any alternatives you are considering.)

1: _____ 2: _____

What is your current educational intent at this institution?

- Complete courses, but not a degree
 Earn associate (two-year) degree (A.A.S./A.S.)
 Earn associate (two-year) degree and transfer
 Earn occupational certificate
 Complete courses and transfer without a degree
 Earn a Diploma of Occupational Proficiency

What term do you intend to begin taking courses? (Check only one and indicate the year)

- Fall _____
 Spring _____
 Summer _____

Do you plan to attend:

- Full-Time? (12 or more credits)
 Part-Time? (fewer than 12 credits)

Have you attended this college before?

- Yes
 No
 If yes, last date attended: _____

EDUCATIONAL DATA

Do you have a high school diploma?

- Yes
 No

High School graduation date: _____

If no, do you have a GED?

- Yes
 No

Are you currently in high school? Yes No

High school attended _____ City _____ State _____ Zip Code _____

Are you a high school student planning to take college courses under the Minnesota Post-Secondary Enrollment Options Program (PSEO)?

- Yes
 No

If yes, please contact your high school counselor and also the admissions office at SCC.

List all colleges attended *An Official (sealed and unopened) college transcript of all colleges attended is required and must be submitted to SCC's Office of Admissions.*

College/University/Institution _____ City _____ State _____ Dates of Attendance _____ Degrees Earned _____

College/University/Institution _____ City _____ State _____ Dates of Attendance _____ Degrees Earned _____

College/University/Institution _____ City _____ State _____ Dates of Attendance _____ Degrees Earned _____

REQUEST FOR CONFIDENTIAL INFORMATION

Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender Male Female

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?

- Yes
 No

Race and ethnic background (select any that apply)

- American Indian or Alaska Native
A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment.
 Asian - *A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent*
 Black or African American - *A person having origins in any of the black racial groups of Africa*
 Native Hawaiian or Other Pacific Islander - *A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands*
 White - *A person having origins in any of the original peoples of Europe, the Middle East or North Africa*

What is the highest level of education for your parent(s)/guardian(s)?

Please respond for the parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.

Parent/Guardian #1

- No high school diploma
 High school diploma
 Some college
 Two-year college degree/diploma
 Bachelor's degree or higher
 Not sure/don't know

Parent/Guardian #2

- No high school diploma
 High school diploma
 Some college
 Two-year college degree/diploma
 Bachelor's degree or higher
 Not sure/don't know

SIGNATURE REQUIRED BY ALL APPLICANTS

All of the information included is true and completed to the best of my knowledge.

Applicant's Signature _____ Date _____

APPLICATION

Strong Start. Successful Finish.



Earn your AA degree in Liberal Arts



Associate in Arts Degree

If your personal vision does not have a definite career focus, an Associate in Arts in Liberal Studies degree can become your goal. Your 4-year degree can now begin at South Central College at either of our college campuses.

Faribault Majors

Business

Accountant*
Accounting and Business Principles*
Accounting Assistant*
Accounting Technician*
Payroll Clerk*
Administrative Assistant*
Legal Administrative Assistant*
Medical Coding Specialist
Medical Transcription Specialist*
Office Systems Specialist*
Receptionist*

Construction Technology

Carpentry-Cabinetmaking

Health & Safety

Basic Nursing
Child Development Careers*
Community Supports for People
with Disabilities* *Online Only*
Medical Laboratory Technician*
Medical Technologist *Fast Track**
Occupational Safety Management
Phlebotomy*
Practical Nursing
Registered Nurse*

Industrial Technology

Computer Integrated Machining
Outdoor Power and Marine

Management

Farm Business Management
Small Business Management

Mankato Majors

Agribusiness

Agribusiness Service Technician
Agribusiness Office Specialist/Manager
Agribusiness Production
Agribusiness Service & Management
Ag Chemical Applicator Technician
Ag Education 2+2 Partnership

Business

Accountant*
Accounting and Business Principles*
Accounting Assistant*
Accounting Technician*
Payroll Clerk*
Hotel, Restaurant & Institutional Cooking
Business Management
Marketing Management
Restaurant Management
Administrative Assistant*
Legal Administrative Assistant*
Medical Coding Specialist
Medical Transcription Specialist*
Office Systems Specialist*
Receptionist*
Computer - Information Systems*
Computer - Networking Services*
Computer Assistant*
Computer - Web Programmer*
Computer - Linux Administrator*
Computer Careers Information Security*

Construction Technology

Architectural Drafting
Heating, Ventilation and
Air Conditioning/Refrigeration

Health & Safety

Child Development Careers*
Community Health Worker
Community Supports for
People with Disabilities*
Dental Assisting
Emergency Medical Technician
Intensive Care Paramedic Technician
Occupational Safety Management
Practical Nursing
Registered Nurse*

Industrial Technology

Auto Body & Collision Technology
Automotive Service
Commercial & Technical Art
Computer Integrated Machining
Graphics Production

Management

Farm Business Management
Small Business Management

**This program has an online option for one or more of its courses*

Choose From Over 50 Technical Majors



South Central
College

A Proud Member of the Minnesota State Colleges and Universities System.
An Affirmative Action Equal Opportunity Employer/Educator. SCC Has ADA Accessible Facilities.

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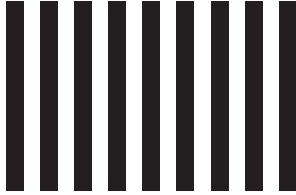
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