

SOUTH CENTRAL COLLEGE

CATALOG & HANDBOOK



2007 - 2008

2007-2008 COLLEGE INFORMATION - SOUTH CENTRAL COLLEGE

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

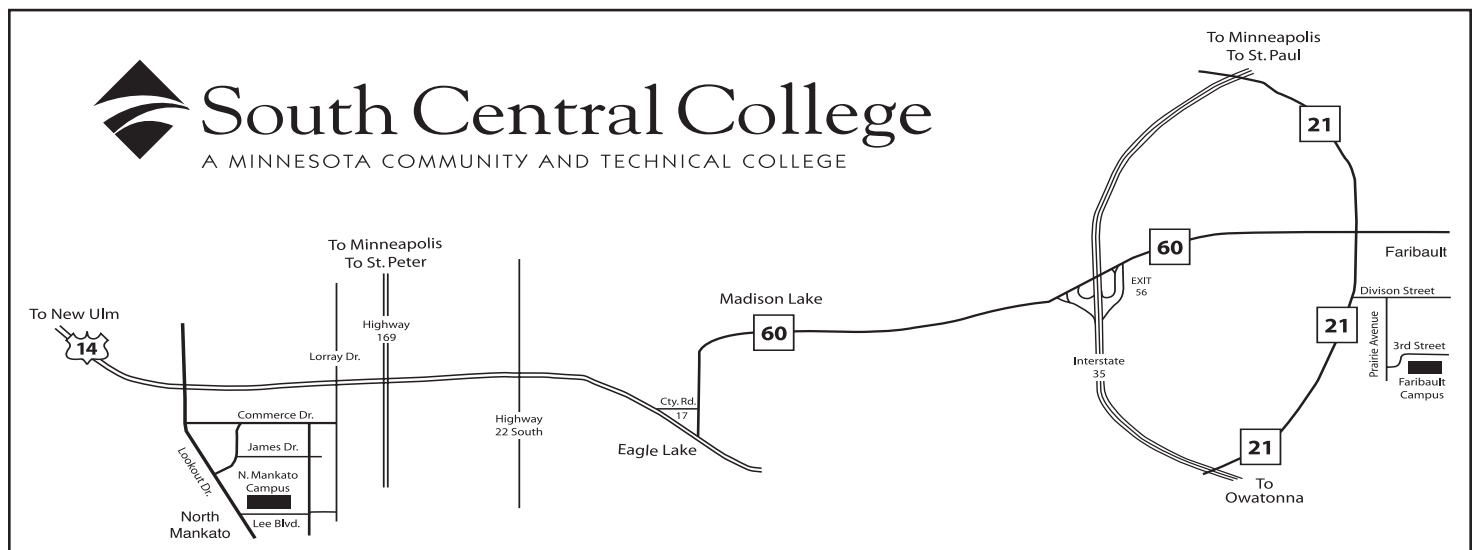
NORTH MANKATO CAMPUS
 1920 Lee Boulevard
 North Mankato, MN 56003
 (507) 389-7200
 1-800-722-9359
 FAX 507-388-9951
 TTY 507-389-7200

FREQUENTLY CALLED NUMBERS

	<u>FARIBAULT</u>	<u>NORTH MANKATO</u>
General Information.....	332-5800.....	389-7200
Academic Advisor.....	332-5861.....	389-7433
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.....	332-5805.....	389-7220
Vice President of Academic Affairs.....	389-7228.....	389-7228
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 is a proud member institution of Minnesota State Colleges and Universities, a higher education system that includes community colleges, state universities and technical colleges.



President's Welcome

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

**South Central College can provide "More Choices,
Better Value, and Unlimited Opportunities."
Our faculty and staff are here to help you
achieve your educational goals.**



Presidential Scholar Andrea Preston with President Keith Stover

More Choices

South Central College has expanded its mission to serve more learners. With our mission change comes increasing numbers of students pursuing both Liberal Arts & Science education to add to our many technical careers. South Central College keeps a pulse on the changing needs of business and industry and adds career and professional majors when it is necessary to respond to workforce needs. In this catalog, you will find two new majors - Civil Engineering Technology and Construction Field Supervision.

Better Value

South Central College has done a good job of holding down the cost of tuition and fees compared to many two-year colleges and all four-year universities. In addition, the Foundations that support our college are now providing over \$1/4 million in scholarships annually to students just like you! Each campus offers a full-tuition, Presidential Scholarship to an incoming freshman with a high school GPA of 3.75 or greater and demonstrated leadership abilities.

Financial Aid in the form of grants, student loans and workstudy can also help to make your college education affordable.

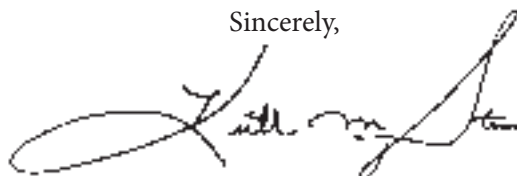
Unlimited Opportunities

South Central College is connected to some great business partners who provide part-time jobs for our students and full-time employment for our graduates.

South Central College is the smart choice for students that have recently graduated from high school, are returning veterans, adults interested in attaining a degree or citizens pursuing a lifetime of learning.

Thanks for considering South Central College!

Sincerely,



President Keith Stover

FALL SEMESTER

JULY 2007

S	M	T	W	TH	F	S
15	16	17	18	19	20	21
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AUGUST 2007

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SEPTEMBER 2007

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DECEMBER 2007

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23	★	★	26	27	28	29
30	31					



South Central College

A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

FARIBAULT · NORTH MANKATO

SPRING SEMESTER

JANUARY 2008

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MARCH 2008

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APRIL 2008

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MAY 2008

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2007 - 2008

Academic Calendar

KEY

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

SUMMER SESSION

MAY 2008

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JUNE 2008

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JULY 2008

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13	14	15	16	17	/	19

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

NOTE: 11/12/07 Veterans Day
observed on 12/24/07

Calendar subject to change. Revised 1-19-07

FALL SEMESTER 2007

May 1	Graduation Applications Due for Fall Graduation
June 25 & 26	Orientation/Registration - Faribault Campus
June 27 & 28	Orientation/Registration - Mankato Campus
July 31	Orientation/Registration - Faribault Campus
August 1 & 2	Orientation/Registration - Mankato Campus
August 12	Minimum payment* due for registrations to date
August 15	Registration Cancellation for Nonpayment* will be processed
August 21-31	Agency and Grant Charging
August 27	Fall Semester Classes Begin
August 31	Minimum payment* due for registrations Aug. 13 to Aug. 31
August 31	Registration Cancellation for Nonpayment* will be processed
	Last Day to Add Classes
	Last Day to Drop Classes with a 100% Refund
	Last Day to Return Books for a Refund
September 3	Labor Day Holiday - SCC Closed
September 7	Last Day to Return Books with receipt and drop slip for a Refund
September 10	Last Day to Withdraw from SCC with a 75% Refund
September 17	Last Day to Withdraw from SCC with a 50% Refund
September 25	Financial Aid Disbursement
September 25	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 18 & 19	Teachers' Professional Days - No Classes
November 15	Graduation Applications Due for Spring Graduation
November 21	Last Day to Withdraw from Classes
November 22 & 23	Thanksgiving Holiday - SCC Closed
November 26	Spring Pre-Registration Begins
December 12-19	Book Buyback
December 21	Fall Semester Ends

SPRING SEMESTER 2008

December 20	Orientation/Registration - Faribault
December 21	Orientation/Registration - Mankato
January 2	Minimum payment* due for registrations to date
January 4	Registration Cancellation for Nonpayment* will be processed
January 7	Orientation/Registration - Faribault
January 8	Orientation/Registration - Mankato
January 8-18	Agency and Grant Charging
January 14	Spring Semester Classes Begin
January 18	Minimum payment* due for registrations Jan. 1-18
January 18	Registration Cancellation for Nonpayment* will be processed
	Last Day to Add Classes
	Last Day to Drop Classes with a 100% Refund
	Last Day to Return Books for a Refund
January 21	Martin Luther King Holiday - SCC Closed
January 25	Financial Aid Disbursement
January 25	Last Day to Return Books with receipt and drop slip for a Refund
January 28	Last Day to Withdraw from SCC with a 75% Refund
February 4	Last Day to Withdraw from SCC with a 50% Refund
February 11	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 18	Presidents' Day Holiday - SCC Closed
March 10-14	Spring Break - No Classes
April 15	Last Day to Withdraw from Classes
April 22	Summer Pre-Registration Begins
April 28 - May 2	Fall Pre-Registration Begins
May 7-14	Book Buyback
May 14	Graduation - Faribault
May 15	Graduation - Mankato
	Spring Semester Ends

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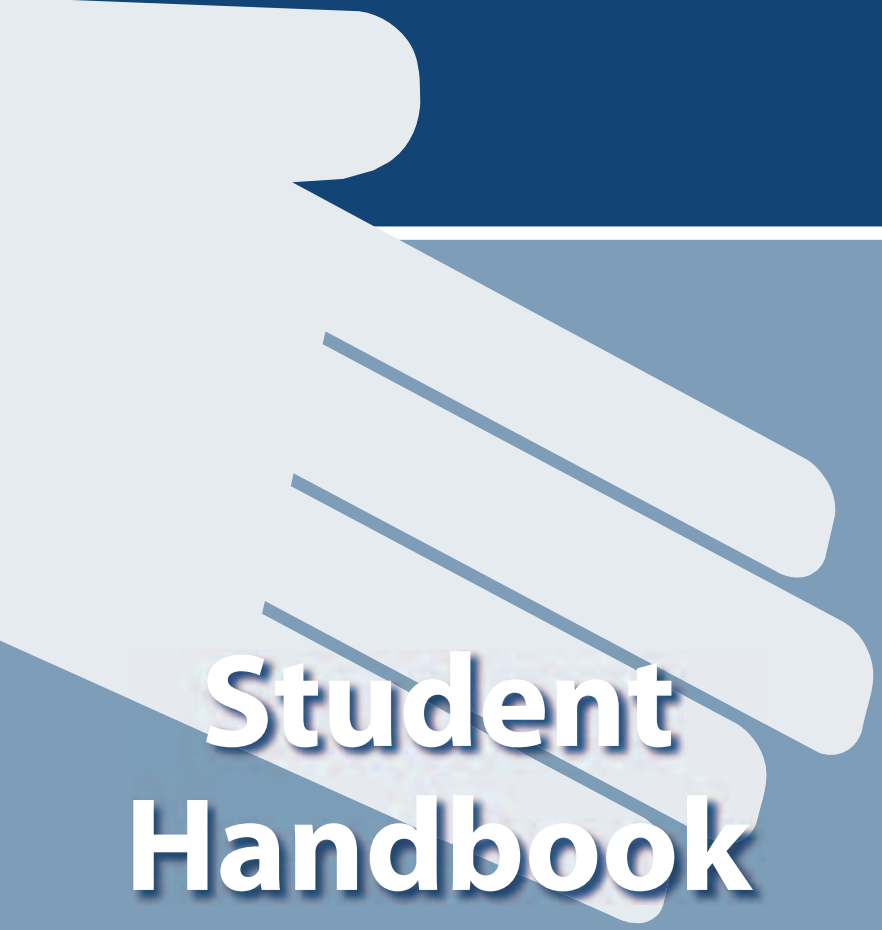
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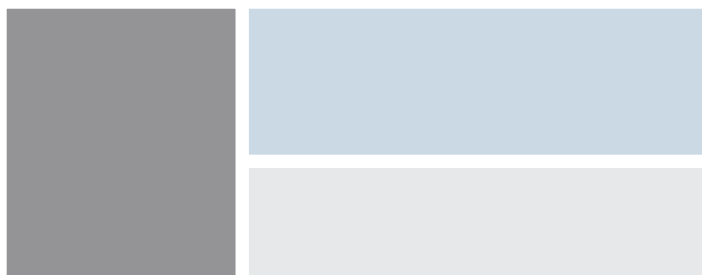
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Student Handbook



Student Handbook

Overview

South Central College has had a history of academic excellence since 1946. The college consists of campuses in Faribault and North 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.

Student Handbook

SCC Mission

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

Student Handbook

SCC Vision

South Central College will be the leading provider of technical and Liberal Arts & Sciences within the region.

Student Handbook

SCC Diversity

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

Student Handbook

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.

Student Handbook

Minnesota State Colleges & Universities System

South Central College is one of 34 colleges and universities that make up the Minnesota State Colleges and Universities system (MnSCU). 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.

Student Handbook

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

Student Handbook

North Mankato Campus



Mankato/North 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 and North Mankato are 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

Academic Misconduct

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 Vice President of Academic Affairs.

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.

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.

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 (CLEP)

Credits may be awarded through the successful completion of the College Level Examination Program (CLEP) of the College Entrance Examination Board in the general examinations in Composition and Literature, History and Social Sciences, and Science and Mathematics, provided no previous academic credits have been earned in these areas. Students interested in this option can find information about testing locations and cost at www.CollegeBoard.com. 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.

Credit Life Span

Liberal Arts & Sciences credits shall have an indefinite life span.

Technical credits shall have a life span of 5 years from the time the course was completed. In rare situations, exceptions to these rules can be requested, and must be approved by the program advisor

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

Degree Requirements

Associate in Arts in Liberal Arts & Sciences (AA): 64 credits

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

Associate in Science (AS): 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 Liberal Arts & Sciences courses (in 6 of 10 MNTC Goal Areas).

Associate in Applied Science (AAS): 60-72 credits

An Associate in 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 Liberal Arts & Sciences courses (in 3 of 10 MNTC Goal Areas).

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 Liberal Arts & Sciences.

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.



Financial Aid

Complete information about financial aid can be found online in the financial aid handbook at www.southcentral.edu/FinancialAid



Grades

Letter grades will be assigned to each course as an evaluation of student performance. In addition, the following weighted system will be used to determine a 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
	FN = 0	EX = TALK TO REGISTRAR
		FN = FAILURE/NOT ATTENDING

Grade Change Policy

1. A change of grade will be accepted by the office of the Registrar only if properly signed by the instructor or at the discretion of the 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.



Graduation

Requirements

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

Requirements for graduation also include the following:

- Satisfactory Academic Progress: A minimum cumulative GPA of 2.00. (Some programs require a higher minimum cumulative GPA) and completion rate of 67%
- 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 Liberal Arts & Sciences.

- Deficiencies in graduation requirements must be completed within two years after receipt of deficiency letter from the Registrar of SCC.
- Students that have not completed the Application for Graduation and interrupt enrollment, will follow the current graduation requirements upon re-enrollment.

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

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

Application

Students must complete a Graduation Application form during the term that precedes the term of graduation. Students must review their progress with their program advisor and determine courses that need to be taken during the last term of enrollment to complete graduation requirements. The 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.

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 using the most current GPA. Final honors will be calculated when all coursework has been completed and final grades have been calculated.

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 FN, P, I, or Z grades.
- Student must have maintained a term GPA of at least 2.0 during each of those semesters.
- Student has not completed any other degrees, diplomas or certificates at SCC.

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

Transfer

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



Student Handbook

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.

Student Handbook

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.

Student Handbook

Maximum Credit Load

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

Student Handbook

Pass/Fail (P/F)

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

Student Handbook

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 meet satisfactory academic progress standards, have earned 12 credits and achieved a GPA of 3.500 or above. However, if students receive a grade(s) of D+, D, D-, F, FN, I, NP or W they automatically become ineligible for the President's List.

Student Handbook

Registration

Policies and procedures regarding add/drop/withdraw from courses are found on page 38 of this catalog.

Student Handbook

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.





Satisfactory Academic Progress Policy

South Central College is responsible to both the public and its students to provide sound post-secondary education in an economic and efficient manner. This responsibility includes the obligation to require satisfactory academic progress (SAP) from its students in return for the opportunity afforded them by a tax supported college.

All students enrolled in coursework at SCC must maintain a cumulative grade point average of 2.0 and must complete at least 67% percent of all credits attempted to be in good academic standing.

Minimum Credit Completion Standard: The student must complete at least 67% of all registered/attempted credits each semester. Grades of F, FN, 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.

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

Financial Aid

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.

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.

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.

Probation allows the student one additional semester to bring academic performance to the required level. The student is eligible to enroll and receive financial aid on probation.

Suspension - Students will be suspended if:

- their cumulative grade point average falls below 2.0 for the two most recent terms or admitted on 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 and/or completion rate below 67%.

If on academic suspension, the student is not allowed to register/attend classes at SCC. If on financial aid suspension, the student is not eligible to receive financial aid at SCC.

Maximum Time Frame Allowance: the student will be eligible to register for classes but will remain on financial aid suspension unless special approval has been given through the appeal process. Prior to a successful appeal outcome, the student must be prepared to pay all expenses (tuition, books, supplies) using their own funds.

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. Academic Progress from that one semester will be reevaluated before student is allowed to register and/or receive financial aid for future terms.

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.

Appealing Suspension/ Reinstatement

Students who wish to appeal a suspension must provide a written appeal for academic reinstatement seven calendar days prior to the start of the term of planned enrollment.

The committee will take the appeal under consideration if it occurred as a result of unusual circumstances such as injury, illness, or death in the family. The written appeal should be supported by additional documentation, including a statement from his/her academic advisor. This initial consideration of appeal will be reviewed by a Students Affairs Administrator. At the request of the students, all appeals of an adverse decision are then reviewed by the Appeals Committee which may include the following: Counselors, Academic Deans, the Director and Assistant Directors for 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.

Returning Following Suspension

Students granted an appeal may need to meet required conditions such as specified coursework, limited number of credits, etc. as stated by the Appeals Committee.

A successful appeal grants reinstatement for *one* semester only. At the conclusion of that semester the student's academic performance is evaluated. (Students are not eligible to register for subsequent terms until this review is completed.) If Satisfactory Academic Progress (SAP) requirements are met (2.0 cumulative GPA and 67% completion rate) the student is no longer on suspension and is allowed to register. If SAP requirements are not met, the students remains on suspension and must follow the appeal process to request 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 grade 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 grade 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 SCC. 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/College Readiness 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 SCC and are included for purposes of processing financial aid at SCC. 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.

Test Out: Advanced Standing By Departmental Examination

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

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

Provisions of Advanced Standing by Examination are:

- The course must be challenged (examinations completed) prior to registering for the course.
- A student may challenge a course only once.
- A student may not challenge a course which has been previously taken for credit at South Central College.
- A student interested in a course challenge examination should schedule a visit with the course instructor for direction in the test-out process. Examination fees are \$25/credit attempted for a lecture course and \$50/credit attempted for laboratory course or a combination of both. The student must pay the non-refundable examination fee prior to the administration of the exam. If the student passes the examination, the grade of "CR" (credit) will be entered on the 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)."

Transfer

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.
- Evaluation of transfer is done upon initial admission to SCC. Any subsequent request for evaluation must be submitted on a Transfer Evaluation form to the 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.

Withdrawing From School

Withdrawal from a course will be allowed after the 5th day of the term and until the 60th day of the term or until 75 percent of the course has been held and will be shown as a "W" on the transcript. After that point withdrawals will not be allowed and students will be graded according to their performance in the course.

See the satisfactory academic policy for details on how withdrawals may affect a student status.



Student Handbook

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

Student Handbook

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.

Student Handbook

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.

Student Handbook

SCC Institutional Core Competencies

1. **Communication:** communicate effectively with a variety of audiences using verbal, non-verbal, listening, written, interpersonal, and team skills.
2. **Critical Thinking:** evaluate arguments; separate fact and opinion; recognize points of view; understand implications and consequences; make ethical decisions' acknowledge diverse values.
3. **Global Citizenship:** understands the interconnectedness of people's nations, geography, economics, environment, culture, and politics. Has a general knowledge of history and world events. Understands and respects cross-cultural differences and issues. Understands the impact of other cultures and world events on life in the USA. Works effectively in teams of diverse composition.
4. **Math/Logic Reasoning:** apply computation, data measurement, logic, analysis and synthesis to solve problems and make decisions.
5. **Professionalism:** develop attitudes and habits of punctuality, honesty, respect, and self-directedness while contributing to a personal and group goal.
6. **Technological Literacy:** access and analyze information using technology to solve problems and work on individual and team projects.





Academic Advising

South Central College's academic advisors are dedicated to enhancing each student's academic goals, while assisting students in making decisions and developing educational and career plans. At SCC, students are advised by both faculty advisors and professional advisors depending on the student's program of study.

Advisors assist in the development of an academic program that meets student's career objectives as well as curriculum requirements. Advisors can help students achieve their academic objectives by advising them about course requirements, recommended electives, and campus procedures. It is the student's responsibility, however, to be knowledgeable about South Central College's policies and procedures and graduation requirements for his or her individual program and to ensure that these requirements are met.

Advisors are available to assist students with advising regarding:

- College readiness assessment interpretation
- Degree and program selection
- Course selection and class scheduling
- Academic challenges and concerns
- Degree and graduation requirements
- Degree audits (DARS)
- Campus resources available for students



Career Development & Counseling

Career and personal counseling services are available to assist students with personal, career, and educational goals. The SCC counselor has experience and expertise in the following areas:

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

The Career Development & Counseling Office in conjunction with the Academic Support Center also conducts the Student Success Series throughout the academic year. This series provides personal, educational, and career enrichment opportunities. Wellness workshops and activities are coordinated by the office as well.

Faribault Campus
Career Development & Counseling
(507) 332-5805

North Mankato Campus
Career Development & Counseling
(507) 389-7274



Job Placement

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 Job 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:

- 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.
- Numerous free resources (handbooks, tip sheets, articles, and reference books).
- Resume and cover letter assistance

Faribault Campus
Placement Office
(507) 332-5805

North Mankato Campus
Placement Office
(507) 389-7225



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.



Veterans Services

South Central College is part of the Regional Veteran's Assistance program providing educational advising for veterans and/or their dependents interested in pursuing higher education. Any veteran related question is welcomed. The Regional representative visits SCC on a regular basis, and appointments may be established through the Student Affairs Center.



Admission

The Admissions Office is located in the Student Affairs Center on each campus. Admission advisors are available to assist students with information regarding program choices, application process, campus visits, referrals to college services, and college readiness assessment (Accuplacer).

Admission Checklist:

- Submit an application for Admission with a one-time, non-refundable \$20.00 fee to the SCC Bookstore.
- Submit an official high school transcript for the last high school attended (sealed and unopened) or a copy of student's GED certificate to the SCC Admissions Office. (The MN Dept. of Education GED information hotline is 651-582-8455.)
- Submit an official college transcript (sealed and unopened) for any and all colleges attended during or after high school to the SCC Admissions Office. Upon student's request, college level transcripts will be evaluated by the Transfer Coordinator.
- Complete the college readiness assessment (Accuplacer). To take the assessment, call the Admissions Office to set up an appointment. (Transfer students: An SCC admissions advisor may review your official college transcript(s) in order to determine if you need to take all or a portion of the assessment.)

Applicants may be admitted into an academic major when:

1. All of the above admission requirements are received and completed.
2. There is space available in the program/major.

Failure to complete any of the above steps on the checklist or failure to complete orientation/registration will result in a delay in admission until the following semester.



Admissions 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 Appeal/Academic 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.



Post Secondary Enrollment Options (PSEO)

The Post Secondary Enrollment Option (PSEO) 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.

Note: Books MUST be returned to SCC at the end of the semester.

PSEO Enrollment Deadlines:

Fall Semester June 1st
Spring Semester December 1st

****All of the requirements must be completed by deadline.**

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

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

Note: PSEO students shall not enroll in College Readiness courses. Students are responsible to report their PSEO academic progress to their high school.

To continue enrollment in the PSEO Program a student must:

- Maintain at least a 2.0 ("C") grade point average.
- Complete the Post Secondary Enrollment Options program form each semester, along with the secondary school contact person.
- Comply with SCC's policies as printed in the SCC catalog.



PSEO Contract For Services

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.

Enrollment Deadlines:

Fall Semester June 1st
Spring Semester December 1st

****All of the requirements must be completed by deadline.**

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

Procedures for Enrollment:

- Verify that a completed SCC Joint Powers Agreement form has been completed & signed by a high school representative (a high school counselor will have this form) and sent to SCC.
- Submit a completed SCC application 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.

To continue enrollment in the PSEO Contract for Services program:

- A 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.

Admissions For International Students

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

- Students must show ability to read and write the English language. All students from a non-English speaking country must take the Test of English as a Foreign Language (T.O.E.F.L.). A minimum score of 500 is required.
- Students must declare and pursue a program major on a full-time basis.
- Students must submit a financial statement verifying that all college and living expenses will be fully covered during their attendance.

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

All international students engaged in educational activities are required to purchase the Minnesota State Colleges and Universities International Student Accident and Illness Insurance plan.

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

For more information, please contact Deb Nelson.
Phone: (507) 389-7336 or E-mail: deb.nelson@southcentral.edu

Admission for Non-Degree Seeking

Non-degree seeking students are students who want to enroll in courses at South Central College without formally declaring a major. This would include students wanting to take courses for enrichment purposes or career advancement.

To register for classes as a non-degree seeking student, please visit or call the Student Affairs Center.

Admission for Re-Entry

Re-entry students are students who have interrupted their studies at SCC and now have the desire to resume their academic work.

To be re-admitted, a student must:

- Fill out a re-entry application form.
- Submit an official transcript from any college attended since last attending SCC.
- If it has been 3 or more years since last attending SCC, you must also take/re-take the Accuplacer and complete an 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 be enrolled in credit courses on a space available basis beginning on the second class day of the term and extending through the fifth class day of the term. Enrollment in credit courses requires payment of an administrative fee of \$20 per credit in addition to regular and special course fees. Regular course fees include the per-credit Technology and MSCSA Fees. Special course fees are determined

by course. Senior Citizens are also responsible for any material or textbook costs and parking permits.

Senior Citizens enrolled in a credit course taken for audit pay no administrative fee. They are, however, responsible for the per-credit Technology and MSCSA Fees, special course fees, textbooks, materials and parking permits. Enrollment is on a space available basis.

Senior Citizens enrolled in noncredit courses that are open to the general public are responsible for any special course fees, textbooks and materials. No administrative fee is charged. Enrollment is on a space available basis.

Senior citizens enrolled in noncredit courses that are designed and offered specifically and exclusively to senior citizens must pay the published tuition rate. The same applies to courses designed and offered as closed enrollment.

Accuplacer General Information

Accuplacer 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.

Accuplacer (CPT) assessment is NOT an entrance exam and there is no fee the first time you take the assessment. Results of the assessment do not affect admission to the college (unless you are without a high school diploma or GED). However, the results of the assessment will be used to determine course eligibility. All applicants to South Central College must complete the Accuplacer assessment for enrollment into a program, orientation, and course registration.

The college assesses each student in writing, reading, and mathematic skills. Results are used for advising students in properly selecting and sequencing courses. Assessment takes place prior to registration and is a major component of our advising program. College assessments from other colleges may be accepted if assessment was completed within three years.

Applicants may submit the ACT college entrance test results in lieu of the assessment. The ACT results must have been completed within the last three years and have a minimum score of 24 in each 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 Liberal Arts & Sciences 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).

An SCC admissions advisor may review your official college transcript(s) in order to determine if you need to take all or a portion of the Accuplacer assessment.

Accuplacer Retake and Appeal

SCC allows one 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 North Mankato Campus (507-389-7452). Students must wait at least three months before retaking the Accuplacer. Students are encouraged to complete preparatory work 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 retake the assessment.

Students needing a disability accommodation to access the assessment can arrange this by calling Marilyn Weber, Disability Director at 507-389-7339 or 1-800-722-9359 Ext. 7339.

Student Handbook

English for Speakers of Other Languages (ESOL)

Refer to Programs and Majors pages, Course Descriptions pages, or contact advisor for more information on ESOL courses.

Student Handbook

College Readiness

All applicants to South Central College must complete a college readiness assessment for enrollment into a program, orientation and course registration. See the section on Accuplacer General Information for more information.

College Readiness Coursework: All courses under the 1000 level, except transferable Liberal Arts & Sciences courses, are college readiness courses and do not apply toward graduation requirements. College assessment scores are used for course placement.

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

College Readiness and Accuplacer Assessment Scores

The following Accuplacer assessment results are used as a requirement for enrollment into Liberal Arts & Sciences courses (also see College Readiness Course Sequence on the following pages or contact advisor for more information).

Reading Comprehension (CPT 0163)

Students scoring 62 or less on the Reading Comprehension portion of the Accuplacer are required to enroll in and successfully complete READ0080 and READ0090 (Recommended) with a grade of C (2.0) or better. This will qualify students for admission into **all Liberal Arts & Sciences courses** that require Reading Readiness

Sentence Skills (CPT 0164)

Students scoring 65 or less on the Sentence Skills portion of the Accuplacer are required to enroll in and successfully complete ENGL0080 and ENGL0090 (Recommended) with a grade of C (2.0) or better. This will qualify students for admission into the following Liberal Arts & Sciences courses:

ENGL100	Composition
SPCH110	Public Speaking

Arithmetic (CPT 0165)

Students scoring 55 or less on the Arithmetic portion of the Accuplacer are required to enroll in and successfully complete MATH0075 and MATH0085 with a grade of C (2.0) or better. This will qualify students for admission into all Liberal Arts & Sciences and Technical courses requiring Math Readiness.

Elementary Algebra (CPT 0166)

Students scoring 84 or less on the Elementary Algebra portion of the Accuplacer are required to enroll in and successfully complete MATH0075 or MATH0085 (per Arithmetic score) with a grade of C (2.0) or better. This will qualify students for admission into the following Liberal Arts & Sciences courses:

CHEM106	Introduction to Chemistry
MATH115	Concepts in Math
MATH120	College Algebra
MATH154	Elementary Statistics

College Level Math (CPT 0167)

Students scoring 64 or less on the College Level Math portion of the Accuplacer are required to enroll in and successfully complete MATH0075 or MATH0085 (per Arithmetic score) with a grade of C (2.0) or better. This will qualify students for admission into the following Liberal Arts & Sciences courses:

MATH125	Trigonometry
MATH130	Pre-Calculus

Student Handbook

Immunization

Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956, are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions (see below). Any non-exempt student who fails to submit the required information within 45 days after first enrollment cannot remain enrolled. This form is designed to provide the school with the information required by the law and will be available for review by the Minnesota Department of Health and the local health agency. Please refer to our website at www.southcentral.edu

Student Handbook

Orientation

Once admitted into an academic major, students are required to complete a New Student Orientation prior to registering and the semester start. The purpose of the Orientation Program is to acquaint students with South Central College. Topics will include policies and procedures, financial aid assistance, college services available, and academic advising.

Orientation/Registration days are set dates and an invitation to participate will be mailed to the student after they are admitted.

Re-entry students must have completed an Orientation within the past three years. If it has been longer than 3 years, re-entry students must complete an Orientation upon re-entry.





College Readiness Course Sequence

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 and completion rate.

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

- 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 Liberal Arts & Sciences Courses requiring Reading Readiness

Prerequisites Course Sequence:

READ0080
Reading and Critical Thinking I



READ0090
Reading and Critical Thinking II



**Okay to Register for Liberal Arts &
Sciences Courses requiring
Reading Readiness**

A grade of "C" (2.0) or better is required to
advance to the next level.

Liberal Arts & Sciences Courses requiring Reading Readiness

ANTH100	ENGL120	HUM110	PSYC100
ART100	ENGL130	HUM120	PSYC110
ART110	ENGL201	MASS100	PSYC120
ART120	ENGL210	MASS110	SOC100
BIOL100	ENGL240	MUSC100	SOC101
BIOL101	ETHN100	MUSC110	SPAN105
BIOL220	FCS105	MUSC141	SPAN110
BIOL230	GEOG100	PHIL100	SPCH100
BIOL240	GEOG101	PHIL105	SPCH120
BIOL270	HIST120	PHIL110	SPCH130
ECON110	HIST121	PHIL210	THTR100
ECON120	HIST160	PHYS101	
ENGL110	HUM100	POL110	

All Liberal Arts & Sciences courses requiring
college readiness in Reading may not be listed
here. Check individual course prerequisites
in college catalog.

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 Liberal Arts & Sciences Courses requiring Writing Readiness

Prerequisites Course Sequence:

ENGL0080
Writing and English I



ENGL0090
Writing and English II



**Okay to Register for Liberal Arts &
Sciences Courses requiring
Writing Readiness**

A grade of "C" (2.0) or better is required to
advance to the next level.

Liberal Arts & Sciences Courses requiring Writing Readiness

ENGL100
SPCH110

All Liberal Arts & Sciences
courses requiring college
readiness in Writing may
not be listed here. Check
individual course prerequisites
in college catalog.



College Readiness Course Sequence

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 and completion rate.

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

- 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.

MATH

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

Arithmetic Score: _____
CPT 0165

Prerequisites Course Sequence:

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

MATH0075
Basic Math

↓
MATH0085
Essentials of Algebra

↓
**Okay to Register for Liberal Arts &
Sciences Courses requiring
Math Readiness**

A grade of "C" (2.0) or better is required to
advance to the next level.

Elementary Algebra Score: _____
CPT 0166

Prerequisites Course Sequence:

Score of:	Required Courses:
0 - 84	MATH0075 or MATH0085 per arithmetic score
85 or Above	Okay to Register for courses requiring Elementary Algebra

MATH0085
Essentials of Algebra

↓
**Okay to Register for Liberal Arts &
Sciences Courses requiring
Elementary Algebra Score**

A grade of "C" (2.0) or better is required to
advance to the next level.

Liberal Arts & Sciences Courses requiring Math Readiness

CHEM106 MATH120
MATH115 MATH154

All Liberal Arts & Sciences courses
requiring college readiness in Math may
not be listed here. Check individual
course prerequisites in college catalog.

College Level Math Score: _____
CPT 0167

Prerequisites Course Sequence:

Score of:	Required Courses:
0 - 64	MATH0075 or MATH0085 per arithmetic score
65 or Above	Okay to Register for Liberal Arts & Sciences courses requiring College Level Math

MATH0085
Essentials of Algebra

↓
**Okay to Register for Liberal Arts &
Sciences Courses requiring
College Level Math Score**

A grade of "C" (2.0) or better is required to
advance to the next level.

Liberal Arts & Sciences Courses requiring Math Readiness

MATH125 MATH130

All Liberal Arts & Sciences courses
requiring college readiness in Math may
not be listed here. Check individual
course prerequisites in college catalog.



College Costs

2006-2007 tuition and fees

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: \$175.26 per credit

Tuition and fee rates for Fall 2007, Spring 2008 and Summer 2008 are pending MnSCU Board approval.

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.

Once tuition and fees are charged to a student's account (approximately July 1), students are required to monitor their account balance online. **Tuition statements are not mailed.**

Costs for a senior citizen (62 or older) are determined by the type of course for which they are enrolled, please see the section titled "Admission for Senior Citizens" in the Becoming a Student area of this handbook.



College Fees

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

Parking Fee: 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.



NELNET Business Solutions Automatic Payment Plan

(Formerly FACTS Management Co.)

South Central College offers NELNET Business Solutions Automatic Payment Plan 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.



To begin the enrollment process log in to your MnSCU Account online and choose "Bill and Payment."

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



Tuition Deferment

Tuition deferment policies and procedures have been designed for students with agency funding and documented financial aid loans and grants. For more information, contact the Financial Aid Office.



Resident Status

SCC's current non-resident tuition and fee rates are the same as those charged to Minnesota residents. This is subject to change pending MnSCU Board and/or Minnesota Office of Higher Education action. If such action would require SCC to charge non-residents a higher rate of tuition than Minnesota residents, students would need to meet the criteria of Minnesota statute M.S. 135A.031, subd.2, to be considered eligible to pay in-state tuition.



Tuition & Late Fee 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 23 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 NELNET Business Solutions, formerly FACTS, Automatic Payment Plan before the 28th calendar day of the term. In addition, by the 28th calendar day of the term all NELNET/FACTS Payment Plan Agreement balances should be equal to the student's SCC account balance. If a balance remains on a student's SCC account at the completion of their NELNET/FACTS agreement, a \$50 late fee will be charged.
- 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) will be charged based on the type of course. please see the section titled "Admission for Senior Citizens" in the Becoming a Student area of this handbook.
- **Course registrations WILL BE cancelled for nonpayment as required by MnSCU Board Policy.**



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.

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 (drop to zero credits for the term during the withdrawal period), the following refund schedule will be enforced:

Regular School Year

Withdrawal Period	Refund Percentage
1st to 5th day of the term	100%
6th to 10th day of the term	75%
11th to 15th day of the term	50%
16th to 20th day of the term	25%
After 20th day of the term	NONE

Summer Sessions and other terms at least three weeks but less than ten weeks in length

Withdrawal Period	Refund Percentage
1st to 5th day of the term	100%
6th to 10th day of the term	50%
After 10th day of the term	NONE

Class terms less than three weeks in length

Withdrawal Period	Refund Percentage
1st day of the term	100%
2nd through 3rd day of the term	50%
After 3rd day of the term	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.

Student Handbook

Direct Deposit

If a student's financial aid allocation is greater than the amount they owe, the balance of their aid allocation will be disbursed to them. SCC encourages all financial aid recipients to enroll in Direct Deposit to have their overage payments directly deposited to their personal checking or savings account. If a student does not enroll in direct deposit, payment will be made by check and mailed to the student.

Student Handbook

Registration Cancellation for Non-Payment

Students enrolled in courses at South Central College must meet tuition and fee payment criteria by the published due dates, or they will be dropped from all registered courses as required by MnSCU Board Policy.

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

1. Full payment online by logging in to your MnSCU Account at <http://centralnet.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 NELNET Business Solutions, formerly FACTS, Automatic Payment Plan online.
3. Financial aid application processed by the Dept. of Education and on file at South Central 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 current FAFSA online as soon as possible; or
- Enroll in the NELNET Business Solutions, formerly FACTS, Automatic Payment Plan; AND
- Monitor account/financial aid information accessed by logging in with Student Tech ID and PIN through E-services found at SCC's student portal CentralNet at <http://centralnet.southcentral.edu>. On the Bills and Payment screens a message will be displayed with either a red "STOP" sign or green "GO" sign. "STOP" means, based on current information, the student has not met the financial requirements to remain enrolled. "GO" means the student has met the requirements to remain enrolled. Questions regarding the account status displayed should be e-mailed to RCFN@southcentral.edu immediately.

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 call (507) 332-5834 (**Faribault**) or (507) 389-7434 (**North Mankato**) for more information or e-mail your question to RCFN@southcentral.edu.

Student Handbook

College Computer Systems/ Email 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.

Student Handbook

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.

Student Handbook

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.

Student Handbook

Instructional Management System (IMS) for Online and Face-to-Face Courses

South Central College uses Desire2Learn (D2L) (a web-based instructional management system or IMS) as the primary online tool in offering online courses. Additionally, many faculty members use D2L 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.

South Central Online provides D2L access information (username and password) and login information to online students prior to the start of the term when students enroll prior to the start of semester. Thereafter, SCC provides DTL access information to students as they enroll in classes. It is your responsibility to remember the account user name and password and file them in a secure place. Student user accounts remain active as long as the student is enrolled in classes.

Student Handbook

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.

Student Handbook

Official Student Email Policy

Use of Email for Official Correspondence with Students

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.

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

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.

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.

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

Responsible Organization

The Office of the Vice President of Academic Affairs 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>

Student Handbook

Online Instructions Security

Access to web-based instructional resources is currently managed by South Central Online 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 and password and file them in a secure place. Student user accounts remain active as long as the student is enrolled in classes.

Student Handbook

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 Handbook

SCC 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

 Student Handbook

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 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.

 Student Handbook

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)

North Mankato Campus - 4-Plex Computer Lab (C-149) (Phone 507-389-7454)

Please remember that you must check your student account online. Go the SCC's student portal CentralNet at <http://centralnet.southcentral.edu>, select "MnSCU Account Login", and 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
- Enroll in the NELNET Business Solutions, formerly FACTS, Automatic Payment Plan
- Check your financial aid status
- Check your grades

It is your responsibility to check your account after you register, when you add and/or drop classes, and after financial aid has been applied. The Business Office does not mail tuition billing statements before or during the semester.

Student Account Information

Monitor your SCC email address. Students may receive important information on accounts, financial aid, and other College communications via email.

It is the responsibility of all students to monitor their SCC email account.

Your SCC email address is: firstname.lastname@southcentral.edu



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, www.fafsa.ed.gov
- Other documentation to verify need, if requested.

<http://students.southcentral.edu/Default.aspx?tabid=63>
See *Glossary Terms* on pages 244-246.

Financial Aid Consortia

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.

Student Consumer Information

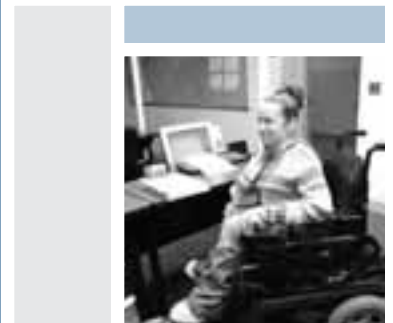
The following information is available and may be requested from the financial aid office regarding the rights and responsibilities of students who are applying for or receiving any financial assistance in the following programs: Pell, SEOG, CWS, Stafford Loan Program, Minnesota State Work Study Program,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

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



Foundation 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 North 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 Faribault Campus Foundation, contact Shelly Rockman, Executive Director at (507) 332-5808.

For information on the SCC 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 immediate family members; saluting businesses that hire and promote SCC students; and publishing the Above and Beyond Newsletter for alumni and friends of SCC.

For information on the Alumni Association on either campus contact Angela Storch, Alumni Director at (507) 389-7449 or (507) 332-5803.

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

Project Lead the Way (PLTW)

Project Lead the Way is a national non-profit organization established to help middle and high school students gain the knowledge they need to excel in high-tech fields. With its strong partnership concept PLTW leverages the collective knowledge and efforts of secondary schools, colleges and universities, and industry to give students rigorous, relevant, reality-based knowledge to better prepare them for college.

SCC is proud of the developing partnership with Project Lead the Way.

Minnesota Center for Engineering & Manufacturing Excellence (MnCEME)

South Central College is a proud leader in the Minnesota Center for Engineering & Manufacturing Excellence. The MnCEME partnership helps SCC to address the workforce needs in critically important customized training, engineering and technical careers. SCC works to prepare our graduates to be highly skilled and efficient workers, who think creatively and adapt rapidly to the changes in the workplace.

Minnesota's Center for Engineering & Manufacturing Excellence is made up of the lead institution, Minnesota State University - Mankato, along with two year institutions: Alexandria Technical College; Anoka Technical College; and Hennepin Technical College; Normandale Community College; South Central College and the Northeast Higher Education District, all members of the Minnesota State Colleges & Universities System. The Center builds cooperative relationships with business and industry to build a new model for economic growth and development in a rapidly changing, competitive global market.

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 handed through the Center for high schools in the region on the six Career Pathways:

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

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

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

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

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

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

Contact: Kathryn Rusch, Service Learning Director, 507-389-7241 or kathryn.rusch@southcentral.edu



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 students' educational mobility through multiple exits and entries without undue loss of credit.

Partner Institution	SCC Program, Award, or Courses	Articulation Program Title
Bemidji State University	A.A.S. Graphics Production	B.S. Design Technology =
	A.A.S. Commercial & Technical Art A.A.S. Marketing, Management	B.S. Design Technology B.S. Industrial Technology
Bethany Lutheran College	A.S. Accounting and Business Principles	B.S. Business Administration
Cardinal Stritch University	A.S. Occupational Safety Management	B.S. Management
		B.S. Business Administration
		B.S. Strategic Management of Information Systems
		B.S. Human Services Management
		B.S. Public Safety Management
Minnesota State University, Mankato	Practical Nursing	B.S. Nursing
	Registered Nurse	B.S. Nursing
	Computer Careers/ A.A.S. Information Systems	B.A.S. Computer Information Technology
	A.A.S. Computer Technology	B.A.S. Computer Information Technology
Minnesota State University, Moorhead	Carpentry/Cabinetmaking	General Technology Industrial Tech.
	Architectural Drafting	General Technology Industrial Tech.
	Auto Body & Collision Technology	General Technology Industrial Tech.
	Automotive Service	General Technology Industrial Tech.
	Commercial & Technical Art	General Technology Industrial Tech.
	Computer Programmer	General Technology Industrial Tech.
	Graphics Production	General Technology Industrial Tech.
	Machine Tool Careers	General Technology Industrial Tech.
	Microcomputer Support Technician	General Technology Industrial Tech.
	Networking Services	General Technology Industrial Tech.
	Refrigeration, Heating and Air Conditioning	General Technology Industrial Tech.



College Articulation Agreements (continued)

Partner Institution	SCC Program, Award, or Courses	Articulation Program Title
Metropolitan State University	A.A.S. Child Development Careers	B.A.S. Early Childhood Studies, Psychology Department
	A.A.S. Agribusiness Office Specialist/Manager	B.A.S. Organizational Administration
	A.A.S. Agribusiness Production	B.A.S. Organizational Administration
	A.A.S. Agribusiness Service and Management	B.A.S. Organizational Administration
	A.A.S. Computer Programmer	B.A.S. Organizational Administration
	A.A.S. Executive Assistant	B.A.S. Organizational Administration
	A.A.S. Legal Administrative Assistant	B.A.S. Organizational Administration
	A.A.S. Microcomputer Support Technician	B.A.S. Organizational Administration
	A.A.S. Network Administrator	B.A.S. Organizational Administration
	A.A.S. Office Systems Specialist	B.A.S. Organizational Administration
	A.A.S. Web/E-Commerce Programmer	B.A.S. Organizational Administration
	A.A.S. Marketing Management	B.A.S. Sales Management
Southwest Minnesota State University	Diploma Programs	Individualized Interdisciplinary and Management B.A.S. Degrees
	A.A.S. Marketing Management	B.A.S. Marketing
	A.A.S. Accounting	B.A.S. Marketing
	All A.A.S. Degrees	B.A.S. Management
University of Minnesota	A.S. Agriculture Education	B.S. Agricultural, Food & Environmental Education
University of North Dakota	A.A.S. Medical Lab Technician	B.S. Clinical Laboratory Science
University of Wisconsin – Stout	All technical diplomas & A.A.S. Degrees Graphic Arts/Design Technology	B.S. Industrial Management Graphic Communications Management
Winona State University & Minnesota State University, Mankato	Selected Office Technology Courses	B.S. Business Education



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	PLSC1300 AGME1930 ANSC1305 AGME1812 or AGME1813 MEAG1500 ANSC1100 AGME1801 PLSC1100 SWPR1050
Architectural Drafting	Basic AutoCAD	ARCH1140
Automotive Service	Basic Electrical Basic Tune Up Brakes Introduction to Auto Service Starting & Charging Systems	AST1212 AST1712 AST1613 AST1112 AST1233
Child Development	Child Development Family & Community Relations	CDEV1210 CDEV1240
Computer Careers	Programming Fundamentals Web I Integrated Software Applications I (Excel)	COMP1000 COMP1400 COMP1105
Computer Integrated Machining	Applications I	CIM1140
Graphics Production	Introduction to Adobe Illustrator Introduction to Adobe Photoshop Introduction to Graphic Production Introduction to Page Layout	GP1020 GP1100 GP1000 GP1015
Hotel, Rest. & Institutional Cooking	Basic Cooking Principles	QFPR1840
Marketing Management	Entrepreneurship Introduction to Business Principles of Marketing Introduction to Sales	MKT1910 MKT1820 MKT1810 MKT1800
Nursing Assistant or Practical Nursing	Basic Nursing 101	HCTC1886
Office Technology	Basic Keyboarding Business Presentations Desktop Publishing Keyboarding I Principles of Bookkeeping Word Proc. Concepts & App.: Core Word Proc. Concepts & App.: Expert	OTEC1790 OTEC1840 OTEC2830 OTEC1800 OTEC2835 OTEC1875 OTEC2875



Attendance

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

Attendance in a classroom is allowed:

- If the student is enrolled in the class for a grade.
- If the student is enrolled in the class for audit.
- If the individual is hired through the SCC to assist student/s
- If the individual is approved as Accommodations for a student/faculty.



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.



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.



Campus Crime Awareness and Security Policy & Protection

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

SCC monitors criminal activity and maintains a three-year statistical history on both the Faribault and North Mankato campuses, 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 and North Mankato police have enforcement authority over instances of criminal actions occurring on each campus.

SCC encourages accurate and prompt reporting of all crimes to the appropriate Law Enforcement Agency. 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 in service session. Information to promote awareness of crime prevention tactics and to encourage students and staff to be responsible for their own security and the security of others, will also be presented at those times.

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

Patrol: The SCC campuses are patrolled on a regular basis by local city police. There is no access to campus facilities after hours unless accompanied by staff. The Faribault campus is controlled by an alarm and video security system.

Criminal Reports: On the Faribault campus, all criminal actions occurring on campus shall be directed to the Vice President of Finance; on the North Mankato campus, all criminal actions occurring on campus shall be directed to the Vice President of Academic Affairs. 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

North 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., dial.....	Ext. 7235

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.



Data Privacy

Information Collection

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

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

Consequences

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

- You may not be admitted for enrollment if you do not complete the admissions application (except social security number).
- You may not receive academic accommodation if you do not verify your disability based on a recent psychological or medical evaluation.

- You may not receive financial aid assistance if you do not provide information on the financial aid form.
- You may not continue in college if you do not comply with immunization information as required by law.

Students Rights, Responsibilities and Authorizations for the Collection and Release of Data

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

Should you have questions concerning your rights, please contact 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.

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.

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 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.

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.

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 college. The application of federal and state standards for working conditions, structural limits and acceptable work practices shall be continuous and integral.

Accident Reporting Procedure

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

Fire Drill/Emergency Evacuation

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

Tornadoes and Severe Thunderstorms

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

North Mankato Campus - In the event of an actual tornado warning, 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.

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, registration, 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 Vice President of Academic Affairs.

- Upon investigation and ascertaining that the complaint procedure Level I and II has been exhausted, the 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:
 - Vice President of Academic Affairs.
 - Three faculty members selected from a list of volunteers on file with the Vice President (Faculty member shall not be from the program in which the student is enrolled.)
 - 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.



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 ?? for the complete SCC policy on harassment and sexual violence.



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.

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.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual, and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

If an individual reports that he or she is in a consensual relationship, the supervisor should work with the Human Resources Department to reassign evaluative authority if possible.

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer:

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:

<i>Faribault</i>	<i>North Mankato</i>
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 (2004-2005)

Murder & Non-Negligent Manslaughter.....	0
Negligent Manslaughter.....	0
Forcible Sex Offenses.....	0
Non-forcible Sex offenses.....	0
Robbery.....	0
Aggravated Assault.....	0
Burglary.....	0
Motor Vehicle Theft.....	0
Arson.....	0

Local Criminal offenses (2004-2005)

Campus and local statistics are reported by the local police department for these categories.

Murder & Non-Negligent Manslaughter.....	0
Negligent Manslaughter.....	0
Forcible Sex Offenses.....	0
Non-forcible Sex offenses.....	0
Robbery.....	0
Aggravated Assault.....	0
Burglary.....	0
Motor Vehicle Theft.....	0
Arson.....	0

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



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.



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.



Student Background Policy (Health and Child Care Majors)

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



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.



Disclaimer

It is our intention to provide resources to the academic, extracurricular, and social lives of students. Every effort has been made to ensure the accuracy of the material contained within this catalog as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the college administration, the Minnesota State Colleges and Universities Board of Trustees or the Minnesota Legislature without prior notification. The provisions of this catalog do not constitute contract between the student and the college. The information in this catalog is for use as an academic planning tool and is subject to change at any time. Upon printing of this catalog, all previous issues are revoked.

More information on SCC's Nondiscrimination Policy can be found on pages 35-37.



Alternative Format Availability

Information in this catalog is available in alternative format for students with disabilities. Upon request, the catalog material will be made available in Braille, large print or 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 (North Mankato Campus).

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



Other MnSCU Information



South Central College is proud to be a member of the Minnesota State College and University (MnSCU) system. SCC is committed to a policy of nondiscrimination in employment and educational opportunity in that no person shall be discriminated against in terms and conditions of employment, personal practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission 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.

The Registration Department provides the following services. More complete information on academic policies referred to below, can be found under the Academic Information section of this catalog.

ADD a Class

- During registration window: Students can add classes during the specified registration window.
- After registration window closes: Faculty signature is required in order to add a course during this time. A signed Add/Drop form must be submitted in person by the student to the Student Affairs Center.

DROP a Class

Leaving a course prior to its duration. Courses dropped after the fifth day of the semester are graded with a "W" and charged the entire tuition amount.

- During registration window: Adjustments should be made to the student's schedule during the registration window. The student's class schedule is locked on the 5th day of the semester.
- 5th to 60th day: To drop a class the student must submit a signed DROP/ADD form in person at the Student Affairs Center. Any course dropped during this time will be listed on the student transcript with a grade of 'W'. No refund is granted for classes dropped during this time unless completely withdrawing from all SCC coursework.
- 61st day to end of semester: No drops are allowed. The transcript will indicate the grade earned.

WITHDRAW from all Classes

Leaving all courses at SCC in a given term. Withdrawals processed after the fifth day of the semester will follow the refund schedule.

Grades

All grades are submitted to the Registration Department by SCC faculty at the conclusion of each semester. Students can access their grades online at <http://students.southcentral.edu>; grades are not mailed. For more detail regarding grading methods, see the Academic Information section of this catalog.

Graduation.

Application for graduation must be completed prior to the anticipated completion date. SCC's graduation requirements can be found under the Academic Information section of this catalog. SCC sponsors one graduation ceremony at the conclusion of Spring semester. This ceremony acknowledges students who have graduated during the previous year.

Program/Major Change

Students wishing to change their educational plan should complete a "Program Change Form" and submit it to the Student Affairs Center.

Transfer

SCC accepts transfer credits. Complete information regarding SCC's transfer policy can be found in the Academic Information section of this catalog.

Transcripts

Transcripts are the academic record of coursework taken at SCC. Students may request an unofficial copy of their transcript; there is no charge. There is a \$2 charge for an official transcript. Requests must be made in writing, including the student's signature. Official transcripts can be picked up by the student, or mailed. No transcripts will be faxed.

Update Directory Information

Any change to contact information such as address, phone number, and email address should be provided to the Student Affairs Center. Any name changes must be fully documented in order to process the change.

Verification of Enrollment

Students often need confirmation of their enrollment status (full-time, part-time, etc.) for insurance or scholarship purposes. Student status is provided by the Registrar's Office upon a written request from the student.

Admitted Students - Students who have completed the application process to SCC and are pursuing a diploma, certificate or degree.

Non-Degree Seeking Students - Students whose educational intent is to take a few courses only. They do not apply for admission. Non-Degree students are not eligible for Financial Aid.

PSEO (Post Secondary Enrollment Options)

Senior Citizen - Students who are Minnesota residents. 62 years or older can register on a space available basis. To receive senior citizen rates, the student must contact the SAC.

The method of registration depends on the student's status.

Admitted and PSEO students register online, and must meet the following conditions:

- **Orientation:** Attend required orientation/registration day.
- **Registration Window:** Registration is only allowed when the student's registration window is open. Each semester, a specific schedule of registration eligibility is posted. Registration priority is based on number of credits earned, with the students who have earned the most credits registering first. Registration windows close at midnight on the 5th day of the semester. Any adjustments made to a student schedule after the 5th day of the semester must be by special permission, and are subject to SCC's refund and grading policies.
- **Prerequisites:** Many SCC courses require that one or more of the following be completed prior to registering for the specific course:
 1. Admission to College
 2. Admission to specific program/major
 3. Assessment Scores (For detailed score information, see the section titled "College Readiness" in the Becoming a Student area of this handbook.)
 4. Course Prerequisites are listed in the description of each course. (i.e: before taking BIOL240, the student must have completed BIOL230.)
 5. Admission to specific program/major
- **Holds:** Any of the following will prevent registrations.
 1. Business Office/Past Due Bill
 2. Immunization Information
 3. Library Materials Overdue
 4. Satisfactory Academic Progress – must be in good academic standing in order to register. (Detailed Academic Progress policy can be found in the Academic Information Section.)
 5. Transcript Required by Admissions Office
- **Payment Arrangements:** SCC's Registration Cancellation for Nonpayment policy is listed on page 23. Admitted students are eligible for financial aid, but should confirm their paperwork is complete to ensure courses do not get dropped. Other payment arrangements; i.e NELNET E-Cashier Payment Plan, \$300 Deposit or 15% agency billing, etc.

Non-Degree Seeking and Senior Citizen students register by submitting a "Registration Form" to the Student Affairs Center. (Limited online registration for some courses may become available during the academic year.) The following conditions apply to all registrations:

- **Registration Window:** Specific dates for non-degree seeking and senior citizen registrations are posted by SCC.
- **Payment Arrangements:** Payment or payment arrangements must be in place at the time of registration. Non-degree seeking students are not eligible for financial aid.
- **Holds:**
 1. Satisfactory Academic Progress
 2. Business Office/Past Due Payment
 3. Library
 4. Transcript
- **Prerequisites:**
 1. Admission to specific program/major may apply to some courses



General Information

All students admitted to South Central College are eligible to apply 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 a quarter of a million dollars in scholarships was awarded to students in 2007.

Scholarship forms are available from January 1, 2008 through March 21, 2008 in the student affairs center and online at: www.southcentral.edu

South Central College, Alumni & Friends

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 North 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 Association contact Angela Storch, Alumni Director at (507) 389-7449 or (507) 332-5803.

South Central College, Faribault Campus Foundation

The South Central College, Faribault Campus Foundation 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 and governed by a local Board of Directors.

The SCC Faribault Campus Foundation supports South Central College and its students through fundraising 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

Mission

The SCC Mankato Campus Foundation will obtain, manage and allocate contributions to support the College's mission to providing comprehensive higher education of employment and continuous learning to promote individual growth and economic development.

Vision

The SCC Mankato Campus Foundation will serve as a vital partner in ensuring the success of SCC's vision to be the leading provider of technical and Liberal Arts & Sciences within the region.

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.



General Scholarship Eligibility

- Admitted and attending SCC in Fall 2008
- Good Academic Standing
- Must complete the application form and provide two recommendations



Presidential Scholarship Eligibility

- High school seniors admitted as a full-time student for Fall 2008
- 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



Deadline

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, 2008 deadline. See pages 247-248 for further details regarding scholarships at South Central College.





Student Life Committee

The Student Life Committee is represented by members of each of the Recognized Student Organizations on each campus and the Director of Student Life. This committee determines allocations to student organizations and activities from the Student Life Fee and regularly monitors Student Life Policies and Funds. Decisions made by this committee are approved by the student senate on each campus and the College President.



Students Activities

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

(North Mankato Campus Only.) Delta Epsilon Chi (Post-Secondary Division of DECA) is a national organization for students enrolled in the Marketing Management program. The goal of DEX is to develop the leadership abilities of its members to better prepare them for

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



National Student Nurses' Association

(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

(North 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.



South Central Spotlight

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

SCC Spotlight Student Newspaper

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.

New for Fall 2007! A new course called Introduction to Newspaper Writing will be offered. It will focus on the principles of gathering information and writing news and feature stories for the mass media, with an emphasis on newspaper writing. Students enrolled in this course will be staff members of The Spotlight. Students will attend lectures, participate in regular meetings of the newspaper staff, and meet deadlines for writing articles for the school newspaper.

Speech and Debate Team (Forensics)

The SCC Forensics program provides all students with a co-curricular opportunity to learn about and participate in speech and debate tournaments while building forensic skills and making educational and professional connections. Students will develop and enhance research, communicative, presentation and critical thinking skills. The program will provide instruction in argumentation, debate, literary interpretation and individual public speaking. Students will receive guidance in all aspects of collegiate competition. The art of competition will allow students to represent their college and embrace their unique individual talents.

Soccer Club

The SCC Soccer club provides all interested participants opportunities for training and playing in both informal and formal soccer games. The emphasis on the club is improving fitness, building teamwork skills, individual skills and sportsmanship.



Cafeteria

Meals as well as soups, salads, and sandwiches are available daily on the North 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.



Student 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



Bookstore

The North Mankato and Faribault Campus Bookstore's provide the South Central College community with textbooks, SCC (apparel, giftware, and gift cards), greeting cards, school supplies, student software, postage stamps, snacks and more.

The purchase of Parking Permits and payment of Tuition is provided through the Bookstore during regular bookstore hours.

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.

Agency and Financial Aid Charges

To ensure a successful start to a semester, you should have all required textbooks on or before the first day of class. Since Financial Aid is not disbursed before classes start, you should plan to purchase your books from your own funds. In the event you are unable to purchase your books from your own funds and your Pell and State Grant exceeds your tuition and fee charges, books may be charged against your Pell and State Grant, according to the guidelines below.

- A South Central College Student ID card is required for all charges.
- Agency and Grant Charges are allowed during an eight (8) day period each term (usually 3 business days before the term begins and the first five (5) days of the term).
- Charges may not be done through our online ordering system, please order your textbooks as a reservation for pick up in the bookstore.
- Agency Authorization Voucher must be on file in the Bookstore, before you are allowed to charge. Agencies include the Rehabilitation Services (RS), Minnesota Valley Action Council (MVAC), Post Secondary Education Opportunities (PSEO), Minnesota Workforce Center, Minnesota Department of Economic Security Trade Act Training (TAA), and Veterans Benefits (VETS). Some restrictions apply as to what items can be charged.

Return Policy

Textbook Returns

Textbook returns are allowed the first two weeks of Fall and Spring Semester. You will only need your receipt the first week and you will need your drop form and receipt the second week. Textbook returns for Summer Session are the first 5 days only with receipt.

New textbooks must be in excellent condition for a full refund. Written in, highlighted, or damaged books will be refunded as used. Opened textbook packages that are missing items will be accepted at the used price.

Textbooks purchased from the bookstore website may be returned for a refund with the shipment's receipt less any shipping charges. Items may also be shipped back to the bookstore, postage prepaid with the original receipt. Please notify us within 5 days from receipt of your order if there were any items damaged during shipment or if there were any discrepancies.

General Merchandise Returns

All merchandise must be in the same condition as purchased and in unopened original packaging with original pricing. Clothing should not be washed or worn. Software and Electronics must be returned unopened. All general merchandise should be returned within 10 days with receipt.

General merchandise purchased from the bookstore website may be returned for a refund with the shipment's receipt less any shipping charges. Items may also be shipped back to the bookstore, postage prepaid with the original receipt. Please notify us within 5 days from receipt of your order if there were any items damaged during shipment or if there were any discrepancies.

Defective general merchandise can be returned or exchanged within 10 days with receipt.

Refund Method

A check will be issued for those purchases paid for with cash, unless allowable by college policy. A check will be issued for those purchases originally paid for by a personal check, but will not be issued until at least 14 days after date of purchase. Purchases paid for by a credit card will be credited back to that card. Student charge purchases will be credited back to the student account.

Book Buyback Information

It is a priority of the Bookstore to shelve as many used books as possible to assist with lowering the textbooks costs for students. The South Central College Bookstore offers a book buyback at the end of each semester in an effort to obtain books for the following semester. Listed are questions and answers regarding buyback.

When does Buyback occur?

Buyback occurs during finals week of each semester. Summer buyback dates will be determined after evaluation of summer course offerings. Refer to bookstore website dates and times as well as posted posters on campus.

What determines if my book will be bought back?

There are many factors that determine whether the Bookstore can purchase your textbook. They are as follows:

1. An instructor has chosen the book for the upcoming semester and the book is the most current edition.
2. The Bookstore has a need for additional inventory to fill an instructor request. If the Bookstore does not have a need for a particular book, a used book vendor may purchase the book for use at another college store. They will pay according to the current market value if one exists. Old editions usually have zero value.
3. The condition of the books such as excessive highlighting, torn/missing pages, permanent writing, missing pieces (CD's, access codes, etc.) can affect the value. Study guides and workbooks must be clean.
4. An instructor or department may specify buyback criteria on any given book.

What dollar amount will be paid?

Different factors determine the price paid for a book:

1. If the Bookstore is buying a book and it is a current edition, 50% of NEW selling price will be paid.
2. If the bookstore is buying a book and its future use is unknown, the price is dependent on the market value and will range from 20% to 50% of the NEW selling price.
3. If the Bookstore has no need for a book, a used book vendor will pay the wholesale market value for the book, which ranges from 1% to 33% of the national retail price.

Does the bookstore guarantee all books will be bought back?

No. The bookstores goal is to buy as many books as possible from students. Unfortunately, some books may have zero value, or the quantities needed may be limited. The amount you may receive cannot be determined until you are at the buyback counter.

Remember, a books value may change as the buy progresses. Sell your books back as soon as possible.

Student Handbook

Lockers

Lockers are available for student use. To request a locker, students login through the CentralNet Student Portal at www.southcentral.edu to specify which locker they would like to reserve. Locker assignments are valid for one academic year.

Student Handbook

Parking

A parking permit is required in all campus lots. Permits may be purchased at the Bookstore. The North 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. *North Mankato Campus Only:* Students attending overnight conventions and other college activities are asked to use the purple lot. Vehicles parked overnight in any other lot will be towed at the owners expense.

Please Note: Lock your vehicle to prevent theft of your parking permit.

Student Handbook

Child Care

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

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

North 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.

Student Handbook

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 2007-2008 rates for students will be approximately \$922 for international students and \$1075 for domestic students, but are subject to change.





Library/Media Center

Both campuses have modern and attractive Library/Media facilities that provide information to students, faculty, community members and business and industry. In addition, a quiet study area, a leisure reading area, a copy machine, and computers are found in both centers.

Library Hours vary at each campus and are always posted outside the doors. Basic hours for the Faribault campus are Monday – Thursday from 8:00 am to 8:00 pm and Fridays from 8:00 am to 4:00 pm. North Mankato campus hours are Monday – Thursday 7:00 am to 8:00 pm and Fridays from 7:00 am to 3:30 pm.

South Central College Libraries are now part of MnPALS. MnPALS is the online Library Catalog and it 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 SCC Library Catalog. To access other Library Catalogs click on MnPALS (other MnSCU Libraries) or MnLINK.

To access our databases from the Library Home Page, click on References/Databases and then onto the database that you want to search. From off campus, databases require a login and password. These are available at each campus library.

Your student ID (which you receive thru the library) is also your library card. When students receive their student ID card, the library barcode number is imprinted on the back of the card. This is used for checking out materials and for requesting InterLibrary Loans.

Stop in the library with any questions on accessing materials, obtaining an ID card, setting up an E-Book account or for the passwords to access the databases from off campus.

E-Books are available from on or off campus. To access E-Books (that are in our catalog) from off campus, you must first set up an account (free) from an SCC Computer.

Interlibrary Loan is available to all patrons for materials that SCC does not own. Requests can be made on-line, thru the MnPALS Library Catalog, thru MnLINK, or directly with the library staff on your campus. MnLINK is the state-wide network to information from all types of libraries.

A student learning center is adjacent to the North 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 students to correspond with their instructor from off campus, as well as, complete course work for any on-line class.

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 (login/password is needed to access from off campus).

Instructional Materials

SCC strives to support your instructional programs, as well as, provide 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 North Mankato Campus has books for all ages: Easy, Intermediate, Young Adult, as well as the regular collections.

Information "How to" Books

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

Videos/DVDs

Self help and program support videos are available for regular patron checkout. DVD's are being added as available. They are all listed in the Library Catalog.

Books on Tape & CD (Fiction and Non-Fiction)

The North 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 SCC Library catalog for your favorite author. Materials are sent daily between campuses, so see your campus library staff to fill your request.

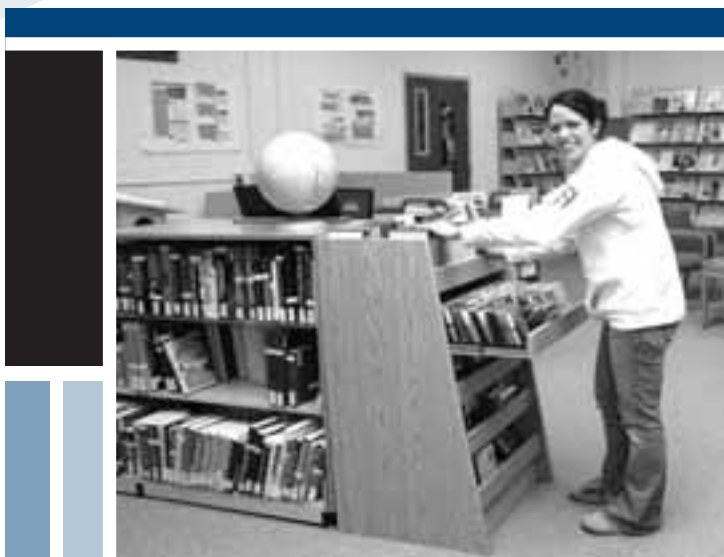
CD-ROMS

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

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".





Students Right & 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 time frame, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

• Off-Campus Conduct.

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





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 events 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 affects the educational, research, or service functions of the college.

Student Conduct - Behavioral Proscriptions

- All students have the responsibility to:
 - Comply with all local, state and federal laws.
 - Comply with all published college and Board of Trustees rules, regulations, policies and procedures.
 - Recognize and respect the rights of others.
 - Assist the college staff with maintaining a safe college environment.
 - Respect and maintain college property.
 - Dress in a manner that meets standards of safety and health and is appropriate for the occupation for which the student is preparing.
- Examples of conduct which violate the code of student conduct and are subject to disciplinary sanctions by the college include, but are not limited to:
 - Violation of local, state or federal laws.
 - Violation of published policies, rules procedures or regulations of the Board of Trustees or of the college.
 - Acts of dishonesty, including but not limited to forging, altering or misusing college documents or records.
 - Knowingly furnished false information, oral or written, to the college.
 - Failure to comply with directions of, or to present identification to college officials acting in the performance of their duties.
 - Failure to comply with conditions of sanctions imposed by the college as a result of previous conduct code action.
 - Possession of firearms or other weapons or devices while in a college building, except possession specifically authorized by the college. Firearms and other

weapons or devices include but are not limited to: pistols; rifles; air guns; shotguns; ammunition; incendiary devices; smoke devices; knives; explosives; bows and arrows or chemical agents.

- Use, possession or distribution of alcoholic beverages, narcotics or other controlled substances on college property or at college sponsored or supervised activities except as expressly permitted by law.
- Attending college classes or activities while under the influence of alcohol, narcotics or other controlled substances.
- Violating smoking regulations.
- Physical or psychological abuse or harassment of a person, including stalking; abuse or harassment through other persons; or by use of electronic or other communication devices such as audio/video recorders, computers and telephones.
- Physical abuse, verbal abuse, threats, intimidation, coercion or other conduct which endangers or threatens to endanger the health or safety of any person.
- Hazing which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a student group, organization or athletic team.
- Conduct which results in injury or death to a member of the college community or a visitor to the college.
- Engaging in fighting; assault or battery upon a member of the college community or a visitor to the college; engaging in abusive, lewd or profane language; engaging in boisterous or noisy conduct reasonably intended to arouse alarm, resentment or anger in others; disrupting classes, meetings or other college activities.
- Unauthorized entry into college property.
- Theft of, damage to or unauthorized use of college property or the property of any member of the college community or of a visitor of the college.
- 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 Vice President of Academic Affairs shall be a member of, and shall chair the student conduct panel. The Vice President of Academic Affairs shall appoint a Dean, a college counselor and a faculty or staff member as members of the panel. A Dean that refers or presents a charge to the panel shall not be a member of the panel that adjudicates the charge. The campus student association shall appoint a student as a member of the panel. The Vice President of Academic Affairs will provide appropriate training for members of the panel. A majority of the panel members shall constitute the quorum necessary to hear any case.
- When a Dean refers a charge to the panel, the Dean shall forward to the panel:
 - A statement describing the alleged violation of the code of student conduct;

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



Academic Support Center

There are a variety of free academic services available to students enrolled at SCC. Tutoring, study groups, study skills training, and disability accommodations are available to assist students with their coursework.

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

Testing:

- Disability Accommodations for the Accuplacer (CPT) testing

Tutoring/Study Groups:

- 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

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



Interpreting Services for Deaf & Hard of Hearing Students

Sign Language Interpreters will be provided to deaf and hard of hearing (D/HH) students who request and demonstrate a need for interpreter services. Make your request well in advance, preferably 4 weeks before the semester or customized training course, in order to increase the likelihood of filling the request for an interpreter. Contact the SCC Disability Director, Marilyn Weber, at: (507) 389-7339 V, (507) 389-7200 TTY or email at marilyn.weber@southcentral.edu



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



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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

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



Degrees, Diplomas and Certificates

Accountant
A.A.S. Degree

Accounting Technician
A.A.S. Degree

Accounting Technician
Diploma

Accounting Assistant
Diploma

Payroll Clerk
Certificate





Degree Description

The A.A.S. Degree in Accounting is designed to prepare people for employment in accounting. An accountant examines, analyzes, and interprets accounting data for the purpose of giving advice and preparing financial statements. Responsibilities may include recording receipts, recording disbursements, closing year end records, compiling financial statements, preparing internal management, and/or state and federal reports. Accountants perform these duties both manually and with computer assistance. Students enrolled will be required to take 20 credits of Liberal Arts & Sciences courses.

Offered on both Faribault and North Mankato Campuses

Admission Dates: Fall, Spring and Summer Semester

Accountant A.A.S. Degree (72 Credits)

AAS2214/AAS3230

REQUIRED TECHNICAL COURSES

	49
ACCT1800 Business Law	3
ACCT1810 Financial Accounting	4
ACCT1811 Managerial Accounting	4
ACCT1814 Payroll Accounting	2
ACCT1834 Computerized Accounting I	3
ACCT1835 Computerized Accounting II	3
ACCT1870 Professional Accounting Careers	1
ACCT2821 Intermediate Accounting I	4
ACCT2822 Intermediate Accounting II	4
ACCT2847 Fraud Accounting	3
ACCT2861 Cost Accounting	4
ACCT2862 Cost/Managerial Accounting	4
ACCT2863 Fund/NonProfit Accounting	3
ACCT2864 Income Tax I	4
ACCT2865 Income Tax II	3

REQUIRED LIBERAL ARTS & SCIENCES

	20
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.</i>	
<i>To complete the Accountant A.A.S. Degree, students must complete courses from the following 4 of the 10 MNTC Goal Areas.</i>	
<i>MNTC - Goal Area 1: Communications - 10 credits</i>	
ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3
SPCH120 Small Group Communication	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning - 4 credits</i>	
MATH115 Concepts in Math	4
MATH120 College Algebra	4
MATH154 Elementary Statistics	4

<i>MNTC - Goal Area 8: Global Perspective - 3 credits</i>		
ECON110 Principles of Macroeconomics		3
	<i>or</i>	
ECON120 Principles of Microeconomics		3
<i>MNTC - Goal Area 9: Ethical & Civic Responsibility - 3 credits</i>		
PHIL100 Ethics in Society		3

ELECTIVE CREDITS

TECHNICAL COURSES

	3
<i>Choose from the following:</i>	
ACCT2827 Principles of Finance	3
ACCT2850 Accounting Internship	3
ACCT2875 Advanced/International Accounting	3
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1820 Introduction to Business	3
MKT1900 Principles of Management	3
COMP1000 Programming Fundamentals	2
COMP1115 Introduction to Enterprise Systems	2
COMP1220 Hardware Maintenance I (PC)	2
COMP1400 Web I	3
COMP1500 Networking Essentials (Basic)	2
COMP1505 Networking Essentials (Advanced)	1
OTEC1820 Business English	3
OTEC2820 Business Communications	3

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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

Accounting Technician

A.A.S. Degree



Degree Description

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 responsibilities would be installation and operation of accounting software packages, computerized processing of federal and state reporting forms, information processing, graphical presentation of reports, and data base management. Students enrolled will be required to take 20 credits of Liberal Arts & Sciences courses.

Offered on both Faribault and North Mankato Campuses

Admission Date: Fall, Spring and Summer Semester

Accounting Technician A.A.S. Degree (70 Credits)

AAS2242/AAS3259

REQUIRED TECHNICAL COURSES

	44
ACCT1800 Business Law	3
ACCT1810 Financial Accounting	4
ACCT1811 Managerial Accounting	4
ACCT1814 Payroll Accounting	2
ACCT1834 Computerized Accounting I	3
ACCT1835 Computerized Accounting II	3
ACCT1870 Professional Accounting Careers	1
ACCT2821 Intermediate Accounting I	4
ACCT2847 Fraud Accounting	3
ACCT2861 Cost Accounting	4
ACCT2864 Income Tax I	4
COMP1200 PC Hardware and Software Essentials	4
COMP1500 Networking Essentials (Basic)	2
OTEC1840 Business Presentations	3

REQUIRED LIBERAL ARTS & SCIENCES

20
To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. To complete the Accounting Technician A.A.S. Degree, students must complete courses from the following 4 of the 10 MNTC Goal Areas.

MNTC - Goal Area 1: Communications - 10 credits

ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3
or	
SPCH120 Small Group Communication	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning - 4 credits

MATH115 Concepts in Math	4
or	
MATH120 College Algebra	4
or	
MATH154 Elementary Statistics	4

MNTC - Goal Area 8: Global Perspective - 3 credits

ECON110 Principles of Macroeconomics	3
or	
ECON120 Principles of Microeconomics	3

MNTC - Goal Area 9: Ethical & Civic Responsibility - 3 credits

PHIL100 Ethics in Society	3
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ELECTIVE CREDITS

TECHNICAL COURSES

	6
<i>Choose from the following:</i>	
ACCT2822 Intermediate Accounting II	4
ACCT2827 Principles of Finance	3
ACCT2850 Accounting Internship	1-8
ACCT2862 Cost/Managerial Accounting	4
ACCT2863 Fund/NonProfit Accounting	3
ACCT2865 Income Tax II	3
ACCT2875 Advanced/International Accounting	3
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1820 Introduction to Business	3
MKT1900 Principles of Management	3
COMP1000 Programming Fundamentals	2
COMP1115 Introduction to Enterprise Systems	2
COMP1220 Hardware Maintenance I (PC)	2
COMP1400 Web I	3
COMP1505 Networking Essentials (Advanced)	1
OTEC1820 Business English	3
OTEC2820 Business Communications	3

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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



Diploma Description

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

Offered on both Faribault and North Mankato Campuses

Admission Date: Fall, Spring and Summer Semester

Accounting Technician Diploma (48 Credits)

DIP2213/DIP3241

REQUIRED TECHNICAL COURSES

	38
ACCT1800 Business Law	3
ACCT1810 Financial Accounting	4
ACCT1811 Managerial Accounting	4
ACCT1814 Payroll Accounting	2
ACCT1834 Computerized Accounting I	3
ACCT1835 Computerized Accounting II	3
ACCT1870 Professional Accounting Careers	1
ACCT2821 Intermediate Accounting I	4
ACCT2847 Fraud Accounting	3
ACCT2861 Cost Accounting	4
ACCT2863 Fund/NonProfit Accounting	3
ACCT2864 Income Tax I	4

REQUIRED LIBERAL ARTS & SCIENCES

	4
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4

ELECTIVE CREDITS

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

TECHNICAL COURSES

ACCT2827 Principles of Finance	3
ACCT2850 Accounting Internship	1-6

LIBERAL ARTS & SCIENCES

<i>MNTC - Goal Area 1: Communications</i>	
SPCH110 Public Speaking	3
SPCH120 Small Group Communication	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

Accounting Assistant Diploma



Diploma Description

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

Offered on both Faribault and North Mankato Campuses

Admission Date: Fall, Spring and Summer Semester

Accounting Assistant Diploma (34 Credits)

DIP2229/DIP3242

REQUIRED TECHNICAL COURSES

	23
ACCT1800 Business Law	3
ACCT1810 Financial Accounting	4
ACCT1811 Managerial Accounting	4
ACCT1814 Payroll Accounting	2
ACCT1834 Computerized Accounting I	3
ACCT1835 Computerized Accounting II	3
ACCT1870 Professional Accounting Careers	1
ACCT2847 Fraud Accounting	3

REQUIRED LIBERAL ARTS & SCIENCES

	4
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4

ELECTIVE CREDITS

7
Choose from any of the following Technical courses and/or Liberal Arts & Sciences courses:

TECHNICAL COURSES

ACCT2827 Principles of Finance	3
ACCT2850 Accounting Internship	1-7
ACCT2863 Fund/NonProfit Accounting	3
ACCT2864 Income Tax I	4

LIBERAL ARTS & SCIENCES

<i>MNTC - Goal Area 1: Communications</i>	
SPCH110 Public Speaking	3
or	
SPCH120 Small Group Communication	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Certificate Description

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

Offered on both Faribault and North Mankato Campuses

Admission Date: Fall, Spring and Summer Semester

Payroll Clerk Certificate (22 Credits)

CERT2248/CERT3270

REQUIRED TECHNICAL COURSES

	13
ACCT1810 Financial Accounting	4
ACCT1814 Payroll Accounting	2
ACCT1834 Computerized Accounting I	3
ACCT1835 Computerized Accounting II	3
ACCT1870 Professional Accounting Careers	1

ELECTIVE CREDITS

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

TECHNICAL COURSES


ACCT1811 Managerial Accounting	4
ACCT2847 Fraud Accounting	3
MKT1930 Human Resource Management	3

LIBERAL ARTS & SCIENCES

MNTC - Goal Area 1: Communications

SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3
<i>or</i>	
SPCH120 Small Group Communication	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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



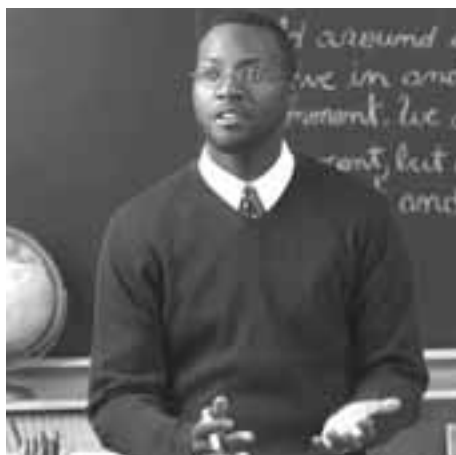
Degrees and Certificates

Agriculture Education Technology Partnership
A.S. Degree

Agribusiness Office Specialist/Manager
A.A.S. Degree

Agribusiness Chemical Applicator Technician
Certificate





Degree Description

The need for agricultural educators has created a unique partnership between South Central College and the University of Minnesota. The key is that this is not a regular transfer program. The 2 + 2 Partnership program allows you to complete your first two years at SCC and apply every course toward a 4-year Ag Education degree from the University of Minnesota. If you follow this curriculum, you can be certain that all of your SCC credits will be applied to a Bachelor of Science degree in Agricultural, Food and Environmental Education at the University of Minnesota, with a specialization in Agricultural Science and Technology Education. Your advisors will work with you to make sure that all your courses meet degree requirements. Please note that courses are subject to change. Some courses are delivered through interactive television (ITV) and online distance technologies. By working with the University of Minnesota to develop this partnership program, South Central College has given you a great start toward a life impacting career in Agricultural Education.

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agricultural Education Technology Partnership A.S. Degree (64 Credits)

AS3129

REQUIRED TECHNICAL COURSES		19
AGBS1100	Agricultural Selling Skills	3
AGEC2400	Marketing Principles	3
ANSC2100	Principles of Animal Nutrition	3
MEAG2300	Ag Equipment Maintenance I	4
PLSC1100	Soils I	3
PLSC1400	Agronomy II	3

REQUIRED LIBERAL ARTS & SCIENCES 39
To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH110	Public Speaking	3

MNTC - Goal Area 2: Critical Thinking

HUM110	Introduction to Global Peace and Social Justice Issues	3
PHIL100	Ethics in Society	3

MNTC - Goal Area 3: Natural Sciences

BIOL100	Introduction to Biology	4
BIOL101	Introduction to Ecology	4
CHEM106	Intro to Chemistry	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
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MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
ECON110	Principles of Macroeconomics	3

MNTC - Goal Area 6: The Humanities & Fine Arts

ENGL130	World Literature/Film	4
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OTHER REQUIRED COURSES		3
*AFEE1001	Intro to Ag Education	1
*AFEE1002	Career Plan in Ag	1
*AFEE2096	Practicum and Early Experience	1

**Distance education offered in collaboration with the University of Minnesota.*

ELECTIVE CREDITS

TECHNICAL COURSES 3

Courses must be approved by advisor/faculty.


Recommended:

ANSC1100	Livestock Production Principles	3
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Or choose from the following:

ANSC1105	Beef Production Management	3
ANSC1205	Dairy Production Management	3
SWPR1300	Nursery and Finishing Management	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Agribusiness Office Specialist/ Manager A.A.S. Degree



Degree Description

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

Degree Core Competencies

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

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Office Specialist/Manager A.A.S. Degree (72 Credits)

AAS3126

REQUIRED TECHNICAL COURSES 45

AGBS1100	Agricultural Selling Skills	3
AGBS2150	Agribusiness Financial Management	4
AGEC1100	Agricultural Economics	3
AGRI1800	Employer/Employee Issues	2
AGRI2700	Agriculture Technology Seminar	2
AGRI2780	Agribusiness Internship	6
ANSC1100	Livestock Production Principles	3
Otec1800	Keyboarding I	3
Otec1820	Business English	3
Otec1840	Business Presentations	3
Otec1875	Word Processing Concepts & Applications: Core	3
Otec2812	Office Procedures	3
Otec2835	Office Financial Applications	3
Otec2870	Information Resource Management	3
SGAG1000	Ag Orientation	1

REQUIRED LIBERAL ARTS & SCIENCES 13

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3

MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
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MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
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ELECTIVE CREDITS

TECHNICAL COURSES 9

Choose from the following:

AGBS2990	International Field Studies Seminar	3
AGEC2400	Marketing Principles	3
AGEC2450	Commodity Marketing Strategies	2
AGEC2500	Agricultural Transfer and Law	2
ANSC2100	Principles of Animal Nutrition	3
Otec2815	Employment Portfolio	3
Otec2820	Business Communications	3
Otec2830	Desktop Publishing	3
PLSC1100	Soils I	3
PLSC1205	Precision Agriculture	3
PLSC1300	Agronomy I	2

LIBERAL ARTS & SCIENCES 5

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

SPCH110	Public Speaking	3
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MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
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MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
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Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Certificate Description

The Ag Chemical Applicator Technician Program will provide hands-on training in all areas of agriculture, including crops, soil, fertilizers, equipment operation and maintenance and agribusiness sales and management. Students will gain proficiency with ultra-modern, high-tech chemical application equipment. Extensive use will be made of community-based resources to help provide private employment experience for students.

Certificate Core Competencies

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

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Chemical Applicator Technician Certificate (30 Credits)

CERT3117

REQUIRED TECHNICAL COURSES

	30
AGBS1100 Agricultural Selling Skills	3
AGBS2015 Commercial Driver's License	1
AGRI1800 Employer/Employee Issues	2
AGRI2700 Agricultural Technology Seminar	2
AGRI2781 Agronomy Internship	4
MEAG1700 Agricultural Industry Equipment	3
PLSC1100 Soils I	3
PLSC1200 Soils II	3
PLSC1205 Precision Agriculture	3
PLSC1300 Agronomy I	2
PLSC1400 Agronomy II	3
SGAG1000 Ag Orientation	1

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ELECTIVE CREDITS (Suggested)

TECHNICAL COURSES

Choose from the following:

AGBS2990 International Field Studies Seminar	3
AGBS2995 Individualized Study/Special Problems	1-6
AGEC1100 Agricultural Economics	3
PLSC1105 Forages and Pasture Management	2
PLSC2100 Agronomy Lab	2
PLSC2700 Advanced Agronomy	2



Program Description

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

Program emphasis areas provide students with an opportunity for study in the areas of plant and animal production. The crop production areas consist of selection, planning, management, harvesting, and marketing. Areas of soil science are also studied focusing on fertility, conservation, and tillage. The animal production study consists of areas in breeding, feeding, care, management and marketing. In addition, courses in farm machinery, buildings and structures, farm management, farm accounting, farm business analysis, and farm business reorganization provide a broad-based program of study. Students will be required to keep a complete farm record for analysis and interpretation. An on-the-farm internship will be required. The A.A.S. Degree includes 18 credits of Liberal Arts & Sciences and the Diploma includes up to 6 credits of Liberal Arts & Sciences respectively.

Program Core Competencies

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

Degrees and Diplomas

Agribusiness Production, Agronomy

A.A.S. Degree

Agribusiness Production, Dairy

A.A.S. Degree

Agribusiness Production, Diversified

A.A.S. Degree

Agribusiness Production, Swine

A.A.S. Degree

Agribusiness Production, Agronomy

Diploma

Agribusiness Production, Dairy

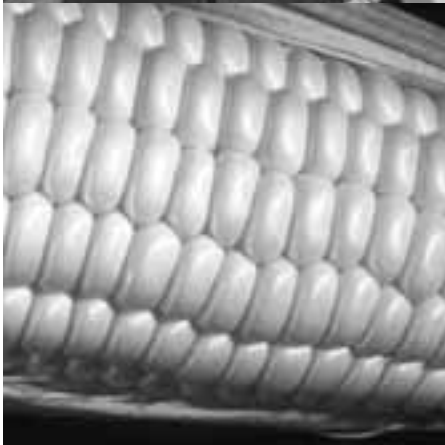
Diploma

Agribusiness Production, Diversified

Diploma

Agribusiness Production, Swine

Diploma





Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Production, Agronomy A.A.S. Degree (72 Credits)

AAS3102

REQUIRED TECHNICAL COURSES

AGEC1100	Agricultural Economics	43
AGEC1200	Principles of Farm Records	3
AGEC2250	Farm Business Planning & Analysis	4
AGEC2400	Marketing Principles	3
AGEC2500	Agricultural Transfer and Law	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
MEAG1500	Facility Maintenance	3
MEAG1610	Ag Equipment Maintenance	3
PLSC1100	Soils I	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	3
PLSC1300	Agronomy I	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
SGAG1000	Ag Orientation	1

REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
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MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
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MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
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ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780	Agribusiness Internship	1-8
AGRI2781	Agronomy Internship	1-8
AGRI2790	Farm Management Internship	1-3
AGRI2798	Livestock Production Internship	1-8

LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
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MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
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MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
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Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

Agribusiness Production, Dairy

A.A.S. Degree

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester



Agribusiness Production, Dairy A.A.S. Degree (72 Credits)

AAS3102

REQUIRED TECHNICAL COURSES		43
AGEC1100	Agricultural Economics	3
AGEC1200	Principles of Farm Records	3
AGEC2250	Farm Business Planning & Analysis	4
AGEC2400	Marketing Principles	3
AGEC2500	Agricultural Transfer and Law	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production Management	3
ANSC1305	Cattle Artificial Insemination	1
ANSC2100	Principles of Animal Nutrition	3
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
PLSC1100	Soils I	3
PLSC1105	Forages and Pasture Management	2
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1

REQUIRED LIBERAL ARTS & SCIENCES		10
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 8: Global Perspective</i>		
ECON110	Principles of Macroeconomics	3
<i>MNTC - Goal Area 9: Ethical & Civic Responsibility</i>		
PHIL100	Ethics in Society	3

ELECTIVE CREDITS		
TECHNICAL COURSES (Internship)		11
<i>Choose from the following:</i>		
AGRI2780	Agribusiness Internship	1-8
AGRI2781	Agronomy Internship	1-8
AGRI2790	Farm Management Internship	1-3
AGRI2798	Livestock Production Internship	1-8

LIBERAL ARTS & SCIENCES		8
<i>Courses must be approved by advisor/faculty. Recommended:</i>		
<i>MNTC - Goal Area 3: Natural Sciences</i>		
BIOL101	Introduction to Ecology	4
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH120	College Algebra	4
<i>MNTC - Goal Area 5: History & the Social & Behavioral Sciences</i>		
PSYC100	Introduction to Psychology	4

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Production, Diversified A.A.S. Degree (72 Credits)

AAS3102

REQUIRED TECHNICAL COURSES

	33
AGEC1100 Agricultural Economics	3
AGEC1200 Principles of Farm Records	3
AGEC2250 Farm Business Planning & Analysis	4
AGEC2400 Marketing Principles	3
AGEC2450 Commodity Marketing Strategies	2
AGEC2500 Agricultural Transfer and Law	2
AGRI2700 Agricultural Technology Seminar	2
ANSC1100 Livestock Production Principles	3
ANSC1200 Livestock Lab	2
MEAG1500 Facility Maintenance	3
PLSC1100 Soils I	3
PLSC1300 Agronomy I	2
SGAG1000 Ag Orientation	1

REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
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MNTC - Goal Area 8: Global Perspective

ECON110 Principles of Macroeconomics	3
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MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100 Ethics in Society	3
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ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780 Agribusiness Internship	1-8
AGRI2781 Agronomy Internship	1-8
AGRI2790 Farm Management Internship	1-3
AGRI2798 Livestock Production Internship	1-8

TECHNICAL COURSES 10

Choose from the following:

AGBS1100 Agricultural Selling Skills	3
AGBS2015 Commercial Driver's License	1
AGBS2990 International Field Studies Seminar	3

AGBS2995 Individualized Study/Special Problems	1-6
AGEC2600 Alternative Agriculture	2
ANSC1105 Beef Production Management	3
ANSC1205 Dairy Production Management	3
ANSC1305 Cattle Artificial Insemination	1
ANSC2100 Principles of Animal Nutrition	3
ANSC2200 Ruminant and Non-Ruminant Nutrition	3
MEAG1610 Ag Equipment Maintenance	3
MEAG2200 Planning Farmstead Environments	3
PLSC1105 Forages and Pasture Management	2
PLSC1200 Soils II	3
PLSC1205 Precision Agriculture	3
PLSC1400 Agronomy II	3
PLSC2100 Agronomy Lab	2
PLSC2700 Advanced Agronomy	2
SWPR1050 Swine Artificial Insemination	1
SWPR1200 Breeding Stock Management	3
SWPR1300 Nursery and Finishing Management	3
SWPR1500 Swine Diseases	2
SWPR2000 Swine Record Systems	3

LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty. Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101 Introduction to Ecology	4
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MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120 College Algebra	4
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MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100 Introduction to Psychology	4
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Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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

Agribusiness Production, Swine

A.A.S. Degree



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Production, Swine A.A.S. Degree (72 Credits)

AAS3102

REQUIRED TECHNICAL COURSES 37

AGEC1100	Agricultural Economics	3
AGEC1200	Principles of Farm Records	3
AGRI1800	Employer/Employee Issues	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC2100	Principles of Animal Nutrition	3
MEAG1500	Facility Maintenance	3
PLSC1100	Soils I	3
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock Management	3
SWPR1300	Nursery and Finishing Management	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Record Systems	3

REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 8: Global Perspective</i>		
ECON110	Principles of Macroeconomics	3
<i>MNTC - Goal Area 9: Ethical & Civic Responsibility</i>		
PHIL100	Ethics in Society	3

ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780	Agribusiness Internship	3
AGRI2798	Livestock Production Internship	8

TECHNICAL COURSES 6

Choose from the following:

AGBS2015	Commercial Driver's License	1
AGBS2990	International Field Studies Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2250	Farm Business Planning & Analysis	4
AGEC2400	Marketing Principles	3
AGEC2450	Commodity Marketing Strategies	2
AGEC2500	Agricultural Transfer and Law	2
AGEC2600	Alternative Agriculture	2
ANSC1200	Livestock Lab	2
MEAG1500	Facility Maintenance	3
MEAG2200	Planning Farmstead Environments	3

LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

<i>MNTC - Goal Area 3: Natural Sciences</i>		
BIOL101	Introduction to Ecology	4
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH120	College Algebra	4
<i>MNTC - Goal Area 5: History & the Social & Behavioral Sciences</i>		
PSYC100	Introduction to Psychology	4



See pages 196-241 to find course descriptions for the courses listed above.



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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Production, Agronomy Diploma (72 Credits)

DIP3101

REQUIRED TECHNICAL COURSES

	53
AGBS2015 Commercial Driver's License	1
AGEC1100 Agricultural Economics	3
AGEC1200 Principles of Farm Records	3
AGEC2250 Farm Business Planning & Analysis	4
AGEC2400 Marketing Principles	3
AGEC2450 Commodity Marketing Strategies	2
AGEC2500 Agricultural Transfer and Law	2
AGRI1800 Employer/Employee Issues	2
AGRI2700 Agricultural Technology Seminar	2
ANSC1100 Livestock Production Principles	3
MEAG1500 Facility Maintenance	3
MEAG1610 Ag Equipment Maintenance	3
MEAG2200 Planning Farmstead Environments	3
PLSC1100 Soils I	3
PLSC1200 Soils II	3
PLSC1205 Precision Agriculture	3
PLSC1300 Agronomy I	2
PLSC1400 Agronomy II	3
PLSC2100 Agronomy Lab	2
PLSC2700 Advanced Agronomy	2
SGAG1000 Ag Orientation	1

ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780 Agribusiness Internship	1-8
AGRI2781 Agronomy Internship	1-8
AGRI2790 Farm Management Internship	1-3
AGRI2798 Livestock Production Internship	1-8

TECHNICAL COURSES 2

Choose from the following:

AGBS1100 Agricultural Selling Skills	3
AGBS2990 International Field Studies Seminar	3
AGBS2995 Individualized Study/Special Problems	1-6

AGEC2600 Alternative Agriculture	2
ANSC1105 Beef Production Management	3
ANSC1200 Livestock Lab	2
ANSC1205 Dairy Production Management	3
ANSC1305 Cattle Artificial Insemination	1
ANSC2100 Principles of Animal Nutrition	3
ANSC2200 Ruminant and Non-Ruminant Nutrition	3
PLSC1105 Forages and Pasture Management	2

OTHER ELECTIVE CREDITS 6

Choose from any of the following:

TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
OTEC2812 Office Procedures	3

LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10

MNTC Goal Areas. See pgs. 150-155 for more information.

Courses must be approved by advisor/faculty.

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

Agribusiness Production, Dairy Diploma



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Production, Dairy Diploma (72 Credits)

DIP3101

REQUIRED TECHNICAL COURSES

	50
AGEC1100 Agricultural Economics	3
AGEC1200 Principles of Farm Records	3
AGEC2250 Farm Business Planning & Analysis	4
AGEC2400 Marketing Principles	3
AGEC2450 Commodity Marketing Strategies	2
AGEC2500 Agricultural Transfer and Law	2
AGRI1800 Employer/Employee Issues	2
AGRI2700 Agricultural Technology Seminar	2
ANSC1100 Livestock Production Principles	3
ANSC1200 Livestock Lab	2
ANSC1205 Dairy Production Management	3
ANSC1305 Cattle Artificial Insemination	1
ANSC2100 Principles of Animal Nutrition	3
ANSC2200 Ruminant and Non-Ruminant Nutrition	3
MEAG1500 Facility Maintenance	3
MEAG2200 Planning Farmstead Environments	3
PLSC1100 Soils I	3
PLSC1105 Forages and Pasture Management	2
PLSC1300 Agronomy I	2
SGAG1000 Ag Orientation	1

ELECTIVE CREDITS

TECHNICAL COURSES (Internship)

Choose from the following:

	11
AGRI2780 Agribusiness Internship	1-8
AGRI2781 Agronomy Internship	1-8
AGRI2790 Farm Management Internship	1-3
AGRI2798 Livestock Production Internship	1-8

TECHNICAL COURSES

Choose from the following:

	5
AGBS1100 Agricultural Selling Skills	3
AGBS2015 Commercial Driver's License	1
AGBS2990 International Field Studies Seminar	3
AGBS2995 Individualized Study/Special Problems	1-6

AGEC2600 Alternative Agriculture	2
ANSC1105 Beef Production Management	3
MEAG1610 Ag Equipment Maintenance	3
PLSC1200 Soils II	3
PLSC1205 Precision Agriculture	3
PLSC1400 Agronomy II	3
PLSC2100 Agronomy Lab	2
PLSC2700 Advanced Agronomy	2

OTHER ELECTIVE CREDITS

6

Choose from any of the following:

TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
OTEC2812 Office Procedures	3

LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Production, Diversified Diploma (72 Credits)

DIP3101

REQUIRED TECHNICAL COURSES

	38
AGEC1100 Agricultural Economics	3
AGEC1200 Principles of Farm Records	3
AGEC2250 Farm Business Planning & Analysis	4
AGEC2400 Marketing Principles	3
AGEC2450 Commodity Marketing Strategies	2
AGEC2500 Agricultural Transfer and Law	2
AGRI1800 Employer/Employee Issues	2
AGRI2700 Agricultural Technology Seminar	2
ANSC1100 Livestock Production Principles	3
ANSC1200 Livestock Lab	2
MEAG1500 Facility Maintenance	3
MEAG2200 Planning Farmstead Environments	3
PLSC1100 Soils I	3
PLSC1300 Agronomy I	2
SGAG1000 Ag Orientation	1

ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780 Agribusiness Internship	1-8
AGRI2781 Agronomy Internship	1-8
AGRI2790 Farm Management Internship	1-3
AGRI2798 Livestock Production Internship	1-8

TECHNICAL COURSES 17

Choose from the following:

AGBS1100 Agricultural Selling Skills	3
AGBS2015 Commercial Driver's License	1
AGBS2990 International Field Studies Seminar	3
AGBS2995 Individualized Study/Special Problems	1-6
AGEC2600 Alternative Agriculture	2
ANSC1105 Beef Production Management	3
ANSC1205 Dairy Production Management	3
ANSC1305 Cattle Artificial Insemination	1
ANSC2100 Principles of Animal Nutrition	3

ANSC2200 Ruminant and Non-Ruminant Nutrition	3
MEAG1610 Ag Equipment Maintenance	3
PLSC1200 Soils II	3
PLSC1205 Precision Agriculture	3
PLSC1400 Agronomy II	3
PLSC2100 Agronomy Lab	2
PLSC2700 Advanced Agronomy	2
SWPR1050 Swine Artificial Insemination	1
SWPR1200 Breeding Stock Management	3
SWPR1300 Nursery and Finishing Management	3
SWPR1500 Swine Diseases	2
SWPR2000 Swine Record Systems	3

OTHER ELECTIVE CREDITS 6

Choose from any of the following:


TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
OTEC2812 Office Procedures	3

LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Agribusiness Production, Swine Diploma



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Production, Swine Diploma (72 Credits)

DIP3101

REQUIRED TECHNICAL COURSES

AGEC1100	Agricultural Economics	50	3
AGEC1200	Principles of Farm Records	3	3
AGEC2250	Farm Business Planning & Analysis	4	3
AGEC2400	Marketing Principles	3	2
AGEC2450	Commodity Marketing Strategies	2	2
AGEC2500	Agricultural Transfer and Law	2	2
AGRI1800	Employer/Employee Issues	2	2
AGRI2700	Agricultural Technology Seminar	2	3
ANSC1100	Livestock Production Principles	3	2
ANSC1200	Livestock Lab	2	3
ANSC2100	Principles of Animal Nutrition	3	3
MEAG1500	Facility Maintenance	3	3
PLSC1100	Soils I	3	2
PLSC1300	Agronomy I	2	1
SGAG1000	Ag Orientation	1	3
SWPR1050	Swine Artificial Insemination	1	3
SWPR1200	Breeding Stock Management	3	2
SWPR1300	Nursery and Finishing Management	3	3
SWPR1500	Swine Diseases	2	3
SWPR2000	Swine Record Systems	3	

ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780	Agribusiness Internship	1-8
AGRI2798	Livestock Production Internship	1-8

TECHNICAL COURSES 5

Choose from the following:

AGBS2015	Commercial Driver's License	1
AGBS2990	International Field Studies Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
ANSC1105	Beef Production Management	3
ANSC1205	Dairy Production Management	3
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1610	Ag Equipment Maintenance	3
MEAG2200	Planning Farmstead Environments	3

LIBERAL ARTS & SCIENCES 6

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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

Emphasis Areas available include: Agronomy, Animal Science, Diversified

These program areas are designed to prepare students to sell and deliver services as employees of agribusiness firms in the crop and livestock related industries. Duties include performance of retail and office procedural tasks, preparation and implementation of marketing programs, sales and sales management, preparation of financial and business reports, delivery of products and services and managing selected aspects of these businesses. The program includes technical agriculture courses in the areas of plant, soil and animal science as well as agricultural industry equipment operation and maintenance. The courses in business include the subject areas of accounting, business procedures, interpersonal communication, financial and business management, marketing, selling and computer operations. The A.A.S. Degree includes 18 credits of Liberal Arts & Sciences and the Diploma includes up to 6 credits of Liberal Arts & Sciences respectively. An 11 credit supervised occupational internship in an agribusiness firm is required.



Program Core Competencies

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

Degrees and Diplomas

Agribusiness Service and Management, Agronomy

A.A.S. Degree

Agribusiness Service and Management, Animal Science

A.A.S. Degree

Agribusiness Service and Management, Diversified

A.A.S. Degree

Agribusiness Service and Management, Agronomy

Diploma

Agribusiness Service and Management, Animal Science

Diploma

Agribusiness Service and Management, Diversified

Diploma



Ag Service and Management, Agronomy A.A.S. Degree



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Ag Service and Management, Agronomy A.A.S. Degree (72 Credits) AAS3108

REQUIRED TECHNICAL COURSES 38

AGBS1100	Agricultural Selling Skills	3
AGBS2015	Commercial Driver's License	1
AGBS2150	Agribusiness Financial Management	4
AGEC1100	Agricultural Economics	3
AGEC2400	Marketing Principles	3
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
PLSC1100	Soils I	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	3
PLSC1300	Agronomy I	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SGAG1000	Ag Orientation	1

REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
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MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
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MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
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ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780	Agribusiness Internship	1-8
AGRI2781	Agronomy Internship	1-8
AGRI2790	Farm Management Internship	1-3
AGRI2798	Livestock Production Internship	1-8

TECHNICAL COURSES 5

Choose from the following:

AGBS2990	International Field Studies Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2450	Commodity Marketing Strategies	2
AGEC2500	Agricultural Transfer and Law	2
AGEC2600	Alternative Agriculture	2
MEAG1500	Facility Maintenance	3
MEAG1700	Agricultural Industry Equipment	3

LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
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MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
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MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
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Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Ag Service and Management, Animal Science A.A.S. Degree (72 Credits)

AAS3108

REQUIRED TECHNICAL COURSES		37
AGBS1100	Agricultural Selling Skills	3
AGBS2150	Agribusiness Financial Management	4
AGEC1100	Agricultural Economics	3
AGEC2400	Marketing Principles	3
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC1200	Livestock Lab	2
ANSC2100	Principles of Animal Nutrition	3
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
PLSC1100	Soils I	3
PLSC1105	Forages and Pasture Management	2
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1
<i>Choose one from the following. The remaining courses may be taken as elective credits.</i>		
ANSC1105	Beef Production Management	3
	<i>or</i>	
ANSC1205	Dairy Production Management	3
	<i>or</i>	
SWPR1300	Nursery and Finishing Management	3

REQUIRED LIBERAL ARTS & SCIENCES		10
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 8: Global Perspective</i>		
ECON110	Principles of Macroeconomics	3
<i>MNTC - Goal Area 9: Ethical & Civic Responsibility</i>		
PHIL100	Ethics in Society	3

ELECTIVE CREDITS		
TECHNICAL COURSES (Internship)		11
<i>Choose from the following:</i>		
AGRI2780	Agribusiness Internship	1-8
AGRI2781	Agronomy Internship	1-8
AGRI2790	Farm Management Internship	1-3
AGRI2798	Livestock Production Internship	1-8
TECHNICAL COURSES		6
<i>Choose from the following:</i>		
AGBS2990	International Field Studies Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2450	Commodity Marketing Strategies	2
ANSC1105	Beef Production Management	3
ANSC1205	Dairy Production Management	3
ANSC1305	Cattle Artificial Insemination	1
MEAG1500	Facility Maintenance	3
MEAG1700	Agricultural Industry Equipment	3
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock Management	3
SWPR1300	Nursery and Finishing Management	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Record Systems	3

LIBERAL ARTS & SCIENCES		8
<i>Courses must be approved by advisor/faculty.</i>		
<i>Recommended:</i>		
<i>MNTC - Goal Area 3: Natural Sciences</i>		
BIOL101	Introduction to Ecology	4
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH120	College Algebra	4
<i>MNTC - Goal Area 5: History & the Social & Behavioral Sciences</i>		
PSYC100	Introduction to Psychology	4

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

Ag Service and Management, Diversified A.A.S. Degree



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Ag Service and Management, Agronomy A.A.S. Degree (72 Credits)

AAS3108

REQUIRED TECHNICAL COURSES 31

AGBS1100	Agricultural Selling Skills	3
AGBS2015	Commercial Driver's License	1
AGBS2150	Agribusiness Financial Management	4
AGEC1100	Agricultural Economics	3
AGEC2400	Marketing Principles	3
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
ANSC2100	Principles of Animal Nutrition	3
PLSC1100	Soils I	3
PLSC1205	Precision Agriculture	3
PLSC1300	Agronomy I	2
SGAG1000	Ag Orientation	1

REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
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MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
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MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
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ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780	Agribusiness Internship	1-8
AGRI2781	Agronomy Internship	1-8
AGRI2790	Farm Management Internship	1-3
AGRI2798	Livestock Production Internship	1-8

TECHNICAL COURSES 12

Choose from the following:

AGBS2990	International Field Studies Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2450	Commodity Marketing Strategies	2
AGEC2500	Agricultural Transfer and Law	2

AGEC2600	Alternative Agriculture	2
AGRI1800	Employer/Employee Issues	2
ANSC1105	Beef Production Management	3
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production Management	3
ANSC1305	Cattle Artificial Insemination	1
ANSC2100	Principles of Animal Nutrition	3
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG1610	Ag Equipment Maintenance	3
MEAG1700	Agricultural Industry Equipment	3
PLSC1105	Forages and Pasture Management	2
PLSC1200	Soils II	3
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock Management	3
SWPR1300	Nursery and Finishing Management	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Record Systems	3

LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
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MNTC - Goal Area 4: Mathematical/Logical Reasoning

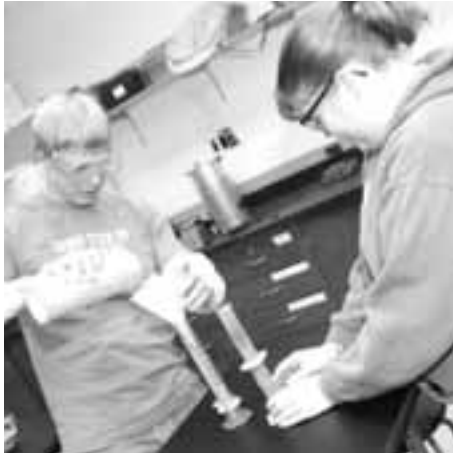
MATH120	College Algebra	4
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MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
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 See pages 196-241 to find course descriptions for the courses listed above.

 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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Ag Service and Management, Agronomy Diploma (72 Credits) DIP3107

REQUIRED TECHNICAL COURSES 50

AGBS1100	Agricultural Selling Skills	3
AGBS2015	Commercial Driver's License	1
AGBS2150	Agribusiness Financial Management	4
AGEC1100	Agricultural Economics	3
AGEC2400	Marketing Principles	3
AGEC2450	Commodity Marketing Strategies	2
AGEC2500	Agricultural Transfer and Law	2
AGRI1800	Employer/Employee Issues	2
AGRI2700	Agricultural Technology Seminar	2
ANSC1100	Livestock Production Principles	3
MEAG1500	Facility Maintenance	3
MEAG1700	Agricultural Industry Equipment	3
PLSC1100	Soils I	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	3
PLSC1300	Agronomy I	2
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SGAG1000	Ag Orientation	1

ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780	Agribusiness Internship	1-8
AGRI2781	Agronomy Internship	1-8
AGRI2790	Farm Management Internship	1-3
AGRI2798	Livestock Production Internship	1-8

TECHNICAL COURSES 5

Choose from the following:

AGBS2990	International Field Studies Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2600	Alternative Agriculture	2
ANSC1105	Beef Production Management	3

ANSC1205	Dairy Production Management	3
ANSC2100	Principles of Animal Nutrition	3
PLSC1105	Forages and Pasture Management	2
SWPR1300	Nursery and Finishing Management	3

OTHER ELECTIVE CREDITS 6

Choose from any of the following:

TECHNICAL COURSES

HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
MATH1050	Mathematics for Technical Careers	3
OTEC2812	Office Procedures	3

LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

Ag Service and Management, Animal Science Diploma



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Ag Service and Management, Animal Science Diploma (72 Credits)

DIP3107

REQUIRED TECHNICAL COURSES

	53	
AGBS1100 Agricultural Selling Skills	3	
AGBS2015 Commercial Driver's License	1	
AGBS2150 Agribusiness Financial Management	4	
AGEC1100 Agricultural Economics	3	
AGEC2400 Marketing Principles	3	
AGEC2450 Commodity Marketing Strategies	2	
AGEC2500 Agricultural Transfer and Law	2	
AGRI1800 Employer/Employee Issues	2	
AGRI2700 Agricultural Technology Seminar	2	
ANSC1100 Livestock Production Principles	3	
ANSC1200 Livestock Lab	2	
ANSC2100 Principles of Animal Nutrition	3	
ANSC2200 Ruminant and Non-Ruminant Nutrition	3	
MEAG1500 Facility Maintenance	3	
MEAG1700 Agricultural Industry Equipment	3	
PLSC1100 Soils I	3	
PLSC1105 Forages and Pasture Management	2	
PLSC1300 Agronomy I	2	
SGAG1000 Ag Orientation	1	

Choose two from the following. The remaining course may be taken as elective credits.

ANSC1105 Beef Production Management	3	
or		
ANSC1205 Dairy Production Management	3	
or		
SWPR1300 Nursery and Finishing Management	3	

ELECTIVE CREDITS

TECHNICAL COURSES (Internship)

Choose from the following:

AGRI2780 Agribusiness Internship	1-8	
AGRI2781 Agronomy Internship	1-8	
AGRI2790 Farm Management Internship	1-3	
AGRI2798 Livestock Production Internship	1-8	

TECHNICAL COURSES

Choose from the following:

AGBS2990 International Field Studies Seminar	3	
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AGBS2995 Individualized Study/Special Problems	1-6
ANSC1105 Beef Production Management	3
ANSC1205 Dairy Production Management	3
ANSC1305 Cattle Artificial Insemination	1
SWPR1050 Swine Artificial Insemination	1
SWPR1200 Breeding Stock Management	3
SWPR1300 Nursery and Finishing Management	3
SWPR1500 Swine Diseases	2
SWPR2000 Swine Record Systems	3

OTHER ELECTIVE CREDITS

6

Choose from any of the following:


TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
Otec2812 Office Procedures	3

LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

 See pages 196-241 to find course descriptions for the courses listed above.

 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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Ag Service and Management, Diversified Diploma (72 Credits)

DIP3107

REQUIRED TECHNICAL COURSES

	43
AGBS1100 Agricultural Selling Skills	3
AGBS2015 Commercial Driver's License	1
AGBS2150 Agribusiness Financial Management	4
AGEC1100 Agricultural Economics	3
AGEC2400 Marketing Principles	3
AGEC2450 Commodity Marketing Strategies	2
AGEC2500 Agricultural Transfer and Law	2
AGRI1800 Employer/Employee Issues	2
AGRI2700 Agricultural Technology Seminar	2
ANSC1100 Livestock Production Principles	3
ANSC2100 Principles of Animal Nutrition	3
MEAG1500 Facility Maintenance	3
MEAG1700 Agricultural Industry Equipment	3
PLSC1100 Soils I	3
PLSC1205 Precision Agriculture	3
PLSC1300 Agronomy I	2
SGAG1000 Ag Orientation	1

ELECTIVE CREDITS

TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780 Agribusiness Internship	1-8
AGRI2781 Agronomy Internship	1-8
AGRI2790 Farm Management Internship	1-3
AGRI2798 Livestock Production Internship	1-8

TECHNICAL COURSES 12

Choose from the following:

AGBS2990 International Field Studies Seminar	3
AGBS2995 Individualized Study/Special Problems	1-6
AGEC1200 Principles of Farm Records	3
AGEC2250 Farm Business Planning & Analysis	4
AGEC2600 Alternative Agriculture	2
ANSC1105 Beef Production Management	3
ANSC1200 Livestock Lab	2
ANSC1205 Dairy Production Management	3
ANSC1305 Cattle Artificial Insemination	1

ANSC2200 Ruminant and Non-Ruminant Nutrition	3
MEAG1610 Ag Equipment Maintenance	3
MEAG2200 Planning Farmstead Environments	3
PLSC1105 Forages and Pasture Management	2
PLSC1200 Soils II	3
PLSC1400 Agronomy II	3
PLSC2100 Agronomy Lab	2
PLSC2700 Advanced Agronomy	2
SWPR1050 Swine Artificial Insemination	1
SWPR1200 Breeding Stock Management	3
SWPR1300 Nursery and Finishing Management	3
SWPR1500 Swine Diseases	2
SWPR2000 Swine Record Systems	3

OTHER ELECTIVE CREDITS 6

Choose from any of the following:

TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
OTEC2812 Office Procedures	3

LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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 Core Competencies

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

Degrees and Diplomas

Agribusiness Service Technician

A.A.S. Degree

Agribusiness Service Technician, Diversified

A.A.S. Degree

Agribusiness Service Technician

Diploma

Agribusiness Service Technician, Diversified

Diploma





Degree Description

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

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Service Technician A.A.S. Degree (72 Credits)

AAS3127

REQUIRED TECHNICAL COURSES

AGME1801	Outdoor Power Equipment	52	3
AGME1812	Equipment Assembly, Operation, Adjustment and Reconditioning I	2	2
AGME1813	Equipment Assembly, Operation, Adjustment and Reconditioning II	2	2
AGME1821	Precision Measuring Tools	1	1
AGME1822	Gas/Diesel Engine Repair I	3	3
AGME1823	Engine Support Systems and Lab	3	3
AGME1831	Tractor Power Trains	3	3
AGME1861	Tractor Electrical Systems	3	3
AGME1881	Parts Department Operation	1	1
AGME1891	Hydraulic Theory	1	1
AGME1923	Gas/Diesel Engine Repair II	4	4
AGME1930	Ag Welding	2	2
AGME2832	Hydraulic Assist/Hydrostatic Transmissions	2	2
AGME2841	Air Conditioning	1	1
AGME2852	Introduction to Diesel	1	1
AGME2853	Diesel Injection (Pumps)	3	3
AGME2863	Advanced Agricultural Electrical/Electronics	2	2
AGME2892	Hydraulic Theory and Diagnosis	4	4
AGME2940	Agribusiness Service Technician Internship	11	11

REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100 Composition 4

MNTC - Goal Area 5: Global Perspective

SOC100 Family Personal Relations 3

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100 Ethics in Society 3

ELECTIVE CREDITS

TECHNICAL COURSES 2

Courses must be approved by advisor/faculty.

Choose from the following:

AGBS2005	Agriculture Internet	1
AGBS2015	Commercial Driver's License	1
AGME2882	Ag Tech Seminar	1
AGME2945	Tractor/Equipment Repair I	3
AGME2946	Tractor/Equipment Repair II	4
AGME2947	Tractor/Equipment Diagnosis and Repair	4
PLSC1205	Precision Agriculture	3

LIBERAL ARTS & SCIENCES 8

Students may complete courses from any of the 10

MNTC Goal Areas. See pgs. 150-155 for more information.

Courses must be approved by advisor/faculty.

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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

Agribusiness Service Technician, Diversified A.A.S. Degree



Degree Description

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

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Service Technician, Diversified A.A.S. Degree (72 Credits)

AAS3130

REQUIRED TECHNICAL COURSES 31

AGME1812	Equipment Assembly, Operation, Adjustment and Reconditioning I	2
AGME1822	Gas/Diesel Engine Repair I	3
AGME1823	Engine Support Systems and Lab	3
AGME1831	Tractor Power Trains	3
AGME1861	Tractor Electrical Systems	3
AGME2841	Air Conditioning	1
AGME2852	Introduction to Diesel	1
AGME2892	Hydraulic Theory and Diagnosis	4
AGME2940	Agribusiness Service Technician Internship	11

REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
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MNTC - Goal Area 5: Global Perspective

SOC100	Family Personal Relations	3
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MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
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ELECTIVE CREDITS

TECHNICAL COURSES 23

Courses must be approved by advisor/faculty.

Choose from the following:

AGBS2005	Agriculture Internet	1
AGBS2015	Commercial Driver's 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 Operation	1
AGME1891	Hydraulic Theory	1
AGME1923	Gas/Diesel Engine Repair II	4
AGME1930	Ag Welding	2
AGME2832	Hydraulic Assist/Hydrostatic Transmissions	2
AGME2853	Diesel Injection (Pumps)	3
AGME2863	Advanced Agricultural 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
PLSC1205	Precision Agriculture	3
SGAG1000	Ag Orientation	1

LIBERAL ARTS & SCIENCES 8

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

 Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

 ONLINE Options

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



Diploma Description

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 internship experience in a dealership or related firm is required.

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Service Technician Diploma (72 Credits)

DIP3128

REQUIRED TECHNICAL COURSES

	65
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 and Lab	3
AGME1831 Tractor Power Trains	3
AGME1861 Tractor Electrical Systems	3
AGME1881 Parts Department Operation	1
AGME1891 Hydraulic Theory	1
AGME1923 Gas/Diesel Engine Repair II	4
AGME1930 Ag Welding	2
AGME2832 Hydraulic Assist/Hydrostatic Transmissions	2
AGME2841 Air Conditioning	1
AGME2852 Introduction to Diesel	1
AGME2853 Diesel Injection (Pumps)	3
AGME2863 Advanced Agricultural Electrical/Electronics	2
AGME2882 Ag Tech Seminar	1
AGME2892 Hydraulic Theory and Diagnosis	4
AGME2940 Agribusiness Service Technician Internship	11
AGME2945 Tractor/Equipment Repair I	3
AGME2946 Tractor/Equipment Repair II	4
AGME2947 Tractor/Equipment Diagnosis and Repair	4
SGAG1000 Ag Orientation	1

ELECTIVE CREDITS

TECHNICAL COURSES 1

*Courses must be approved by advisor/faculty.
Choose from the following:*

AGBS2015 Commercial Driver's License	1
AGBS2995 Individualized Study/Special Problems	1-6
AGCH1100 Fertilizer Industry Equipment	2
AGRI1800 Employer/Employee Issues	2
PLSC1205 Precision Agriculture	3

OTHER ELECTIVE CREDITS 6

*Courses must be approved by advisor/faculty.
Choose from any of the following:*

TECHNICAL COURSES


HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
OTEC2812 Office Procedures	3

LIBERAL ARTS & SCIENCES

*Students may complete courses from any of the 10
MNTC Goal Areas. See pgs. 150-155 for more information.*

Courses must be approved by advisor/faculty.

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Agribusiness Service Technician, Diversified Diploma



Diploma Description

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 internship experience in a dealership or related firm is required.

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

Agribusiness Service Technician, Diversified Diploma (72 Credits)

DIP3131

REQUIRED TECHNICAL COURSES

	32
AGME1812 Equipment Assembly, Operation, Adjustment and Reconditioning I	2
AGME1822 Gas/Diesel Engine Repair I	3
AGME1823 Engine Support Systems and Lab	3
AGME1831 Tractor Power Trains	3
AGME1861 Tractor Electrical Systems	3
AGME2841 Air Conditioning	1
AGME2852 Introduction to Diesel	1
AGME2892 Hydraulic Theory and Diagnosis	4
AGME2940 Agribusiness Service Technician Internship	11
SGAG1000 Ag Orientation	1

ELECTIVE CREDITS

TECHNICAL COURSES

Courses must be approved by advisor/faculty.

Choose from the following:

	34
AGBS2015 Commercial Driver's 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 Operation	1
AGME1891 Hydraulic Theory	1
AGME1923 Gas/Diesel Engine Repair II	4
AGME1930 Ag Welding	2
AGME2832 Hydraulic Assist/Hydrostatic Transmissions	2
AGME2853 Diesel Injection (Pumps)	3
AGME2863 Advanced Agricultural 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	3

OTHER ELECTIVE CREDITS

6

Courses must be approved by advisor/faculty.

Choose from any of the following:

TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
OTEC2812 Office Procedures	3


LIBERAL ARTS & SCIENCES

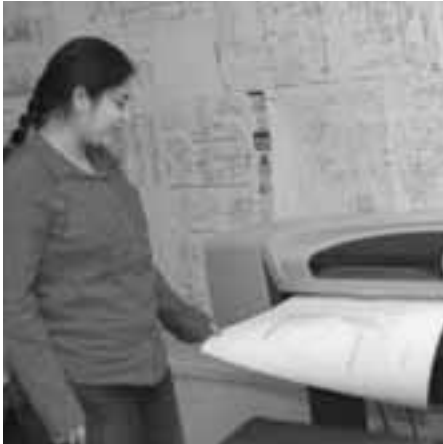
Students may complete courses from any of the 10

MNTC Goal Areas. See pgs. 150-155 for more information.

Courses must be approved by advisor/faculty.

 See pages 196-241 to find course descriptions for the courses listed above.

 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 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.

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.

Program Core Competencies

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.
6. Demonstrates proficiency in 2D and 3D CAD.

Evening/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.

Degrees and Diplomas

Architectural Drafting

A.A.S. Degree

Architectural Drafting

Diploma



Architectural Drafting

A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Architectural Drafting A.A.S. Degree (63 Credits)

AAS3404

REQUIRED TECHNICAL COURSES

ARCH1110	Basic Residential Drafting	46	3
ARCH1120	Residential Structures and Systems	3	3
ARCH1140	Basic AutoCad	3	3
ARCH1210	Residential Construction	3	3
ARCH1220	Advanced Residential Drafting	3	3
ARCH1230	Residential Estimating	2	2
ARCH1240	Architectural AutoCad	3	3
ARCH1310	Internship	4	4
ARCH2100	Light Commercial Construction	6	6
ARCH2110	Statics, Strength of Materials	3	3
ARCH2200	Heavy Commercial Construction	6	6
MATH1050	Mathematics for Technical Careers	3	3
OPEC1001	Introduction to Computer Software	2	2
OPEC2000	Employment Search Skills	2	2

REQUIRED LIBERAL ARTS & SCIENCES

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4	4
SPCH110	Public Speaking	3	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115	Concepts in Math	4	4
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ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES

6

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

PHYS101	Introductory Physics	3	3
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MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3	3
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or

ECON120	Principles of Microeconomics	3	3
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MATH OPTION

The student may elect to take both:

MATH120	College Algebra	4	4
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MATH125	Trigonometry	3	3
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Instead of both:

MATH1050	Mathematics for Technical Careers	3	3
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MATH115	Concepts in Math	4	4
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Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Architectural Drafting Diploma (60 Credits)

DIP3403

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, Strength of Materials	3
ARCH2200 Heavy Commercial Construction	6
MATH1050 Mathematics for Technical Careers	3
OTEC1001 Introduction to Computer Software	2
OTEC2000 Employment Search Skills	2

REQUIRED LIBERAL ARTS & SCIENCES

Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

SPCH110 Public Speaking 3

SPCH120 Small Group Communication 3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115 Concepts in Math 4

OTHER ELECTIVE CREDITS

4

Courses must be approved by advisor/faculty. Choose from the following courses or see advisor for additional offerings:

TECHNICAL COURSES

ARCH1310 Internship 4

LIBERAL ARTS & SCIENCES

Students may choose any course from the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

MATH OPTION

The student may elect to take both:

MATH120 College Algebra 4

MATH125 Trigonometry 3

Instead of both:

MATH1050 Mathematics for Technical Careers 3

MATH115 Concepts in Math 4

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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

Auto Body and Collision Technology

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 Liberal Arts & Sciences 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 Liberal Arts & Sciences credits. Individual students are required to have tools relative to the trade area.

Credentials: Instructors are Automotive Service Excellence (ASE) Certified and regularly receive advanced training from vehicle manufacturers and aftermarket suppliers. 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

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

Degrees and Diplomas

Auto Body and Collision Technology

A.A.S. Degree

Auto Body and Collision Technology

Diploma





Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters on space available basis

Auto Body and Collision Technology A.A.S. Degree (72 Credits)


AAS3415

REQUIRED TECHNICAL COURSES		38
ABCT1800	Auto Body Collision Technology Fundamentals	1
ABCT1810	Sheet Metal 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	Sheet Metal 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

REQUIRED LIBERAL ARTS & SCIENCES 20
To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

ELECTIVE CREDITS		14
TECHNICAL COURSES		
<i>Courses must be approved by advisor/faculty. Choose from the following courses or see advisor for additional offerings:</i>		
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
OTEC2812	Office Procedures	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Auto Body and Collision Technology A.A.S. Degree

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters on space available basis



Auto Body and Collision Technology Diploma (64 Credits)

DIP3414

REQUIRED TECHNICAL COURSES 46

ABCT1800	Auto Body Collision Technology Fundamentals	1
ABCT1810	Sheet Metal 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	Sheet Metal 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

ELECTIVE CREDITS

TECHNICAL COURSES 10

Courses must be approved by advisor/faculty. Choose from the following courses or see advisor for additional offerings:

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
OTEC2812	Office Procedures	3

OTHER ELECTIVE CREDITS 8

Courses must be approved by advisor/faculty. Choose from the following courses or see advisor for additional offerings:

TECHNICAL COURSES

HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
MATH1050	Mathematics for Technical Careers	3
OTEC1001	Introduction to Computer Software	2
OTEC2000	Employment Search Skills	2

LIBERAL ARTS & SCIENCES

MNTC - Goal Area 1: Communications

SPCH100	Interpersonal Communication	3
SPCH120	Small Group Communication	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

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. Graduates find entry level positions in dealerships, independent repair facilities and fleet services. With additional training and experience, many technicians become shop foreman, service advisor, service manager or open their own business.

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

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

Program Core Competencies

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

Degrees and Diplomas

Automotive Service

A.A.S. Degree

Automotive Service

Diploma



Automotive Service

A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Automotive Service A.A.S. Degree (72 Credits)

AAS3417

REQUIRED TECHNICAL COURSES

AST1112	Introduction to Auto Service	54	2
AST1121	Service Management	1	1
AST1212	Basic Electrical	2	2
AST1222	Advanced Electrical/Electronics	2	2
AST1233	Starting and Charging Systems	3	3
AST1311	Engine Diagnosis	1	1
AST1323	Lower Engine Service	3	3
AST1332	Upper Engine Service	2	2
AST1341	Engine Lab	1	1
AST1412	Clutch & Drive Line	2	2
AST1423	Manual Transmission/Transaxle & 4X4	3	3
AST1513	Suspension/Steering & Wheel Alignment	3	3
AST1613	Brakes	3	3
AST1712	Basic Tune-up (Non-computer)	2	2
AST2432	Rear Axle/Differential	2	2
AST2442	Automatic Transmission I	2	2
AST2452	Automatic Transmission II	2	2
AST2462	Automatic Transmission III	2	2
AST2723	Fuel Systems I	3	3
AST2733	Introduction to Automotive Computers	3	3
AST2743	Fuel Systems II	3	3
AST2752	Engine Performance & Drivability	2	2
AST2812	Basic Air Conditioning	2	2
AST2911	Auto Lab I	1	1
AST2921	Auto Lab II	1	1
AST2931	Auto Lab III	1	1
AST2941	Auto Lab IV	1	1

REQUIRED LIBERAL ARTS & SCIENCES

18

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

ELECTIVE CREDITS

TECHNICAL COURSES

0

Choose from the following:

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

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

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Automotive Service Diploma (64 Credits)

DIP3416

REQUIRED TECHNICAL COURSES

	55
AST1112 Introduction to Auto Service	2
AST1121 Service Management	1
AST1212 Basic Electrical	2
AST1222 Advanced Electrical/Electronics	2
AST1233 Starting and Charging Systems	3
AST1311 Engine Diagnosis	1
AST1323 Lower Engine Service	3
AST1332 Upper Engine Service	2
AST1341 Engine Lab	1
AST1412 Clutch & Drive Line	2
AST1423 Manual Transmission/Transaxle & 4X4	3
AST1513 Suspension/Steering & Wheel Alignment	3
AST1613 Brakes	3
AST1712 Basic Tune-up (Non-computer)	2
AST2432 Rear Axle/Differential	2
AST2442 Automatic Transmission I	2
AST2452 Automatic Transmission II	2
AST2462 Automatic Transmission III	2
AST2723 Fuel Systems I	3
AST2733 Introduction to Automotive 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

REQUIRED LIBERAL ARTS & SCIENCES

6

OTHER REQUIRED COURSES

2

Liberal Arts & Sciences or Technical

2

ELECTIVE CREDITS

TECHNICAL COURSES


1

Choose from the following:

**For qualified sophomores, COE may be substituted for 2 credit of Auto Lab*

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

 See pages 196-241 to find course descriptions for the courses listed above.

 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, computer technology and office administration. The program increases opportunities for students to be successful in their current job as well as assisting them in their career advancement endeavors. The program also includes a Liberal Arts & Sciences component that helps students develop a well-rounded view of the world in which they live and work.

Program Core Competencies

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

Degrees and Diplomas

Business Management

A.A.S. Degree





Offered on Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

Business Management A.A.S. Degree (64 Credits)

AAS2280/AAS3280

REQUIRED TECHNICAL COURSES

	42
ACCT1800 Business Law	3
ACCT1810 Financial Accounting	4
ACCT1811 Managerial Accounting	4
ACCT1834 Computerized Accounting I	3
ACCT2827 Principles of Finance	3
COMP1200 PC Hardware and Software Essentials	4
MGT2820 Sales Force Automation	3
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1820 Introduction to Business	3
MKT1900 Principles of Management	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications: Core	3

REQUIRED LIBERAL ARTS & SCIENCES


	17
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.</i>	
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4
SPCH110 Public Speaking	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>	
MATH154 Elementary Statistics	4
<i>MNTC - Goal Area 8: Global Perspective</i>	
ECON110 Principles of Macroeconomics	3
ECON120 Principles of Microeconomics	3

ELECTIVE CREDITS

TECHNICAL COURSES

	5
<i>Choose from the following:</i>	
ACCT1814 Payroll Accounting	2
ACCT1835 Computerized Accounting II	3
ACCT2821 Intermediate Accounting I	4
ACCT2847 Fraud Examination	3
ACCT2861 Cost Accounting	4
ACCT2863 Fund/Non-profit Accounting	3
ACCT2864 Income Tax I	4
COMP1000 Programming Fundamentals	2
COMP1002 Internet Fundamentals	1
COMP1105 Integrated Software Applications I	2
COMP1115 Introduction to Enterprise Systems	2
COMP1220 Hardware Maintenance (PC)	2
COMP1400 Web I	3
COMP1500 Networking Essentials (Basic)	2
MGT2810 Retail Management	3
MGT2830 Retail Operations	3
MKT1830 Customer Service	3
MKT1840 Principles of Advertising	3
MKT1875 Internet Marketing	2
MKT1930 Human Resource Management	3
OTEC2820 Business Communications	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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 program provides knowledge and opportunity to practice safe work habits, solve carpentry math functions, design, draw, estimate, read blueprints, construct cabinetry, understand and accomplish interior and exterior finishing, and practice all types of exterior concrete work along with other skills. All in a controlled classroom atmosphere while constructing a single family dwelling.

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.

P.S.E.O. students will be considered based upon availability.

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 and excel with all tasks given you. 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 self employed contractors.

Program Core Competencies

1. Study and perform OSHA Regulations while on the job site or in the shop.
2. Interact with residential and commercial blue prints.
3. Apply standard construction methods during the construction of a single family dwelling.
4. Study, design, and layout a stairway in project and in a construction project.
5. Study and apply varied siding products to compliment construction project.
6. To make and apply many aspects of mil work while trimming out interior of construction project.
7. Design, estimate and construct several cabinets.
8. Study the characteristics of concrete as well as estimating and placing the product to a finish state.

Degrees and Diplomas

Carpentry-Cabinetmaking

A.A.S. Degree

Carpentry-Cabinetmaking

Diploma





Degree Description

The carpentry-cabinetmaking program provides opportunity for graduates to explore many different avenues within the construction trade. After graduation a majority of our students enter directly into the construction field as a carpenter. Within a few years the industry provides opportunity for advancement into leadership positions. With schooling and experience in the trade advancement comes to the graduate more than those not attending. Many of our graduates are self-employed, lead carpenters, foremen, and job supervisors. Leadership is not a position for all people, so the carpentry program provides opportunity for each student to take and feel the role of the job site foreman during the construction.

This program is designed to put the student into a realistic job setting while protected in a learning environment. Each student will be challenged to accomplish tasks seldom or never asked of them in the past. It's our goal to place into the carpentry field quality students that will provide great benefits to the job market and themselves.

Offered on Faribault Campus

Admission Date: Fall Semester

Carpentry-Cabinetmaking A.A.S. Degree (72 Credits)

AAS2441

REQUIRED TECHNICAL COURSES		54
CPCB1800	Carpentry Safety	2
CPCB1810	Basic Construction Remodeling Theory & Job Site Experience IA	4
CPCB1811	Basic Construction Remodeling Theory & 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 Finish	3
CPCB2855	Advanced Concrete Technology	2

SPCH100	Interpersonal Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>		
PHIL100	Ethics in Society	3
SPCH120	Small Group Communication	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH115	Concepts in Math	4
MATH120	College Algebra	4
<i>MNTC - Goal Area 5: History & The Social & Behavioral Sciences</i>		
PSYC100	Introduction to Psychology	4
POL110	American Government	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES 18

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100 Composition 4

Carpentry-Cabinetmaking

Diploma



Offered on Faribault Campus

Admission Date: Fall Semester

Carpentry-Cabinetmaking Diploma (66 Credits)

DIP2409

REQUIRED TECHNICAL COURSES

	66
ACCT1800 Business Law	3
CPCB1800 Carpentry Safety	2
CPCB1810 Basic Construction Remodeling Theory & Job Site Experience IA	4
CPCB1811 Basic Construction Remodeling Theory & 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 Finish	3
CPCB2855 Advanced Concrete Technology	2
CPCB2860 Carpentry/Cabinetmaking Internship	2
HLTH1952 First Aid	1
MATH1050 Mathematics for Technical Careers	3
MKT1890 Introduction to Small Business Ownership	1

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



Program Description

Child Development Careers prepares 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 education and experience. Currently the education opportunities offered are: 17 credit certificate; a 34 credit diploma; and a 66 credit A.A.S degree. There is also a 66 credit A.A.S paraprofessional emphasis available which, upon completion, will qualify a student to work as a paraprofessional in a school district.

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.

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

Program Core Competencies

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



Basic Entrance 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.

Student Background Studies

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

Degrees, Diplomas and Certificates

Child Development Careers

A.A.S. Degree

Child Development Careers, Paraprofessional

A.A.S. Degree

Child Development Careers

Diploma

Child Development Careers

Certificates



Child Development Careers

A.A.S. Degree



Degree Core Competencies

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

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

Child Development Careers A.A.S. Degree (66 Credits)

AAS2507/AAS3507

REQUIRED TECHNICAL COURSES

	42
CDEV1200 Professional Relations in EC Careers	3
CDEV1210 Foundations of Child Development	3
CDEV1220 Child Safety, Health and Nutrition	4
CDEV1230 Guidance: Managing the Physical and Social Environment	4
CDEV1240 Family/Community Relations	3
CDEV1340 Planning and Implementing Curriculum	4
CDEV2310 Profiles of the Exceptional Child	3
CDEV2510 Internship	3
CDEV2520 Children With Difficult Behaviors	3
CDEV2560 Language and Literacy Development	3
CDEV2600 Professional Leadership	3
CDEV2640 Program Planning	3
CDEV2810 Practicum	3

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

	7
CDEV1310 Infant/Toddler Development and Learning Experiences	4
CDEV1312 Preschool Development and Learning Experiences	4
CDEV1314 School Age Development and Learning Experiences	4
CDEV2540 Sensory Motor Development Learning Experiences	3
CDEV2550 Cognitive Development/ MultiMedia Experiences	3
CDEV2590 Social, Emotional and Moral Development Experiences	3

LIBERAL ARTS & SCIENCES

17

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3
SPCH110	Public Speaking	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115	Concepts in Math	4
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MNTC - Goal Area 5: History & The Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
SOC100	Family Personal Relations	3

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
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Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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



Degree Core Competencies

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

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semesters

Child Development Careers, Paraprofessional A.A.S. Degree (66 Credits) AAS2508/AAS3509

REQUIRED TECHNICAL COURSES

	46
CDEV1200 Professional Relations in EC Careers	3
CDEV1210 Foundations of Child Development	3
CDEV1220 Child Safety, Health and Nutrition	4
CDEV1230 Guidance: Managing the Physical and Social Environment	4
CDEV1240 Family/Community Relations	3
CDEV1314 School Age Development and Learning Experiences	4
CDEV1340 Planning and Implementing Curriculum	4
CDEV2310 Profiles of the Exceptional Child	3
CDEV2510 Internship	3
CDEV2520 Children With Difficult Behaviors	3
CDEV2550 Cognitive Development/MultiMedia Experiences	3
CDEV2600 Professional Leadership	3
CDEV2640 Program Planning	3
CDEV2810 Practicum	3

OTHER REQUIRED COURSES

	3
*CACE1475 Reading Strategies for Paraprofessionals	1
*CACE1476 Writing Strategies for Paraprofessionals	1
*CACE1477 Math Strategies for Paraprofessionals	1

*Offered in collaboration with St. Cloud Technical College.

REQUIRED LIBERAL ARTS & SCIENCES


	8
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.</i>	
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>	
MATH115 Concepts in Math	4

ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES

	9
<i>Courses must be approved by advisor/faculty. Recommended:</i>	
<i>MNTC - Goal Area 1: Communications</i>	
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3
<i>MNTC - Goal Area 5: History & The Social & Behavioral Sciences</i>	
PSYC100 Introduction to Psychology	4
SOC100 Family Personal Relations	3
<i>MNTC - Goal Area 9: Ethical & Civic Responsibility</i>	
PHIL100 Ethics in Society	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Child Development Careers

Diploma



Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semesters

Child Development Careers Diploma (34 Credits)

DIP2506/DIP3506

REQUIRED TECHNICAL COURSES

	24
CDEV1200 Professional Relations in EC Careers	3
CDEV1210 Foundations of Child Development	3
CDEV1220 Child Safety, Health and Nutrition	4
CDEV1230 Guidance: Managing the Physical and Social Environment	4
CDEV1240 Family/Community Relations	3
CDEV1340 Planning and Implementing Curriculum	4
CDEV2510 Internship	3

PSYC100	Introduction to Psychology	4
SOC100	Family Personal Relations	3
<i>MNTC - Goal Area 9: Ethical & Civic Responsibility</i>		
PHIL100	Ethics in Society	3

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

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

LIBERAL ARTS & SCIENCES

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115 Concepts in Math	4
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MNTC - Goal Area 5: History & The Social & Behavioral Sciences

ONLINE Options

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



Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semesters

Child Development Careers Certificate (17 Credits)

CERT2505/CERT3508

REQUIRED TECHNICAL COURSES		17
CDEV1200	Professional Relations in EC Careers	3
CDEV1210	Foundations of Child Development	3
CDEV1220	Child Safety, Health and Nutrition	4
CDEV1230	Guidance: Managing the Physical and Social Environment	4
CDEV1240	Family/Community Relations	3

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



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

Program Core Competencies

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

Degrees

Civil Engineering Technology

A.A.S. Degree





Offered on North Mankato Campus

Admission Date: Fall Semester

Civil Engineering Technology A.A.S. Degree (70 Credits)

AAS3405

REQUIRED TECHNICAL COURSES		49
CDCR1110	Basic Autocad	3
CDCR2110	Statics, Strength of Materials	3
CTLS1800	Construction Contract Documents	4
CTLS1805	Civil Cad	3
CTLS1810	Introduction to Surveying	5
CTLS1815	Surveying II	5
CTLS1820	Materials Technology	4
CTLS2825	Civil Design	4
CTLS2830	Construction Estimating and Inspections	4
CTLS2835	Introduction to Land Surveying	3
CTLS2840	Introduction to Geographical Information Systems (GIS)	3
SAFE1100	Introduction to Safety and Health	3
CTLS2851	Internship: Civil Engineering Technology	5

REQUIRED LIBERAL ARTS & SCIENCES		18-21
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.</i>		

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
ENGL240	Technical Communication	4
SPCH110	Public Speaking	3

MNTC - Goal Area 3: Natural Sciences

PHYS101	Introductory Physics	3
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MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
	<i>and</i>	
MATH125	Trigonometry	3
	<i>or</i>	
MATH130	Pre-Calculus	4


ELECTIVE CREDITS		0-3
<i>Choose from any Technical or Liberal Arts & Sciences courses. Courses must be approved by advisor/faculty:</i>		

MATH OPTION

The student may elect to take (along with 3 elective credits):

MATH130	Pre-Calculus	4
<i>Instead of both:</i>		
MATH120	College Algebra	4
MATH125	Trigonometry	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

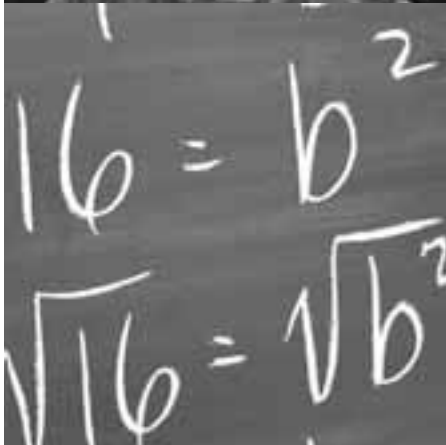
College Readiness Courses are designed to improve reading, writing, mathematics and computer skills. Developing these skills provides students with the opportunity to achieve academic success and enhance life-long learning, personal, and academic goals.

Students will receive a letter grade and credits for each course. These credits do not count toward graduation, but they are included in the calculation of the students GPA. A grade of "C" (2.0) or better is required to advance to the next level.

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

South Central College Core Competencies

1. **Communication** - Communicate effectively with a variety of audiences using verbal, non-verbal, listening, written, interpersonal and team skills.
2. **Critical Thinking** - Evaluate arguments; separate fact and opinion; recognize points of view; understand implications and consequences; make ethical decisions; acknowledge diverse values.
3. **Global Citizenship** - Understands the interconnectedness of people's and nations, geography, economics, environment, culture and politics. Has a general knowledge of history and world events. Understands and respects cross-cultural differences and issues. Understands the impact of other cultures and world events on life in the USA. Works effectively in teams of diverse composition.
4. **Math/Logic Reasoning** - Apply computation, data measurement, logic, analysis and synthesis to solve problems and make decisions.
5. **Professionalism** - Develop attitudes and habits of punctuality, honesty, respect and self-directedness while contributing to personal and group goals.
6. **Technological Literacy** - Access and analyze information using technology to solve and work on individual and team projects.





Offered on both Faribault and North Mankato Campuses

Admission Dates: Fall, Spring and Summer Semester

College Readiness Courses (4 Credits each)

MATH		
MATH0075	Basic Mathematics	4
MATH0085	Essentials of Algebra	4
READING		
READ0080	Reading and Critical Thinking I	4
READ0090	Reading and Critical Thinking II	4
WRITING		
ENGL0080	Writing and English I	4
ENGL0090	Writing and English II	4

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



ONLINE Options

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



Student Handbook

See the following sections in the *Becoming a Student* section of the Student Handbook at the front of this catalog for more information: *College Readiness Coursework*, *College Readiness Assessment*, *Accuplacer Information*, *Assessment Scores*, and *College Readiness Education*



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, web design, 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 Liberal Arts & Sciences 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.

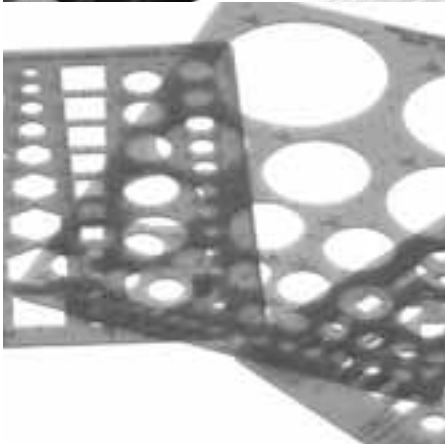
Program Core Competencies

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

Degrees and Diplomas

Commercial and Technical Art
A.A.S. Degree

Commercial and Technical Art
Diploma





Offered on North Mankato Campus

Admission Dates: *Fall, Spring and Summer Semesters

**Students admitted in Fall Semester may begin Technical and Liberal Arts & Sciences courses. Students admitted in Spring and Summer Semester may begin Liberal Arts & Sciences courses.*

Commercial and Technical Art A.A.S. Degree (72 Credits)

AAS3419

REQUIRED TECHNICAL COURSES

	54
ART1802 Materials and Basic Form	4
ART1804 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
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

ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES **18**

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3
SPCH110	Public Speaking	3

MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
SOC100	Family Personal Relations	3

MNTC - Goal Area 6: The Humanities & Fine Arts

ART100	Art Appreciation	3
ENGL130	World Literature/Film	4

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
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Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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

Commercial and Technical Art Diploma

Offered on North Mankato Campus

Admission Dates: *Fall, Spring and Summer Semesters

*Students admitted in Fall Semester may begin Technical and Liberal Arts & Sciences courses. Students admitted in Spring and Summer Semester may begin Liberal Arts & Sciences courses.



Commercial and Technical Art Diploma (64 Credits)

DIP3418

REQUIRED TECHNICAL COURSES

	56
ART1802 Materials and Basic Form	4
ART1804 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
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	1-4

ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES 8

Recommended:

MNTC - Goal Area 1: Communications

ENGL100 Composition 4

SPCH100 Interpersonal Communication 3

SPCH110 Public Speaking 3

MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100 Introduction to Psychology 4

SOC100 Family Personal Relations 3

MNTC - Goal Area 6: The Humanities & Fine Arts

ART100 Art Appreciation 3

ENGL130 World Literature/Film 4

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100 Ethics in Society 3



See pages 196-241 to find course descriptions for the courses listed above.



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

Program Core Competencies

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.
6. Demonstrate an understanding of concepts relevant to entry level, generalist social work practice in a wide range of settings i.e. values and ethics; diversity issues; social justice; cooperative learning; autonomy and self-determination; social service delivery systems.

Student Background Studies

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

Degrees and Diplomas

Community Social Service
A.A.S. Degree

Community Social Service
Diploma

Community Social Service
Certificate

Community Social Service

A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Community Social Service A.A.S. Degree (70 Credits)

AAS3362/AAS2262

REQUIRED TECHNICAL COURSES

	50
CSS1801 Direct Service Professionalism	3
CSS1802 Physical Developmental Supports I	3
CSS1804 Person Centered Planning	3
CSS1811 Facilitating Positive Behaviors	4
CSS1812 Introduction to Social Work	3
CSS1813 Social Welfare Services	3
CSS1814 Community Social Service Projects	3
CSS1902 Physical Developmental Supports II	3
CSS1907 Basic Sign Language	3
CSS1910 Community Social Service Internship	5
CSS1913 Supportive Interventions	4
HC1000 Medical Terminology	3
HC1934 Trained Medication Aide	2
HCTC1886 Basic Nursing 101 (CNA)	4
HLTH1950 CPR	1
HLTH1952 First Aid	1
OTEC1001 Introduction to Computer Software	2

ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty. Recommended:

MNTC - Goal Area 1: Communications	
ENGL100 Composition	4
MNTC - Goal Area 3: Natural Sciences	
BIOL100 Introduction to Biology	4

MNTC - Goal Area 5: History & the Social & Behavioral Sciences	
PSYC110 Lifespan Psychology	3
MNTC - Goal Area 9: Ethical & Civic Responsibility	
PHIL100 Ethics in Society	3
<i>Students may choose one Liberal Arts & Sciences course from the following list as recommended by advisor:</i>	
MNTC - Goal Area 4: Mathematical/Logical Reasoning	
MATH154 Elementary Statistics	4
MNTC - Goal Area 5: History & the Social & Behavioral Sciences	
ETHN100 American Racial Minorities	3
MNTC - Goal Area 7: Human Diversity	
SOC101 Introduction to Sociology	3
MNTC - Goal Area 8: Global Perspective	
ECON110 Principles of Macroeconomics	3
ECON120 Principles of Microeconomics	3
MNTC - Goal Area 9: Ethical & Civic Responsibility	
POL110 American Government	3

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

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Community Social Service Diploma (48 Credits)

DIP3361/DIP2261

REQUIRED TECHNICAL COURSES

	41
CSS1801 Direct Service Professionalism	3
CSS1802 Physical Developmental Supports I	3
CSS1804 Person Centered Planning	3
CSS1811 Facilitating Positive Behaviors	4
CSS1902 Physical Developmental Supports II	3
CSS1907 Basic Sign Language	3
CSS1910 Community Social Service Internship	5
CSS1913 Supportive Interventions	4
HC1000 Medical Terminology	3
HC1934 Trained Medication Aide	2
HCTC1886 Basic Nursing 101 (CNA)	4
HLTH1950 CPR	1
HLTH1952 First Aid	1
OTEC1001 Introduction to Computer Software	2

REQUIRED LIBERAL ARTS & SCIENCES

<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4

ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES 3

Students may choose one Liberal Arts & Sciences course from the following list as recommended by advisor:

<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>	
MATH154 Elementary Statistics	4


<i>MNTC - Goal Area 5: History & the Social & Behavioral Sciences</i>	
ETHN100 American Racial Minorities	3

<i>MNTC - Goal Area 7: Human Diversity</i>	
SOC101 Introduction to Sociology	3
<i>MNTC - Goal Area 8: Global Perspective</i>	
ECON110 Principles of Macroeconomics	3
ECON120 Principles of Microeconomics	3
<i>MNTC - Goal Area 9: Ethical & Civic Responsibility</i>	
POL110 American Government	3

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

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

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Community Social Service Certificate



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters


Community Social Service Certificate (17 Credits)

CERT3360/CERT2260

REQUIRED TECHNICAL COURSES

CSS1801	Direct Service Professionalism	17
CSS1802	Physical Developmental Supports I	3
CSS1804	Person Centered Planning	3
CSS1811	Facilitating Positive Behaviors	4
HCTC1886	Basic Nursing 101 (CNA)	4


Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.


ONLINE Options 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

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

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.

Degrees, Diplomas and Certificates

Computer Careers, Information Systems

A.A.S Degree

Computer Careers, Networking Services

A.A.S Degree

Computer Careers, Information Systems

Diploma

Computer Careers, Networking Services

Diploma

Computer Careers, Computer Assistant

Technical Certificate

Computer Careers, Web Programmer

Technical Certificate

Computer Careers, Linux Administrator

Advanced Technical Certificate



Computer Careers, Information Systems A.A.S. Degree

Degree Description

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

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

Degree Core Competencies

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

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Computer Careers, Information Systems A.A.S. Degree (64 Credits)

AAS3275

REQUIRED TECHNICAL COURSES

42 or 43

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	4
COMP1220	Hardware Maintenance (PC)	2
COMP1400	Web I	3
COMP1500	Networking Essentials (Basic)	2
COMP1505	Networking Essentials (Advanced)	1
COMP2115	Advanced Software Applications	1
COMP2700	Linux For Users	1
COMP2705	Linux System Administration	1
COMP2710	Programming For Linux	1
COMP2611	Capstone Project - Information System or	2
COMP2612	Internship - Information System	2
<i>Plus 2 of the following 4 Areas of Emphasis</i>		
Cobol Programmer Emphasis		
COMP1205	IBM zSeries Operating System	2
COMP1310	COBOL	3
COMP2340	Database Management (SQL)	2
Java/Net Programmer Emphasis		
COMP1300	Java I	3
COMP2305	Java II	3
COMP2330	Visual Basic.NET	2
RPG Programmer Emphasis		
COMP1210	IBM iSeries Operating System	3
COMP2320	RPG I	3
COMP2325	RPG II	2
Web Programmer Emphasis		
COMP2405	Web II	3
COMP2410	Web III	2
COMP2415	Web IV (Server Technologies)	3

REQUIRED LIBERAL ARTS & SCIENCES

11

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH110	Public Speaking	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115	Concepts in Math or	4
MATH120	College Algebra	4

ELECTIVE CREDITS

TECHNICAL COURSES

5 or 6

Choose from the following:

Any courses not in Emphasis Areas chosen from required technical courses or Courses from Networking Services Area

COMP2515	Networking II (MCSA Core)	3
COMP2520	Networking III (MCSA Advanced)	3
COMP2525	Networking IV (Security)	3
COMP2530	Networking V (Wireless Data Networks)	2
COMP2715	Advanced Linux System Administration	2
COMP2720	Linux Network Services	1
COMP2800	Information Security Basics	3

LIBERAL ARTS & SCIENCES

5

Choose from any MNTC Goal Area 2,3, 5, 6, 7, 8, 9 or 10 course



See pages 196-241 to find course descriptions for the courses listed above.



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



Degree Description

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

Degree Core Competencies

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

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Computer Careers, Networking Services A.A.S. Degree (64 Credits)

AAS3277

REQUIRED TECHNICAL COURSES

	45
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	4
COMP1220 Hardware Maintenance (PC)	2
COMP1400 Web I	3
COMP1500 Networking Essentials (Basic)	2
COMP1505 Networking Essentials (Advanced)	1
COMP2115 Advanced Software Applications	1
COMP2613 Capstone Project - Networking Services	3
or	
COMP2614 Internship - Networking Services	3
COMP2515 Networking II (MCSA Core)	3
COMP2520 Networking III (MCSA Advanced)	3
COMP2525 Networking IV (Security)	3
COMP2530 Networking V (Wireless Data Networks)	2
COMP2700 Linux For Users	1
COMP2705 Linux System Administration	1
COMP2710 Programming For Linux	1
COMP2715 Advanced Linux System Administration	2
COMP2720 Linux Network Services	1
COMP2800 Information Security Basics	3

REQUIRED LIBERAL ARTS & SCIENCES

	11
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.</i>	
MNTC - Goal Area 1: Communications	
ENGL100 Composition	4

SPCH110 Public Speaking	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>	
MATH115 Concepts in Math	4
or	
MATH120 College Algebra	4

ELECTIVE CREDITS

TECHNICAL COURSES

	3
<i>Choose from the following:</i>	
COMP1205 IBM zSeries Operating System	2
COMP1210 IBM iSeries Operating System	3
COMP1300 Java I	3
COMP1310 COBOL	3
COMP2305 Java II	3
COMP2320 RPG I	3
COMP2325 RPG II	2
COMP2330 Visual Basic.NET	2
COMP2340 Database Management (SQL)	2
COMP2405 Web II	3
COMP2410 Web III	2
COMP2415 Web IV (Server Technologies)	3

LIBERAL ARTS & SCIENCES

Choose from any MNTC Goal Area 2,3, 5, 6, 7, 8, 9 or 10 course

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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

Computer Careers, Information Systems *Diploma*



Diploma Description

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

Diploma Core Competencies

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

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Computer Careers, Information Systems Diploma (64 Credits)

DIP3276

REQUIRED TECHNICAL COURSES

42 or 43

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	4
COMP1220	Hardware Maintenance (PC)	2
COMP1400	Web I	3
COMP1500	Networking Essentials (Basic)	2
COMP1505	Networking Essentials (Advanced)	1
COMP2115	Advanced Software Applications	1
COMP2700	Linux For Users	1
COMP2705	Linux System Administration	1
COMP2710	Programming For Linux	1
COMP2611	Capstone Project - Information System	2
COMP2612	Internship - Information System	2

Plus 2 of the following 4 Areas of Emphasis

Cobol Programmer Emphasis

COMP1205	IBM zSeries Operating System	2
COMP1310	COBOL	3
COMP2340	Database Management (SQL)	2

Java/Net Programmer Emphasis

COMP1300	Java I	3
COMP2305	Java II	3
COMP2330	Visual Basic.NET	2

RPG Programmer Emphasis

COMP1210	IBM iSeries Operating System	3
COMP2320	RPG I	3
COMP2325	RPG II	2

Web Programmer Emphasis

COMP2405	Web II	3
COMP2410	Web III	2
COMP2415	Web IV (Server Technologies)	3

REQUIRED LIBERAL ARTS & SCIENCES

7

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH110	Public Speaking	3

ELECTIVE CREDITS

TECHNICAL COURSES


14 or 15

Choose from the following:

Any courses not in Emphasis Areas chosen from required technical courses *or* Courses from Networking Services Area

COMP2515	Networking II (MCSA Core)	3
COMP2520	Networking III (MCSA Advanced)	3
COMP2525	Networking IV (Security)	3
COMP2530	Networking V (Wireless Data Networks)	2
COMP2715	Advanced Linux System Administration	2
COMP2720	Linux Network Services	1
COMP2800	Information Security Basics	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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



Diploma Description

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

Diploma Core Competencies

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

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Computer Careers, Networking Services Diploma (64 Credits)

DIP3278

REQUIRED TECHNICAL COURSES

	45
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	4
COMP1220 Hardware Maintenance (PC)	2
COMP1400 Web I	3
COMP1500 Networking Essentials (Basic)	2
COMP1505 Networking Essentials (Advanced)	1
COMP2115 Advanced Software Applications	1
COMP2613 Capstone Project - Networking Services	3
or	
COMP2614 Internship - Networking Services	3
COMP2515 Networking II (MCSA Core)	3
COMP2520 Networking III (MCSA Advanced)	3
COMP2525 Networking IV (Security)	3
COMP2530 Networking V (Wireless Data Networks)	2
COMP2700 Linux For Users	1
COMP2705 Linux System Administration	1
COMP2710 Programming For Linux	1
COMP2715 Advanced Linux System Administration	2
COMP2720 Linux Network Services	1
COMP2800 Information Security Basics	3

REQUIRED LIBERAL ARTS & SCIENCES


	7
MNTC - Goal Area 1: Communications	
ENGL100 Composition	4
SPCH110 Public Speaking	3

ELECTIVE CREDITS

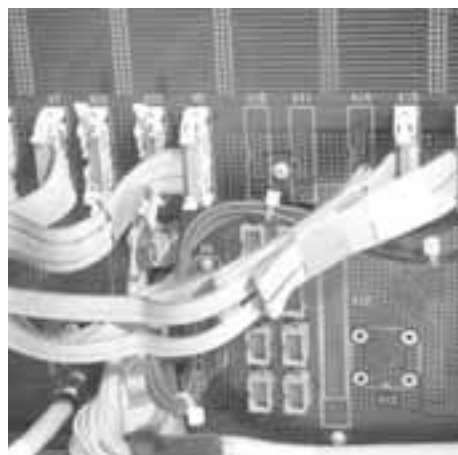
TECHNICAL COURSES

	12
<i>Choose from the following:</i>	
COMP1205 IBM zSeries Operating System	2
COMP1210 IBM iSeries Operating System	3
COMP1300 Java I	3
COMP1310 COBOL	3
COMP2305 Java II	3
COMP2320 RPG I	3
COMP2325 RPG II	2
COMP2330 Visual Basic.NET	2
COMP2340 Database Management (SQL)	2
COMP2405 Web II	3
COMP2410 Web III	2
COMP2415 Web IV (Server Technologies)	3

 **Course Descriptions** See pages 196-241 to find course descriptions for the courses listed above.

 **ONLINE Options** 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

Computer Careers, Computer Assistant Technical Certificate



Certificate Description

This program prepares the student with the core skills necessary for a technical support position with a focus on personal computer operations. Training is emphasized in the areas of installing, maintaining, and troubleshooting personal computers and peripheral devices utilizing current industry hardware and software products. Students also receive an orientation on IBM 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.

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semester

Computer Careers, Computer Assistant Technical Certificate (30 Credits)

CERT3279

REQUIRED TECHNICAL 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	4
COMP1220 Hardware Maintenance (PC)	2
COMP1400 Web I	3
COMP1500 Networking Essentials (Basic)	2
COMP1505 Networking Essentials (Advanced)	1
COMP2115 Advanced Software Applications	1
COMP2700 Linux For Users	1
COMP2705 Linux System Administration	1
COMP2710 Programming For Linux	1

COMP1300	Java I	3
COMP1310	COBOL	3
COMP2305	Java II	3
COMP2320	RPG I	3
COMP2325	RPG II	2
COMP2330	Visual Basic.NET	2
COMP2340	Database Management (SQL)	2
COMP2405	Web II	3
COMP2410	Web III	2
COMP2415	Web IV (Server Technologies)	3

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

Courses from Networking Services Area

COMP2515	Networking II (MCSA Core)	3
COMP2520	Networking III (MCSA Advanced)	3
COMP2525	Networking IV (Security)	3
COMP2530	Networking V (Wireless Data Networks)	2
COMP2715	Advanced Linux System Administration	2
COMP2720	Linux Network Services	1
COMP2800	Information Security Basics	3

Courses from Information Systems Area

COMP1205	IBM zSeries Operating System	2
COMP1210	IBM iSeries Operating System	3

ONLINE Options

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



Certificate Description

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

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semester

Computer Careers, Web Programmer Technical Certificate (23 Credits)

CERT3261

REQUIRED TECHNICAL COURSES

	22
COMP1105 Integrated Software Applications I	2
COMP1110 Integrated Software Applications II	2
COMP1200 PC Hardware and Software Essentials	4
COMP1300 Java I	3
COMP1400 Web I	3
COMP2405 Web II	3
COMP2410 Web III	2
COMP2415 Web IV (Server Technologies)	3

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

	1
COMP1000 Programming Fundamentals	2
COMP1100 Introduction to Information Systems	1
COMP1115 Introduction to Enterprise Systems	2
COMP1220 Hardware Maintenance (PC)	2
COMP1500 Networking Essentials (Basic)	2
COMP1505 Networking Essentials (Advanced)	1
COMP2115 Advanced Software Applications	1
COMP2305 Java II	3
COMP2700 Linux For Users	1
COMP2705 Linux System Administration	1
COMP2710 Programming For Linux	1

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

Administrator *Advanced Technical Certificate*



Certificate Description

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.

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.

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semester

Computer Careers, Linux Administrator *Advanced Technical Certificate (16 Credits)* CERT3271

REQUIRED TECHNICAL COURSES

	14
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 Administration	2
COMP2720 Linux Network Services	1

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

	2
COMP1000 Programming Fundamentals	2
COMP1115 Introduction to Enterprise Systems	2
COMP1200 PC Hardware and Software Essentials	4
COMP1300 Java I	3
COMP1400 Web I	3
COMP2515 Networking II (MCSA Core)	3
COMP2330 Visual Basic.NET	2
COMP2520 Networking III (MCSA Advanced)	3
COMP2525 Networking IV (Security)	3
COMP2530 Networking V (Wireless Data Networks)	2
COMP2800 Information Security Basics	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

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

Program Core Competencies

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



Degrees and Diplomas

Computer Integrated Machining
A.A.S. Degree

Computer Integrated Machining
Diploma

Computer Integrated Machining
Certificate



Computer Integrated Machining

A.A.S. Degree



Offered on Faribault and North Mankato Campus

Admission Date: Fall Semester

Computer Integrated Machining A.A.S. Degree (72 Credits)

AAS2442/AAS3458

REQUIRED TECHNICAL COURSES 54

CIM1110	Concept Engineering I	4
CIM1120	Computer Control Programming I	3
CIM1130	Quality Assurance I	3
CIM1140	Applications I	5
CIM1150	Machining Computations	3
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

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
	or	
MATH130	Pre-Calculus	4

MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100	Introduction to Psychology	4
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Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

REQUIRED LIBERAL ARTS & SCIENCES 18

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH120	Small Group Communication	3

MNTC - Goal Area 3: Natural Sciences

CHEM106	Intro to Chemistry	3
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Offered on Faribault and North Mankato Campus

Admission Date: Fall Semester

Computer Integrated Machining Diploma (63 Credits)

DIP2443/DIP3459

REQUIRED TECHNICAL COURSES		60
CIM1110	Concept Engineering I	4
CIM1120	Computer Control Programming I	3
CIM1130	Quality Assurance I	3
CIM1140	Applications I	5
CIM1150	Machining Computations	3
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

REQUIRED LIBERAL ARTS & SCIENCES		3
<i>Courses must be approved by advisor/faculty.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
SPCH100	Interpersonal Communication	3
	<i>or</i>	
SPCH120	Small Group Communication	3

 See pages 196-241 to find course descriptions for the courses listed above.

Computer Integrated Machining Certificate



Offered on Faribault and North Mankato Campus

Admission Date: Fall Semester

Computer Integrated Machining Certificate (30 Credits)

CERT2444/CERT3462

REQUIRED TECHNICAL COURSES		30
CIM1110	Concept Engineering I	4
CIM1120	Computer Control Programming I	3
CIM1130	Quality Assurance I	3
CIM1140	Applications I	5
CIM1150	Machining Computations	3
CIM1210	Concept Engineering II	4
CIM1220	Computer Control Programming II	3
CIM1230	Quality Assurance II	2
CIM1240	Applications II	3

**Course
Descriptions**

See pages 196-241 to find course descriptions for the courses listed above.



Program Description

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

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

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



Program Core Competencies

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

Degrees

Construction Field Supervision

A.A.S. Degree



Construction Field Supervision

A.A.S. Degree



Offered on Faribault Campus

Admission Date: Fall Semester

Construction Field Supervision A.A.S. Degree (71 Credits)

AAS2450

REQUIRED TECHNICAL COURSES

CFSU1100	Professional Practice	50
CFSU1110	Construction Documents	3
CFSU1130	Practicum: Materials and Methods	4
CFSU1200	Building Codes	5
CFSU1210	Principles of Construction Supervision, Management, and Leadership	3
CFSU1230	Practicum: Field Engineering and Civil Engineering	5
CFSU2110	Construction Project Management and Administration	5
CFSU2130	Practicum: Construction Planning and Scheduling	5
CFSU2230	Practicum: Construction Field Supervision	5
CFSU2240	Internship	5
HLTH1950	CPR	1
SAFE1100	Introduction to Safety and Health	3
SBMT2242	SBM Risk Management	1

REQUIRED LIBERAL ARTS & SCIENCES

21

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
ENGL240	Technical Communication	4
SPCH100	Interpersonal Communication	3
SPCH120	Small Group Communication	3


MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
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MNTC - Goal Area 7: Human Diversity

PSYC110	Lifespan Psychology	3
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Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.


ONLINE Options 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 Culinary Arts program is designed to meet the varied needs of food service establishments. Students are provided with a background of hot and cold food preparation, food service management, and cost control. Demonstrations and practical experience provided in our operational dining room/cafeteria permit students to develop the necessary food preparation skills for gainful employment.

Program Core Competencies

1. Conduct safe and sanitary food preparation.
2. Operate, clean and assemble commercial kitchen and baking equipment.
3. Demonstrate proficiency in basic baking.
4. Demonstrate proficiency in basic cooking skills.
5. Prepare buffet foods and set up buffet tables and centerpieces.
6. Demonstrate advanced culinary preparation skills.
7. Demonstrate proficiency in the preparation of stocks, soups, and sauces.
8. Calculate food, beverage, and labor costs and determine menu selling prices.
9. Demonstrate knowledge of the storeroom cycle-purchasing, receiving, storage and issuance.

Degrees and Diplomas

Culinary Arts

A.A.S. Degree

Culinary Arts

Diploma



Culinary Arts

A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Culinary Arts A.A.S. Degree (69 Credits)

Pending MnSCU Approval

REQUIRED TECHNICAL COURSES		49
CART1800	Introduction to Food Service	2
CART1803	Food and Beverage Control	1
CART1855	Wok/Oriental Cookery	2
CART1900	Specialty Breads	2
FBMG2950	Specialty Option I	1
FBMG2986	Hospitality Nutrition I	2
FBMG2990	Advanced Culinary Skill Production	3
HLTH1950	CPR	1
HLTH1952	First Aid	1
HRIC2860	Buffet Preparation and Service	2
HRIC2870	Basic Management/Supervisory Skills	2
HRIC2871	Purchasing and Receiving	2
HRIC2875	Menu Design	2
OTEC1001	Introduction to Computer Software	2
OTEC2000	Employment Search Skills	2
QFPR1840	Basic Cooking Principles	3
QFPR1841	Basic Meat, Poultry, Fish/Shellfish Identification & Processing	4
QFPR1842	Stocks, Sauces And Soups	3
QFPR1846	Introduction to Breakfast And Pantry	3
QFPR1850	Basic Baking	4
QFPR1880	Quality Assurance	2
QFPR1890	Quality Food Production	3

REQUIRED LIBERAL ARTS & SCIENCES **20**
To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

<i>MNTC - Goal Area 1: Communications</i>		
SPCH100	Interpersonal Communication	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Culinary Arts Diploma (52 Credits)

Pending MnSCU Approval

REQUIRED TECHNICAL COURSES

	49
CART1800 Introduction to Food Service	2
CART1803 Food and Beverage Control	1
CART1855 Wok/Oriental Cookery	2
CART1900 Specialty Breads	2
FBMG2950 Specialty Option I	1
FBMG2986 Hospitality Nutrition I	2
FBMG2990 Advanced Culinary Skill Production	3
HLTH1950 CPR	1
HLTH1952 First Aid	1
HRIC2860 Buffet Preparation and Service	2
HRIC2870 Basic Management/Supervisory Skills	2
HRIC2871 Purchasing and Receiving	2
HRIC2875 Menu Design	2
OTEC1001 Introduction to Computer Software	2
OTEC2000 Employment Search Skills	2
QFPR1840 Basic Cooking Principles	3
QFPR1841 Basic Meat, Poultry, Fish/Shellfish Identification & Processing	4
QFPR1842 Stocks, Sauces And Soups	3
QFPR1846 Introduction to Breakfast And Pantry	3
QFPR1850 Basic Baking	4
QFPR1880 Quality Assurance	2
QFPR1890 Quality Food Production	3

REQUIRED LIBERAL ARTS & SCIENCES

	3
<i>MNTC - Goal Area 1: Communications</i>	
SPCH100 Interpersonal Communication	3

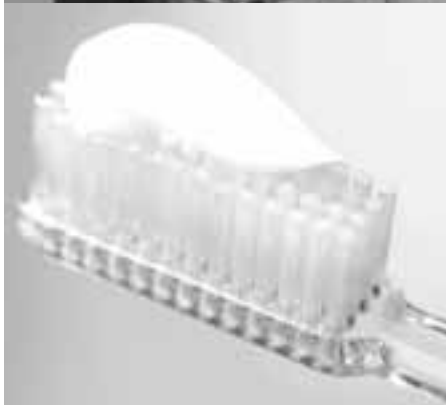
Course
Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



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. Due to the limited amount of space in the clinical area, students will be admitted on space available basis. Successful completion of all courses in the dental assisting program require passing with a C/2.0 GPA or above.



The program is designed to meet the American Dental Association's Commission on Dental Accreditation Standard for Dental Assisting with the clinical skills and competencies as designated by the State Dental Practice Act of Minnesota State Board of Dentistry. A unique aspect of the South Central College's Dental Assisting program is its location on the Minnesota State University, Mankato campus in a newly refurbished 12-unit dental clinic, with restorative facilities, shared by MSU's Dental Hygiene program. 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.

Program Core Competencies

1. Demonstrate skill competency in oral/written communication and patient management.
2. Demonstrate practical application of infection control, biohazards/quality assurance procedures, and treatment area maintenance.
3. Demonstrate skills to collect medical/dental data, vital signs, dental charting, and maintain accurate patient records.
4. Conduct extra-oral /intra-oral exams, radiographs, preliminary impressions, study casts and occlusal bite registrations.
5. Demonstrate competencies skills and proficiency in tray set-ups, unit preparation, and medical emergency situations.
6. Apply current dental assisting concepts and techniques through competency skill levels and clinical/laboratory dental assisting, expanded functions, general and specialty dental procedures.
7. Demonstrate competency / skill in business office procedures and equipment, dental practice management systems, and financial transactions.



Basic Entrance Requirements

To be admitted to the Dental Assisting Program, students must have completed Interpersonal Communication, Ethics in Society, Current Health Care Provider CPR, First Aid, and Safety prior to taking any core dental assisting courses.

Degrees and Diplomas

Dental Assisting
A.A.S. Degree

Dental Assisting
Diploma





Offered on North Mankato Campus

Admission Date: Summer Semester

Student Background Studies

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

Dental Assisting A.A.S. Degree (65 Credits)

Pending MnSCU Approval

REQUIRED TECHNICAL COURSES

	45
DA1811 Dental Science I	2
DA1812 Oral Anatomy	2
DA1813 Preclinical 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 Assisting 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
*HLTH1950 CPR	1
*HLTH1952 First Aid	1
*HLTH1954 Safety	1

**These courses must be completed prior to enrolling in any technical Dental Assisting Courses*

REQUIRED LIBERAL ARTS & SCIENCES

	14
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.</i>	
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4
*SPCH100 Interpersonal Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>	
*PHIL100 Ethics in Society	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>	
MATH115 Concepts in Math	4


ELECTIVE CREDITS

LIBERAL ARTS & SCIENCES

	6
<i>Courses must be approved by advisor/faculty. Recommended:</i>	
<i>MNTC - Goal Area 3: Natural Sciences</i>	
BIOL270 Microbiology	4
<i>MNTC - Goal Area 5: History & the Social & Behavioral Sciences</i>	
PSYC100 Introduction to Psychology	4
SOC101 Introduction to Sociology	3

**These courses must be completed prior to enrolling in any technical Dental Assisting Courses*

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Dental Assisting Diploma



Offered on North Mankato Campus

Admission Date: Summer Semester

Student Background Studies

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

Dental Assisting Diploma (51 Credits)

Pending MnSCU Approval

REQUIRED TECHNICAL COURSES

	45
DA1811 Dental Science I	2
DA1812 Oral Anatomy	2
DA1813 Preclinical 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 Assisting 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
*HLTH1950 CPR	1
*HLTH1952 First Aid	1
*HLTH1954 Safety	1

**These courses must be completed prior to enrolling in any technical Dental Assisting Courses*

REQUIRED LIBERAL ARTS & SCIENCES

	6
<i>Courses must be approved by advisor/faculty.</i>	
<i>MNTC - Goal Area 1: Communications</i>	
*SPCH100 Interpersonal Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>	
*PHIL100 Ethics in Society	3

**These courses must be completed prior to enrolling in any technical Dental Assisting Courses*

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

These certifications are not eligible for federal student aid.

Basic Entrance Requirements

Post-High School Secondary Option (PSEO) 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 Secondary Option students.

Program Courses

Emergency Medical Technician Initial (112 hours)

6 Credits

Emergency Medical Technician Refresher (24 hours)

2 Credits

First Responder Initial (48 hours)

2 Credits

First Responder Refresher (16 hours)

1 Credit





Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Emergency Medical Technician Courses (1-6 Credits)

HEMS1200 Emergency Medical Technician Initial (112 hours)

6

The Emergency Medical Technician program is designed for ambulance personnel, 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 8 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. (Prerequisite: None)

HEMS1220 Emergency Medical Technician Refresher (24 hours)

2

This 24-hour course provides refresher training for state certified and nationally registered EMTs who must re-certified 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. (Prerequisites: Minnesota EMT number and expiration date).

HEMS1300 First Responder Initial (48 hours)

2

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 First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: None)

HEMS1320 First Responder Refresher (16 hours)

1

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 First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: State Certified First Responder).

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



Program Description

The mission of ESOL at South Central College is to help English language learners attain their college and career goals through improving their academic language abilities. The ESOL program is designed to bridge a student's experience at an ABE (Adult Basic Education/ESL) program to the college or university course. The ESOL curriculum offers courses in writing and grammar, reading, and listening and speaking, all of which prepare students to be admitted to and to be successful in subsequent college courses.



English for Speakers of Other Languages



Offered on both Faribault and North Mankato Campuses

Admission Dates: Fall, Spring and Summer Semesters

English for Speakers of Other Languages Courses (4 Credits each)

WRITING AND GRAMMAR

ESOL0031	Writing and Grammar III	4
ESOL0041	Writing and Grammar VI	4

READING

ESOL0032	Reading III	4
ESOL0042	Reading VI	4

LISTENING AND SPEAKING

ESOL0033	Listening and Speaking III	4
ESOL0043	Listening and Speaking VI	4

Course
Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



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.

This program is eligible for state grant funding only.

Office Locations and Phone Numbers

Blue Earth.....	507-526-2894 or 526-5380
Fairfax	507-426-8355
Faribault.....	507-332-5838 or 507-332-5836 or 332-5837 332-5845 or 1-800-422-0391
Glencoe	320-864-2633
Mankato.....	507-389-7264 or 389-7288 or 389-7391 or 1-800-722-9359
Montgomery	952-492-2141
New Ulm.....	507-354-7836
Nicollet.....	507-225-3109
Sleepy Eye.....	507-794-4241
Waldorf.....	507-461-3146
Waseca	507-835-8261



Program Core Competencies

1. Establish, compile, maintain, and understand business records.
2. Analyze and use historical business data.
3. Establish and regularly evaluate business goals and plans
4. Demonstrate necessary skills to manage business resources

Diplomas and Certificates

Farm Business Management

Diploma

Farm Business Management

Advanced Certificate

Farm Business Management Farm Commodity Marketing

Certificate



Farm Business Management

Diploma



Admission Dates: Fall, Spring and Summer Semesters

Farm Business Management Diploma (60 Credits)

DIP2101/DIP3118

REQUIRED TECHNICAL COURSES

	44
FBMT1112 Foundations for Farm Business Management	4
FBMT1121 Preparation for Farm Business Analysis	4
FBMT1122 Implementing the System Management Plan	4
FBMT1131 Managing and Modifying Farm System Data	4
FBMT1132 Interpreting and Using Farm System Data	4
FBMT2141 Interpreting and Evaluation of Financial Data	4
FBMT2142 Interpreting Trends in Business Planning	4
FBMT2151 Strategies in Farm System Data Management	4
FBMT2152 Integrating System Information for Financial Planning	4
FBMT2161 Examination of the Context of Farm System Management	4
FBMT2162 Refining Farm System Management	4

ELECTIVE CREDITS

TECHNICAL COURSES 16

Choose from the following:

FBMT1211 Intro 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
FBMT2200-2204 Special Topics-General Farm Management	1
FBMT2205-2209 Special Topics-General Farm Management	2
FBMT2210-2214 Special Topics-Marketing	1
FBMT2215-2219 Special Topics-Marketing	2
FBMT2220-2224 Special Topics-Crops	1
FBMT2225-2229 Special Topics-Crops	2
FBMT2230-2234 Special Topics-Livestock	1
FBMT2235-2239 Special Topics-Livestock	2
FBMT2243 Using Financial Instruments in Farm Systems Management	2
FBMT2253 System Plans and Projections	2
FBMT2263 Evaluating Farm System Programs	2

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



Certificate Description

The Advanced Farm Business Management program is an Advanced Technical Specialty Certificate program designed for students who have completed the full Farm Business Management program and wish to continue to update their management skills in the rapidly changing and challenging area of farm business management.

Similar to Farm Business Management, most students in the Advanced Farm Business Management program will enroll as part-time students and will carry 5 credits per semester.

Admission Dates: Fall, Spring and Summer Semesters

Farm Business Management Advanced Certificate (30 Credits)

CERT2110/CERT3122

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 Mgmt/Business Plan Emphasis	3
FBMA2121	Applications in Financial Management/Business Plans	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ELECTIVE CREDITS TECHNICAL COURSES 12

*Choose from the following:
(May be repeated)*

FBMA2130	Directed Study - Decision Making	2
FBMA2131	Directed Study - Communications	2
FBMA2132	Directed Studies in Modern Agricultural Technology	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 Management	1-5
FBMA2201	Directed Study-Current Issues in Farm Business Management	1-5

Farm Business Management Farm Commodity Marketing Certificate



Certificate 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 5 credits per semester.

Admission Dates: Fall, Spring, and Summer Semesters

Farm Business Management Farm Commodity Marketing Certificate (25 Credits) CERT2111/CERT3125

REQUIRED TECHNICAL COURSES	25
FBMM1170 Intro to Farm Commodity Marketing	3
FBMM1173 Directed Study-Intro to Farm Commodity 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	2

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.



Program Description

According to the Minnesota Department of Employment and Economic Development website (December 2006), the printing/graphics and publishing industry is the second largest manufacturing industry employing over 31,000 workers in Minnesota. SCC's Graphics Production program is designed to provide students with the fundamentals necessary to enter the printing and publishing 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. 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 Liberal Arts & Sciences requirement.

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



Program Core Competencies

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
5. Demonstrate industry production principles stressing deadlines, customer expectations, following directions, and the fast-paced nature of an ever-changing industry.

Basic Requirements

Accuplacer Math Scores for Graphics Production A.A.S. Degree Option:

Arithmetic score below 56 - Graphics Production student must complete MATH0075 and MATH0085 with a "C" or better.

Arithmetic score above 56 and Elementary Algebra score below 85 - Graphics Production students must complete MATH0085 or MATH1050 with a "C" or better.

Elementary Algebra score above 85 - Math requirements satisfied.

Accuplacer Math Scores for Graphics Production Diploma Option:

Arithmetic score below 56 - Graphics Production student must complete MATH0075 with a "C" or better.

Arithmetic score above 56 - Math requirements satisfied.



Degrees and Diplomas

Graphics Production
A.A.S. Degree

Graphics Production
Diploma



Graphics Production

A.A.S. Degree



Offered on North Mankato Campus

Admission Date: Fall Semester


Graphics Production A.A.S. Degree (72 Credits)

AAS3421

REQUIRED TECHNICAL COURSES		54
GP1000	Introduction to Graphics Production	4
GP1040	Layout and Typography	4
GP1070	Electronic Publishing I (Introduction to Adobe Creative Suites)	4
GP1110	Color I	3
GP1121	Digital Production Concepts I	4
GP1160	Printing Processes I	4
GP1170	Electronic Publishing II (Advanced Adobe Creative Suites)	4
GP2010	Color II	4
GP2020	Applied Graphics Production	4
GP2041	Electronic Layout Techniques	4
GP2060	Printing Processes II	4
GP2126	Digital Production Concepts II	4
GP2140	Capstone Projects	3
GP2185	Web Production Techniques	4

REQUIRED LIBERAL ARTS & SCIENCES		18
<i>To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
SPCH100	Interpersonal Communication	3
SPCH110	Public Speaking	3


Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.


ONLINE Options 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



Offered on North Mankato Campus

Admission Date: Fall Semester

Graphics Production Diploma (64 Credits)


DIP3420

REQUIRED TECHNICAL COURSES	54
GP1000 Introduction to Graphics Production	4
GP1040 Layout and Typography	4
GP1070 Electronic Publishing I (Introduction to Adobe Creative Suites)	4
GP1110 Color I	3
GP1121 Digital Production Concepts I	4
GP1160 Printing Processes I	4
GP1170 Electronic Publishing II (Advanced Adobe Creative Suites)	4
GP2010 Color II	4
GP2020 Applied Graphics Production	4
GP2041 Electronic Layout Techniques	4
GP2060 Printing Processes II	4
GP2126 Digital Production Concepts II	4
GP2140 Capstone Projects	3
GP2185 Web Production Techniques	4

REQUIRED LIBERAL ARTS & SCIENCES	4
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4

ELECTIVE CREDITS	
TECHNICAL COURSES	6
<i>Choose from the following:</i>	
GP2200 Special Problems	1-3
GP2300 Internship	1-3
GP2400 Graphics Production II	1-3
<i>Other courses, with Graphics Instructor approval</i>	

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Heating, Ventilation, Air Conditioning/Refrigeration



Program Description

Trained, highly skilled personal are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and serving of HVAC/R equipment. The program a SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problems solving.

This career field is not as sensitive to economic times because maintenance of existing systems and installation of more energy-efficient systems make-up a large part of their duties. HVAC/R graduates are very much in demands because of the shortage of qualified technicians.



Program Core Competencies

1. Test electrical circuits
2. Build or repair a refrigeration system
3. Conduct testing of different heating systems
4. Recover system refrigerants
5. Identify electrical, heating, and refrigeration components

Degrees, Diplomas and Certificates

Heating, Ventilation, Air Conditioning/Refrigeration

A.A.S. Degree

Heating, Ventilation, Air Conditioning/Refrigeration

Diploma

Heating, Ventilation, Air Conditioning/Refrigeration

HVAC Heating Certificate

Heating, Ventilation, Air Conditioning/Refrigeration

HVAC Refrigeration Certificate





Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Heating, Ventilation, Air Conditioning/Refrigeration A.A.S. Degree (68 Credits)

AAS3456

REQUIRED TECHNICAL COURSES

	35
HVAC2000 Electrical Circuits	2
HVAC2010 IPH 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
HVAC2251 Brazing	2
HVAC2301 Indoor Air Quality	1
HVAC2310 Hydronic Heat	2
HVAC2320 Gas Heat	3
HVAC2325 Commercial Package Heat/Cool Units	2
HVAC2340 Sheet Metal Ductwork Fabrication	3

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

	15
AGME1930 Ag Welding	2
HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
MKT1800 Introduction to Sales	3
Otec1001 Introduction to Computer Software	2
Otec2000 Employment Search Skills	2
Otec2812 Office Procedures	3
Otec2835 Office Financial Applications	3
HVAC1000 Alternative Refrigeration Systems Lab I	1
HVAC1200 Alternative Refrigeration Systems Lab II	2
HVAC2330 Alternative Heating Systems	2
HVAC2400 Advance Central A/C Lab 1	1
HVAC2410 Advanced Central Air Conditioning Lab II	2
HVAC2420 Air Conditioning Internship I	1

HVAC2430 Air Conditioning Internship II	2
HVAC2440 Advanced Refrigeration Lab I	1
HVAC2450 Advanced Refrigeration Lab II	2
HVAC2460 Refrigeration Internship I	1
HVAC2470 Refrigeration Internship II	2
HVAC2500 Advance Heating Lab I	1
HVAC2510 Advanced Heating Lab II	2
HVAC2520 Heating Internship I	1
HVAC2530 Heating Internship II	2

LIBERAL ARTS & SCIENCES

18

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3

MNTC - Goal Area 2: Critical Thinking

HUM100 Critical Thinking	3
PHIL100 Ethics in Society	3
SPCH120 Small Group Communication	3

MNTC - Goal Area 3: Natural Sciences

BIOL101 Introduction to Ecology	4
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MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115 Concepts in Math	4
MATH120 College Algebra	4

 Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

 ONLINE Options

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

Heating, Ventilation, Air Conditioning/ Refrigeration *Diploma*



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Heating, Ventilation, Air Conditioning/Refrigeration Diploma (50 Credits)

DIP3457

REQUIRED TECHNICAL COURSES

	35
HVAC2000 Electrical Circuits	2
HVAC2010 IPH 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
HVAC2251 Brazing	2
HVAC2301 Indoor Air Quality	1
HVAC2310 Hydronic Heat	2
HVAC2320 Gas Heat	3
HVAC2325 Commercial Package Heat/Cool Units	2
HVAC2340 Sheet Metal Ductwork Fabrication	3

ELECTIVE CREDITS


TECHNICAL COURSES

Choose from the following:

	15
AGME1930 Ag Welding	2
HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
MKT1800 Introduction to Sales	3
OTEC1001 Introduction to Computer Software	2
OTEC2000 Employment Search Skills	2
OTEC2812 Office Procedures	3

OTEC2835 Office Financial Applications	3
HVAC1000 Alternative Refrigeration Systems Lab I	1
HVAC1200 Alternative Refrigeration Systems Lab II	2
HVAC2330 Alternative Heating Systems	2
HVAC2400 Advance Central A/C Lab 1	1
HVAC2410 Advanced Central Air Conditioning Lab II	2
HVAC2420 Air Conditioning Internship I	1
HVAC2430 Air Conditioning Internship II	2
HVAC2440 Advanced Refrigeration Lab I	1
HVAC2450 Advanced Refrigeration Lab II	2
HVAC2460 Refrigeration Internship I	1
HVAC2470 Refrigeration Internship II	2
HVAC2500 Advance Heating Lab I	1
HVAC2510 Advanced Heating Lab II	2
HVAC2520 Heating Internship I	1
HVAC2530 Heating Internship II	2

 See pages 196-241 to find course descriptions for the courses listed above.

 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



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Heating, Ventilation, Air Conditioning/Refrigeration Heating Certificate (26 Credits)

CERT3460

REQUIRED TECHNICAL COURSES	15
HVAC2000 Electrical Circuits	2
HVAC2010 IPH Motors and Auxiliary Controls	2
HVAC2301 Indoor Air Quality	1
HVAC2310 Hydronic Heat	2
HVAC2320 Gas Heat	3
HVAC2325 Commercial Package Heat/Cool Units	2
HVAC2340 Sheet Metal Ductwork Fabrication	3

ELECTIVE CREDITS	
TECHNICAL COURSES	11
<i>Choose from the following:</i>	
HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
OTEC2000 Employment Search Skills	2
HVAC2330 Alternative Heating Systems	2
HVAC2500 Advance Heating Lab I	1
HVAC2510 Advanced Heating Lab II	2
HVAC2520 Heating Internship I	1
HVAC2530 Heating Internship II	2

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



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

Heating, Ventilation, Air Conditioning/ Refrigeration *Refrigeration Certificate*



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

Heating, Ventilation, Air Conditioning/Refrigeration Refrigeration Certificate (26 Credits)

CERT3461

Pending MnSCU Approval

REQUIRED TECHNICAL COURSES		26
HVAC2000	Electrical Circuits	2
HVAC2010	IPH 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
HVAC2251	Brazing	2
HVAC2325	Commercial Package Heat/Cool Units	2

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



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

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.

Evening/Part-Time Options

Both the A.A.S. Degree and the Diploma options are offered part-time (evenings and Saturday). Clinical experience schedules will be varied during year two.

Basic Entrance Requirements

1. Current certification as an Emergency Medical Technician.
2. Documentation of a minimum of 50 ambulance runs or successful completion of ambulance operations offered through paramedic custom training. This requirement must be met before the student will be allowed to register for spring semester.

Student Background Studies

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

Degrees and Diplomas

Intensive Care Paramedic Technician

A.A.S. Degree

Intensive Care Paramedic Technician

Diploma

Intensive Care Paramedic Technician A.A.S. Degree



Offered on North Mankato Campus

Admission Date: Fall Semester

Intensive Care Paramedic Technician A.A.S. Degree (72 Credits)

AAS3311

REQUIRED TECHNICAL COURSES

ICP1000	Introduction to Paramedicine	48
ICP1005	Anatomy and Physiology for EMS	3
ICP1010	EMS Skills	3
ICP1020	Pharmacology for EMS	5
ICP1040	Cardiac Care in EMS	3
ICP1050	Trauma Care	4
ICP1060	Pathophysiology in EMS	3
ICP2010	EMS Advanced Skills	5
ICP2030	Critical Care Clinical I	5
ICP2040	Critical Care Clinical II	3
ICP2050	Field Internship I	3
ICP2060	Field Internship II	3
ICP2070	Special Populations	5

REQUIRED LIBERAL ARTS & SCIENCES 20

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

ELECTIVE CREDITS

TECHNICAL COURSES 4

Choose from the following:

ICP2080	Paramedic Refresher	3
ICP2090	Hazardous Materials	1

Other courses accepted by approval of advisor.

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Date: Fall Semester

Intensive Care Paramedic Technician Diploma (58 Credits)

DIP3310

REQUIRED TECHNICAL 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 in EMS	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 LIBERAL ARTS & SCIENCES 6

ELECTIVE CREDITS 4


TECHNICAL COURSES

Choose from the following:

ICP2080 Paramedic Refresher	3
ICP2090 Hazardous Materials	1

Other courses accepted by approval of advisor.

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Mission of Liberal Arts & Sciences

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

Philosophy of Liberal Arts & Sciences

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

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

Program: Liberal Arts & Sciences program offerings at SCC are regularly reviewed and challenged for relevance and validity. We believe that the Liberal Arts & Sciences program provides essential life skills, prepares 4-year bound students for transfer, and enhances technical education by exposing students to a broader perspective beyond their core field of study. Liberal Arts & Sciences at SCC is designed to “impart common knowledge, intellectual concepts, and attitudes that every educated person should possess” (NCA Handbook of Accreditation, Second Edition, 1997, p. 23).

Values of Liberal Arts & Sciences

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

Minnesota Transfer Curriculum (MNTC)

Most courses designated Liberal Arts & Sciences at SCC develop the competencies of the Minnesota Transfer Curriculum. The goal of the Minnesota Transfer Curriculum is to develop student competencies in ten goal areas.

A course may satisfy more than one goal area, but credit for the course may only be counted once. Liberal Arts & Sciences courses are listed with the particular Minnesota Transfer Curriculum category or categories they satisfy. Students participating in Liberal Arts & Sciences use computers, libraries, media, and appropriate technologies and information resources. Competency development is also reinforced in the technical courses and in activities such as student organization projects, community events, and service learning. Students should consult with their advisors prior to registration for Liberal Arts & Sciences courses to be sure they are in compliance with their program plan.

Degree

Liberal Arts & Sciences

A.A. Degree



Program Goals and Student Competencies

Goal Area 1: Communications

Goal: To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities for interpersonal communication, public speaking, and discussion.

Student competencies: Students will be able to

- Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- Select appropriate communication choices for specific audiences.
- Construct logical and coherent arguments.
- Use authority, point-of-view, and individual voice and style in their writing and speaking.
- Employ syntax and usage appropriate to academic disciplines and the professional world.

Goal Area 2: Critical Thinking

Goal: To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

Student competencies: Students will be able to

- Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
- Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.
- Analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.
- Recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

Goal Area 3: Natural Sciences

Goals: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students should be encouraged to study both the biological and physical sciences.

Student competencies: Students will be able to

- Demonstrate understanding of scientific theories.
- Formulate and test hypotheses by performing laboratory, simulation, or field experiments in at least two of the natural science disciplines. One of these experimental components should develop, in greater depth, students' laboratory experience in the collection of data, its statistical and graphical analysis, and an appreciation of its sources of error and uncertainty.
- Communicate their experimental findings, analyses, and interpretations both orally and in writing.
- Evaluate societal issues from a natural science perspective, ask questions about the evidence presented, and make informed judgments about science-related topics and policies.



Goal Area 4: Mathematical/Logical Reasoning

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning. Students will learn to apply mathematics, logic, and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

Student competencies: Students will be able to

- Illustrate historical and contemporary applications of mathematics/logical systems.
- Clearly express mathematical/logical ideas in writing.
- Explain what constitutes a valid mathematical/logical argument (proof).
- Apply higher-order problem-solving and/or modeling strategies.

Goal Area 5: History & the Social & Behavioral Sciences

Goal: To increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

Student competencies: Students will be able to

- Employ the methods and data that historians and social and behavioral scientists use to investigate the human condition.
- Examine social institutions and processes across a range of historical periods and cultures.
- Use and critique alternative explanatory systems or theories.
- Develop and communicate alternative explanations or solutions for contemporary social issues



Goal Area 6: The Humanities & Fine Arts

Goal: To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Student competencies: Students will be able to

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Understand those works as expressions of individual and human values within an historical and social context.
- Respond critically to works in the arts and humanities.
- Engage in the creative process or interpretive performance.
- Articulate an informed personal reaction to works in the arts and humanities.



Goal Area 7: Human Diversity

Goal: To increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

Student competencies: Students will be able to

- Understand the development of and the changing meanings of group identities in the United States' history and culture.
- Demonstrate an awareness of the individual and institutional dynamics of unequal power relations between groups in contemporary society.
- Analyze their own attitudes, behaviors, concepts and beliefs regarding diversity, racism, and bigotry.
- Describe and discuss the experience and contributions (political, social, economic, etc.) of the many groups that shape American society and culture, in particular those groups that have suffered discrimination and exclusion.
- Demonstrate communication skills necessary for living and working effectively in a society with great population diversity.





Goal Area 8: Global Perspective

Goal: To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

Student competencies: Students will be able to

- Describe and analyze political, economic, and cultural elements which influence relations of states and societies in their historical and contemporary dimensions.
- Demonstrate knowledge of cultural, social, religious and linguistic differences.
- Analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution.
- Understand the role of the world citizen and the responsibility world citizens share for their common global future.

Goal Area 9: Ethical & Civic Responsibility

Goal: To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and other's positions, be part of the free exchange of ideas, and function as public-minded citizens.

Student competencies: Students will be able to:

- Examine, articulate, and apply their own ethical views.
- Understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues.
- Analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
- Recognize the diversity of political motivations and interests of others.
- Identify ways to exercise the rights and responsibilities of citizenship.

Goal Area 10: People & the Environment

Goal: To improve students' understanding of today's complex environmental challenges. Students will examine the inter-relatedness of human society and the natural environment. Knowledge of both bio-physical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

Student competencies: Students will be able to:

- Explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems.
- Discern patterns and interrelationships of bio-physical and socio-cultural systems.
- Describe the basic institutional arrangements (social, legal, political, economic, religious) that are evolving to deal with environmental and natural resource challenges.
- Evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions. propose and assess
- Alternative solutions to environmental problems.
- Articulate and defend the actions they would take on various environmental issues.

Basic Entrance Requirements

See the information in the *Becoming a Student* area of the Student Handbook at the front of this catalog regarding College Readiness for entrance into Liberal Arts & Sciences 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.





Degree Description

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

General Requirements

- At least 64 earned college-level credits (40 MNTC credits specified below and 24 additional credits; these 24 additional credits may consist of MNTC credits, Liberal Arts & Sciences 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 Liberal Arts & Sciences credits

Offered on Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

Liberal Arts & Sciences A.A. Degree (64 Credits)

AA2590/AA3590

REQUIRED LIBERAL ARTS & SCIENCES

***at least 40**

Students must complete courses from all 10 MNTC Goal Areas.

Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

7

*ENGL100	Composition	4
ENGL210	Creative Writing (6)	4
ENGL240	Technical Communication	4
SPCH100	Interpersonal Communication	3
*SPCH110	Public Speaking	3
SPCH120	Small Group Communication (2)	3

MNTC - Goal Area 2: Critical Thinking

3

*HUM100	Critical Thinking	3
HUM110	Introduction to Global Peace and Social Justice Issues (9)	3
MASS110	Introduction To Mass Communications (9)	4
PHIL100	Ethics in Society (9)	3
PHIL210	Environmental Ethics (10)	3
SPCH120	Small Group Communication (1)	3

MNTC - Goal Area 3: Natural Sciences

7

**Choose 2 courses (1 course must have a lab)*

BIOL100	Introduction to Biology (lab)	4
BIOL101	Introduction to Ecology (lab) (10)	4
BIOL220	Human Anatomy (lab)	4
BIOL230	Human Physiology (lab)	4
BIOL240	Pathophysiology (lab)	2
BIOL270	Microbiology (lab)	4
CHEM106	Intro to Chemistry	3
FCS105	Nutrition and Healthy Living	3
GEOG100	Elements of Geography (10)	3
GEOG101	Introduction To Physical Geography (10)	3
PHYS101	Introductory Physics	3

***Indicates requirement for Liberal Arts & Sciences A.A. Degree. Note: Some courses are dual assigned and may be counted for two areas. The dual MNTC Goal Area is indicated by a number in parentheses following the course title.**

SCC Liberal Arts & Sciences Courses Satisfying the Minnesota Transfer Curriculum Continued on the next page.

Liberal Arts & Sciences A.A. Degree (64 Credits)

AA2590/AA3590

Continued from previous page

MNTC - Goal Area 4: Mathematical/Logical Reasoning 3-4

*Choose 1 course

MATH115	Concepts in Math	4
MATH120	College Algebra	4
MATH125	Trigonometry	3
MATH130	Pre-Calculus	4
MATH131	Calculus I	5
MATH132	Calculus II	5
MATH154	Elementary Statistics	4
MATH233	Multivariable Calculus	5

MNTC - Goal Area 5: History & the Social & Behavioral Sciences 10-11

*Part A. History: Choose 1 course

HIST120	Introduction to American History (7)	4
HIST121	U. S. History II (7)	4
HIST160	World History I (8)	4

*Part B. Psychology and Sociology: Choose 1 course

PSYC100	Introduction to Psychology	4
PSYC110	Lifespan Psychology (7)	3
PSYC120	Social Psychology: The Dynamics of Human Social Interaction (8)	4
SOC101	Introduction to Sociology (8)	3

*Part C. Other Social and Behavior Sciences: Choose 1 course

ANTH100	Introduction to Anthropology (8)	4
ECON110	Principles of Macroeconomics (8)	3
ECON120	Principles of Microeconomics (8)	3
ETHN100	American Racial Minorities (7)	3
POL110	American Government (9)	3
SOC100	Family Personal Relations	3

MNTC - Goal Area 6: The Humanities & Fine Arts 10

*Part A. Literature: Choose 1 course

ENGL110	Introduction to Literature	4
ENGL120	Human Diversity & Literature/Film (7)	4
ENGL130	World Literature/Film (8)	4
ENGL201	Special Topics in Literature & Film:	3

*Part B. Philosophy: Choose 1 course

PHIL105	World Religions (8)	3
PHIL110	Philosophy and Popular Culture	3

*Part C. Fine Arts: Choose 1 course

ART100	Art Appreciation	3
ART110	Art Structure	3
ART120	Metal Art	3
ENGL210	Creative Writing (1)	4
HUM120	Introduction to Humanities	3
MUSC100	Music in the Global Culture (8)	3
MUSC110	Fundamentals of Music	3
MUSC141	Vocal Ensemble	3
THTR100	Introduction to Theater	3

*Indicates requirement for Liberal Arts & Sciences A.A. Degree. Note: Some courses are dual assigned and may be counted for two areas. The dual MNTC Goal Area is indicated by a number in parentheses following the course title.

MNTC - Goal Area 7: Human Diversity 3

*Choose 1 course

ENGL120	Human Diversity & Literature/Film (6)	4
ETHN100	American Racial Minorities (5)	3
HIST120	Introduction to American History (5)	4
HIST121	U. S. History II (5)	4
PSYC110	Lifespan Psychology (5)	3
SPCH130	Intercultural Communication (8)	3

MNTC - Goal Area 8: Global Perspective 3-4

*Choose 1 course

ANTH100	Introduction to Anthropology (5)	4
ECON110	Principles of Macroeconomics (5)	3
ECON120	Principles of Microeconomics (5)	3
ENGL130	World Literature/Film (6)	4
HIST160	World History I (5)	4
MUSC100	Music in the Global Culture (6)	3
PHIL105	World Religions (6)	3
PSYC120	Social Psychology: The Dynamics of Human Social Interaction (5)	4
SOC101	Introduction to Sociology (5)	3
SPCH130	Intercultural Communication (7)	3

MNTC - Goal Area 9: Ethical & Civic Responsibility 3-4

*Choose 1 course

HUM110	Introduction to Global Peace and Social Justice Issues (2)	3
MASS110	Introduction To Mass Communications (2)	4
POL110	American Government (5)	3
PHIL100	Ethics in Society (2)	3

MNTC - Goal Area 10: People & the Environment *3

*Choose 1 course

BIOL101	Introduction to Ecology (3)	4
GEOG100	Elements of Geography (3)	3
GEOG101	Introduction To Physical Geography (3)	3
PHIL210	Environmental Ethics (2)	3

ELECTIVE CREDITS 24

TECHNICAL COURSES up to 16


LIBERAL ARTS & SCIENCES 8-24

Choose from the following courses or any of the course listed in the 10 MNTC goal areas above: Courses must be approved by advisor/faculty.

MASS100	Introduction To Newspaper Writing	3
SPAN105	Elementary Spanish	4
SPAN110	Elementary Spanish II	4



See pages 196-241 to find course descriptions for the courses listed above.



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 services can most efficiently be distributed, priced and promoted.

The Marketing Management major at South Central College offers an Associate of Applied Science (A.A.S.) degree, diploma or certificate option. 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

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

Degrees, Diplomas and Certificates

Marketing Management

A.A.S. Degree

Marketing Management

Diploma

Marketing Management

Certificate





Degree Description

The Associate of Applied Science Marketing program is designed to prepare individuals for employment in marketing, sales management, and retail management fields. Students will learn current practices and acquire knowledge in marketing fundamentals, management, sales, retail operations, managing human resources, sales force management, managing a sales business for profitability and new applications in the art of selling. Students are required to participate in a business and industry internship in positions including customer service, sales, retailing, marketing and advertising to reinforce newly acquired skills. In addition, the program requires Liberal Arts & Sciences courses designed to provide an understanding of the culture and environment in which we live. Advisors will work with students in developing a program of study, encouraging timely program completion. You can now earn your BAS Degree through Southwest Minnesota State University. After you complete your A.A.S. Degree in Marketing, you can transfer your program credits into a Bachelor of Applied Science Degree in Marketing. Courses are offered at South Central via ITV, and online. See an advisor for program requirements.

Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Marketing Management A.A.S. Degree (72 Credits)

AAS3272

REQUIRED TECHNICAL COURSES

	49
MGT2800 Sales Management	3
MGT2810 Retail Management	3
MGT2820 Sales Force Automation	3
MGT2830 Retail Operations	3
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1817 Internship	3
MKT1820 Introduction to Business	3
MKT1830 Customer Service	3
MKT1840 Principles of Advertising	3
MKT1850 Professional Development I	1
MKT1900 Principles of Management	3
MKT1910 Entrepreneurship	3
MKT1920 Marketing Research	3
MKT1930 Human Resource Management	3
MKT1940 Leadership Strategies	3
MKT2817 Internship	3

REQUIRED LIBERAL ARTS & SCIENCES 18

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information.

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
SPCH110 Public Speaking	3


ELECTIVE CREDITS

TECHNICAL COURSES 5

Choose from the following:

ACCT1810 Financial Accounting	4
ACCT1811 Managerial Accounting	4
ACCT1834 Computerized Accounting I	3
MKT1875 Internet Marketing	2
MKT2810 Consumer Behavior	3
MKT2827 Marketing Management Internship	1-3
OTEC2810 Computer Technology	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Marketing Management Diploma



Diploma Description

The Marketing Management Diploma is designed to prepare individuals for employment in sales and marketing related positions requiring entry-level skills and knowledge necessary to perform typical job functions. Students seeking opportunities to upgrade present skills will also benefit from the diploma. Courses will cover the fundamentals of marketing, management, sales, retail operations, managing human resources, the art of selling and entrepreneurship. Business and industry internships are required, with positions concentrating in a variety of areas including sales, customer service, retailing, advertising and marketing. Liberal Arts & Sciences courses in public speaking and composition are required. Academic advisors will assist students in choosing additional coursework for the diploma.

Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Marketing Management Diploma (59 Credits)

DIP3273

REQUIRED TECHNICAL COURSES

	49
MGT2800 Sales Management	3
MGT2810 Retail Management	3
MGT2820 Sales Force Automation	3
MGT2830 Retail Operations	3
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1817 Internship	3
MKT1820 Introduction to Business	3
MKT1830 Customer Service	3
MKT1840 Principles of Advertising	3
MKT1850 Professional Development I	1
MKT1900 Principles of Management	3
MKT1910 Entrepreneurship	3
MKT1920 Marketing Research	3
MKT1930 Human Resource Management	3
MKT1940 Leadership Strategies	3
MKT2817 Internship	3

REQUIRED LIBERAL ARTS & SCIENCES

	7
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4
SPCH110 Public Speaking	3

ELECTIVE CREDITS

TECHNICAL COURSES **3**

Choose from the following:

MKT1875 Internet Marketing	2
MKT2810 Consumer Behavior	3
MKT2827 Marketing Management Internship	1-3
OTEC2810 Computer Technology	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Certificate Description

The Marketing Management Certificate is designed to provide skills for those students wishing to complete a compressed program of study with specific skills unique to their individual needs. With advisor approval, students will develop a program of study consisting of 18 credits of technical courses, 12 credits of core management courses. Students are encouraged to complete an internship, providing experience in the world of work.

Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Marketing Management Certificate (30 Credits)

CERT3274

REQUIRED TECHNICAL COURSES

MGT2800	Sales Management	12
MGT2810	Retail Management	3
MGT2820	Sales Force Automation	3
MGT2830	Retail Operations	3


ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

MKT1800	Introduction to Sales	3
MKT1810	Principles of Marketing	3
MKT1817	Internship	3
MKT1820	Introduction to Business	3
MKT1830	Customer Service	3
MKT1840	Principles of Advertising	3
MKT1850	Professional Development I	1
MKT1875	Internet Marketing	2
MKT1900	Principles of Management	3
MKT1910	Entrepreneurship	3
MKT1920	Marketing Research	3
MKT1930	Human Resource Management	3
MKT1940	Leadership Strategies	3
MKT2810	Consumer Behavior	3
MKT2817	Internship	3
MKT2827	Marketing Management Internship	1-3
OTEC2810	Computer Technology	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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 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

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



Diploma

Medical Coding Specialist

Diploma





CODE LIST		
001	Medical Terminology (1 credit)	33
002	Advanced Medical Terminology	3
003	Anatomy & Physiology/Disease Conditions	4
004	ICD-9-CM Coding I	3
005	Anatomy & Physiology Disease Conditions II	4
006	ICD-9-CM Coding II	3
007	CPT Coding I	3
008	ICD-9-CM Coding III - CPT Coding II	4
009	Introduction to Health Care/Health Information	4
010	Introduction to Computer Software	2

Offered on Faribault and North Mankato Campus

Admission Date: Fall Semester

Medical Coding Specialist Diploma (36 Credits)

DIP2241/DIP3257


REQUIRED TECHNICAL COURSES

	33
HC1000	Medical Terminology 3
HC1001	Advanced Medical Terminology 3
HC1914	Anatomy & Physiology/Disease Conditions 4
HC1920	ICD-9-CM Coding I 3
HC1924	Anatomy & Physiology Disease Conditions II 4
HC1925	ICD-9-CM Coding II 3
HC1928	CPT Coding I 3
HC1930	ICD-9-CM Coding III - CPT Coding II 4
HC2930	Introduction to Health Care/Health Information 4
OTEC1001	Introduction to Computer Software 2

REQUIRED LIBERAL ARTS & SCIENCES

	3
<i>MNTC - Goal Area 1: Communications</i>	
SPCH100	Interpersonal Communication 3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

A Medical Laboratory Technician performs routine clinical laboratory tests ranging from waived and point of care testing to complex testing that encompasses all major areas of the clinical laboratory.

These medical professionals assist the physician by providing invaluable information for the prevention, diagnosis, and treatment of disease through the performance and evaluation of scientific analysis of blood and other body fluids. They are dedicated and self-motivated to do their part in providing the highest quality patient care.

The goals of the program are to provide academic and clinical education for students to acquire the knowledge, skills, and attitudes necessary for the practice of medical laboratory technology. The program structure consists of a combination of classroom, laboratory, and clinical internship experience. Upon successful completion of the program the student earns an A.A.S. Degree



Program Core Competencies

1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate multitasking skills where a wide variety of testing procedures are performed
4. Demonstrate standard quality assurance practices to ensure quality patient outcomes
5. Demonstrate proper procedures in maintenance, calibration, operation, and troubleshooting of laboratory analyzers and equipment
6. Correlate pathologic conditions and the laboratory's role in diagnosis and treatment

Basic Entrance Requirements

Application to the Medical Laboratory Technician program requires a separate application process from admission to the college. Applicant must have completed or be in the process of completing the specified pre-major courses with a grade of "C" or higher. Applicant must maintain a GPA of 2.5 or higher in college level courses.

Student Background Studies

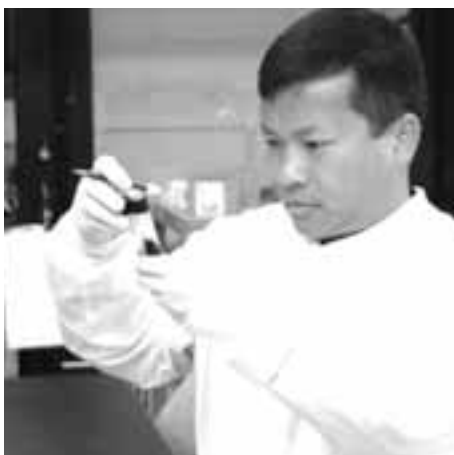
Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care or child care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct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

Degree

Medical Laboratory Technician

A.A.S. Degree





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.

Offered on Faribault Campus

Admission Date: Fall Semester

Medical Laboratory Technician A.A.S. Degree (72 Credits)

AAS2301

REQUIRED TECHNICAL COURSES

	51	
MDLT1810 Laboratory Techniques and Orientation	3	
MDLT1815 Hematology I	3	
MDLT1820 Coagulation	2	
MDLT1825 Urinalysis/Body Fluids	3	
MDLT1830 Hematology II	3	
MDLT1835 Immunology	2	
MDLT2806 Immunohematology I	2	
MDLT2807 Immunohematology II	2	
MDLT2811 Microbiology I	3	
MDLT2817 Chemistry I	4	
MDLT2818 Chemistry II	3	
MDLT2821 Clinical Microbiology II	3	

Clinical Internship course sequence

MDLT2825 Clinical Practice & Orientation	1	
MDLT2900 Clinical: Hematology	3	
MDLT2901 Clinical: Chemistry	3	
MDLT2902 Clinical: Urinalysis and Body Fluids	2	
MDLT2903 Clinical: Immunohematology	4	
MDLT2904 Clinical: Immunology	1	
MDLT2905 Clinical: Microbiology	3	
MDLT2906 Clinical: Coagulation	1	

REQUIRED LIBERAL ARTS & SCIENCES

18
To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100 Composition	4	
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SPCH100 Interpersonal Communication	3
or	
SPCH110 Public Speaking	3
MNTC - Goal Area 3: Natural Sciences	
BIOL220 Human Anatomy	4
CHEM106 Intro to Chemistry	3
MNTC - Goal Area 5: History & the Social & Behavioral Sciences	
PSYC100 Introduction to Psychology	4

OTHER REQUIRED COURSES

3

Applicant must have completed or be in the process of completing the following pre-major courses with a grade of "C" or higher.

*Community CPR (Infant, Child, Adult)

HLTH1000 Medical Terminology	1
OTEC1001 Introduction to Computer Software	2

***Community CPR to be completed through the students place of employment or through their community.**

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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

SCC's Nursing Programs will prepare the student to become a practical and/or registered nurse to serve as a valuable member of a healthcare team.

Students in the nursing program take liberal arts and science courses and nursing theory courses. In addition, clinical courses are required off campus under the guidance and supervision of SCC nursing faculty in a variety of health care agencies in south central Minnesota. SCC's experienced instructors are committed to providing a high-quality educational experience.

Since it is vital to maintain high healthcare standards in all healthcare facilities, students must adhere to health policies and meet specific criteria to enter the program. Once notified of acceptance to the program, students must submit 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 initial compliance with and renewal/updating of health care information on file. Failure to maintain compliance may result in inability to progress in the nursing program.



Admitted nursing 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 diploma/degree in that program.

The nursing programs are approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.



Admission Dates

Practical Nursing Diploma, Nursing A.S. Degree, Nursing Mobility Option A.S. Degree

Application to the nursing program is a separate process from admission to the college. The nursing application window is open yearly from January 1 through February 15. Students are notified by April 15 of their acceptance or denial to the program for the following academic year. Refer to Nursing Program Admission Criteria found in the student nursing handbook at www.southcentral.edu/programs/nurs

Program Course, Diploma and Degrees

Basic Nursing 101

4 Credits

Practical Nursing

Diploma

Nursing

A.S. Degree

Nursing Mobility Option

A.S. Degree





Description

The Nursing Assistant-Home Health Aide Program prepares individuals to work in hospitals, nursing homes, and home care settings. This course is required for the PN diploma and 4 semester RN Program at SCC. Students learn to safely assist clients with basic physical and emotional needs.

This program is not eligible for federal student aid.

Basic Entrance Requirements

1. Complete the college application process
2. Register for course HCTC1886
3. Present and maintain stable physical and mental health
4. Participate in a background study. Minnesota law requires a background study on any person who provides services that involve direct contact with clients at a health care facility licensed by the Minnesota Department of Health. An individual that is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted for clinical placement in a Minnesota licensed health care facility. Inability to qualify for a clinical placement required by the academic program could result in ineligibility to qualify for a diploma/degree in that program.
5. Provide documentation of a negative mantoux with in the past 3 months. 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).

Offered on Faribault and North Mankato Campus

**Admission Dates: Each Semester (Faribault Campus)
Monthly (North Mankato Campus)**

Basic Nursing (4 Credits)

HCTC1886 Basic Nursing 101 (CNA)

4

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)

Course
Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



Diploma Description

SCC offers a 36 credit Practical Nursing Diploma. Students will be taught to collect data related to client physical and mental functioning, administer prescribed medications, demonstrate effective therapeutic communication, provide thorough reporting and recording, prioritize and care for multiple clients with a variety of disorders, perform technical nursing skills and understand the importance of maintaining confidentiality.

After completion of the 36 credits of the Nursing Program, students are qualified to receive the Practical Nursing Diploma and are eligible to take the PN NCLEX examination.

Students may continue in the nursing pathway program and complete semesters three and four to receive the Associate of Science in Nursing Degree.

Diploma Core Competencies

1. Communicate effectively using therapeutic communication techniques
2. Conduct observations of clients while providing physical and psychosocial nursing care.
3. Demonstrate competence of nursing skills while caring for clients.
4. Accurately perform mathematical calculations to administer medications safely within scope of nursing practice.
5. Provide thorough reporting and recording of healthcare information to assist in continuity of care for clients.
6. Demonstrate the ability to prioritize and care for multiple clients with a variety of disorders under the direct supervision of the registered nurse.

Basic Entrance Requirements

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 85 in Elementary Algebra the student is required to take college readiness courses.
2. Successful completion of Basic Nursing 101 course or evidence of current certified Nursing Assistant (SCC offers HCTC1886).
3. Current CPR in infants, children, and adults (SCC offers HLTH1950).
4. Transcript verifying college-level chemistry completed with a grade of C or better (SCC offers CHEM106).
5. College GPA of 2.7 or higher.

Offered on Faribault and North Mankato Campus

Practical Nursing Diploma (36 Credits)

DIP2302/DIP3304

REQUIRED TECHNICAL COURSES

NURS1000	Foundations of Nursing	25
NURS1050	Clinical Foundation	3
NURS1075	Nursing Interventions	4
NURS1200	Medication Administration I	2
NURS1250	Medication Administration II	1
NURS1300	Application of Nursing	1
NURS1350	Clinical Application	5
NURS1400	Family Nursing	5
NURS1600	Psychosocial Nursing	2
NURS1650	Nursing Practicum	1

REQUIRED LIBERAL ARTS & SCIENCES

		11
<i>Courses must be approved by advisor/faculty.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 3: Natural Sciences</i>		
BIOL220	Human Anatomy	4
<i>MNTC - Goal Area 5: History & the Social & Behavioral Sciences</i>		
PSYC110	Lifespan Psychology	3

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Degree Description

The nursing pathway curriculum follows a four-semester sequence that allows the student to choose their course of study. The program can be completed on a full or part-time basis.

The first two semesters in the pathway program consist of 36 credits and allow the student to earn a Diploma in Practical Nursing. After completion of the 36 credits, students are qualified to receive the Practical Nursing Diploma and are eligible to take the PN NCLEX examination.

Students completing the 36 credit Diploma will be taught to collect data related to client physical and mental functioning, administer prescribed medications, demonstrate effective therapeutic communication, provide thorough reporting and recording, prioritize and care for multiple clients with a variety of disorders, perform technical nursing skills and understand the importance of maintaining confidentiality.

If successful in the required 36 credit Diploma program, students may opt to continue with the nursing curriculum and complete semesters three and four (37 credits) to earn an A.S. Degree in Nursing after completion of the required 73 credits and are eligible to take the RN NCLEX examination. This format allows students the flexibility to meet schedule and career goals.

Students that complete the remaining 37 credits towards the A.S. Degree in Nursing will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform a holistic assessment, assess the strengths and resources of clients and families, coordinate care for clients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently.

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 liberal arts and science courses.

Degree Core Competencies

1. Develop professional behaviors appropriate to the Associate Degree Registered Nurse.
2. Utilize therapeutic communication techniques 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.
9. Accurately perform mathematical calculations and administer medications safely within the scope of nursing practice.

Continued on the next page



Continued from the previous page

Basic Entrance Requirements

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 85 in Elementary Algebra the student is required to take college readiness courses.
2. Successful completion of Basic Nursing 101 course or evidence of current certified Nursing Assistant (SCC offers HCTC1886).
3. Current CPR in infants, children, and adults (SCC offers HLTH1950).
4. Transcript verifying college-level chemistry completed with a grade of C or better (SCC offers CHEM106).
5. College GPA of 2.7 or higher.

Offered on Faribault and North Mankato Campus

Nursing A.S. Degree (73 Credits)

AS2315/AS3321

REQUIRED TECHNICAL COURSES

	43
NURS1000 Foundations 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 Nursing 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 LIBERAL ARTS & SCIENCES

30

To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3

MNTC - Goal Area 2: Critical Thinking

PHIL100	Ethics in Society	3
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MNTC - Goal Area 3: Natural Sciences

BIOL220	Human Anatomy	4
BIOL230	Human Physiology	4
BIOL240	Pathophysiology	2
BIOL270	Microbiology	4
FCS105	Nutrition and Healthy Living	3

MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC110	Lifespan Psychology	3
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Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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



Degree Description

If students are a graduate of a practical nursing program, the Mobility Option enables them to earn an A.S. Degree in Nursing upon completion of the transition course and the required 37 credits from semesters three and four of the Nursing Program.

Students who graduated with the PN Diploma outside the state of Minnesota or before 1983 may be required to enroll 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.

Students studying to obtain an A.S. Degree in Nursing will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform a holistic assessment, assess the strengths and resources of clients and families, coordinate care for clients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently.

For students wishing to complete the program on a part-time basis, it is recommended they take as many of the required liberal arts and science courses as possible before beginning the program.

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 liberal arts and science courses.

Degree Core Competencies

1. Develop professional behaviors appropriate to the Associate Degree Registered Nurse.
2. Utilize therapeutic communication techniques 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.
9. Accurately perform mathematical calculations and administer medications safely within the scope of nursing practice.

Continued on the next page

Nursing Mobility Option

A.S. Degree



Continued from the previous page

Basic Entrance Requirements

1. Practical Nursing Diploma
2. Transcript verifying college level courses with a grade of C (2.0) or better in the following courses (or transferable equivalent):
Composition, Chemistry, Human Anatomy, and Lifespan Psychology
5. College GPA of 2.7 or higher

Offered on Faribault and North Mankato Campus

Nursing Mobility Option A.S. Degree (73 Credits)

AS2316/AS3323

REQUIRED TECHNICAL COURSES	19
*NURS1900 Nursing Role Transition	1
NURS2000 Integration of Nursing	4
NURS2010 Health Assessment	2
NURS2050 Clinical Integration	4
NURS2100 Synthesis of Nursing	4
NURS2150 Clinical Synthesis	4

REQUIRED LIBERAL ARTS & SCIENCES 30
To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

<i>MNTC - Goal Area 1: Communications</i>	
*ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>	
PHIL100 Ethics in Society	3
<i>MNTC - Goal Area 3: Natural Sciences</i>	
*BIOL220 Human Anatomy	4
BIOL230 Human Physiology	4
BIOL240 Pathophysiology	2
BIOL270 Microbiology	4
FCS105 Nutrition and Healthy Living	3
<i>MNTC - Goal Area 5: History & the Social & Behavioral Sciences</i>	
*PSYC110 Lifespan Psychology	3

*Course required prior to beginning other required technical courses

OTHER REQUIRED COURSES	24
<i>Advanced Standing</i> awarded to students demonstrating completion of Diploma in Practical Nursing. See the degree description on the previous page for more information	

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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 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.

Program Core Competencies

- 1) Demonstrate ability to interpret OSHA regulations
- 2) Develop safety and health programs
- 3) Communicate regulations to those with non-technical background



Degree and Certificate

Occupational Safety Management

A.S. Degree

Occupational Safety Management

Certificate





Degree 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.

Offered on Faribault and North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Occupational Safety Management A.S. Degree (61 Credits)

AS2601/AS3601

REQUIRED TECHNICAL COURSES

	24-30
SAFE1000 Introduction to Industrial Processes	3
SAFE1100 Introduction to Safety and Health	3
SAFE1200 Fire Protection	3
SAFE1300 Safety and Health Program Management	3
SAFE1400 Hazard Recognition & Control	3
SAFE1600 Industrial Hygiene	3
SAFE2100 Ergonomics	3
SAFE2200 Safety Laws, Regulations and Standards	3
SAFE2300 Modern Theories of Safety Programming	3
SAFE2400 Practicum/Internship	3

REQUIRED LIBERAL ARTS & SCIENCES 28

To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
or	
SPCH120 Small Group Communication	3
SPCH110 Public Speaking	3

MNTC - Goal Area 3: Natural Sciences

BIOL100 Introduction to Biology	4
or	
PHYS101 Introductory Physics	3
CHEM106 Intro to Chemistry	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120 College Algebra	4
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MNTC - Goal Area 5: History & the Social & Behavioral Sciences

PSYC100 Introduction to Psychology	4
or	
SOC101 Introduction to Sociology	3

MNTC - Goal Area 10: People & the Environment

BIOL101 Introduction to Ecology	4
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ELECTIVE CREDITS

TECHNICAL COURSES 0-6

Students may substitute the following course for any required technical course with the exception of SAFE 2400

HEMS1200 Emergency Medical Technician Initial (112 hours)	6
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LIBERAL ARTS & SCIENCES 3

Students may choose any course from MNTC Goal Area 2, 6, 7, 8, or 9. See pgs. 150-155 for more information.

Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Certificate Description

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.

Offered on Faribault and North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Occupational Safety Management Certificate (30 Credits)

CERT2602/3602

REQUIRED TECHNICAL COURSES

	24-30
SAFE1000 Introduction to Industrial Processes	3
SAFE1100 Introduction to Safety and Health	3
SAFE1200 Fire Protection	3
SAFE1300 Safety and Health Program Management	3
SAFE1400 Hazard Recognition & 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 CREDITS


TECHNICAL COURSES

0-6

Students may substitute the following course for any required technical course with the exception of SAFE 2400

HEMS1200 Emergency Medical Technician Initial (112 hours)	6
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 See pages 196-241 to find course descriptions for the courses listed above.

 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 prepares students for employment as Administrative Assistants, Legal Administrative Assistants, and/or Office Systems Specialists. Students find learning convenient through a variety of face-to-face and online courses taught by South Central College's knowledgeable and experienced faculty. Office Technology graduates locate career opportunities in a variety of fields, such as engineering, agriculture, education, government, manufacturing, banking, law-related offices, and medical facilities. South Central College's graduates are hired because of their excellent computer application skills, professionalism, customer relations, and communication skills.

Program Core Competencies

1. Input data with speed and accuracy at industry standard
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

Basic Entrance Requirements

Students must either currently have or attain the skills in the following courses: Introduction to Computer Software (OTEC1001) and Basic Keyboarding (OTEC1790)

Degrees, Diplomas and Certificate

Administrative Assistant

A.A.S. Degree

Legal Administrative Assistant

A.A.S. Degree

Office Systems Specialist

A.A.S. Degree

Administrative Assistant

Diploma

Legal Administrative Assistant

Diploma

Receptionist

Certificate





Degree Description

This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. Other responsibilities may include the following: perform research, supervise or train others, 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.

Offered on Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters

Administrative Assistant A.A.S. Degree (68 Credits)

AAS2235/AAS3260

REQUIRED TECHNICAL COURSES


	51
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications: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 II	3
OTEC2850 Integrated Information Systems	3
OTEC2855 Internship	3
OTEC2860 Office Management	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3

REQUIRED LIBERAL ARTS & SCIENCES

17

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

 See pages 196-241 to find course descriptions for the courses listed above.

 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 Assistant

A.A.S. Degree



Degree Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal administrative assistant drafts documents, gathers information relevant to the client's case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. 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 18 credits of Liberal Arts & Sciences.

Degree Core Competencies

1. Create basic legal documents
2. Proofread and revise legal documents

Offered on Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters

Legal Administrative Assistant A.A.S. Degree (67 Credits)

AAS2249/AAS3223

REQUIRED TECHNICAL COURSES

	51
OTEC1725 Transactional Law	3
OTEC1730 Civil Procedures	3
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2735 Family Law/Criminal Law	3
OTEC2740 Legal Proofreading and Editing	3
OTEC2800 Keyboarding II	3
OTEC2810 Computer Technology	3
OTEC2812 Office Procedures	3
OTEC2815 Employment Portfolio	3
OTEC2820 Business Communications	3
OTEC2850 Integrated Information Systems	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3


REQUIRED LIBERAL ARTS & SCIENCES **16**

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

OTHER COURSES (OPTIONAL) **0-3**

OTEC2855 Internship	1-3
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 See pages 196-241 to find course descriptions for the courses listed above.

 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



Degree Description

This program is designed to prepare the students for employment with a focus toward information processing from the support perspective. Applied skills are developed in personal computer software usage, electronic mail, network and media management, applications support, systems administration tasks, personal computer maintenance, Internet, multimedia and emerging software technologies.

Degree Core Competencies

1. Demonstrate support of hardware and software applications
2. Create and maintain web documents

Basic Entrance Requirements

Student must have completed Keyboarding I (OTEC1800)

Offered on Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters

Office Systems Specialist A.A.S. Degree (67 Credits)

AAS2238/AAS3224

REQUIRED TECHNICAL COURSES


	50
COMP1110 Integrated Software Applications II	2
COMP1200 PC Hardware and Software Essentials	4
COMP1220 Hardware Maintenance (PC)	2
COMP1400 Web I	3
COMP1500 Networking Essentials (Basic)	2
COMP2115 Advanced Software Applications	1
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2810 Computer Technology	3
OTEC2815 Employment Portfolio	3
OTEC2820 Business Communications	3
OTEC2830 Desktop Publishing	3
OTEC2845 Multimedia Web Technology	3
OTEC2860 Office Management	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3

REQUIRED LIBERAL ARTS & SCIENCES

17

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Administrative Assistant Diploma



Degree Description

This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. After completion of this program, students will be proficient with oral and written communications, as well as decision-making and problem-solving skills.

Offered on Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters

Administrative Assistant Diploma (54 Credits)

DIP2234/DIP3240

REQUIRED TECHNICAL COURSES

	48
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications: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 II	3
OTEC2850 Integrated Information Systems	3
OTEC2855 Internship	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3

REQUIRED LIBERAL ARTS & SCIENCES

6

Courses must be approved by advisor/faculty.

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options

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



Degree Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal administrative assistant drafts documents, gathers information relevant to the client's case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. 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 18 credits of Liberal Arts & Sciences.

Degree Core Competencies

1. Create basic legal documents
2. Proofread and revise legal documents

Offered on Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters

Legal Administrative Assistant Diploma (57 Credits)

DIP2250/DIP3220

REQUIRED TECHNICAL COURSES

	51
OTEC1725 Transactional Law	3
OTEC1730 Civil Procedures	3
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2735 Family Law/Criminal Law	3
OTEC2740 Legal Proofreading and Editing	3
OTEC2800 Keyboarding II	3
OTEC2810 Computer Technology	3
OTEC2812 Office Procedures	3
OTEC2815 Employment Portfolio	3
OTEC2820 Business Communications	3
OTEC2850 Integrated Information Systems	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3


REQUIRED LIBERAL ARTS & SCIENCES

	6
<i>Courses must be approved by advisor/faculty.</i>	
<i>MNTC - Goal Area 1: Communications</i>	
SPCH110 Public Speaking	3
<i>MNTC - Goal Area 2: Critical Thinking</i>	
PHIL100 Ethics in Society	3

OTHER COURSES (OPTIONAL)

	0-3
OTEC2855 Internship	1-3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

Receptionist Certificate



Degree 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.

Offered on Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters


Receptionist Certificate (24 Credits)

CERT2203/CERT3262

REQUIRED TECHNICAL COURSES

	24
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2800 Keyboarding II	3
OTEC2810 Computer Technology	3
OTEC2812 Office Procedures	3
OTEC2820 Business Communications	3


 See pages 196-241 to find course descriptions for the courses listed above.


 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 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

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



Basic Requirements

CPR Certification (Adult, Child, and Infant)

Student Background Studies

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

Certificates

Phlebotomy
Certificate



Phlebotomy Certificate



Offered on Faribault Campus

Admission Date: Fall Semester

Phlebotomy Certificate (16 Credits)

CERT2306

REQUIRED TECHNICAL COURSES		16
HLTH1000	Medical Terminology	1
MDLT1810	Laboratory Techniques and Orientation	3
OTEC1001	Introduction to Computer Software	2
PHLE1000	Anatomy & Physiology	2
PHLE1100	Legal/Ethical Issues for Phlebotomists	1
PHLE1200	Multiskilling For Phlebotomists	2
PHLE1300	Internship	5

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.



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 Liberal Arts & Sciences component of 18 credits.

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.



Program Core Competencies

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.

Degrees and Diplomas

Restaurant Management
A.A.S. Degree

Restaurant Management
Diploma



Restaurant Management

A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Restaurant Management A.A.S. Degree (72 Credits)

AAS3238

REQUIRED TECHNICAL COURSES

CART1800	Introduction to Food Service	54	2
CART1803	Food and Beverage Control		1
HRIC2871	Purchasing and Receiving		2
HLTH1950	CPR		1
MKT1800	Introduction to Sales		3
MKT1810	Principles of Marketing		3
MKT1817	Internship		3
MKT1820	Introduction to Business		3
MKT1830	Customer Service		3
MKT1840	Principles of Advertising		3
MKT1850	Professional Development I		1
MKT1900	Principles of Management		3
MKT1910	Entrepreneurship		3
MKT1920	Marketing Research		3
MKT1930	Human Resource Management		3
MKT1940	Leadership Strategies		3
MKT2817	Internship		3
MKT2827	Marketing Management Internship		3
QFPR1840	Basic Cooking Principles		3
QFPR1880	Quality Assurance		2
RSTM2819	Restaurant Management		3

REQUIRED LIBERAL ARTS & SCIENCES 18

To complete an A.A.S. Degree, students must complete courses from 3 of the 10 MNTC Goal Areas. See pgs. 150-155 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

SPCH100	Interpersonal Communication	3
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Course Descriptions See pages 196-241 to find course descriptions for the courses listed above.

ONLINE Options 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



Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

Restaurant Management Diploma (60 Credits)

DIP3237

REQUIRED TECHNICAL COURSES

CART1800	Introduction to Food Service	51	2
CART1803	Food and Beverage Control	1	1
HRIC2871	Purchasing and Receiving	2	2
HLTH1950	CPR	1	1
MKT1800	Introduction to Sales	3	3
MKT1810	Principles of Marketing	3	3
MKT1817	Internship	3	3
MKT1820	Introduction to Business	3	3
MKT1830	Customer Service	3	3
MKT1840	Principles of Advertising	3	3
MKT1850	Professional Development I	1	1
MKT1900	Principles of Management	3	3
MKT1910	Entrepreneurship	3	3
MKT1920	Marketing Research	3	3
MKT1930	Human Resource Management	3	3
MKT1940	Leadership Strategies	3	3
MKT2827	Marketing Management Internship	1-3	1-3
QFPR1840	Basic Cooking Principles	3	3
QFPR1880	Quality Assurance	2	2
RSTM2819	Restaurant Management	3	3

REQUIRED LIBERAL ARTS & SCIENCES

<i>MNTC - Goal Area 1: Communications</i>		6	
SPCH100	Interpersonal Communication	3	3


ELECTIVE CREDITS

TECHNICAL COURSES 3

Choose from the following:

MGT2810	Retail Management	3
MGT2820	Sales Force Automation	3
MGT2830	Retail Operations	3

 See pages 196-241 to find course descriptions for the courses listed above.

 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

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.

This program is eligible for state grant funding only.

Office Locations and Phone Numbers

Faribault.....507-332-5843 or 1-800-422-0391

Mankato.....507-389-7323 or 1-800-722-9359

Program Core Competencies

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

Diplomas and Certificates

Small Business Management

Diploma

Financial Management

Certificate

Human Resources

Certificate

Marketing

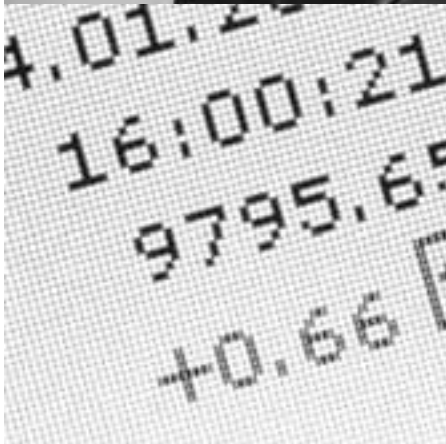
Certificate

Record Keeping

Certificate

Small Business management

Certificate





Diploma Description

The SBM diploma provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, recordkeeping, financial analysis, marketing and personnel management through the required classes. Additionally, through the elective classes the business owner or manager will focus on specific areas they feel most important to their business beyond the required classes.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Small Business Management Diploma (39 Credits)

DIP2109/DIP3121

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

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

Record Keeping

	18
SBMT2130 SBM Record Keeping	3
SBMT2131 SBM Asset & Inventory Management	2
SBMT2132 SBM A/R & A/P Management	2
SBMT2133 SBM Reconciliation & 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 & Tax Planning	2
SBMT2242 SBM Risk Management	1
SBMT2243 SBM Cost Analysis	2
SBMT2244 SBM Pro-Forma Financial Statements	2

Marketing

SBMT2330 SBM Sales & 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

Personnel Management

SBMT2420 SBM Supervisory Skills 1	2
SBMT2421 SBM Supervisory Skills 2	2
SBMT2422 SBM Employee Compensation	2

Management Skills

SBMT2531 SBM Business Communications	1
SBMT2532 SBM Business Math	1
SBMT2533 SBM Time Management Skills	1
SBMT2534 SBM Stress Management Skills	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 Special Projects	1-3

Course Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

Small Business Management Financial Management Certificate



Certificate Description

The SBM Financial Management certificate provides a focus on financial management skills needed by the small business owner or manager. Required classes cover the basics of small business management and financial management. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Financial Management Certificate (14 Credits)

CERT2142/CERT3142

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

**Course
Descriptions**

See pages 196-241 to find course descriptions for the courses listed above.



Certificate Description

The SBM Human Resources certificate provides a focus on HR skills needed by the small business owner or manager. Required classes cover the basics of small business management and personal or human resources management. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Human Resources Certificate (12 Credits)

CERT2140/CERT3140

REQUIRED TECHNICAL COURSES	8
SBMT1110 SBM Organizational Planning	2
SBMT1120 SBM Business Systems	3
SBMT1410 SBM Personnel Systems	3
ELECTIVE CREDITS	
TECHNICAL COURSES	4
<i>Choose from the following:</i>	
SBMT2420 SBM Supervisory Skills 1	2
SBMT2421 SBM Supervisory Skills 2	2
SBMT2422 SBM Employee Compensation	2

Course
Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

Small Business Management Marketing Certificate



Certificate Description

The SBM Human Resources certificate provides a focus on marketing skills needed by the small business owner or manager. Required classes cover the basics of small business management and marketing. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Marketing Certificate (14 Credits)

CERT2141/CERT3141

REQUIRED TECHNICAL COURSES	9
SBMT1110 SBM Organizational Planning	2
SBMT1120 SBM Business Systems	3
SBMT1310 SBM Marketing Systems	2
SBMT1320 SBM Marketing Management	2
ELECTIVE CREDITS	
TECHNICAL COURSES	5
<i>Choose from the following:</i>	
SBMT2330 SBM Sales & 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

**Course
Descriptions**

See pages 196-241 to find course descriptions for the courses listed above.



Certificate Description

The SBM Record Keeping certificate provides a focus on record keeping skills needed by the small business owner or manager. Required classes cover the basics of small business management and record keeping. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Record Keeping Certificate (18 Credits)

CERT2143/CERT3143

REQUIRED TECHNICAL COURSES	11
SBMT1110 SBM Organizational Planning	2
SBMT1120 SBM Business Systems	3
SBMT1210 SBM Financial Systems	3
SBMT1230 SBM Financial Analysis	3
ELECTIVE CREDITS	
TECHNICAL COURSES	7
<i>Choose from the following:</i>	
SBMT2130 SBM Record Keeping	3
SBMT2131 SBM Asset & Inventory Management	2
SBMT2132 SBM A/R & A/P Management	2
SBMT2133 SBM Reconciliation & Closing Accounts	2
SBMT2134 SBM Payroll Systems	3
SBMT2135 SBM Payroll Reports	2
SBMT2136 SBM Year End Closing	1

Course
Descriptions

See pages 196-241 to find course descriptions for the courses listed above.

Small Business Management Certificate



Certificate Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, recordkeeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Small Business Management Certificate (21 Credits)

CERT2144/CERT3144

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

**Course
Descriptions**

See pages 196-241 to find course descriptions for the courses listed above.



flexible professional convenient vital

south central college

customized training and education

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.



high-quality easy personal effective

customized training and education



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/SLOT Program Courses
- Part Time Peace Officer Program
- Professional Development for Civilian and Sworn Law Enforcement Personnel
- Tactical Series
- Emergency Vehicle Operations
- Public Safety Luncheon Series
- Security Officer Program

Emergency Preparedness Training

- National Incident Management System
- Tabletop, Functional, Full Scale Exercises & Community/Regional Exercises
- "Disasterville" - a simulated tabletop exercise tool
- Emergency Management consulting/training
- Emergency Planning for School/Business/Private & Public Sector
- Pandemic Planning, Response, Recovery
- Continuity of Operations & Recovery Planning
- Terrorism
- Search Management
- Hazardous Materials Planning & Training
- Clandestine Drug Labs
- Explosive Devices



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

customized training and education



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
- Diversity Training: Gender, Cultural, Religious and Age Differences
- 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 Tools and Techniques/Implementation
- Management Development
- Mastercam
- Myers-Briggs
- NA/HHA Test Out
- Nurse Refresher
- Performance Evaluations
- 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
- Emergency Preparedness Activities

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



MOTORCYCLE

Motorcycle Safety Training

- Motorcycle Basic Rider
- Motorcycle Experienced Rider
- Motorized Bicycle (Moped)
- Street Smarts Plus

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**

Course Descriptions





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AGEC Agricultural Economics	200	HLTH Health	224
AGME Ag Business Mechanics.....	201	HRIC Culinary Arts	224
AGRI Ag Business Equipment	202	HUM Humanities - Liberal Arts & Sciences.....	224
ANSC Animal Science	203	HVAC Heating, Ventilation and Air Conditioning/Refrigeration.....	225
ANTH Anthropology - Liberal Arts & Sciences.....	203	ICP Intensive Care Paramedic	226
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AST Automotive Service Technician	205	MATH Math - Technical Foundations	228
BIOL Biology - Liberal Arts & Sciences.....	207	MDLT Medical Laboratory Technician.....	228
CART Culinary Arts	207	MEAG Ag Business	230
CDCR Drafting Core.....	207	MGT Marketing.....	230
CDEV Child Development	207	MKT Marketing.....	231
CFSU Construction Field Supervision.....	208	MUSC Music - Liberal Arts & Sciences	232
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CIM Computer Integrated Machining	209	OTEC Office Technology	233
COMP Computer Careers	210	PHIL Philosophy - Liberal Arts & Sciences.....	235
CPCB Carpentry Cabinetmaking.....	213	PHLE Phlebotomy	235
CSS Community Social Service	214	PLSC Agribusiness Production.....	236
CTLS Civil Engineering Technology	215	POL Political Science - Liberal Arts & Sciences.....	236
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ETHN Ethnic Studies - Liberal Arts & Sciences	218	SBMT Small Business Management.....	238
FBMA Farm Business Management	218	SGAG Ag Orientation	239
FBMG Culinary Arts	219	SOC Sociology - Liberal Arts & Sciences.....	239
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Course Descriptions

ABCT Auto Body and Collision Technology

AUTO BODY COLLISION TECHNOLOGY FUNDAMENTALS

ABCT1800 1 credit (Lecture)

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 (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 (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 (Lec/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 (Lec/Lab)

This course teaches students refinishing safety, tools, equipment, surface preparation, and material application procedures.

AUTO COLLISION MECHANICAL I

ABCT1830 2 credits (Lec/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 (Lec/Lab)

Students learn safe 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 (Lec/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 (Lec/Lab)

This course teaches panel, blending, and overall refinish procedures using single and multi-stage refinish products.

SHEET METAL II

ABCT1880 3 credits (Lec/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 (Lec/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 (Lab)

This course will allow the students to develop and practice skills needed in the auto body industry through hands-on experience.

AUTO BODY LAB IV

ABCT2804 4 credits (Lab)

This course will allow the student to develop and to practice skills needed in the auto body industry through hands-on experience.

APPEARANCE MATCHING

ABCT2810 3 credits (Lec/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 (Lec/Lab)

This course teaches students identification and safe repair of interior and exterior automotive plastics including sheet molded compound and fiberglass.

MEASURING AND PULLING SYSTEMS

ABCT2830 3 credits (Lec/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 (Lec/Lab)

This course covers replacement, sectioning procedures and corrosion protection of the 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 (Lec/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 practice skills needed in the auto body industry through hands-on experience. This is a variable credit offering.

OCCUPATIONAL INTERNSHIP

ABCT2910 1-9 credits (Internship)

Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisite: 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.

Course Descriptions

ACCT Accounting

BUSINESS LAW

ACCT1800 3 credits (Lecture)

This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include ethics, the court system, the legal system, contracts, negotiable instruments, agency and employment, bailments, business organizations, sales and insurance. (Prerequisites: None)

FINANCIAL ACCOUNTING

ACCT1810 4 credits (Lecture)

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. (Prerequisites: None)

MANAGERIAL ACCOUNTING

ACCT1811 4 credits (Lecture)

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 to analyzing financial statements, managerial and cost accounting principles, and budgeting. (Prerequisites: ACCT1810)

PAYROLL ACCOUNTING

ACCT1814 2 credits (Lec/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 earning records, and state and federal reports. (Prerequisites: ACCT1810 or simultaneous)

COMPUTERIZED ACCOUNTING I

ACCT1834 3 credits (Lec/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)

COMPUTERIZED ACCOUNTING II

ACCT1835 3 credits (Lec/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: ACCT1834)

PROFESSIONAL ACCOUNTING CAREERS

ACCT1870 1 credit (Lecture)

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 (Lecture)

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 ACCT1811 or equivalent as deemed by instructor)

INTERMEDIATE ACCOUNTING II

ACCT2822 4 credits (Lecture)

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 (Lecture)

This course introduces the student to finance concepts for small to medium size 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. (Prerequisites: ACCT1810 & ACCT1811)

FRAUD ACCOUNTING

ACCT2847 3 credits (Lecture)

Students will learn what occupational fraud is, how and why it is committed, how fraud is detected, and appropriate measures to deter fraudulent activity. (Prerequisite: ACCT 1810)

ACCOUNTING INTERNSHIP

ACCT2850 1-8 credits (Internship)

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. (Prerequisite: Instructor approval)

COST ACCOUNTING

ACCT2861 4 credits (Lecture)

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. (Prerequisites: ACCT1810 and ACCT1811)

COST/MANAGERIAL ACCOUNTING

ACCT2862 4 credits (Lecture)

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. (Prerequisites: ACCT2861 or equivalent)

FUND/NONPROFIT ACCOUNTING

ACCT2863 3 credits (Lecture)

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. (Prerequisites: ACCT1810)

INCOME TAX I

ACCT2864 4 credits (Lecture)

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)

INCOME TAX II

ACCT2865 3 credits (Lecture)

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)

ADVANCED/INTERNATIONAL ACCOUNTING

ACCT2875 3 credits (Lec/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)

Course Descriptions

AGBS Agribusiness

AGRICULTURAL SELLING SKILLS

AGBS1100 3 credits (Lec/Lab)

This course covers the basic and advanced principles and techniques used in selling agricultural merchandise and services. Agricultural Sales has taken on increased importance in recent years. The introduction of new products and services has magnified the need for technically competent knowledgeable sales personnel. Role-playing and advanced, in-depth sales presentations will be done in class. Students will also be required to make an industry visit and write appropriate letters. (Prerequisites: None)

COMMERCIAL DRIVER'S LICENSE

AGBS2015 1 credit (Lecture)

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 FINANCIAL MANAGEMENT

AGBS2150 4 credits (Lec/Lab)

This course covers all major aspects of agribusiness financial management through extensive problem solving, financial analysis and financial planning. Students will describe and calculate sweet 16 ratios, business cash flows, inventory controls, budgeting and borrowing considerations of various types of agribusinesses. Comparative analysis of various agribusiness companies will be used to demonstrate the application of the process in contemporary firms using 2005, 2006 or 2007 annual business reports. Application of computerized programs relevant to agribusiness financial analysis will be practiced. (Prerequisite: AGEC1100)

INTERNATIONAL FIELD STUDIES 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 (Independent Study)

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)

Course Descriptions

AGCH Ag Chemical Applicator Technician

FERTILIZER INDUSTRY EQUIPMENT

AGCH1100 2 credits (Lec/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 (Lec/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 (Field Work)

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 (Field Work)

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)

Course Descriptions

AGEC Agricultural Economics

AGRICULTURAL ECONOMICS

AGEC1100 3 credits (Lec/Lab)

This course covers agriculture's economic dimensions and impact, economic principles, calculation of economic returns, and evaluation of economic alternatives. Capital use, cost appraisal, risk considerations under a variety of economic conditions, farm credit sources and creditor relationships will also be discussed. (Prerequisites: None)

PRINCIPLES OF FARM RECORDS

AGEC1200 3 credits (Lec/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)

FARM BUSINESS PLANNING & ANALYSIS

AGEC2250 4 credits (Lec/Lab)

This course covers closeout and analysis of a farm accounting problem or the student's own farm business. 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. The course will review enterprise, whole farm business and personal expenses in South Central Minnesota region. The course will also cover cash flows, business plans and enterprise budgeting. This course will focus on financial management records and the analysis of each production component of the business. Students will use FinPack software to complete their analysis and to develop business plans for their future business goals. (Prerequisites: None)

MARKETING PRINCIPLES

AGEC2400 3 credits (Lecture)

This course covers futures market structure and function, futures commodity contract specifications, futures trading procedures, commodity futures trading strategies and introduction to commodity options. (Prerequisites: None)

COMMODITY MARKETING STRATEGIES

AGEC2450 2 credits (Lec/Lab)

This course covers all aspects of profitable grain elevator operational goal development, grain elevator parts and function, operational procedures, market alternative evaluations, commodity quality factors, and inventory control systems. (Prerequisites: AGEC1100, AGEC2400)

AGRICULTURAL TRANSFER AND LAW

AGEC2500 2 credits (Lecture)

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 (Lecture)

One of the changes taking place in agriculture is an increasing interest in the production of alternative crop and animal enterprises. This class will examine and evaluate those enterprises. A look at the profitability, marketing and risks of producing an alternative product as well as the resources and information available to assist in developing a plan to produce an alternative product. The opportunities to produce a value-added product will be studied. A close look will be taken at those organizations that provide assistance to producers as well as businesses currently raising and marketing alternative agriculture products.

Course
Descriptions

AGME Ag Business Mechanics

OUTDOOR POWER EQUIPMENT

AGME1801 3 credits (Lec/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 (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 checksheet, 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 (Lec/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 checksheet, 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 (Lecture)

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 (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 (Lec/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 (Lec/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 (Lec/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 (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 (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. Students must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

GAS/DIESEL ENGINE REPAIR II

AGME1923 4 credits (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), clutch, brake, and electrical repairs. Customer units must be completed by the end of the course. (Prerequisites: AGME1821, AGME1822, AGME1861)

AG WELDING

AGME1930 2 credits (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 (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 (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)

Course Descriptions

INTRODUCTION TO DIESEL

AGME2852 1 credit (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 (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 AGRICULTURAL ELECTRICAL/ELECTRONICS

AGME2863 2 credits (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 (Lecture)

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 (Lec/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 INTERNSHIP

AGME2940 11 credits (Internship)

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technician program and area dealerships or industry, which allows the student an employment-like work experience. Application of competencies gained from previous course work will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. (Prerequisites: To be developed on an individual basis.)

TRACTOR/EQUIPMENT REPAIR I

AGME2945 3 credits (Lab)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME1822, 1823, 1831, 1891, 1923)

TRACTOR/EQUIPMENT REPAIR II

AGME2946 4 credits (Lab)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME2863, AGME2945)

TRACTOR/EQUIPMENT DIAGNOSIS AND REPAIR

AGME2947 4 credits (Lab)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students will perform repair services on customer tractors and school units and will follow machine check sheet upon completion. (Prerequisites: AGME2863, AGME2945)

Course Descriptions

AGRI Ag Business Equipment

EMPLOYER/EMPLOYEE ISSUES

AGRI1800 2 credits (Lecture)

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 (Lec/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 (Internship)

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 (Internship)

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 1-3 credits (Internship)

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 1-3 credits (Internship)

This course features a cooperative on-the-farm educational program. Application of competencies gained from previous course work will be emphasized. Specific tasks to be completed by the student will be identified in an individualized training plan relating to the management of the farm operation.

LIVESTOCK PRODUCTION INTERNSHIP

AGRI2798 1-8 credits (Internship)

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.

Course Descriptions

ANSC Animal Science

LIVESTOCK PRODUCTION PRINCIPLES

ANSC1100 3 credits (Lecture)

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 MANAGEMENT

ANSC1105 3 credits (Lecture)

This course covers topics current to the beef industry as a productive enterprise, including beef and dairy-beef feedlot and cow-calf operations. Course enrollees will concentrate on current resources available to the industry via the Internet, guest speakers and beef industry publications. (Prerequisites: None)

LIVESTOCK LAB

ANSC1200 2 credits (Lec/Lab)

This course is designed to teach the fundamental principles of livestock genetics in a practical manner. The course deals with the physiology of reproduction and application of genetics for improvement of the livestock herd. Livestock selection materials and methods of live animal and carcass evaluation will be conducted. Subjective and objective evaluation methods and measurements will be included. (Prerequisites: None)

DAIRY PRODUCTION MANAGEMENT

ANSC1205 3 credits (Lecture)

This course covers topics current to the dairy industry as a productive enterprise, including milk production and dairy-beef feedlot. Course enrollees will concentrate on current resources available to the industry via the Internet, guest speakers and dairy industry publications. (Prerequisites: None)

CATTLE ARTIFICIAL INSEMINATION

ANSC1305 1 credit (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 (Lecture)

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. Students will gain an understanding of all aspects of feed processing, handling, and storage. Determining the size requirements based on present and future expansion of the operation will be covered. An in-depth knowledge of different preparation and distribution systems and how they can complement each other will be included. (Prerequisites: None)

PRINCIPLES OF ANIMAL NUTRITION

ANSC2100 3 credits (Lecture)

This course provides basic information about the fundamentals of nutrition and the essential nutritional requirements of livestock. Units of instruction will include: nutrients and digestion, evaluating feedstuffs, characteristics of feedstuffs, processing techniques of various feeds, feed formulations, commercial feeds and feed additives. This course includes the discussion of the feeding practices of swine, cattle, poultry, and equine. (Prerequisites: None)

RUMINANT AND NON-RUMINANT NUTRITION

ANSC2200 3 credits (Lec/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)

Course Descriptions

ANTH Anthropology - Liberal Arts & Sciences

INTRODUCTION TO ANTHROPOLOGY

ANTH100 4 credits (Lecture)

Introduction to Anthropology is a survey course investigating the biological and cultural nature of humans and their past. The course examines our evolutionary beginning and the role culture plays among humans. Examined also is the methods anthropologists use to study the discipline. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

Course Descriptions

ARCH Architectural Drafting

DRAFTING FUNDAMENTALS

ARCH1000 3 credits (Lec/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 (Lec/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 (Lec/Lab)

This course covers the methods of residential construction, including wall framing, structure, stair construction, and site plans. (Prerequisites: ARCH1110)

BASIC AUTOCAD

ARCH1140 3 credits (Lec/Lab)

This course covers an introduction to the use, operations and methods of AutoCad, a computer-aided drafting system, with a hands-on approach. (Prerequisites: None)

RESIDENTIAL CONSTRUCTION

ARCH1210 3 credits (Lec/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 (Lec/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. (Prerequisites: ARCH1210)

RESIDENTIAL ESTIMATING

ARCH1230 2 credits (Lec/Lab)

This course covers estimating quantities of labor and materials for residential construction. Residential construction materials, methods, and an introduction to residential construction specifications are included. Students will make material take-off estimates and estimate a complete residential project. (Prerequisites: ARCH1120 and MATH1050)

ARCHITECTURAL AUTOCAD

ARCH1240 3 credits (Lec/Lab)

This course covers the using of AutoCAD and AutoCAD Architectural Desktop to make architectural working drawings, as well as 3-D models. Emphasis will be on drawing production and production techniques. (Prerequisites: ARCH1120, 1140)

INTERNSHIP

ARCH1310 1-4 credits (Internship)

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 student. It may be taken more than once. (Prerequisites: Instructor approval)

SPECIAL PROBLEMS

ARCH1320 1-4 credits (Special Problems)

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. (Prerequisites: Instructor approval)

LIGHT COMMERCIAL CONSTRUCTION

ARCH2100 6 credits (Lec/Lab)

This course covers materials and methods used for constructing light commercial buildings. Building code knowledge, zoning, 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 (Lec/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 (Lec/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)

Course Descriptions

ART Art - Liberal Arts & Sciences

ART APPRECIATION

ART100 3 credits (Lecture)

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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

ART STRUCTURE

ART110 3 credits (Lec/Lab)

Art Structure is an introductory studio course for all students. It is designed to acquaint the student with the materials and techniques of the visual artist, principles of design, basic color theory, creativity, and the artistic process. Students will explore and produce works in various traditional and contemporary media of the visual arts. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

METAL ART

ART120 3 credits (Lec/Lab)

This course introduces you to the creative process of metal arts. You will use a variety of materials and will work with both traditional and contemporary methods of metal fabrication. Designs will initially be art ideas which will be articulated through a traditional mode of drawing before articulated into a metal form. Primary Assemblage methods include Brazing, Welding, Cutting, Fabricating, Finishing, and Patina; Primary Materials include a variety of steel, brass/bronze, aluminum, and found objects. Lectures and critiques include some historical, cultural, and environmental issues of public sculpture. The emphasis on art ideas as they relate to form, space, and time. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

Course Descriptions

ART Commercial and Technical Art

MATERIALS AND BASIC FORM

ART1802 4 credits (Lec/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 (Lec/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 (Lec/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 (Lec/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 (Lec/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 3 credits (Lec/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 (Lec/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 (Lec/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 1 credit (Special Problems)

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 (Lec/Lab)

Students will learn basic paper standards for the development of advanced package design and stock conversion possibilities. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

ADVANCED DESIGN AND ILLUSTRATION

ART2804 3 credits (Lec/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: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

PRODUCT PHOTOGRAPHY

ART2806 3 credits (Lec/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: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

PORTFOLIO II

ART2808 3 credits (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. Student will work with Photoshop, Dreamweaver, and Flash. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

DIGITAL COMMUNICATIONS

ART2810 2 credits (Lec/Lab)

Students will learn basic information, terminology, flowcharts, storyboarding, and the fundamentals of Flash for interactive presentation. Students will learn the basics of HTML and how a graphic designer should plan and design a web page working with Photoshop, Dreamweaver, and Flash. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

MEDIA I

ART2812 1-3 credits (Lec/Lab)

Students will plan and design digital portfolios and websites using Flash and Dreamweaver. The course also covers graphic design and output. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

MEDIA II

ART2814 1-3 credits (Lec/Lab)

Students will produce digital portfolios and websites using Flash and Dreamweaver. Students will also continue to develop their illustration and layout and design skills. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

MEDIA III

ART2816 1-3 credits (Lec/Lab)

Students will finalize multimedia and/or graphic projects and target their work toward their areas of interest. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

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: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

SPECIAL PROBLEMS/INTERNSHIP

ART2824 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 and completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

Course
Descriptions

AST Automotive Service Technician

INTRODUCTION TO AUTO SERVICE

AST1112 2 credits (Lec/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 credit (Lecture)

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 (Lec/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 (Lec/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 (Lec/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 (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 (Lec/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 (Lec/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 (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 (Lec/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 (Lec/Lab)

This course teaches the operation and the 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 (Lec/Lab)

This course covers front and rear suspension systems, wheel balance, 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 (Lec/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 (Lec/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 (Lec/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 (Lec/Lab)

This course will cover the operation of and repair procedures for the types of differentials used on late-model vehicles. (Prerequisites: AST1112 or instructor approval)

AUTOMATIC TRANSMISSION I

AST2442 2 credits (Lecture)

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 (Lec/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 (Lec/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 (Lec/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 (Lec/Lab)

This course covers the theory and operating principles of automotive computers, sensors, and control devices. (Prerequisites: AST1222, 1712, 2723 or instructor approval)

FUEL SYSTEMS II

AST2743 3 credits (Lec/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 (Lec/Lab)

This course emphasizes the accurate and efficient diagnosis and repair of drivability concerns associated with all aspects of engine operation. Particular attention will be placed on computerized engine management systems. (Prerequisites: AST2743 or instructor approval)

BASIC AIR CONDITIONING

AST2812 2 credits (Lec/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)

ADVANCED HEATING AND AIR CONDITIONING

AST2822 2 credits (Lec/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 (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 (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 (Lab)

This course is designed to allow the student shop time to complete projects required in the Automotive Service Program. (Prerequisites: instructor approval)

AUTO LAB IV

AST2941 1 credit (Lab)

This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisites: instructor approval)

INDIVIDUALIZED STUDY

AST2951 1-8 credits (Special Problems)

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 (Internship)

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)

Course Descriptions

BIOL Biology - Liberal Arts & Sciences

INTRODUCTION TO BIOLOGY

BIOL100 4 credits (Lec/Lab)

Introduction to Biology familiarizes students with fundamental biological principles and processes occurring within our natural world. This course engages students in the methodology and practice of scientific investigation, and emphasizes molecular and cellular processes, systems of the human body, and human impact on the environment. Discussions of organisms are framed by the sciences of ecology and evolution with a focus on the relationship between biological structure and function. Lecture and a 2 hour lab are included. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 3: Natural Sciences)

INTRODUCTION TO ECOLOGY

BIOL101 4 credits (Lec/Lab)

Introduction to Ecology introduces the student to fundamental principles of ecology while focusing on interactions occurring at all of its levels. Students will become familiar with interrelationships between biotic and abiotic components of the natural world, investigate population, community, and ecosystem structures and dynamics, and gain knowledge of human impact on the environment. Lecture and a 3 hour lab are included. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 3, 10: Natural Sciences, People and the Environment)

HUMAN ANATOMY

BIOL220 4 credits (Lec/Lab)

This course takes an in-depth look at the anatomy of all human body systems. This course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is stressed. This course includes dissection and a 3 hour lab. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 3: Natural Sciences).

HUMAN PHYSIOLOGY

BIOL230 4 credits (Lec/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 at both the cellular and systemic level. An emphasis placed on normal physiology, but dysfunction will also be discussed. Three hours of lab per week included. (Prerequisite: CHEM106 and BIOL220) (MNTC 3: Natural Sciences)

PATHOPHYSIOLOGY

BIOL240 2 credits (Lec/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. Besides the two hour lecture, this course meets one additional hour to work on case studies. (Prerequisite: BIOL230) (MNTC 3: Natural Sciences)

MICROBIOLOGY

BIOL270 4 credits (Lec/Lab)

This course is an introduction to the general principles and methods used in the study of microorganisms. Lectures, laboratory, and small group discussions. (Prerequisite: CHEM106) (MNTC 3: Natural Sciences)

Course Descriptions

CART Culinary Arts

INTRODUCTION TO FOOD SERVICE

CART1800 2 credits (Lec/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 (Lecture)

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 costs, beverage costs, percentages, labor costs, and labor productivity ratios. (Prerequisites: None)

WOK/ORIENTAL COOKERY

CART1855 2 credits (Lec/Lab)

This course is designed to give the student the knowledge and skills needed to prepare a variety of wok/oriental dishes. (Prerequisites: None)

SPECIALTY BREADS

CART1900 2 credits (Lec/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)

Course Descriptions

CDCR Drafting Core

BASIC AUTOCAD

CDCR1110 3 credits (Lab)

This course covers an introduction to the use, operations and methods of AutoCad, a computer-aided drafting system, with a hands-on approach. (Prerequisites: None)

STATICS, STRENGTH OF MATERIALS

CDCR2110 3 credits (Lec/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: TBA)

Course Descriptions

CDEV Child Development

PROFESSIONAL RELATIONS IN EC CAREERS

CDEV1200 3 credits (Lecture)

This course explores career opportunities for working with children in a variety of child development programs. The course also examines job requirements, duties, regulations, issues, skills, and personal characteristics for becoming successful professionals in early childhood settings. (Prerequisites: None)

FOUNDATIONS OF CHILD DEVELOPMENT

CDEV1210 3 credits (Lecture)

This course is the first in a series of courses that is required for a certificate, diploma, or degree in Child Development Careers. The course provides an overview of typical and atypical child development across cultures, from prenatal through school age. It includes physical, social, emotional, language, cognitive, aesthetic, and identity/individual development. This course integrates development theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

CHILD SAFETY, HEALTH AND NUTRITION

CDEV1220 4 credits (Lecture)

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 (Lecture)

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. (Prerequisites: None)

FAMILY/COMMUNITY RELATIONS

CDEV1240 3 credits (Lecture)

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. (Prerequisites: None)

INFANT/TODDLER DEVELOPMENT AND LEARNING EXPERIENCES

CDEV1310 4 credits (Lecture)

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. (Prerequisites: CDEV1210 or concurrent)

PRESCHOOL DEVELOPMENT AND LEARNING EXPERIENCES

CDEV1312 4 credits (Lecture)

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: CDEV 1210 or concurrent)

SCHOOL AGE DEVELOPMENT AND LEARNING EXPERIENCES

CDEV1314 4 credits (Lecture)

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 instructor permission)

PLANNING AND IMPLEMENTING CURRICULUM

CDEV1340 4 credits (Lecture)

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 (Lecture)

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, 1230)

INTERNSHIP

CDEV2510 3 credits (Internship)

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 (Lecture)

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 instructor permission)

SENSORY MOTOR DEVELOPMENT LEARNING EXPERIENCES

CDEV2540 3 credits (Lecture)

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 (Lecture)

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 LITERACY DEVELOPMENT

CDEV2560 3 credits (Lecture)

This course provides an overview of language and literacy learning experiences in home, school, or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote literacy, conversation, literature, literacy, and bilingualism. (Prerequisites: None)

SOCIAL, EMOTIONAL AND MORAL DEVELOPMENT EXPERIENCES

CDEV2590 3 credits (Lecture)

This course provides an overview of social-emotional and moral learning experiences in home, school 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 (Lecture)

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 (Lecture)

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, 1210, 1230)

PRACTICUM

CDEV2810 3 credits (Lecture)

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.

PROFESSIONAL PRACTICE

CFSU1100 3 credits

Obligations of a professional job superintendent. Emphasis on leadership, project standards, scope of work, and the construction plan including team organization, constructability factors, phased construction, legal aspects of the owner-contractor relationship, communications, business writing and marketing. The value of schedule and planning ahead.



CFSU Construction Field Supervision

CONSTRUCTION DOCUMENTS

CFSU1110 4 credits

Overview of construction contract documents including working drawings, specifications, and other contract documents. Emphasis on safety culture, development of project manual, legal and ethical aspects, divisions of work, and role of the contractor in the final project. Communication and understanding jobsite rules, work procedures with subcontractor onsite foreman, and industry problems.

PRACTICUM: MATERIALS AND METHODS

CFSU1130 5 credits

Introduction to building materials and basic methods of construction for wood construction technology. Introduction to computers and electronic tools for construction project supervision. Overview of concrete and masonry as they relate to building construction; emphasis on concrete and masonry uses, characteristics, limitations, equipment, methods of transportation, pouring, finishing, curing and testing procedures. Structural and precast. Overview of steel as it relates to building construction; emphasis on steel uses, characteristics, limitations, equipment, methods of transportation and erection. Analysis, selection, and delineation of steel structural components and systems in buildings. OSHA subpart R steel erection standard.

BUILDING CODES

CFSU1200 3 credits

Survey of codes used in the construction industry including the International Residential Code, Minnesota Energy Code, and the Americans with Disabilities Act. Introduction to the International Building Code and other building codes used in the construction industry; emphasis on content and uses of the building code, definitions and general requirements; detailed study of relationship between occupancy groups, construction types, height and area requirements, and exit requirements.

PRINCIPLES OF CONSTRUCTION SUPERVISION, MANAGEMENT, AND LEADERSHIP

CFSU1210 5 credits

Leadership emphasis on team leadership, change management, delegation and team member learning and development. Management emphasis on interpersonal relationships, time management and organization, conflict management, communications, decision making and problem solving. Union vs. non-union, two gate systems, collective bargaining and AGC.

PRACTICUM: FIELD ENGINEERING AND CIVIL ENGINEERING

CFSU1230 5 credits

Overview of duties and responsibilities of a field engineer for commercial and industrial construction. Emphasis on total station engineering. Basic techniques and equipment used in surveying, sketches and proper field note taking, methods of staking out a building; locating center lines of piers and installation of batter boards. Surcharging soils and sloping of building excavation. Introduction to soil as a construction material. Emphasis on site preparation including large construction and excavation machinery, grading, underground utility installation, soil borings and environmental remediation. Techniques and methods of laboratory and field tests for soil classification. Concrete testing. Major student project.

CONSTRUCTION PROJECT MANAGEMENT AND ADMINISTRATION

CFSU2110 5 credits

Management and administration techniques relevant to construction project organization, supervision, and inspection. Emphasis on communications systems, scope of work, contract documents, document control systems, dispute resolution, quality assurance, schedule management, fast tracking, mechanics lien, shop drawings, material procurement, and inspection of work. Leadership and management techniques relevant to construction project supervision. Major student project.

PRACTICUM: CONSTRUCTION PLANNING AND SCHEDULING

CFSU2130 5 credits

Planning and scheduling of a construction project utilizing the critical path method (CPM). Emphasis on the integrated work plan, safety, quality, productivity, identification of construction operations, their dependencies and duration times. Major student project.

PRACTICUM: CONSTRUCTION FIELD SUPERVISION

CFSU2230 5 credits

Capstone project. Students will apply management and leadership skills to create a construction project supervision plan for a specific project. Emphasis on principles of management and leadership, materials and methods, project planning and scheduling, civil technology, field engineering, project management and administration, risk management, cost management, safety management, and quality management. Major student project.

INTERNSHIP

CFSU2240 5 credits

The internship/practicum involves a minimum of 100-hours of hands-on experience at a construction jobsite (s) dealing with a variety of issues relating to the management of a construction project. This course is designed to provide the student with a field experience to observe how procedures and/or policies are implemented and completed in construction environments.

Course Descriptions

CHEM Chemistry - Liberal Arts & Sciences

INTRO TO CHEMISTRY

CHEM106 3 credits (Lecture)

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 related to applied health. This course uses a math-based approach. (Prerequisite: MATH0085 or a score of 85 or higher in the Elementary Algebra portion of the Accuplacer Test.) (MNTC 3: Natural Sciences).

Course Descriptions

CIM Computer Integrated Machining

CONCEPT ENGINEERING I

CIM1110 4 credits (Lec/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 (Lec/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 (Lec/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 (Lab)

This course is designed to give hands-on experience to the topics learned in CIM 1110. 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)

MACHINING COMPUTATIONS

CIM1150 3 credits

This course has a basic algebra review, and then the emphasis is conceptual geometry and trig to solve two-dimensional figures. These concepts are used mostly in machine tool and industrial drafting. Graphing calculators are required. (Prerequisites: None)

Course Descriptions

CONCEPT ENGINEERING II

CIM1210 4 credits (Lec/Lab)

This course is a continuation of Concept Engineering I. The topics include intermediate level part design and manufacturing techniques. (Prerequisites: CIM 1110)

COMPUTER CONTROL PROGRAMMING II

CIM1220 3 credits (Lec/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: CIM 1120)

QUALITY ASSURANCE II

CIM1230 2 credits (Lec/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: CIM 1130)

APPLICATIONS II

CIM1240 3 credits (Lab)

This course is a continuation of Application I. New topics include machining with carbide producing heat-treated parts and basic surface grinding. (Prerequisites: CIM 1140)

CONCEPT ENGINEERING III

CIM2110 4 credits (Lec/Lab)

This course is a continuation of Concept Engineering II. New topics include introduction to Solid Modeling and assembly drawings. (Prerequisites: CIM 1210)

COMPUTER CONTROL PROGRAMMING III

CIM2120 3 credits (Lec/Lab)

This course is a continuation of Computer Control Programming II. New topics include program downloading, editing advanced set-ups and operations. (Prerequisites: CIM 1220)

QUALITY ASSURANCE III

CIM2130 3 credits (Lec/Lab)

This course is a continuation of Quality Assurance II. New topics include the coordinate measuring machine and statistical process control. (Prerequisites: CIM 1230)

APPLICATIONS III

CIM2140 4 credits (Lab)

This course is a continuation of Applications II. New topics include advanced grinding techniques. (Prerequisites: CIM 1240)

CONCEPT ENGINEERING IV

CIM2210 4 credits (Lec/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: CIM 2110)

COMPUTER CONTROL PROGRAMMING IV

CIM2220 3 credits (Lec/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: CIM 2120)

QUALITY ASSURANCE IV

CIM2230 3 credits (Lec/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: CIM 2130)

APPLICATIONS IV

CIM2240 4 credits (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: CIM 2140)

APPLIED WELDING

CIM2250 2 credits (Lec/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)

Course Descriptions

COMP Computer Careers

PROGRAMMING FUNDAMENTALS

COMP1000 2 credits (Lecture)

Programming Fundamentals is designed to be a person's first exposure to the world of computer programming. This course covers how to design and implement a computer program, writing a program that will make different types of decisions, how to solve problems using computer programs that remember things, make decisions, and perform repetitive tasks. The first half of this course uses Alice, a 3-D programming environment designed at Carnegie Mellon University to teach programming concepts while you have fun making 3-D, animated movies. The second half of the course uses JavaScript, a popular language used for client-side scripting web pages. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. (Prerequisites: minimum typing speed of 20 wpm, (35 wpm recommended), COMP1400 Web Programming - may be taken concurrently with this course. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript)

INTERNET FUNDAMENTALS

COMP1002 1 credit (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 credit (Lecture)

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. (Prerequisite: None)

INTEGRATED SOFTWARE APPLICATIONS I (SPREADSHEETS)

COMP1105 2 credits (Lecture)

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 (DATABASE)

COMP1110 2 credits (Lecture)

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 (Lecture)

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 (Lecture)

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 zSERIES OPERATING SYSTEM

COMP1205 2 credits (Lecture)

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 iSERIES OPERATING SYSTEM

COMP1210 3 credits (Lecture)

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 (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 (Lecture)

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 (Lecture)

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: COMP1000, COMP1115, COMP1205, or previous programming experience)

WEB I

COMP1400 3 credits (Lecture)

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: knowledge of computer file management, minimum typing speed of 20 WPM)

NETWORKING ESSENTIALS (BASIC)

COMP1500 2 credits (Lec/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 credit (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 credit (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 (Lecture)

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 (Lecture)

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: COMP1000, COMP1115, COMP1210, or previous programming experience)

RPG II

COMP2325 2 credits (Lecture)

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)

VISUAL BASIC.NET

COMP2330 2 credits (Lecture)

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, accessing databases using ADO.NET controls, and writing web applications. (Prerequisite: COMP1000)

DATABASE MANAGEMENT (SQL)

COMP2340 2 credits (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 (Lecture)

This course covers two client-side languages: PHP, which will run on either a LAMP (Linux - Apache - MySQL - PHP) or a Windows web server and ASP.NET, which runs on Windows web servers and uses Visual Studio as the development environment. This course includes a working knowledge of PHP and ASP.NET, data types and control statements common to all modern programming languages, Microsoft's Visual Studio programming environment, and the use of SQL (Standard Query Language) to handle data from databases. Other topics include debugging techniques, object orientation, database driven web pages, and popular web-editing interfaces allowing specific users to maintain web pages. Target Population: This course is designed for web developers, students, and programmers wanting to learn how to do client-side programming. (Prerequisites: Minimum typing speed of 35 wpm (50 wpm recommended). Successful completion of Web I (COMP 1400) - with a C grade or higher or demonstrable knowledge of tables, frames, CCS, forms, and the basic HTML tags AND successful completion of PC Hardware/Software Essentials (COMP 1200) with a C grade or higher or a working knowledge of the DOS and Windows operating systems).

WEB III

COMP2410 2 credits (Lecture)

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 (Lecture)

This course concentrates on installing, configuring, and managing 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: COMP1000 and COMP1400)

NETWORKING II (MCSA CORE)

COMP2515 3 credits (Lec/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). (Prerequisites: COMP1500, COMP1505)

NETWORKING III (MCSA ADVANCED)

COMP2520 3 credits (Lec/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. (Prerequisites: COMP1500, COMP1505)

NETWORKING IV (SECURITY)

COMP2525 3 credits (Lecture)

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. (Prerequisites: COMP1500, COMP1505)

NETWORKING V (WIRELESS DATA NETWORKS)

COMP2530 2 credits (Lecture)

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. (Prerequisites: COMP1500, COMP1505)

SPECIAL ISSUES:

COMP2610 1-3 credits (Independent Study)

This course allows students to pursue special interest areas and to gain exposure to emerging technologies in Information Systems and Networking. (Prerequisite: Instructor Approval)

CAPSTONE PROJECT - INFORMATION SYSTEMS

COMP2611 2 credits (Internship)

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: Instructor Approval)

INTERNSHIP - INFORMATION SYSTEMS

COMP2612 2 credits (Internship)

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 actual business environment. Students will perform various Information Systems tasks (programming, web development, etc.) as prescribed by the internship site under the supervision of a site project manager or supervisor. (Prerequisite: Instructor Approval)

CAPSTONE PROJECT - NETWORKING SERVICES

COMP2613 3 credits (Internship)

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: Instructor Approval)

INTERNSHIP - NETWORKING SERVICES

COMP2614 3 credits (Internship)

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 actual business environment. Students will perform various Networking Services tasks (network administration, hardware support, etc.) as prescribed by the internship site under the supervision of a site project manager or supervisor. (Prerequisite: Instructor Approval)

LINUX FOR USERS

COMP2700 1 credit (Lecture)

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 credit (Lecture)

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 the 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 credit (Lecture)

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 (Lecture)

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 credit (Lecture)

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 (Lec/Lab)

NSTISSI4011 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.



CPCB Carpentry Cabinetmaking

CARPENTRY SAFETY

CPCB1800 2 credits (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 (Lec/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 (Lec/Lab)

This course covers the exterior and interior finishing of the Fall project. (Prerequisites: CPCB1800 and CPCB1810)

RESIDENTIAL BLUEPRINT READING

CPCB1830 2 credits (Lec/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 (Lec/Lab)

This course deals with the reading of a commercial set of blueprints. (Prerequisites: CPCB1830)

HOUSE DESIGN AND ESTIMATING

CPCB1860 3 credits (Lec/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 (Lec/Lab)

This course covers the planing, drafting, and estimating of cabinets for the home and Fall project. (Prerequisites: Liberal Arts & Sciences Math)

CABINETMAKING II

CPCB1876 4 credits (Lab)

This course covers the construction of the cabinets drawn in CPCB1875. (Prerequisites: CPCB1875)

CABINETMAKING III

CPCB1877 5 credits (Lab)

This course covers installation of the cabinets, fabrication, installation of the countertop, and the finishing of the kitchen. (Prerequisites: CPCB1875, 1876)

ADVANCED CARPENTRY THEORY

CPCB2802 2 credits (Lecture)

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 RECORDKEEPING & ESTIMATING

CPCB2803 1 credit (Lecture)

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 contractor's bid ready for the work force. This course will introduce you to different computer software. (Prerequisite: None)

ADVANCED JOB SITE EXPERIENCE 1A

CPCB2811 5 credits (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 1B

CPCB2812 5 credits (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 (Lec/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 (Lecture)

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 1A

CPCB2835 3 credits (Lec/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 1B

CPCB2836 2 credits (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 (Lec/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 (Lec/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 other 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)

PHYSICAL DEVELOPMENTAL SUPPORTS I

CSS1802 3 credits (Lecture)

This course will compare and contrast the community supports model to the former medical model. Students will review an introduction to a variety of disabilities, specific support issues including common signs and symptoms of health concerns, standard precautions and blood borne pathogens, appropriate responses to emergency situation, basic medication concerns, and documentation techniques. In addition, students will learn about relationship and sexuality issues, inclusion issues, and community resources in the environment of the individuals they will support. (Prerequisites: None)

PERSON CENTERED PLANNING

CSS1804 3 credits (Lecture)

This course will introduce you to a variety of strategies and techniques used to facilitate person centered planning for individualized and real life goals. Students will learn how the Civil Rights Movement was the impetus for change which lead to our current disability laws and rules. Self-advocacy and self-determination within an interdisciplinary team planning process will be explored. This is not about program planning, but more about what it takes to get what is really necessary to ensure an individual with disabilities can live an independent and average life style with dignity and respect utilizing only the supports the individual really needs and desires. (Prerequisites: None)

FACILITATING POSITIVE BEHAVIORS

CSS1811 4 credits (Lecture)

This course provides an in-depth look at positive supports for children and adults with challenging behaviors 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, as well as understanding and responding to behaviors with positive supports. Students will explore how their individual values and personal experiences influence the ways in which they respond to and assess individual's abilities. Students will also acquire knowledge and skills related to basic approaches and principles, completing various types of functional assessments, the importance of using non-aversive interventions and the selection and use of appropriate non-aversive behavioral supports. 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. The student will be able to write basic learning/behavior support programs. (Prerequisites: None)

INTRODUCTION TO SOCIAL WORK

CSS1812 3 credits (Lecture)

This course provides students with an introduction to the profession of social work. It will provide a broad overview of generalist social work practice with an integrative approach among various levels of practice: individual, environmental and societal. Emphasis will be placed on diversity, ethics, social problems, and self-determination. (Prerequisite: CSS 1801)

SOCIAL WELFARE SERVICES

CSS1813 3 credits (Lecture)

This course will discuss the history of social welfare as an institution. Various social problems will be examined and discussed in terms of at-risk populations, societal norms and values, and how policy is developed to address these problems. (Prerequisite: CSS 1801)

COMMUNITY SOCIAL SERVICE PROJECTS

CSS1814 3 credits (Lecture)

This course will help students critically examine a social problem, then work as a group to determine the appropriate steps to take to implement a program that addresses the problem. Students will learn how to assess the problem, research, design, implement, and evaluate a possible solution to the problem. Group process learning will be utilized. (Prerequisites: CSS 1812, CSS 1813)

Course Descriptions

CSS Community Social Service

DIRECT SERVICE PROFESSIONALISM

CSS1801 3 credits (Lecture)

This course gives an overview of how service providers/paraprofessionals work with each another in order to assure the delivery of optimal supports. Topics which the course reviews include: the use of support teams (effective team work/interdisciplinary cooperation, team dynamics, communication skills, promotion of independence and autonomy, and problem solving skills), working with families, direct support provider roles and responsibilities, diversity, confidentiality, and advocacy issues. (Prerequisites: None)

PHYSICAL DEVELOPMENTAL SUPPORTS II

CSS1902 3 credits (Lecture)

This course will review specific types of developmental, physical, and mental disabilities, including Cerebral Palsy, Autism, Mental Retardation, Epilepsy, Prader Willi, Chromosomal Disorders, Brain Injury, Mental Health Diagnosis and Chemical Dependency among adults and children. Students will learn how to analyze environmental issues among all settings to determine how to provide the most appropriate supports. The impact of grief and loss issues will also be explored within the context of the individual and family system. (Prerequisites: all 1800 courses)

BASIC SIGN LANGUAGE

CSS1907 3 credits (Lecture)

This course teaches the basics of American Sign Language, the first level of a three level program. (Prerequisites: None)

COMMUNITY SOCIAL SERVICE INTERNSHIP

CSS1910 5 credits (Internship)

This course is designed to provide the student with a purposeful occupational experience in the Community Social Service field. Each internship is an individualized experience. Site selection is based on each student's area of interest in conjunction with the instructor's approval to provide experience related to the skills and knowledge acquired in the program. One credit of internship is equal to 48 hours of internship. Seminar is offered to promote professionalism and enhance leadership skills. The focus of the CSS internship program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisites: all 1800, 1900 and supportive course work)

SUPPORTIVE INTERVENTIONS

CSS1913 4 credits (Lecture)

This course provides an in-depth study of several mechanisms of intervention; assessment, support plan design, and 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 an in-depth analysis of specialized considerations for service professionals when implementing emergency control procedures, permitted control procedures, and control procedures prohibited by Minnesota laws. The student will learn about the Risk Management Plan and Individual Service Plan in this course. The student will be able to assess a problem behavior, plan and implement interventions, design proactive manipulations, and integrate a multi-intervention, multi-disciplinary team approach. (Prerequisites: all 1800 courses)

Course
Descriptions

CTLS Civil Engineering Technology

CONSTRUCTION CONTRACT DOCUMENTS

CTLS1800 4 credits (Lec/Lab)

This course covers the concepts relating to Civil Engineering drawings, construction specifications, and legal documents as associated with the industry. Topographic drawing, site planning, mapping, plan and profile, cross sections, lettering, inking, material specifications bid documents, agreements, and contracts are some of the Contract Document items examined. Use of scales, legends, abbreviations, symbols and MnDOT Standard Specifications in document development is stressed. (Prerequisites: Previous drafting experience or CDCR1000)

CIVIL CAD

CTLS1805 3 credits (Lec/Lab)

This course covers the use of computer technology in the design and drawing of Civil Engineering plans through utilization of the Data Collection, Data Transfer, Surface Modeling, and RoadCALC modules of Eagle Point software in conjunction with additional AutoCAD concepts. (Prerequisites: CDCR1110, CTLS1800)

INTRODUCTION TO SURVEYING

CTLS1810 5 credits (Lec/Lab)

This course covers the principles of plane surveying involving methods of measuring horizontal and vertical distance, elevation and angles. Practice in the use of common measurement equipment, leveling instruments, compass, transit, theodolite and total station is stressed along with introduction to Global Positioning Systems and proper care and maintenance of all equipment. Recording of field information and correction of acquired data are an important part of this course. (Prerequisite: None)

SURVEYING II

CTLS1815 5 credits (Lec/Lab)

This course covers the various techniques used in preliminary surveys and construction surveys. Basic methods of data collection, site evaluation, construction staking, and necessary engineering computations and documentation are examined. Use of common survey instruments and measurement methods combined with manual and computerized computational methods is stressed. Accurate interpretation of construction plans, recording of field data, neatness in note keeping, data reduction and correction, and determination of materials quantities are important parts of this course. (Prerequisites: CTLS1810)

MATERIALS TECHNOLOGY

CTLS1820 4 credits (Lec/Lab)

This course covers the types of materials, construction methods, and quality control necessary in the construction of driven surfaces. Basic geology with soil identification and classification for base construction and materials evaluation and testing methods for quality assurance in grading and base, bituminous surfacing, and concrete surfacing are examined. This course is based on MnDOT certification requirements in the areas Grading and Base, Aggregates, Bituminous and Concrete. (Prerequisites: None)

CIVIL DESIGN

CTLS2825 4 credits (Lec/Lab)

This course covers the general techniques and procedures used in the design of necessary infrastructure associated with public works projects. Subdivision design, municipal and rural highway design, and hydraulic systems design are examined. Platting, zoning, lot geometry and sizing, block and lot grading standards, sanitary and storm sewer design, water distribution system design, flexible and rigid pavement design, and planning, development, construction, and completion of a project are important considerations in this course. (Prerequisites: CTLS1800, 1805, 1815, Helpful CTLS1820, 2835)

CONSTRUCTION ESTIMATING AND INSPECTIONS

CTLS2830 4 credits (Lec/Lab)

This course covers the study and performance of procedures necessary in estimating quantities and costs and construction inspection of general and public works construction projects. Materials quantities are compiled and construction costs applied. Emphasis is placed on construction inspection through measurement of quantities, documentation, recordkeeping, and contract document interpretation. Manual and computerized documentation is stressed in both disciplines. (Prerequisites: None)

INTRODUCTION TO LAND SURVEYING

CTLS2835 3 credits (Lec/Lab)

This course covers the history of land surveying along with the technical elements of writing land descriptions, exposing the student to the many types of descriptions in use today. The minimum guideline requirements for platting of land and county highway right-of-ways in Minnesota are presented along with experiences in the process of platting. (Prerequisites: CDCR1110, CTLS1800, 1805, 1810, 1815)

INTRODUCTION TO GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

CTLS2840 3 credits (Lec/Lab)

This course covers the use of computer software for the collection, analysis, and communication of geographic information. Environmental Systems Research Institute, Inc. developed ArcView GIS software for use in developing base mapping and compiling of databases for GIS. Development of the use of ArcView GIS will be the basis of this course. (Prerequisites: CDCR1110)

SPECIAL STUDIES

CTLS2845 1-3 credits (Lec/Lab)

Students work independently or in groups on special problems or subjects relating to the industry. (Prerequisites: Instructor approval)

INTERNSHIP: CIVIL ENGINEERING TECHNOLOGY

CTLS2851 5 credits (Internship)

This course is an extension of classroom activities carried out by the student in an off-campus setting. The student gains employment experience in the industry in a Civil Engineering Technology related position and develops expertise through on-the-job training.

Course Descriptions

DA Dental Assisting

DENTAL SCIENCE I

DA1811 2 credits (Lecture)

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 (Lecture)

Dental anatomy is the fundamental study of the permanent and deciduous dentitions including morphology, function, and occlusion. (Prerequisites: None)

PRECLINICAL DENTAL ASSISTING

DA1813 2 credits (Lecture)

Preclinic is designed to provide fundamental knowledge of microbiology and infection control measures. Patient management, utilizing psychological theories and application will be included to prepare the student for clinical application of these skills. (Prerequisites: None)

CHAIRSIDE DENTAL ASSISTING I

DA1814 4 credits (Lec/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 (Lec/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 (Lec/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 (Lecture)

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 (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 (Lecture)

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 (Lec/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 3 credits (Lec/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 (Lec/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. (Prerequisites: DA1816)

DENTAL NUTRITION

DA1827 1 credit (Lecture)

Dental Nutrition is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventive dental philosophies. (Prerequisites: None)

NITROUS OXIDE SEDATION

DA1828 1 credit (Lecture)

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 (Internship)

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 (Internship)

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)

Course Descriptions

ECON Economics - Liberal Arts & Sciences

PRINCIPLES OF MACROECONOMICS

ECON110 3 credits (Lecture)

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: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended with a grade of C or higher) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

PRINCIPLES OF MICROECONOMICS

ECON120 3 credits (Lecture)

This course examines theories of how various types of product, service, and resource markets operate and the resulting implications for public policy. Topics include decision-making by consumers, business firms, and government as well as price determination, resource allocation, and income determination via markets. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective).

Course
Descriptions

ENGL English - College Readiness

WRITING AND ENGLISH I

ENGL0080 4 credits (Lec/Lab)

This course offers an overview in the use, basic study, and review of the Standard English language and an introduction to writing paragraphs. The course emphasizes English usage, sentence structure, punctuation, grammar, and spelling as they are applied throughout the writing process.

WRITING AND ENGLISH II

ENGL0090 4 credits (Lec/Lab)

This course consists of a review of Standard English grammar, including English usage, sentence structure, punctuation, grammar, and spelling. Students will also study the writing process as it applies to writing both paragraphs and essays. The final project for this class will consist of developing, writing, and editing a persuasive essay.

Course
Descriptions

ENGL English - Liberal Arts & Sciences

COMPOSITION

ENGL100 4 credits (Lecture)

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: Must have a score of 66 or higher on the Sentence Skills portion of the Accuplacer test or completion of ENGL0080 and ENGL0090 (Recommended) with a grade of C or higher) (MNTC 1: Communication)

INTRODUCTION TO LITERATURE

ENGL110 4 credits (Lecture)

Introduction to Literature allows students to sample various literary forms (plays, prose, poetry, nonfiction) from various histories and cultures. The course is designed to develop critical thinking, reading and writing skills, and increase appreciation of the diversity of human experience. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6: Humanities and the Fine Arts)

HUMAN DIVERSITY & LITERATURE/FILM

ENGL120 4 credits (Lecture)

This course introduces students to works of literature and film with a focus on understanding the literary and cinematic contributions made by under-represented peoples. The course is designed to develop critical thinking, reading and writing skills, and increase appreciation of the diversity of human experience. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6,7: Humanities and Fine Arts, Human Diversity)

WORLD LITERATURE/FILM

ENGL130 4 credits (Lecture)

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: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6,8: Humanities and Fine Arts, Global Perspective)

SPECIAL TOPICS IN LITERATURE & FILM:

ENGL201 3 credits (Lecture)

ENGL201 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 or a score of 95 or higher on the Reading Comprehension portion of the Accuplacer test or instructor permission.) (MNTC 6: Humanities and Fine Arts)

CREATIVE WRITING

ENGL210 4 credits (Lecture)

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 or a score of 104 or higher on the Sentence Skills portion of the Accuplacer test or instructor permission) (MNTC: 1, 6: Communications, Humanities and Fine Arts)

TECHNICAL COMMUNICATION

ENGL240 4 credits (Lecture)

This course will teach the essential skills of technical communication. It is an introduction in written communication, design production, and design evaluation of technical information. Adapting technical material using a procedural writing style targeted for specific audiences is emphasized. Students will be using rhetorical analysis, collaborative writing, and usability testing. Topics include the design, writing, and editing of proposals and reports. (Prerequisite: ENGL 100 or a score of 104 or higher on the Sentence Skills portion of the Accuplacer test) (MNTC 1: Communication)

Course
Descriptions

ESOL English for Speakers of Other Languages

ESL WRITING AND GRAMMAR III

ESOL0031 4 credits (Lecture)

This course focuses on practicing and developing basic writing skills by applying them to a variety of situations. You will improve your grammar, writing fluency, self-editing ability, and learn to write strong sentences and paragraphs. You will also learn to follow a writing process that will include using computers to revise and edit your writing. (Prerequisite: Accuplacer ESL placement as determined by MnSCU--TBD)

ESL READING III

ESOL0032 4 credits (Lecture)

This course introduces the skills and strategies necessary for understanding a variety of written materials. You will begin to identify main and supporting details in non-fiction, increase your reading rate and comprehension, and analyze features of fiction. You will also learn about resources in the college library. In addition, you will build vocabulary using a variety of strategies. (Prerequisite: Accuplacer ESL placement as determined by MnSCU--TBD)

ESL LISTENING AND SPEAKING III

ESOL0033 4 credits (Lecture)

This course provides an introduction to the basics of speech sound production for American English. You will learn how to produce more precise consonants, consonant clusters and vowels. Intonation and stress patterns of English will also be introduced. You will learn the IPA (International Phonetic Alphabet) to better understand the differences between written and spoken language. You will listen to short lectures, conversations, directions and media segments in order to improve your understanding of oral English. (Prerequisite: Accuplacer ESL placement as determined by MnSCU--TBD)

ESL WRITING AND GRAMMAR VI

ESOL0041 4 credits (Lecture)

This course develops higher level writing skills in a variety of situations. You will improve your grammar, writing fluency, self-editing ability, and learn to write essays of varying lengths and genres. (Prerequisite: ESOL 0031 with a grade of C or higher, or appropriate Accuplacer ESL placement as determined by MnSCU--TBD)

ESL READING VI

ESOL0042 4 credits (Lecture)

This course develops your ability to understand a variety of written materials. You will learn to identify main ideas and supporting details in non-fiction, increase your reading rate and comprehension, and analyze features of fiction. Summary writing and how to make use of library resources are also included. In addition, you will increase your vocabulary using a variety of strategies. (Prerequisite: ESOL 0032 with a grade of C or higher, or appropriate Accuplacer ESL placement as determined by MnSCU--TBD)

ESL LISTENING AND SPEAKING VI

ESOL0043 4 credits (Lecture)

This course provides the knowledge and practice necessary to further improve your listening, speaking and pronunciation skills in English in order to help you be more successful in future academic courses. You will work on these skills through activities such as listening to lectures, tapes, and videos, taking notes in English, doing dictations, participating in discussions, doing interviews, giving presentations and doing exercises. (Prerequisite: ESOL 0033 with a grade of C or higher, or appropriate Accuplacer ESL placement as determined by MnSCU--TBD)

Course
Descriptions

ETHN Ethnic Studies - Liberal Arts & Sciences

AMERICAN RACIAL MINORITIES

ETHN100 3 credits (Lecture)

A study of American racial/ethnic minorities, especially the histories of Native Americans, African Americans, Hispanic Americans, and Asian Americans. Their roles and contributions to American society will be emphasized. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

Course
Descriptions

FBMA Farm Business Management

FUNDAMENTALS OF FINANCIAL MANAGEMENT AS IT RELATES TO RISK MANAGEMENT - *Required*

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 - *Required*

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 - *Required*

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 - *Required*

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 MGMT/BUSINESS PLAN EMPHASIS

FBMA2120 - *Required* 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 - *Required* 3 credits

This course will provide the necessary instruction to put together and implement a business plan for the farm business.

DIRECTED STUDY - DECISION MAKING

FBMA2130 - *Elective* 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 - *Elective* 2 credits

This course will assist the student in further acquiring & 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 & 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 - *Elective* 2 credits

This course will deal with experiencing modern agricultural technological changes and determining if they fit into an individual's farming operation. (Prerequisites: None)

DIRECTED STUDIES IN FARM BUSINESS AND/OR FAMILY TRANSITION

FBMA2133 - *Elective* 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. (Prerequisites: None)

DIRECTED STUDY - PERSONNEL MANAGEMENT

FBMA2134 - *Elective* 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. (Prerequisites: None)

DIRECTED STUDY - ENTERPRISE ALTERNATIVES

FBMA2135 - *Elective* 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. (Prerequisites: None)

CURRENT ISSUES IN FARM BUSINESS MANAGEMENT

FBMA2200 - *Elective* 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. (Prerequisites: None, but recommended in sequence with FBMA2201-Directed Studies-Current Issues in Farm Business Management)

DIRECTED STUDY-CURRENT ISSUES IN FARM BUSINESS MANAGEMENT

FBMA2201 - *Elective* 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 data base, 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 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. (Prerequisites: None, but recommended in sequence with FBMA2200-Current Issues in Farm Business Management)

Course Descriptions

FBMG Culinary Arts

SPECIALTY OPTION I

FBMG2950 1 credit (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 (Lec/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 (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, QFPR1880, QFPR1890 or instructor approval).

Course Descriptions

FBMM Farm Business Management

INTRO TO FARM COMMODITY MARKETING

FBMM1170 - *Required* 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 - *Required* 2 credits

This course provides the student with the opportunity to use the various marketing methods and tools.

APPLYING COMMODITY MARKETING FUNDAMENTALS

FBMM1180 - *Required* 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 - *Required* 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 - *Required* 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 - *Required* 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 - *Required* 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 - *Required* 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 - *Required* 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 - *Required* 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.

Course Descriptions

FBMT Farm Business Management

FOUNDATIONS FOR FARM BUSINESS MANAGEMENT

FBMT1112 - *Required* 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 - *Required* 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 - *Required* 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)

MANAGING AND MODIFYING FARM SYSTEM DATA

FBMT1131 - *Required* 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 AND USING FARM SYSTEM DATA

FBMT1132 - *Required* 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)

INTRO TO FARM BUSINESS MANAGEMENT

FBMT1211 - *Elective* 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)

MANAGING A FARM SYSTEM IN A GLOBAL ECONOMY

FBMT1213 - *Elective* 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 - *Elective* 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)

APPLICATION OF PRODUCTIVE ENTERPRISE INFORMATION

FBMT1233 - *Elective* 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 - *Required* 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 - *Required* 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)

STRATEGIES IN FARM SYSTEM DATA MANAGEMENT

FBMT2151 - *Required* 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 - *Required* 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. (Prerequisites: None)

EXAMINATION OF THE CONTEXT OF FARM SYSTEM MANAGEMENT

FBMT2161 - *Required* 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 - *Required* 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)

SPECIAL TOPICS-GENERAL FARM MANAGEMENT

FBMT2200-2204 - *Elective* 1 credit each

This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS-GENERAL FARM MANAGEMENT

FBMT2205-2209 - *Elective* 2 credits each

This course covers special topics of interest in general farm management. (Prerequisites: None)

SPECIAL TOPICS-MARKETING

FBMT2210-2214 - *Elective* 1 credit each

This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS-MARKETING

FBMT2215-2219 - *Elective* 2 credits each

This course covers special topics of interest in marketing. (Prerequisites: None)

SPECIAL TOPICS-CROPS

FBMT2220-2224 - *Elective* 1 credit each

This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS-CROPS

FBMT2225-2229 - *Elective* 2 credits each

This course covers special topics of interest in crops. (Prerequisites: None)

SPECIAL TOPICS-LIVESTOCK

FBMT2230-2234 - *Elective* 1 credit each

This course covers special topics of interest in livestock. (Prerequisites: None)

SPECIAL TOPICS-LIVESTOCK

FBMT2235-2239 - *Elective* 2 credits each

This course covers special topics of interest in livestock. (Prerequisites: None)

USING FINANCIAL INSTRUMENTS IN FARM SYSTEMS MANAGEMENT

FBMT2243 - *Elective* 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)

SYSTEM PLANS AND PROJECTIONS

FBMT2253 - *Elective* 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)

EVALUATING FARM SYSTEM PROGRAMS

FBMT2263 - Elective 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)

Course Descriptions

FCS Family and Consumer Science - Liberal Arts & Sciences

NUTRITION AND HEALTHY LIVING

FCS105 3 credits (Lecture)

This course provides an overview of basic principles of nutrition. Topics include contemporary issues such as food labeling, dieting practices, eating disorders, fitness, malnutrition, and nutrition throughout the life cycle. This course also focuses on the knowledge and skills necessary for the development and enhancement of a healthy lifestyle throughout the life span. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 3: Natural Sciences)

Course Descriptions

GEOG Geography - Liberal Arts & Sciences

ELEMENTS OF GEOGRAPHY

GEOG100 3 credits (Lecture)

This course is an introduction to Geography and its themes of study. The course will familiarize students with where places are located in the world together with the cultural and physical features that pertain. Students will be tasked to think critically and diversely about various cultures and features of the modern world. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 3, 10: Natural Sciences, People & The Environment)

INTRODUCTION TO PHYSICAL GEOGRAPHY

GEOG101 3 credits (Lecture)

Survey of the process and features of the earth's physical environment-earth-sun-relationships, weather, climate, natural vegetation, soil, and landforms. Examines their interrelations and spatial distribution and includes using North America and worldwide examples. Some coverage of human-environmental relations. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 3, 10: Natural Sciences, People & The Environment)

Course Descriptions

GP Graphics Production

INTRODUCTION TO GRAPHICS PRODUCTION

GP1000 4 credits (Lec/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 printing on 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. (Prerequisite: None)

LAYOUT AND TYPOGRAPHY

GP1040 4 credits (Lec/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 GP 1070)

ELECTRONIC PUBLISHING I (Introduction to Adobe Creative Suites)

GP1070 4 credits (Lec/Lab)

Adobe Creative Suites is the dominant software package in the printing and publishing industry today. The course will be taught in a hands-on atmosphere learning the basics of Adobe InDesign, Illustrator and Photoshop, and how these software packages work together in a seamless manner. Students will learn the tools, menus and palettes within each of the softwares, and integrate the use of all the softwares for photographs, graphics and layout applications. Projects will be assigned for a hands-on approach. (Prerequisite: None)

COLOR I

GP1110 3 credits (Lec/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: GP 1000, 1040, 1070)

DIGITAL PRODUCTION CONCEPTS I

GP1121 4 credits (Lec/Lab)

Digital Production Concepts 1 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) to the computer-to-plate stage. (Prerequisites: GP 1000, 1040, 1070)

PRINTING PROCESSES I

GP1160 4 credits (Lec/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, 1070)

ELECTRONIC PUBLISHING II (Advanced Adobe Creative Suites)

GP1170 4 credits (Lec/Lab)

Electronic Publishing 2 is a continuation of Electronic Publishing 1, working with Adobe Creative Suites software. The course will be taught in a hands-on atmosphere learning more advanced features of Adobe InDesign, Illustrator and Photoshop. Adobe Acrobat and Bridge will also be utilized during class sessions. Students should already have the fundamentals of the tools, menus and palettes within each of the softwares. More advanced topics such as masking, transparency, and filters will be an integral part of the course. Projects will be assigned for a hands-on approach. (Prerequisite: GP 1070)

COLOR II

GP2010 4 credits (Lec/Lab)

This course offers the learner advanced applications in color techniques learned in GP 1110. Color 2 expands each student's knowledge base of various color models and how ICC profiles are created and relate to the various color models. This course emphasizes the creation of a color managed lab through hands-on work by calibrating, characterizing and converting the various input and output devices in the graphics lab. Students become familiar with operating densitometers, spectrophotometers and monitor calibrators. Additionally, students will perform color correcting techniques, as well as manipulate and manage color setups within the various softwares. (Prerequisite: GP 1110)

APPLIED GRAPHICS PRODUCTION

GP2020 4 credits (Lec/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

GP2041 4 credits (Lec/Lab)

This course is a continuation of the Layout and Typography course covering the advanced levels of composing ruled forms, sales flyers, multi-page documents, brochures, posters, manuals and other projects. Additional assignments from Illustrator, Photoshop, InDesign, and Acrobat are also a part of the coursework. (Prerequisites: GP 1040, 1070, 1170)

PRINTING PROCESSES II

GP2060 4 credits (Lec/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 1160)

DIGITAL PRODUCTION CONCEPTS II

GP2126 4 credits (Lec/Lab)

Digital Production Concepts 2 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 1 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. (Prerequisite: GP 1121)

CAPSTONE PROJECTS

GP2140 3 credits (Lec/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 (Lec/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 (Internship)

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)

GRAPHICS 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).

Course Descriptions

HC Health Core

MEDICAL TERMINOLOGY

HC1000 3 credits (Lecture)

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 (Lecture)

This course is the continuation of HC1000. Review of medical terminology as it pertains to the body systems that were covered in HC1000 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

HC1914 4 credits (Lecture)

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/enrolled)

ICD-9-CM CODING I

HC1920 3 credits (Lec/Lab)

This course is the first in the introduction of the coding rules and conventions for coding diseases and procedures and an in-depth study of ICD-9-CM (International Classification of Diseases, 9th Revision, Clinical Modifications). (Prerequisites: HC 1000, HC 2930/enrolled)

ANATOMY & PHYSIOLOGY DISEASE CONDITIONS II

HC1924 4 credits (Lecture)

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).

ICD-9-CM CODING II

HC1925 3 credits (Lec/Lab)

This course is a continuation of HC 1920. The course covers the diagnostic coding in depth for healthcare facilities. It compares and contrasts the coding for reimbursement in outpatient facilities and inpatient care. The course will introduce establishing compliance plans for reimbursement and coding conventions. (Prerequisites: HC 1920, HC 2930, HC 1000, HC 1001/enrolled)

CPT CODING I

HC1928 3 credits (Lec/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: HC1000, 1001/enrolled, HC2930, HC1914/enrolled)

ICD-9-CM CODING III - CPT CODING II

HC1930 4 credits (Lecture)

This course is a continuation of HC1920, 1925, 1928 with an emphasis on coding ICD-9-CM and CPT for physician billing/outpatient facilities and inpatient discharges. 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 coding experience in mental health facilities (cross-walk with DSM-IV), long-term facilities, and Ambulatory Surgery Centers (ASC's). (Prerequisites: HC1000, 1001, 1914, HC 1920, 1925, 1928, 2930)

TRAINED MEDICATION AIDE

HC1934 2 credits (Lec/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)

INTRODUCTION TO HEALTH CARE/HEALTH INFORMATION

HC2930 4 credits (Lecture)

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. The health information content will be introduced for the types of health care facilities as it applies to medical coding/transcription. (Prerequisites: None)

Course Descriptions

HEMS Emergency Medical Services

EMERGENCY MEDICAL TECHNICIAN INITIAL (112 HOURS)

HEMS1200 6 credits (Lec/Lab)

The Emergency Medical Technician program is designed for ambulance personnel, 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 8 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. (Prerequisite: None)

EMERGENCY MEDICAL TECHNICIAN REFRESHER (24 HOURS)

HEMS1220 2 credits (Lecture)

This 24-hour course provides refresher training for state certified and nationally registered EMTs who must re-certified 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. (Prerequisites: Minnesota EMT number and expiration date).

FIRST RESPONDER INITIAL (48 HOURS)

HEMS1300 2 credits (Lec/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. As a result of 1999 Minnesota Legislation, prospective First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: None)

FIRST RESPONDER REFRESHER (16 HOURS)

HEMS1320 1 credit (Lecture)

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 First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: State Certified First Responder).

Course Descriptions

HIST History - Liberal Arts & Sciences

Course Descriptions

HCTC Health Core/CNA

BASIC NURSING 101 (CNA)

HCTC1886 4 credits (Lec/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)

INTRODUCTION TO AMERICAN HISTORY

HIST120 4 credits (Lecture)

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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5,7: History & Social and Behavioral Sciences, Human Diversity)

U. S. HISTORY II

HIST121 4 credits (Lecture)

This course surveys the history of America from the Civil War and Reconstruction, through the New South and the New West, Industrialization, Populism and Progressivism, World War I, the Great Depression and the New Deal, World War II, Cold War America, the 1960's, Vietnam and Beyond. It examines how historical American culture, institutions, and events influence the present United States in the latter part of the twentieth century. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

WORLD HISTORY I

HIST160 4 credits (Lecture)

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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 8: History & Social and Behavioral Sciences, Global Perspective)

Course Descriptions

HLTH Health

MEDICAL TERMINOLOGY

HLTH1000 1 credit (Lecture)

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)

CPR

HLTH1950 1 credit (Lecture)

This course covers the skills of infant, child and adult single and two rescue CPR as well as relief of foreign body airway obstruction procedures for infant, child and adult. Automated external defibrillators, bag-valve-masks and pocket masks are also used. Signs and symptoms of stroke and heart attack are also discussed. This course meets the criteria of the American Heart Association 2005 Guidelines for CPR and ECC.

FIRST AID

HLTH1952 1 credit (Lecture)

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 (Lecture)

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)

Course Descriptions

HRIC Culinary Arts

BUFFET PREPARATION AND SERVICE

HRIC2860 2 credits (Lec/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 (Lecture)

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 (Lecture)

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 (Lec/Lab)

This course will cover basic menu development techniques, menu costing, menu layout and design, and pricing. (Prerequisites: None)

Course Descriptions

HUM Humanities - Liberal Arts & Sciences

CRITICAL THINKING

HUM100 3 credits (Lecture)

This course introduces students to the importance of critical thinking in our culture today. Students will be provided with methods of critical thinking as well as relevant topics on which to practice their skills. Simultaneously, students will learn the skills necessary to be successful as a college student. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 2: Critical Thinking)

INTRODUCTION TO GLOBAL PEACE AND SOCIAL JUSTICE ISSUES

HUM110 3 credits (Lecture)

This course provides an introduction to the nature, scope, and methodology of peace studies with a view toward the future. It explores the concept of peace, non-violent movements, and the resolution of conflict between individuals, groups, societies, and nations. It considers the relationships between social justice and economics, human psychology, governmental power, and religion as forces for war as well as forces for peace. This course will draw from the study of Nobel Peace Prize winners as an instructional foundation. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical & Civic Responsibility)

INTRODUCTION TO THE HUMANITIES

HUM120 3 credits (Lecture)

This course is an overview of the principal trends in Western thought and artistic expression from ancient times to the contemporary. Its aim is to foster an appreciation of how diverse ideas and works of art have contributed to our understanding of the universal human experience. Classroom instruction will be supplemented by guided tours of museums/exhibitions, and attendance at live performances of works pertinent to the course. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6: The Humanities & Fine Arts)

HVAC Heating, Ventilation and Air Conditioning/Refrigeration

ALTERNATIVE REFRIGERATION SYSTEMS LAB I

HVAC1000 1 credit (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 (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 (Lec/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)

IPH MOTORS AND AUXILIARY CONTROLS

HVAC2010 2 credits (Lec/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 (Lec/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 (Lec/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 (Lec/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 (Lec/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 (Lec/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 (Lec/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 (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 (Lec/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

HVAC2251 2 credit (Lecture)

This course covers brazing equipment and materials. Students will be introduced to the brazing process, terms, and personal safety. (Prerequisites: None)

INDOOR AIR QUALITY

HVAC2301 1 credits (Lec/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 (Lec/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 (Lec/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 (Lec/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)

ALTERNATIVE HEATING SYSTEMS

HVAC2330 2 credits (Lec/Lab)

This course covers a variety of alternative heating systems. Some of the systems discussed will be oil heating systems, a variety of electrical heating systems, heat pump systems and alternative fuel sources. Electrical and mechanical systems will be explored along with safety, troubleshooting and equipment performance. (Prerequisites: HVAC2000, 2320 or concurrent)

Course Descriptions

SHEET METAL DUCTWORK FABRICATION

HVAC2340 3 credits (Lec/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)

ADVANCE CENTRAL A/C LAB I

HVAC2400 1 credit (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 (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 (Internship)

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 (Internship)

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 (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 (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 (Internship)

This course covers refrigeration work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Student 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 (Internship)

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).

ADVANCE HEATING LAB I

HVAC2500 1 credit (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 (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 (Internship)

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 (Internship)

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)



ICP Intensive Care Paramedic

INTRODUCTION TO PARAMEDICINE

ICP1000 3 credits (Lec/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 (Lecture)

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 (Lec/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 (Lec/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 (Lec/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 (Lec/Lab)

This course deals with the many aspects of trauma including: kinematics, evaluation, management, packaging and transport. Advanced BTLs certification is included.

PATHOPHYSIOLOGY IN EMS

ICP1060 5 credits (Lecture)

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 (Lec/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 (Practicum)

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 (Practicum)

Clinical areas include Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics.

FIELD INTERNSHIP I

ICP2050 3 credits (Internship)

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 (Internship)

This internship involves experiences with an advanced life support system provided by a private service.

SPECIAL POPULATIONS

ICP2070 5 credits (Lec/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 (Lecture)

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 (Lecture)

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.

Course Descriptions

MASS Mass Communication - Liberal Arts & Sciences

INTRODUCTION TO NEWSPAPER WRITING

MASS100 3 credits (Lecture)

Introduction to Newspaper Writing focuses on the principles of gathering information and writing news and feature stories for the mass media, with an emphasis on newspaper writing. Students enrolled in this course will be staff members of SCC's student run college newspaper - The Spotlight. Students will attend lectures, participate in regular meetings of the newspaper staff, and meet deadlines for writing articles for the school newspaper. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC: None, will be used as an elective)

INTRODUCTION TO MASS COMMUNICATIONS

MASS110 4 credits (Lecture)

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

Course Descriptions

MATH Math - College Readiness

BASIC MATHEMATICS

MATH0075 4 credits (Lecture)

This course centers around essential concepts of arithmetic and elementary algebra. It is designed for students who need to strengthen their computational abilities. It begins with a review of basic arithmetic, which includes 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 such as solving simple linear equations and inequalities, graphing linear equations, carrying out arithmetic operations on polynomials, factoring polynomials, simplifying rational expressions and solving equations containing rational expressions. (Prerequisites: None)

ESSENTIALS OF ALGEBRA

MATH0085 4 credits (Lecture)

Essentials of Algebra begins with a general review of linear equations and inequalities. Then the notion of function (which forms the heart of the course) is introduced, leading to a treatment of linear, quadratic, general polynomial and rational functions. Expressions and functions defined by radicals, rational exponents and absolute values are also considered. Along the way, various methods of applying linear and quadratic equations will be developed. (Prerequisites: MATH 0075, or 56 or higher on the Arithmetic portion of the Accuplacer test)

Course Descriptions

MATH Math - Liberal Arts & Sciences

CONCEPTS IN MATH

MATH115 4 credits (Lecture)

Concepts in Mathematics is a Liberal Arts & Sciences 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, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Two years of high school algebra or MATH 0085 with a grade of C or higher, and a score of 85 or higher on the Elementary Algebra portion of the Accuplacer test.) (MNTC 4: Math/Logical Reasoning).

COLLEGE ALGEBRA

MATH120 4 credits (Lecture)

This course is mainly concerned with functions, most of which are algebraic. It begins with a general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, other polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Two years of high school algebra or MATH0085, and a score of 85 or higher on the Elementary Algebra portion of the Accuplacer test.) (MNTC 4: Mathematical/Logical Reasoning)

TRIGONOMETRY

MATH125 3 credits (Lecture)

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 MATH0085, and a score of 65 or higher on the College Level Mathematics portion of the Accuplacer test.) (MNTC 4: Mathematical/Logical Reasoning)

PRE-CALCULUS

MATH130 4 credits (Lecture)

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, polar coordinates and elementary combinatorics. Should not be taken for credit in addition to either MATH120 or MATH125. (Prerequisites: Three years of high school mathematics including trigonometry, and a score of 65 or higher on the College Level Mathematics portion of the Accuplacer test) (MNTC 4: Mathematical/Logical Reasoning)

CALCULUS I

MATH131 5 credits (Lecture)

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: Three years of high school mathematics including trigonometry, or MATH120 and MATH125, or MATH130 with a grade of C or better, and a score of 86 or higher on the College Level Mathematics portion of the Accuplacer test) (MNTC 4: Mathematical/Logical Reasoning)

CALCULUS II

MATH132 5 credits (Lecture)

In this continuation of Calculus I, you will begin by investigating more applications of the definite integral, 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: MATH131, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

ELEMENTARY STATISTICS

MATH154 4 credits (Lecture)

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 MATH0085, and a score of 85 or higher on the Elementary Algebra portion of the Accuplacer test.) (MNTC 4: Mathematical/Logical Reasoning)

MULTIVARIABLE CALCULUS

MATH233 5 credits (Lecture)

Multivariable Calculus extends the notions of Calculus I and Calculus II to functions of more than one variable. Topics include such things as curves and surfaces in Euclidean n-space, partial derivatives, directional derivatives, tangent planes and differentials, double- and triple-integrals, the rectangular, cylindrical and spherical coordinate systems, line integrals, surface integrals, Green's theorem, Stokes' theorem and the divergence theorem. (Prerequisite: MATH132, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

Course Descriptions

MATH Math - Technical Foundations

MATHEMATICS FOR TECHNICAL CAREERS

MATH1050 3 credits (Lec/Lab)

This course develops a number of mathematical tools required of various technical fields. It covers certain applied aspects of algebra, trigonometry and geometry. More specifically, you will learn how to 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 dimensional and three dimensional objects. (Prerequisite: 56 or higher on the Arithmetic portion of the Accuplacer test)

Course Descriptions

MDLT Medical Laboratory Technician

LABORATORY TECHNIQUES AND ORIENTATION

MDLT1810 3 credits (Lec/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)

HEMATOLOGY I

MDLT1815 3 credits (Lec/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: MDLT 1810 may also be taken concurrently or with Program Director permission)

COAGULATION

MDLT1820 2 credits (Lec/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: MDLT 1810 may be taken concurrently or with Program Director permission)

URINALYSIS/BODY FLUIDS

MDLT1825 3 credits (Lec/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 may be taken concurrently or with Program Director permission)

HEMATOLOGY II

MDLT1830 3 credits (Lec/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)

IMMUNOLOGY

MDLT1835 2 credits (Lec/Lab)

The lecture component of this 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)

IMMUNOHEMATOLOGY I

MDLT2806 2 credits (Lec/Lab)

This course covers the introduction to both the theory and practical aspects of Immunohematology. Areas of study include red blood cell antigens and antibodies, blood typing, antibody screening, antibody identification, compatibility testing, and quality control in the blood bank. The course is designed to prepare the student for practical training in immunohematology. (Prerequisite: MDLT1810 or Program Director permission)

IMMUNOHEMATOLOGY II

MDLT2807 2 credits (Lec/Lab)

This course is a continuation of MDLT 2806 Immunohematology I. The student will receive further basic training practical instruction in both the theory and practical aspects of Immunohematology. Areas of study include pretransfusion testing, transfusion therapy, adverse transfusion reactions, hemolytic disease of the newborn, hemolytic anemias, human leukocyte antigens, donor selection, and component processing. The course is designed to prepare the student for practical training in Immunohematology. (Prerequisite: MDLT1810 and MDLT2806, or Program Director permission)

MICROBIOLOGY I

MDLT2811 3 credits (Lec/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).

CHEMISTRY I

MDLT2817 4 credits (Lec/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)

CHEMISTRY II

MDLT2818 3 credits (Lec/Lab)

This course is a continuation of 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)

MICROBIOLOGY II

MDLT2821 3 credits (Lec/Lab)

This course is a continuation of 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).

CLINICAL PRACTICE & ORIENTATION

MDLT2825 1 credit (Lecture)

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, 1820, 1825, 1830, 1835, 2805, 2811, 2817, 2818, 2821 or with Program Director permission)

CLINICAL: HEMATOLOGY

MDLT2900 4 credits (Lab)

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 Liberal Arts & Sciences courses OR Program Director permission)

Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

CLINICAL: CHEMISTRY

MDLT2901 4 credits (Lab)

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 Liberal Arts & Sciences courses OR Program Director permission)

Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

CLINICAL: URINALYSIS AND BODY FLUIDS

MDLT2902 2 credits (Lab)

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 Liberal Arts & Sciences courses OR Program Director permission)

Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

CLINICAL: IMMUNOHEMATOLOGY

MDLT2903 4 credits (Lab)

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 Liberal Arts & Sciences courses OR Program Director permission)

Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

CLINICAL: IMMUNOLOGY

MDLT2904 1 credit (Lab)

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 Liberal Arts & Sciences courses OR Program Director permission)

Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

CLINICAL: MICROBIOLOGY

MDLT2905 4 credits (Lab)

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 Liberal Arts & Sciences courses OR Program Director permission)

Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

CLINICAL: COAGULATION

MDLT2906 1 credit (Lab)

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 Liberal Arts & Sciences courses OR Program Director permission)

Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

SPECIAL TOPICS

MDLT2990 1-6 credits (Lecture)

This course is designed for MLT/Phlebotomy students who after a lapse in their MLT/Phlebotomy training due to circumstances beyond their control, require a review in basic medical laboratory techniques, require phlebotomy technique re-training, need additional time to complete assigned projects for their program major, etc. Each student will be advised by the Program Director. Enrollment credits are variable and will be determined by individual student circumstances. (Prerequisite: Program Director permission).



MEAG Ag Business

FACILITY MAINTENANCE

MEAG1500 3 credits (Lec/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

MEAG1610 3 credits (Lec/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. In the machinery operation, set-up, and reconditioning portion, the student identifies preventative maintenance, set-up and reconditioning procedures, follows the set-up and operators manual, uses a check sheet and torque chart. (Prerequisites: None)

AGRICULTURAL INDUSTRY EQUIPMENT

MEAG1700 3 credits (Lec/Lab)

This course covers theory and service competencies necessary to maintain small engines, gasoline-powered vehicles, and diesel-powered vehicles. Students will gain an awareness of equipment maintenance programs. The course includes field trips and instruction in maintaining equipment found in feed mills, fertilizer plants, and grain elevators. The course will also cover tillage, crop protection and planting equipment. Students will learn all component parts and proper adjustment of the particular units. Machine adjustment may be accomplished on demonstration units, operator manual examples or on actual industry equipment. The course will also cover chemical, fertilizer, pesticide handling considerations. (Prerequisites: None)

PLANNING FARMSTEAD ENVIRONMENTS

MEAG2200 3 credits (Lec/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 I

MEAG2300 4 credits (Lec/Lab)

This course covers a 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. NOTE: Students will merge with the MEAG 1500 Facility Maintenance plus combine at the end of the Agribusiness Spring semester schedule (mid-April) to enhance the ability to successfully teach the ag equipment specifics in an agricultural education program. (Prerequisite: None)



MGT Marketing

SALES MANAGEMENT

MGT2800 3 credits (Lecture)

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 (Lecture)

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 (Lecture)

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 (Lec/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.

Course
Descriptions

MKT Marketing

INTRODUCTION TO SALES

MKT1800 3 credits (Lecture)

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 OF MARKETING

MKT1810 3 credits (Lecture)

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 3 credits (Internship)

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 (Lecture)

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 (Lecture)

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 (Lecture)

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 (Lecture)

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 meetings will be required.

INTERNET MARKETING

MKT1875 2 credits (Lecture)

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.

INTRODUCTION TO SMALL BUSINESS OWNERSHIP

MKT1890 1 credit (Lec/Lab)

This class is designed for those individuals 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 (Lecture)

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 (Lecture)

This course utilizes a variety of tools to stimulate student interest and to promote learning. We will discuss the importance of entrepreneurship in our business climate with an emphasis on the small business. The course culminates with each student creating parts of a business plan. Credits: (3 lecture) (prerequisites: none)

MARKETING RESEARCH

MKT1920 3 credits (Lecture)

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 (Lecture)

This course focuses on human resource management issues. The course covers the techniques and legal aspects of recruiting, hiring, firing, promotion, documentation, evaluation and other areas essential to the personnel function. Credits: (3 lecture) (Prerequisites: none)

LEADERSHIP STRATEGIES

MKT1940 3 credits (Lecture)

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.

CONSUMER BEHAVIOR

MKT2810 3 credits (Lecture)

This course covers the major theoretical approaches to consumer behavior in a manner that is both easy to understand and simple in application. The student will examine concepts behind marketing strategy and management. The analysis of human behaviors relevant to business and industry success will also be addressed. (Prerequisites: none)

INTERNSHIP

MKT2817 3 credits (Internship)

This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

MARKETING MANAGEMENT INTERNSHIP MKT2827 1-3 credits (Internship)

This course allows the student to receive practical experience in his/her chosen career area. This internship is designed to offer students a customized experience. A training plan, outlining what will be learned, is jointly developed between the student, employer and the department site coordinator. This course is designed for students in Restaurant Management who need a minimum of 9 credits of internship or for Marketing Management or Business Management students wishing to further their internship experience with elective credits. (Prerequisites: It is recommended, after advisor review, that students register for this variable credit course after completing MKT 1817 & 2817)

Course
Descriptions

MUSC Music - Liberal Arts & Sciences

MUSIC IN THE GLOBAL CULTURE

MUSC100 3 credits (Lecture)

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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

FUNDAMENTALS OF MUSIC

MUSC110 3 credits (Lecture)

This class develops skills in performing music from written notation, both at the keyboard and in singing. Using direction and guidance from class activities, students will develop music literacy, both reading music to perform and writing music notation. Computer software, either purchased individually or within a lab, will be used to learn keyboard skills, so that it is not absolutely necessary to practice the skills on a piano or electronic keyboard. Although this is an elective course, suitable for the general student, 'Fundamentals of Music' is also required for elementary education licensure. The South Central 'Fundamentals of Music' course covers the same material as the fundamentals course that is taught at the four-year colleges in the MnSCU system. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6: Humanities and the Fine Arts)

VOCAL ENSEMBLE

MUSC141 3 credits (Lecture)

Vocal Ensemble is a performing ensemble that participates in service learning throughout the semester. Students will meet for rehearsals once a week and learn a repertoire of both traditional and modern songs, while practicing appropriate vocal techniques. After learning music for several weeks early in the semester, the vocal ensemble will perform for sing-alongs at selected elderly facilities in the area. The group will hold meetings after the performance to satisfy the service-learning component of reflection. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Course
Descriptions

NURS Nursing

FOUNDATIONS OF NURSING

NURS1000 3 credits (Lecture)

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

NURS1050 4 credits (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 the organization, critical thinking, therapeutic communication, and a holistic approach to client care. Professional behavior will be modeled.

NURSING INTERVENTIONS

NURS1075 2 credits (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 related 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

NURS1200 1 credit (Lec/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

NURS1250 1 credit (Lec/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

NURS1300 5 credits (Lecture)

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

NURS1350 5 credits (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

NURS1400 2 credits (Lecture)

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

NURS1600 1 credit (Lecture)

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

NURS1650 1 credit (Lec/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

NURS1900 1 credit (Lecture)

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

NURS2000 4 credits (Lecture)

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

NURS2010 2 credits (Lec/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

NURS2050 4 credits (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

NURS2100 4 credits (Lecture)

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. Disaster preparedness and emergency nursing care will be discussed. Teaching and learning principles will be discussed. Students will examine functions of the nurse as case manager and will apply the theoretical foundation of leadership and management in healthcare.

CLINICAL SYNTHESIS

NURS2150 4 credits (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.

Course Descriptions

OTEC Office Technology

COMPUTER BASICS

OTEC0100 2 credits (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. (Prerequisites: None)

INTRODUCTION TO COMPUTER SOFTWARE

OTEC1001 2 credits (Lec/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 a Windows operating system and the common business applications of word processing, spreadsheets, database, and presentation graphics. This course is designed to equip the student with knowledge of hardware and software applications. This course will cover the business application software that will be used in more advanced courses. (Prerequisites: Basic computer skills or Computer Basics class; mouse proficiency, keyboarding skill of 25 words per minute)

TRANSACTIONAL LAW

OTEC1725 3 credits (Lec/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 transcribe documents and proofread for accuracy. Emphasis will be on Minnesota Law. (Prerequisites: Students must type at least 35 words per minute and have a working knowledge of Microsoft Word.)

CIVIL PROCEDURES

OTEC1730 3 credits (Lec/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 transcribe documents and proofread for accuracy. This course will emphasize Minnesota procedures. (Prerequisites: Students must type at least 45 words per minute and have a working knowledge of Microsoft Word)

BASIC KEYBOARDING

OTEC1790 2 credits (Lab)

This course covers the development of basic keyboarding techniques using the touch method on the computer. Emphasis will be on learning the touch method of typing alphabetic, number and symbol keys. The keyboarding goal will be to attain a minimum rate of 30 words per minute with accuracy. (Prerequisites: None)

KEYBOARDING I

OTEC1800 3 credits (Lec/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: OTEC 1790 or a minimum keyboarding speed of 30 wpm or with instructor approval)

BUSINESS ENGLISH

OTEC1820 3 credits (Lecture)

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. (Prerequisites: Enrollment depends on college assessment scores.)

OFFICE FINANCIAL APPLICATIONS I

OTEC1825 3 credits (Lec/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)

BUSINESS PRESENTATIONS

OTEC1840 3 credits (Lec/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, speech course also helpful)

WORD PROCESSING CONCEPTS & APPLICATIONS: CORE

OTEC1875 3 credits (Lec/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, on-line 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)

EMPLOYMENT SEARCH SKILLS

OTEC2000 2 credits (Lecture)

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.

FAMILY AND CRIMINAL LAW

OTEC 2735 3 credits (Lec/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 transcribe documents and proofread for accuracy. Minnesota procedures will be emphasized. (Prerequisites: OTEC1730. Students must type at least 45 words per minute and have a working knowledge of Microsoft Word.)

LEGAL PROOFREADING AND EDITING

OTEC 2740 3 credits (Lec/Lab)

This course will cover the fundamentals of law office management and is designed to familiarize the legal assistant with the practical inner workings of a law office, including an understanding of law office procedures. This course goes beyond mere efficiency and productivity and includes being sensitive to ethical concerns and providing quality legal services to clients in an affordable manner. In addition, this course covers transcription of dictated legal material into a variety of usable legal documents using word processing equipment/software. Emphasis will be on forms and materials, editing, proofreading, and correcting errors. (Prerequisites: OTEC1725, OTEC1730, OTEC2735)

KEYBOARDING II

OTEC 2800 3 credits (Lec/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.)

COMPUTER TECHNOLOGY

OTEC 2810 3 credits (Lec/Lab)

This course provides the context to give the student 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.

OFFICE PROCEDURES

OTEC 2812 3 credits (Lecture)

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

OTEC 2815 3 credits (Lec/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: OTEC1840, OTEC1875)

BUSINESS COMMUNICATIONS

OTEC 2820 3 credits (Lecture)

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, announcement, 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 also be introduced to library and Internet research techniques and will analyze real-world documents. (Prerequisites: OTEC1820, basic keyboarding skill)

DESKTOP PUBLISHING

OTEC2830 3 credits (Lec/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: OTEC1800, OTEC1875, or concurrent enrollment)

OFFICE FINANCIAL APPLICATIONS II

OTEC2835 3 credits (Lec/Lab)

This course utilizes and builds upon the basic bookkeeping concepts introduced in Office Financial Applications I. Students will journalize and post transactions, complete a worksheet, perform end-of-month activities including adjusting and closing journal entries, financial statements, and reconciling a bank statement, and calculate and account for employee earnings. Students will learn how to complete tasks both manually and electronically using an automated accounting program. (Prerequisite: OTEC1825)

MULTIMEDIA WEB TECHNOLOGY

OTEC2845 3 credits (Lec/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: COMP1400, OTEC1840)

INTEGRATED INFORMATION SYSTEMS

OTEC2850 3 credits (Lec/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: OTEC1825, OTEC1840, OTEC1875, OTEC2812, OTEC2830, OTEC2870)

INTERNSHIP

OTEC2855 1-3 credits (Internship)

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 (Lecture)

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, OTEC2810, OTEC1820, OTEC1850, OTEC1875)

SPECIAL PROBLEMS

OTEC2865 1-4 credits (Special Problems)

This course allows the student to pursue special problems or areas of interest. The topics and the number of credits must be agreed upon by advisory/advisee prior to registration.

INFORMATION RESOURCE MANAGEMENT

OTEC2870 3 credits (Lec/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 (Lec/Lab)

This course is for Office Technology majors and 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)

Course Descriptions

PHIL Philosophy - Liberal Arts & Sciences

ETHICS IN SOCIETY

PHIL100 3 credits (Lecture)

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: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

WORLD RELIGIONS

PHIL105 3 credits (Lecture)

This course provides a basic introduction to the major world religions, including Hinduism, Buddhism, Judaism, Christianity, Islam, Jainism, Taoism, Confucianism, Shinto, and Zoroastrianism. It surveys the history, basic beliefs, and contemporary significance of these traditions, in addition to exploring new religious movements concepts related to the philosophy of religion. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHILOSOPHY AND POPULAR CULTURE

PHIL110 3 credits (Lecture)

This course introduces some basic concepts in philosophy and identifies positions taken on these concepts by important figures in the Western tradition. This 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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

ENVIRONMENTAL ETHICS

PHIL210 3 credits (Lecture)

This class explores the place of human beings with the broader ecosystem, focusing on the environmental impact of human behavior and sustainable alternatives to consumerist lifestyles. In addition to surveying the scientific evidence for the ecological problems humans cause, it addresses the political, economic, cultural, philosophical and religious dimensions of the current environmental crisis. The class also includes discussion and application of solutions to these problems, encouraging students to become involved in environmental activism and consider changes in their own behavior. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 2, 10: Critical Thinking, People and the Environment)

Course Descriptions

PHLE Phlebotomy

ANATOMY & PHYSIOLOGY

PHLE1000 2 credits (Lecture)

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)

LEGAL/ETHICAL ISSUES FOR PHLEBOTOMISTS

PHLE1100 1 credit (Lecture)

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)

MULTISKILLING FOR PHLEBOTOMISTS

PHLE1200 2 credits (Lec/Lab)

This course cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKG's, CLIA'88 waived testing procedures, and POCT (point-of-care-testing). (Prerequisites: MDLT1810 or Program Director permission).

INTERNSHIP

PHLE1300 5 credits (Internship)

PHLE1300 constitutes the student's clinical rotation. It consists of 160 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 of South Central College and the internship site. (Prerequisites: All support and technical phlebotomy coursework must be completed or Program Director permission)

INTRODUCTORY PHYSICS

PHYS101 3 credits (Lecture)

A one semester course covering the basic principles of physics at a conceptual level and with a minimal amount of math. Topics generally included mechanics, simple machines, atomic structure, heat, light, and sound. Lecture and laboratory components (MNTC 3: Natural Sciences)

Course Descriptions

PLSC Agribusiness Production

SOILS I

PLSC1100 3 credits (Lec/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 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)

FORAGES AND PASTURE MANAGEMENT

PLSC1105 2 credits (Lecture)

This course includes the study of the management and production of small grains and forages. Subject areas will include varietal selection, planting, calculating yields, production costs, growth management, harvesting techniques and marketing techniques. The forage management will focus on alfalfa production, emphasis on establishment, winter survival, fertilization, cutting management and variety selection. (Prerequisites: None)

SOILS II

PLSC1200 3 credits (Lecture)

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 3 credits (Lecture)

The course objectives include basic understanding of precision agriculture, high-tech equipment, and strategies. Students will gain an understanding of the hardware, software and management strategies of precision agriculture. Areas of study will include GIS, GPS, remote sensing, differential correction, yield monitoring, and grid mapping. Farmworks software will be incorporated into the course.

AGRONOMY I

PLSC1300 2 credits (Lecture)

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 (Lec/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 (Lecture)

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 (Lec/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. (Prerequisite: None)

ADVANCED AGRONOMY

PLSC2700 2 credits (Lec/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. (Prerequisites: PLSC1300, 1400)

Course Descriptions

POL Political Science - Liberal Arts & Sciences

AMERICAN GOVERNMENT

POL110 3 credits (Lecture)

American Government introduces students to the fundamentals of American National Government. The course includes an examination of basic American political principles and practices, the Constitution, major institutions, and civil liberties. The objective of this course is to acquaint students with the complexities of the American political system. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

Course Descriptions

PSYC Psychology - Liberal Arts & Sciences

INTRODUCTION TO PSYCHOLOGY

PSYC100 4 credits (Lecture)

This 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: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5: History/Social & Behavioral Science)

LIFESPAN PSYCHOLOGY

PSYC110 3 credits (Lecture)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOCIAL PSYCHOLOGY: THE DYNAMICS OF HUMAN SOCIAL INTERACTION
PSYC120 4 credits (Lecture)

Social Psychology introduces the broad spectrum of theories and applications that make up the field of social psychology. Social Psychology is the scientific study of human interactions and includes issues of aggression, self-concept and self-esteem, impression formation, social inference, social influence, benevolence, attitude development and change. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 8: History/Social & Behavioral sciences, Global Perspective)

Course Descriptions

QFPR Culinary Arts

BASIC COOKING PRINCIPLES

QFPR1840 3 credits (Lec/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 & PROCESSING

QFPR1841 4 credits (Lec/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 (Lec/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 (Lec/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 (Lec/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 (Lecture)

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 (Lec/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)

Course Descriptions

READ Reading - College Readiness

READING AND CRITICAL THINKING I

READ0080 4 credits (Lecture)

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 (Lecture)

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.

Course Descriptions

RSTM Restaurant Management

RESTAURANT MANAGEMENT

RSTM2819 3 credits (Lec/Lab)

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.

Course Descriptions

SAFE Occupational Safety Management

INTRODUCTION TO INDUSTRIAL PROCESSES

SAFE1000 3 credits (Lecture)

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

SAFE1100 3 credits (Lecture)

This course introduces students to the safety and health field. Topics include general safety and health concepts, terminology, an overview of historical developments, program concepts, worker's compensation basics, hazard recognition, and safety assessment process.

FIRE PROTECTION

SAFE1200 3 credits (Lecture)

This is an introductory course in fire protection. Topics include the chemistry of fire, behavior of fire, fire hazards, fire suppression systems, alarms and detection systems, process fire hazards, and transportation fire hazards. Special emphasis will be given to life safety and building codes.

SAFETY AND HEALTH PROGRAM MANAGEMENT

SAFE1300 3 credits (Lecture)

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 & CONTROL

SAFE1400 3 credits (Lecture)

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

SAFE1600 3 credits (Lecture)

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

SAFE2100 3 credits (Lecture)

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

SAFE2200 3 credits (Lecture)

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

SAFE2300 3 credits (Lecture)

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 (Internship)

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. Student will be required to submit a formal description of prior professional level safety experience which will be evaluated by SCC.

Course
Descriptions

SBMT Small Business Management

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 record keeping 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 also 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 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 A/R & A/P 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: SBMT1230)

SBM FINANCIAL & 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 & 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

SBMT2334 2 credits

This class is designed to give additional skills to the business owner or manager that improve 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.

SBM SUPERVISORY SKILLS 1

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 2

SBMT2421 2 credits

In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: None)

SBM EMPLOYEE COMPENSATION

SBMT2422 2 credits

In this class the student will identify employee compensation and benefit options for their business and government rules and regulations regarding compensation for employees. (Prerequisites: None)

SBM BUSINESS COMMUNICATIONS

SBMT2531 1 credit

In this class the student will practice their speaking and writing to improve their communication skills. They will also learn about the 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. (Prerequisite: 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)

Course Descriptions

SGAG Ag Orientation

AG ORIENTATION

SGAG1000 1 credit (Lecture)

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. (Prerequisite: None)

Course Descriptions

SOC Sociology - Liberal Arts & Sciences

FAMILY PERSONAL RELATIONS

SOC100 3 credits (Lecture)

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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5: History/Social & Behavioral Science)

INTRODUCTION TO SOCIOLOGY

SOC101 3 credits (Lecture)

Overview of the nature and characteristics of human societies; the structure and processes of social life; impact of social forces on individuals and groups; interdependence of society and the individual; emphasis on cultural diversity and globalism (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

Course Descriptions

SPAN Spanish - Liberal Arts & Sciences

ELEMENTARY SPANISH

SPAN105 4 credits (Lecture)

Students will be introduced to Spanish as a foreign language. The primary goal of the course is to acquire communicative competence in Spanish in regards to listening, speaking, reading, and writing. Language learning is a gradual process, in which one skill leads to the next, building the basis for more advanced skills. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC: None, will be used as an elective)

ELEMENTARY SPANISH II

SPAN110 4 credits (Lecture)

The primary goal of the course is to refine the basic communication skills acquired in Spanish 105, emphasizing reading, writing, speaking and listening. Students will learn about the Hispanic history, socio-economic situation, culture, gender perception and interpretation through videos, class discussions, the news, and dialogues. Language learning is a gradual process, in which one skill leads to the next, building the basis for more advanced skills. (Prerequisite: SPAN 105 with a grade of C or higher or a passing grade in the placement exam given on the first day of class)

Course Descriptions

SPCH Speech - Liberal Arts & Sciences

INTERPERSONAL COMMUNICATION

SPCH100 3 credits (Lecture)

In this class, participants will examine key components of interpersonal communication theory, identify the interpersonal communication skills necessary for healthy relationships, assess their own interpersonal communication effectiveness, and practice and hone interpersonal communication skills necessary for healthy home and work relationships. This course will also address relevant issues of social interaction, including how human diversity/culture (age, race, gender, etc.) affects our interpersonal communication. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 1: Communication)

PUBLIC SPEAKING

SPCH110 3 credits (Lecture)

This course develops or improves effective performance in acquiring, evaluating, organizing, and communicating information. Learners develop and apply critical and creative thinking to structuring arguments, making presentations, using multimedia, and supporting each other in impromptu and extemporaneous speaking. Course de-emphasizes competition and stresses personal and workplace effectiveness in communication skills. (Prerequisites: Must have a score of 66 or higher on the Sentence Skills portion of the Accuplacer test or completion of ENGL0080 and ENGL0090 (Recommended) with a grade of C or higher) (MNTC 1: Communication)

SMALL GROUP COMMUNICATION

SPCH120 3 credits (Lecture)

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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 1, 2: Communication, Critical Thinking)

INTERCULTURAL COMMUNICATION

SPCH130 3 credits (Lecture)

The course develops the knowledge needed to understand culture, communication, and how culture influences communication between people from different cultures or co-cultures. This course also focuses on practicing the skills needed for effective intercultural and intracultural interactions. Students complete readings, quizzes, papers, and in-class activities. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 7, 8: Diversity, Global Perspectives)

Course Descriptions

SWPR Swine Production

SWINE ARTIFICIAL INSEMINATION

SWPR1050 1 credit (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 (Lecture)

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 (Lecture)

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 (Lecture)

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. (Prerequisites: None)

SWINE RECORD SYSTEMS

SWPR2000 3 credits (Lecture)

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)

Course Descriptions

THTR Theater - Liberal Arts & Sciences

INTRODUCTION TO THEATER

THTR100 3 credits (Lecture)

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. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 (Recommended) with a grade of C or higher) (MNTC 6: Humanities and Fine Arts)

Faculty

Ahlquist, Cynthia, *Nursing* – B.S.N., Marion College of Fond du Lac, Wisconsin; M.S.N., University of Wisconsin – Eau Claire

Anderson, Linda, *Computer Careers* - Diploma, South Central College; B.S., Minnesota State University, Mankato

Augustin, Bradley, *Farm Business Management* - B.S., M.S., University of Minnesota

Baldwin, Brenda, *EMS* – National Registry of Emergency Medical Technicians

Barck, Karen, *Biology* – B.S., North Dakota State University & Southwest Minnesota State University; M.S., Minnesota State University, Mankato

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

Behrens, Mary, *Child Development* – B.S., University of Minnesota; M.S., Minnesota State University, Mankato

Beiswanger, Ramona, *Nutrition and Healthy Living* – B.S., M.S., Minnesota State University, Mankato

Berg, Tim, *Philosophy* – B.S., Minnesota State University, Mankato; Masters of Divinity, United Theological Seminary, Twin Cities

Bigbee, Gale, *Graphics Production* - B.S., M.S., Minnesota State University, Mankato

Bishop, Sharon, *Math* – B.S., University of Minnesota

Boehler, Tony, *Speech* – B.A., Gustavus Adolphus College; M.A., Minnesota State University, Mankato (see Professional and Support Services Staff)

Brady, Jim, *Automotive Service* - B.S., Minnesota State University, Mankato

Brielmaier, Michele, *Nursing* - B.S., Minnesota State University, Mankato

Bronnenberg, Alan, *Accounting* - B.S., University of Wyoming

Browne-Krosch, Crista, *American Sign Language* – A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato

Bryson, Anthony, *Philosophy* – B.A., Arizona State University; M.A., University of Iowa

Burnett, Dennis, *Math* – B.S., Minnesota State University, Mankato

Burns, John, *Computer Careers* - B.S., Minnesota State University, Mankato

Busho, Stephanie, *Nursing* – B.A., Gustavus Adolphus College

Canton-Sanchez, Maria, *Math* – M.S., Florida International University; Ph.D., North Dakota State University

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, Speech Communications* - B.A, M.A., University of Nebraska, Lincoln; Ph.D., Iowa State University

Davis, Rebecca, *English* – A.A., Waldorf College ; B.A., St. Cloud State University; M.A., M.F.A., Minnesota State University, Mankato

DeMars, Charlotte, *Basic Nursing* – A.S., Normandale Community College; B.S., Minnesota State University, Mankato

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

Edwards, Tom, *Computer Careers* – B.S., University of Minnesota

Engelmann, Darroll, *Farm Business Management* – B.S., University of Minnesota

Ernst, Lynda, *Office Technology* - Diploma, Brainerd Technical College; B.S., St. Cloud State University; M.S., University of Minnesota

Fischer, Jeff, *Computer Integrated Machining* - Diploma, Hutchinson Technical College

Forsythe, Laurie, *Biology* – B.S., University of Minnesota; M.S., M.A., Minnesota State University, Mankato

Frederick, Gwen, *Restaurant Management* – B.S., St. Cloud State University

Freking, Margaret, *English* – B.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

Goetzke, Emily, *Nursing* - A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato

Gorman, Paul, *Farm Business Management* – B.S., South Dakota State University; M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

Grafenstein, Roger, *Philosophy* – A.A., Willmar Community College; B.A., Minnesota State University, Moorhead; Masters of Divinity, Methodist Theological School, Ohio

Greathouse, Jane, *Psychology* – B.A., St. Olaf College; M.A., Claremont Graduate University

Greenfield, Laura, *Nursing* – LPN Certificate, Worthington Community College; A.S., Willmar Community College; B.S.N., M.S.N., University of Phoenix

Grenier, Michael, *Art* – B.A., Gustavus Adolphus College and University of Minnesota; B.F.A., University of Minnesota; M.F.A., University of South Dakota; M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

Grenz, Lynn, *Child Development Careers* - B.S., M.S., 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

Hammit, Dave, *Accounting* - B.S., M.A., University of South Dakota

Hampton, Phillip, *Economics* – B.A., Clark Atlanta University; M.B.A., University of St. Thomas

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

Hardy, Randy, *Philosophy* – B.S., Crossroads College; M.A., Minnesota State University, Mankato and Bethel Seminary

Havumaki, Ruth, *Reading/Math* – B.S., Bemidji State University

Heminover, Mary, *College Readiness, Office Technology* - A.A., Austin Junior College; B.S., M.S., Minnesota State University, Mankato

Henry, Thomas, *Mathematics* - B.S., Hope College; 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

Hoffman, Caren, *Child Development* – B.S., State University, New York

Hood, Lori, *Office Technology* – B.S., Minnesota State University, Mankato

Hubel, Robert, *Chemistry* – B.S., Wayne State University; M.S., University of Illinois

Huxford, Todd, *Heating, Ventilation, Air Conditioning/Refrigeration* - Diploma, South Central College

Ignaszewski, Joan, *Office Technology* – Diploma, A.A.S., South Central College

Jacobs, Nikki, *Medical Lab Technician* – B.A., B.S., Winona State University; M.S., University of Minnesota

Jandro, Rochelle, *Nursing* – A.S., Inver Hills Community College; B.S., Minnesota State University, Mankato

Johnson, Peter, *Computer Careers* - B.A., Concordia University, St. Paul

Kaye, Janelle, *Speech* – B.A., Morningside College; M.A., University of Oregon

Klanderud, Joan, *Librarian* - B.S., University of Nebraska, Omaha

Klosa, Brian, *Speech* – B.S., Central Michigan University; M.A., Minnesota State University, Mankato

Kruckeberg, Lyn, *Nursing* - A.S., Riverland Community and Technical College; B.S., Viterbo College

Kuntz, Gene, *Farm Business Management* - B.S., M.Ed., University of Minnesota

Kunz, Al, *Auto Body & Collision Technology* - Diploma, South Central College; B.S., Minnesota State University, Mankato

Labairon, Cassandra, *English* – B.A., Southwest Minnesota State University; M.F.A., Minnesota State University, Mankato

Lambrecht, Sarah, *Nursing* – A.A., Bethany Lutheran College; B.S.N., Winona State University

Lenz, Linda, *College Readiness* – A.A., Austin Community College; B.S., St. Cloud State University

Leonard, Tobias, *Biology* – B.S., M.S., Minnesota State University, Mankato

Lewis, Donna, *Nursing* – B.S., Minnesota State University, Mankato

Lindberg, Marnie, *Biology* – B.A., St. Olaf College; M.S., Minnesota State University, Mankato

Linehan, Patricia, *Composition, English/Literacy, Psychology* – B.A., University of Montana; M.A., Colorado State University; Ph.D., Purdue University

Luebke, H. Keith, *Art* – B.A., M.F.A., Southern Illinois University; M.A., Minnesota State University, Mankato

Madigan, Kristin, *Nursing* – B.S., Minnesota State University, Mankato

Magnus, Amy, *English* – B.A., Concordia College; M.A., Ph.D., Case Western Reserve University

Malterer, Norma, *College Readiness* – 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

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

Moorhouse, Roberta, *Marketing Education* – A.A.S., Bismarck State College; B.S., M.S., University of North Dakota

Morken, Diane, *College Readiness* – B.S., M.S., Minnesota State University, Mankato

Mrotz, Anne, *Family Consumer Science* – B.S., University of Minnesota; M.S., Minnesota State University, Mankato

Murray, Louise, *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

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

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

Olson, Jodi, *Accounting* – B.S., Winona State University; CPA

Otto, C. Dean, *Small Business Management* – B.S., M.B.A., Minnesota State University, Mankato

Paddock, Mark, *Carpentry/Cabinetmaking* – Diploma, South Central College

Panko, Jennifer, *English* – B.S., Western Oregon University; M.A., Minnesota State University, Mankato

Petersen, Darla, *Medical Laboratory Technician* – M.T., B.S., Minnesota State University, Mankato; M.A., St. Mary's University

Pilcher, Marc, *Carpentry/Cabinetmaking* – Diploma, South Central College

Reinhard, John, *English* – B.S., M.A., Eastern Michigan University; M.F.A., University of Michigan

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

Salmon, Debra, *Community Social Service* – A.A., St. Cloud State University; B.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

Schroeder, Shawn, *Biology* – B.S., M.S., Minnesota State University, Mankato

Schweim, Pam, *Child Development* – B.A., Wayne State College

Schwieger, Robin, *Farm Business Management* – B.S., Iowa State University

Selbach, Deb, *Reading* – B.A., M.F.A., Minnesota State University, Moorhead

Smith, Amy, *Nursing* – B.S.N., South Dakota State University; M.S., Walden University

Sprague, Dan, *Small Business Management* – B.A., St. Cloud State University; M.B.A., University of Wisconsin, Madison

Stanton, Kim, *Math* – B.S., University of Michigan; M.S., State University of New York

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, *Nursing* – B.A., Gustavus Adolphus College

Susen, Wendy, *Child Development* – A.A., St. Cloud State University; B.S., M.S., Minnesota State University, Mankato

Suskovic, Sarah, *Biology* – B.A., St. Olaf College; M.S., Minnesota State University, Mankato

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

Thompson, Kathryn, *Nursing* – B.A., Luther College; B.S., University of Missouri

Trytten, Carrie, *Environmental Studies* – A.A., Anoka Ramsey Community College; B.S., Minnesota State University, Mankato

VanNurden, Pauline, *Farm Business Management* – B.S., M.Ed., University of Minnesota

Wagner, Jennifer, *Economics* – B.S., University of Minnesota; M.S., Humboldt University, Berlin, Germany

Wehe, Mark, *Farm Business Management* – B.A., University of Minnesota

Wells, Lucinda, *College Readiness* – B.A., St. Olaf College; M.A., University of Minnesota

Wendelberger, Jay, *History* – B.A., M.A., University of Wisconsin – Milwaukee

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, *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

Whitmore, Wayne, *Community Social Service* – A.A.S., Lake Superior College; B.S., University of Wisconsin – Superior; M.S. University of Wisconsin – Madison

Williams, Bob, *Commercial Art* – Diploma, South Central College; A.S., B.S., M.S., Minnesota State University, Mankato

Wolters, Pam, *Nursing* – A.S., Inver Hills Community College; 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

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

Administration

Stover, Keith, *President* - B.S., Black Hills State University; M.S., South Dakota State University

Colemer, Dena, *Director of Research and Planning* - B.S., M.S., North Dakota State University

Genelin, Nancy, *Vice President of Academic Affairs* - B.S., Minnesota State University, Mankato; M.S., Winona State University; Ed.D., University of Minnesota

Kubat, Laural, *Director of Human Resources* - A.A.S., Vermilion Community College; B.S., M.S., Minnesota State University, Mankato

Snorek, Karen, *Vice President of Finance and Operations* - B.A., University of Wisconsin

Deans

Brudelic, Al, *Dean of Management Education* - B.S., M.S., University of Minnesota

Johnson, Dave, *Dean of Student Affairs* - B.A., M.S., Minnesota State University, Mankato

Murphy, Tracy, *Interim Dean of Liberal Arts & Sciences* - A.A., Itasca Community College; B.A., St. Cloud State University; M.A., Minnesota State University, Mankato

Nordblom, Suzanne, *Dean of Agribusiness, Industrial & Construction Technology* - B.A., M.A., Ph.D., University of Minnesota

Sanders, W.C., *Interim Dean of Health and Business* - A.A.S., Iowa Lakes Community College; B.S., M.S., Minnesota State University, Mankato;

Taylor, Wes, *Dean of Technology* - B.F.A., M.S., Utah State University

Professional and Support Service Staff

Apitz, Lisa, *Assistant Financial Aid Director* - Certificate, South Central College

Beer, Linda, *Registrar* - A.A., B.S., M.S., Minnesota State University, Mankato

Beske, Heidi, *Director of Student Life* - B.S., Dakota State University

Boehler, Tony, *Transfer Coordinator* - B.A., Gustavus Adolphus College; M.A., Minnesota State University, Mankato (see Faculty)

Dinse, Jayne, *Director of Financial Aid* - A.A.S., University of Minnesota; B.A., Concordia University

Herda, Bev, *Admissions/Student Affairs* - A.A., Lake Regional Jr. College; B.S., Valley City State University

Kruckeberg, Douglas, *College Lab Assistant* - B.S., M.S., Minnesota State University, Mankato

Lopez, Lupe, *Bilingual Technical Tutor* - Diploma, South Central College

Melchoir, Lisa, *Assistant Registrar* - B.S., Minnesota State University, Mankato

Miller, David, *College Recruiter and Academic Advisor* - Certificate, Normandale Community College; B.S., Minnesota State University, Mankato

Nelson, Deb, *Admissions/Student Affairs* - Diploma, Minneapolis Area Vocational Technical Institute; B.S., Minnesota State University, Mankato

Nichols, Sandy, *Director of Nursing Programs* - B.S., M.S., Winona State University

Oleson, Connie, *College Lab Assistant* - B.A., Moorhead State University

Pottenger, Steve, *Webmaster* - B.S., Bemidji State University

Prange, Elizabeth, *Admissions/Financial Aid Representative* - B.A.S., University of Minnesota, Duluth

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., St. Cloud State University

Walters, Ricki, *Diversity Trainer & Investigator* - B.S., M.A., Minnesota State University, Mankato

Weber, Marilyn, *Academic Support Center Supervisor* - B.S., St. Cloud State University

Wilson, Sarah, *College Recruiter and Academic Advisor* - B.S., M.Ed., Iowa State University

Customized Training Coordinators

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

Meschke, Terry, *Customized Training Coordinator* - 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

Pesta, Darin, *Customized Training Coordinator* - B.S., 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, John, *Safety and Health Coordinator* - Master Instructor, Community & College Consortium for Health & Safety Training

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*

Academic Advisor

An academic advisor is a faculty or staff member assigned to advise a student and act as a resource for course planning and program completion.

Admissions

The Office of Admissions provides assistance in the application process.

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. Students demonstrate a specified level of performance on AP examinations in high school; college credit may be granted based on these examinations.

Appeal

Students who are on academic and/or financial aid suspension request reinstatement by submitting specific appeal documentation to the Student Affairs Center.

Associate in Applied Science (AAS)

An Associate in Applied Science degree may be awarded for successful completion of a program of 60 to 72 semester credits. An AAS degree may be designed to transfer to a related baccalaureate major. The degree shall include a minimum of 25 percent of the total credits in Liberal Arts and Science from three goal areas.

Associate in Arts (AA) – Liberal Arts and Science

An Associate in Arts degree may be awarded after the successful completion of a program of 60 to 72 semester credits. An AA degree may be designed to transfer to a related baccalaureate major.

Associate in Science (AS)

An Associate of Science degree (60-73 credits) may be awarded after the successful completion of a program in a designated field or area that transfers to a baccalaureate major in a related scientific, technical, or non-liberal arts professional field. The degree shall include a minimum of 30 semester credits in Liberal Arts and Science credits from 6 goal areas.

Audit

Students participate in a course but are not required to take exams and quizzes. Students do not receive grades for the audited courses; these credits do not count toward graduation.

Award Notification

An offer of financial aid assistance to a student attending a postsecondary educational institution. This award may be in the form of one or more of the following types of financial aid: repayable loan, a non-repayable grant and/or scholarship, and/or student employment.

Bachelor's Degree

A degree awarded by a college or university after the successful completion of a program of 120 to 128 semester credits.

Catalog

A booklet published by the college that includes information about curricula, courses, and other important information.

Certificate

A certificate may be awarded after the successful completion of a specialized program of study. A certificate shall include 9 to 30 semester credits.

Class Schedule

A listing of all classes that will be offered during a semester, including days and times for class meetings, names of instructors, rooms, and other registration information.

College Readiness Courses

College Readiness courses are designed to improve math, reading, writing, and computer skills. Although students receive a letter grade and credits for each course, these credits do not count toward graduation; they are, however, included in the calculation of cumulative GPA and completion rate.

Common Course Outline (CCO)

Each course offered by SCC has a CCO, which details the course content, objectives, and competencies. CCO's are available upon request from the Academic Deans.

Core Studies

Courses that count toward graduation in more than one related program and content common to two or more majors.

Co-Signer

This is a credit-worthy individual, usually a parent or spouse, who has agreed to share the responsibility for repayment of a student loan.

Counseling

Guidance provided by professional counselors in academic, vocational, and personal matters.

Credit

A unit of measure normally associated with specific courses and experiential learning activities.

Curriculum

The content and competency level of each credit course as approved by the Curriculum Committee of SCC.

Default

The failure of a borrower either to make an installment payment when it is due, or to comply with other terms of the promissory note.

Degree Audit Reporting System (DARS)

Students receive a DARS report, which indicates coursework taken as well as a summary of coursework still needed in order to meet specific degree/program requirements. The DARS report is available to students online or from their academic advisor.

Degree

An award given to students who have successfully completed a specified number of collegiate level credit courses and experiences.

Department

The organizational unit established by the college. For example, Center for Construction Technology.

Desire2Learn (D2L)

An online class management tool that faculty use to give students online access to course syllabi and content.

Diploma

A diploma may be awarded after the successful completion of a program intended to provide students with employment skills. A diploma shall include 30 to 72 semester credits. At least one-third of the credits shall be taught by the faculty recommending the awarding of the diploma.

Disability Accommodation

An adjustment or modification that provides equal access to college courses, activities, and physical space that is available to persons with a documented disability.

Disbursement

The process by which financial aid funds are made available to students for use in meeting educational and related living expenses.

Drop

Students are allowed to drop (cancel) courses without penalty during the first five days of the semester. Financial aid benefits may be affected if a course is dropped.

Electives

Courses students select from an academic area. The number of electives varies according to programs. Electives may be suggested by program advisors.

Electronic Funds Transfer (EFT)

Allows the lender to electronically send students' loan proceeds to the college. When the institution receives these funds, they will automatically pay college charges. Any excess is refunded directly to the student.

Expected Family Contribution (EFC)

The amount a student and his/her spouse or family is expected to pay toward his/her cost of attendance.

Extracurricular

Activities, clubs, or organizations students join and participate in above and beyond academic courses.

Faculty

Instructors employed by the college who meet the standards and requirements for employment.

FAFSA Renewal Application *(See Free Application for Federal Student Aid)*

Application used to apply for federal student financial aid. This form contains pre-printed information that the student reported through the application process the previous year.

Fees

Costs required in addition to tuition.

Final Exams

Exams held during examination week at the end of each semester.

Financial Aid

Financial aid is any money given, paid, or loaned to help pay for college. It can be gift aid such as grants and scholarships (free money) or self-help aid which includes work study (job opportunity to earn money) or loans (money borrowed that must be repaid). To determine eligibility for financial aid, one must complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov

Financial Need

The difference between the cost of attending a postsecondary institution and the expected family contribution.

Free Application for Federal Student Aid (FAFSA)

The original input document (aid application) of the Department of Education's need analysis system.

Full-time Students

Students are considered full-time if enrolled for a minimum of 12 credits per semester.

General Education – Referred to as Liberal Arts & Sciences

Courses that are part of the ten goal areas of the Minnesota Transfer Curriculum and/or electives.

Grade Point Average (GPA)

An arithmetic mean of grade points earned ranging from 0.0 to 4.0.

Grade Point Average Values

Values given to letter grades so that grade point averages may be computed. The following values are used at South Central College: "A", 4.0; "A-", 3.66; "B+", 3.33; "B", 3.0; "B-", 2.66; "C+", 2.33; "C", 2.0; "C-", 1.66; "D+", 1.33; "D", 1.0; "D-" .66 and "F", 0.0.

Guarantee Agency

A state agency or private, non-profit institution or organization, which administers a student loan program.

Guarantee Fee

A fee that is deducted from the proceeds of the Federal Subsidized/Unsubsidized Stafford Student Loan and Federal Plus Loans, forwarded by the lender to a guarantor in return for its guaranteed coverage against default.

Incomplete Grade

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.

Institutional Student Information Record (ISIR)

The official electronic record of the student's financial aid application information. The ISIR is sent directly to the Institution by the Department of Education. The student will receive a paper Student Aid Report (SAR).

Internship

An arrangement that permits students to work at a job site and receive college credit.

Laboratory Credit

Usually involves hands-on activities. One lab credit equals 32 hours of student effort.

Lecture

A verbal presentation of course content.

Lecture Credit

One lecture credit equals 16 hours of student effort.

Letter Grade

A grade such as "A", "B", "C" that designates the quality of work. Letter grades have the following meanings: "A", superior; "B", very good; "C", average; "D", passing; "F", failing; "P", pass, but no grade points; "AU", audit for no credit or grade.

Liberal Arts and Science

Courses that are part of the ten goal areas of the Minnesota Transfer Curriculum and/or electives.

Master Promissory Note (MPN)

The legal document signed by the borrower prior to receiving a student loan. Besides containing a promise to repay the loan, it lists the conditions of the loan and terms of repayment.

Matriculate

To apply for a degree program, to be accepted in that program, and to enroll in classes.

Minnesota Transfer Curriculum (MNTC)

Liberal Arts and Science course are placed in ten different goal areas. These courses transfer among all MnSCU institutions.

Non-Degree Seeking Students

Students whose educational intent is to take a few courses only. They do not apply for admission Non-Degree students are not eligible for Financial Aid.

Orientation

A period of time or series of events planned to help new students adjust satisfactorily to college life.

Origination Fee

A processing fee calculated on the amount borrowed for a Federal Stafford Loan (subsidized/unsubsidized) and charged to the student by the lender.

Overpayment

Any financial aid amount paid to a student, which is in excess of the amount they were entitled or eligible to receive.

Part-time Student

A student enrolled for fewer than 12 credits per semester.

Personal Identification Number (PIN)

There are two different types of PIN numbers:

Financial Aid

A four-digit number received from the Department of Education that is used for a student signature on the FAFSA and the Master Promissory Note (MPN).

Registration

Necessary to log in to the SCC registration site. A student's initial password is his/her birth date (YYMMDD). The first time logging in, a student will be required to change the PIN from his/her birth date to a unique 6-digit number.

Post Secondary Enrollment Option (PSEO)

A program that allows eligible high school students to enroll in college level courses.

Prerequisite

A requirement of a specific course that must be completed before the course can be taken.

President

The chief administrative officer appointed by the Chancellor of the Minnesota State Colleges and Universities system to be responsible for the management and day-to-day operations of the college in accordance with policies set forth by the Board of Trustees and in compliance with Minnesota state law governing higher education.

Probation – Academic and/or Financial Aid

Students will be placed on probation if their cumulative grade point average falls below 2.0 and/or their completion rate is below 67%. Probation allows the student one additional semester to bring academic performance to the required level.

Program

The plan or sequence of courses that constitute a major area of study.

Progress Report

A report issued to students mid-semester to inform them of their academic standing and need for improvement.

Re-Entry

A student who has previously attended SCC and has had a break of a semester or more in his/her studies. Students must fill out a re-entry application prior to continuing his/her education at SCC.

Refund

When a student withdraws from a course, he/she may be eligible for a refund. When an institution determines that a student, who is a financial aid recipient, is due a refund, a portion of the refund must be repaid to the financial aid program(s) from which the student received the aid.

Registrar

The person responsible for the registration process and for maintaining academic records and transcripts.

Registration

A specified period of time during which students may register for courses.

Registration Cancellation for Non-Payment (RCFNP)

SCC adheres to MnSCU Board Policy 5.12 which requires MnSCU Colleges and Universities to cancel the registrations of all students who have not met minimum payment requirements by the due date established by the college or university.

Registration Window

A specific range of dates and times students can register for classes.

Satisfactory Academic Progress (SAP)

All students must maintain a cumulative grade point average of 2.0 and must complete 67% of all credits attempted to be in good academic standing and remain eligible to enroll and/or receive financial aid.

Section

A number given to each class offered in single subject matter.

Semester System

A system dividing the academic year into two parts of approximately 16 week segments.

Student Aid Report (SAR)

The official notification sent to a student with the results of processing the student's FAFSA. The report shows the Expected Family Contribution (EFC).

Supervised Occupational Experience (SOE)

Work experience performed for an employer that is related to the student's field of study. Faculty supervises these experiences. Students may or may not be paid for work experience.

Suspension – Academic and/or Financial Aid

Students will be placed on suspension if their cumulative grade point average falls below 2.0 and/or their completion rate is below 67% for the two most recent terms. If on academic suspension, the student is not allowed to register/attend classes at SCC. If on financial aid suspension, the student is not eligible to receive financial aid at SCC.

Syllabus

A course syllabus is a document that contains the elements of the corresponding course outline and standards for evaluation of student learning and may contain additional information that reflects the creative work of the faculty member. Each student enrolled in a course shall receive a course syllabus.

Technical Studies

Technical courses that contain specialized program content necessary to become competent in a technical field.

Term

A period of study in a college that usually ends with the administration of a final examination.

Transcript

Official record of courses taken, grades received, and grade point average. Transcripts are maintained by the registrar.

Transfer Credit

The number of courses that a new college accepts from a college previously attended and counts toward a degree, diploma or certificate.

Tuition

The amount charged per credit for college courses.

Tutor

Support Center staff or student employee that provides students with study skills training as well as clarification and reinforcement of specific course content.

Verification

A procedure whereby the school checks the information the student reported on the financial aid application, usually by requesting a copy of the federal income tax forms (1040's) filed by the student and, if applicable, the student's spouse or parent(s), and W2's issued to both student and/or parent(s). A separate verification worksheet must also be completed.

Withdrawal Grade (W)

A grade given so that students may drop courses after the registration window has closed. "W" grades do not affect grade point averages. Withdrawing from a class is only an option during a specific time limit.



South Central College

Scholarships

APPLICATION, FORMS, & INFORMATION

OVER 1/4 million dollars in scholarships available for SCC students.



GENERAL SCHOLARSHIP ELIGIBILITY INCLUDES:

- Admitted and attending SCC in Fall 2008
- Good Academic Standing
- Must complete the application form and provide two recommendations



Become the

NEXT PRESIDENTIAL SCHOLARSHIP WINNER!

PRESIDENTIAL SCHOLARSHIP WINNERS



Dustin Pilcher
of Faribault
High School



Andrew Majeski
of Janesville-Waldorf-
Pemberton High School



Andrea Preston
of Janesville-Waldorf-
Pemberton High School

PRESIDENTIAL SCHOLARSHIP ELIGIBILITY INCLUDES:

- High school seniors admitted as full-time students for Fall 2008
- 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 and recommendations or apply online by the March 21, 2008 deadline.

FARIBAULT • NORTH MANKATO

South Central College Foundation 2008 Scholarship Application

The South Central College Foundations are pleased to announce their 2008-2009 scholarships. Thanks to the generosity of area businesses, individuals, SCC staff and alumni, the Foundations have over \$1/4 million 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, 2008

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, 2008 through March 21, 2008
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. Students must maintain a minimum grade point average (GPA) of 2.0 (cumulative and term) and be in good academic standing while attending SCC to be eligible 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 2008

- * Scholarship Recipients are required to attend the Scholarship Awards Ceremony in April (Faribault) and August (North Mankato) to thank their donors.
- * Funds are distributed with the Financial Aid disbursement in September 2008 and January 2009.
- * 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). No awards will be given to students with less than 5 SCC enrolled credits.
- * Awards of \$1,000 or more, or multiple awards may 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

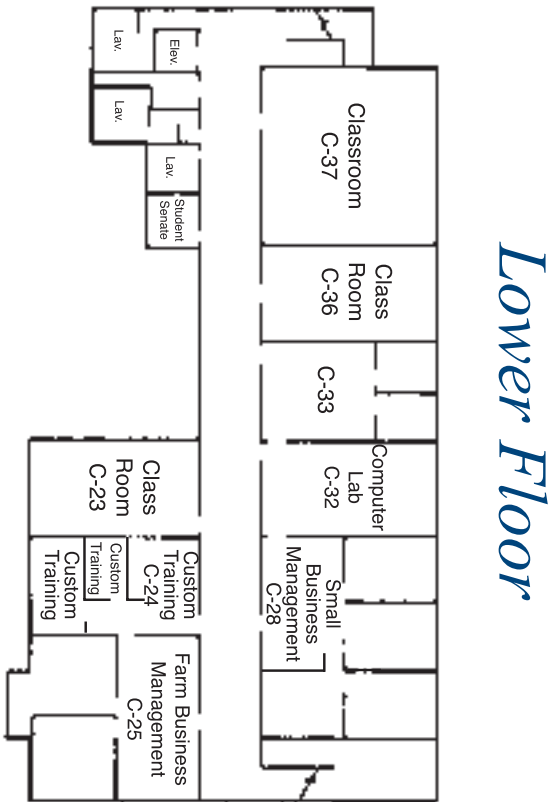
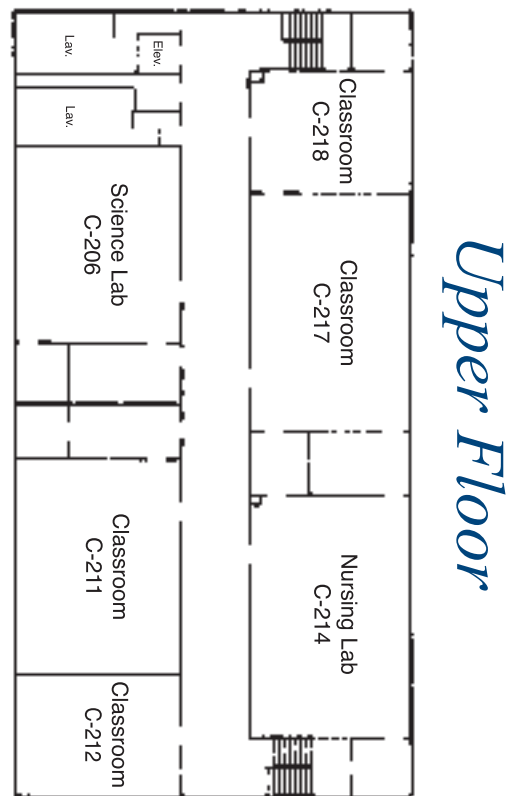
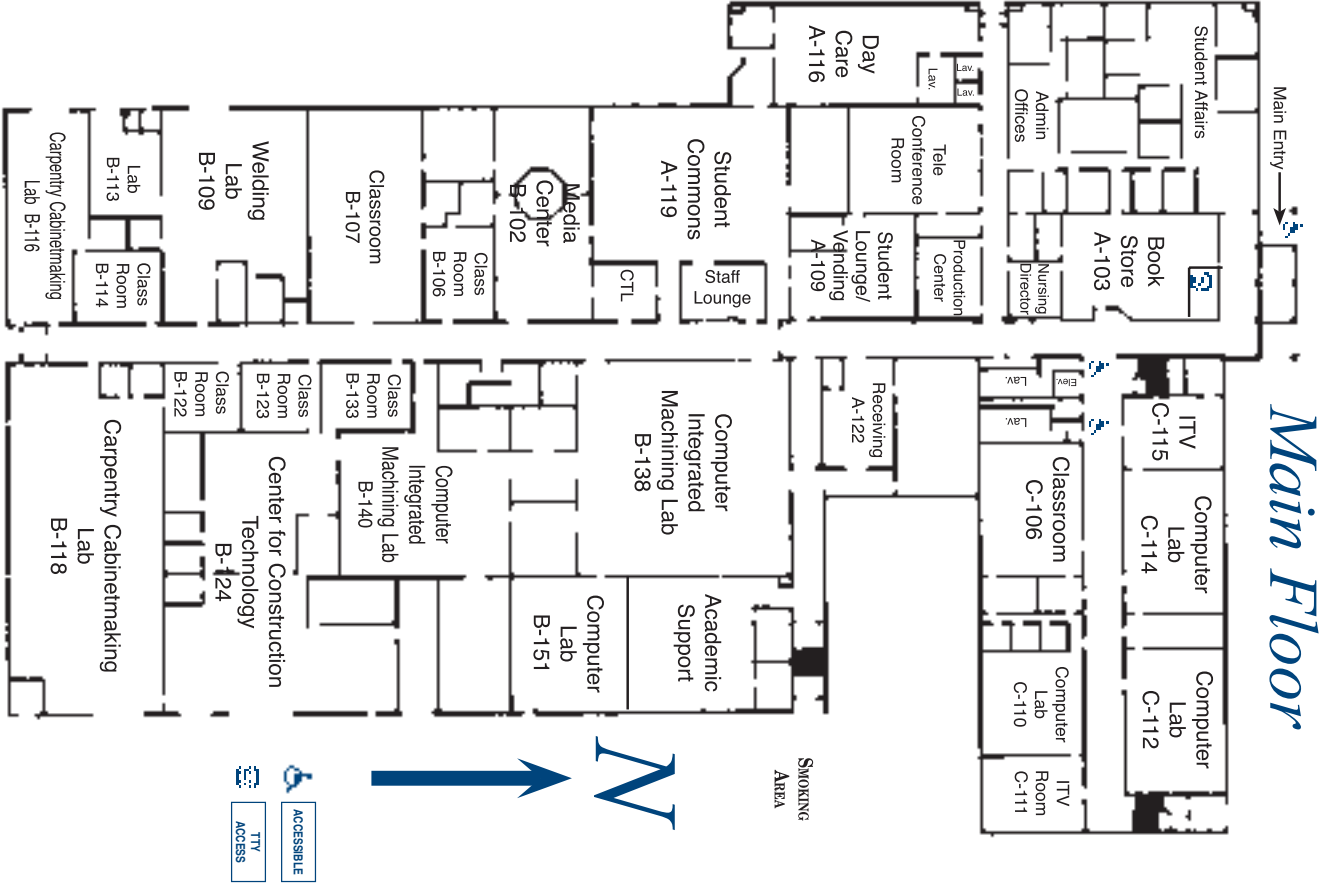
or

Student Affairs Office
RE: Scholarship Application
SCC North Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003
Phone: 507-389-7269
or 1-800-722-9359

Applications are accepted from January 1, 2008 through March 21, 2008

To Apply Online: www.southcentral.edu

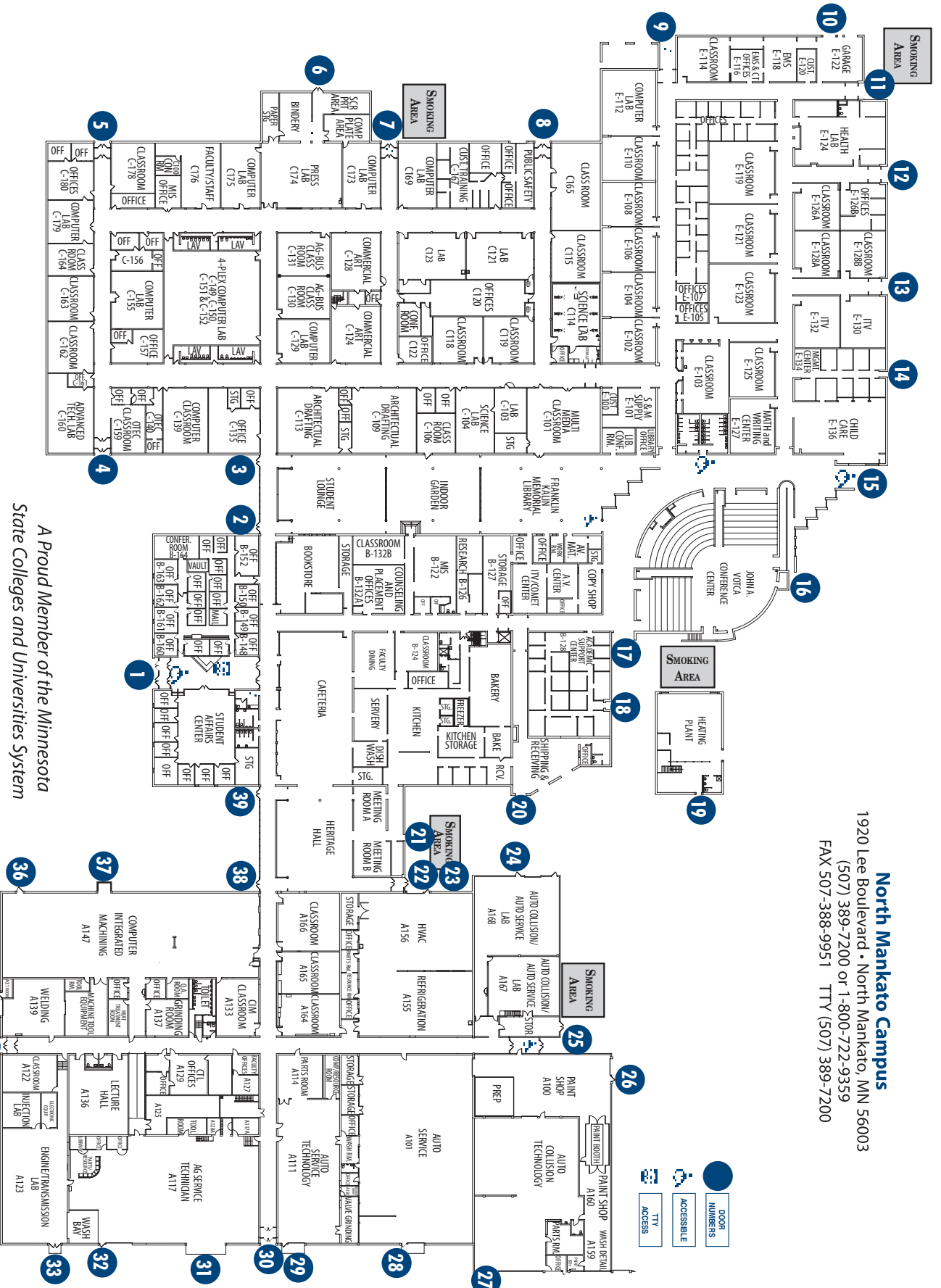
Applicants are strongly encouraged to apply early and check with the Student Affairs Center to verify that all required forms have been received prior to the deadline.



A Proud Member of the Minnesota State Colleges and Universities System
SCC HAS ADA ACCESSIBLE FACILITIES
An Affirmative Action Equal Opportunity Employer/Educator

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

North Mankato Campus Map



North 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



South Central College

A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

Application for Admission

Admissions

South Central College
Faribault Campus
1225 Third Street SW
Faribault, MN 55021
1-800-422-0391
1-507-332-5800

or

www.southcentral.edu
admissions@southcentral.edu

Admissions

South Central College
North Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003
1-800-722-9359
1-507-389-7220

Please detach and keep for your records

Admission Checklist (5 easy steps)

(Watch the SCC Web site or call for **admission deadline**.)

- Submit an **Application for Admission** with a one-time, non-refundable **\$20 fee** to the SCC Bookstore.
- Submit an **official** high school transcript from the last high school attended or GED (sealed and unopened) to the SCC Admissions Office. (The MN Department of Education GED information hotline is 651-582-8445.)
- Submit an **official** college transcript (sealed and unopened) for any and all schools attended beyond high school to the SCC Admissions Office.
- Complete the college readiness assessment (Accuplacer) which is given on set dates and times. Call to **make an appointment to take the test**. (Transfer students-evaluation by SCC of your official college transcript(s) will determine if you need to take all or a portion of the assessment.)

Applicants may be admitted into an academic major when:

- All of the above admission requirements are **received**/completed (by the admission deadline).
- There is **space available** in the program/major.
- Once admitted** into an academic major, students are **required to attend an all-day, mandatory New Student Orientation/Registration prior** to the semester start. Orientation/Registration days are on set dates and an invitation to attend will be mailed to the student after they are admitted. (Please bring the invite on the date you are invited to attend to expedite check in.) Students will register for classes at the end of the orientation/registration day.

An admitted student may register for classes when:

- He/She has been **invited** to and **attends** an all-day New Student Orientation/Registration prior to the semester start.

Failure to complete any of the above by the admission deadline or attend orientation/registration will result in a delay in admission until the following semester.

(Please call the Admissions Office for international admission.)

(Helpful Hint: Go to www.fafsa.ed.gov to apply for financial aid.)

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 brochure without notice. South Central College reserves the right to make these needed changes in the fees, charges, policies, programs, and procedures published in this brochure without obligation.

A Proud Member of the Minnesota State Colleges and Universities System.
An Affirmative Action Equal Opportunity Employer/Educator • SCC Has ADA Accessible Facilities

Frequently asked questions:

What can I do if I missed the admission deadline?

You may register for classes as a non-degree seeking student. (See the SCC Web site or call for the date open registration begins and ends.) Classes are paid for at the time of registration. Non-degree seeking students do not qualify for financial aid.

What do I need to do if I previously attended SCC and would like to be re-admitted?

- Fill out a re-entry application. (Pay the \$20.00 application fee if not previously paid.)
- Submit an **official** transcript from any school attended since last attending SCC.

If it has been 3 or more years since you attended SCC, you must also:

- Take/retake the college readiness assessment (Accuplacer).
- Attend an all-day orientation/registration in order to register.

FINANCIAL AID

Financial aid will help you finance your college tuition.

To apply for financial aid, go to:

www.fafsa.ed.gov

- Apply for a PIN(s) by clicking on: **Students and Parents apply for a PIN.** (Keep your PIN(s) – you will need it to electronically sign your loan(s) and to apply for financial aid each year.)
- Click on: **Fill out a FAFSA – use the PIN(s) to electronically sign** the FAFSA.
- Input school code **005537** for South Central College.

If you have questions or need assistance, please contact the Student Affairs Center at (507) 389-7220 or e-mail us at financialaid@southcentral.edu.

SCC FOUNDATION SCHOLARSHIPS

Thanks to the generosity of area businesses, individuals, and SCC staff and alumni the Foundations have over \$200,000 available for scholarships. Applications may be obtained online at www.southcentral.edu, from the SCC Catalog and Handbook, or picked up in the Student Affairs Center. Scholarship applications are accepted from **January 1** through **March 20**. They will be applied to the upcoming fall/spring semester tuition.

REGISTRATION CANCELLATION FOR NONPAYMENT

In compliance with MnSCU Board Policy 5.12, students enrolled in courses must meet tuition and fee payment requirements by the published due dates or they will be dropped from all registered courses. Students should refer to the SCC Catalog and Handbook, the SCC Web site (www.southcentral.edu), or call (507) 389-7434 (Mankato) or (507) 332-5834 (Faribault) for REGISTRATION CANCELLATION FOR NONPAYMENT details. (Students should not assume their courses have been dropped.)

CONFIDENTIAL INFORMATION

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.

www.southcentral.edu

APPLICATION FOR ADMISSION

MAIL THIS COMPLETED APPLICATION ALONG WITH THE \$20.00 APPLICATION FEE TO:

Use a separate form to apply for international admission at SCC.
(Call the Office of Admissions to request the required form.)

Admissions

South Central College
Faribault Campus **Bookstore**
1225 Third Street SW
Faribault, MN 55021
1-800-422-0391

or

www.southcentral.edu

Admissions

South Central College
North Mankato Campus **Bookstore**
1920 Lee Boulevard
North Mankato, MN 56003
1-800-722-9359

Print or type using blue or black ink. Applicant must sign and date this application. Complete your answers accurately.
Misrepresentation of application information is sufficient grounds for canceling admission.

PERSONAL INFORMATION

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? Permanent Resident (if applicable):
 Yes No If not, type of VISA: _____ Refugee Resident Alien Other: _____
 (International students and non-immigrants must complete a separate application form.)

ADMISSIONS INFORMATION

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 INFORMATION

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

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 APPLICANT

All of the information included is true and completed to the best of my knowledge.

Applicant's Signature _____ Date _____

FARIBAUT MAJORS

BUSINESS

Accountant*
Accounting Assistant*
Accounting Technician*
Payroll Clerk*
Business Management*
Administrative Assistant*
Legal Administrative Assistant*
Office Systems Specialist*
Receptionist*

CONSTRUCTION TECHNOLOGY

Carpentry-Cabinetmaking*
Construction Field Supervision*
Occupational Safety Management*

HEALTH & SAFETY

Child Development Careers*
Community Social Service*
Medical Coding Specialist*
Medical Laboratory Technician*
Phlebotomy*
Basic Nursing
Practical Nursing*
Registered Nursing*

INDUSTRIAL TECHNOLOGY

Computer Integrated Machining*

MANAGEMENT

Farm Business Management
Small Business Management

**This program has an online option for one or more of its courses*

NORTH MANKATO MAJORS

AGRIBUSINESS

Agribusiness Service Technician*
Agribusiness Office Specialist/Manager*
Agribusiness Production*
Agribusiness Service & Management*
Agribusiness Chemical Applicator Technician
Agricultural Education Technology Partnership*

BUSINESS

Accountant*
Accounting Assistant*
Accounting Technician*
Payroll Clerk*
Business Management*
Computer - Information Systems*
Computer - Networking Services*
Computer Assistant*
Computer - Web Programmer*
Computer - Linux Administrator*
Culinary Arts*
Marketing Management*
Administrative Assistant*
Legal Administrative Assistant*
Office Systems Specialist*
Receptionist*
Restaurant Management*

CONSTRUCTION TECHNOLOGY

Architectural Drafting*
Civil Engineering Technology*
Heating, Ventilation &
Air Conditioning/Refrigeration*
Occupational Safety Management*

HEALTH & SAFETY

Child Development Careers*
Community Social Service*
Dental Assisting*
Emergency Medical Technician*
Intensive Care Paramedic*
Medical Coding Specialist*
Basic Nursing
Practical Nursing*
Registered Nursing*

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*

CHOICES.

VALUE.

OPPORTUNITIES.



Construction Field Supervision

Faribault Campus | A.A.S. Degree - 71 Credits

The Construction Field Supervision program at South Central College is developed to address the increasing demand for competent construction managers and field supervisors in the construction industry.



Associate in Arts Degree

If your personal vision does not have a definite career focus, an Associate in Arts in Liberal Arts and Sciences degree can become your goal. Your 4-year degree can now begin at South Central College at either of our college campuses.



Civil Engineering Technology

North Mankato Campus | A.A.S. Degree - 70 Credits

The Civil Engineering Technology program prepares individuals for entry-level employment as engineering technicians.





FARIBAULT CAMPUS

1225 Third Street SW
Faribault, MN 55021

507.332.5800

toll free **800.422.0391**

fax **507.332.5888**

NORTH MANKATO CAMPUS

1920 Lee Boulevard
North Mankato, MN 56003

507.389.7200

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www.southcentral.edu



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South Central College has ADA accessible facilities.
An affirmative action equal opportunity employer/educator.