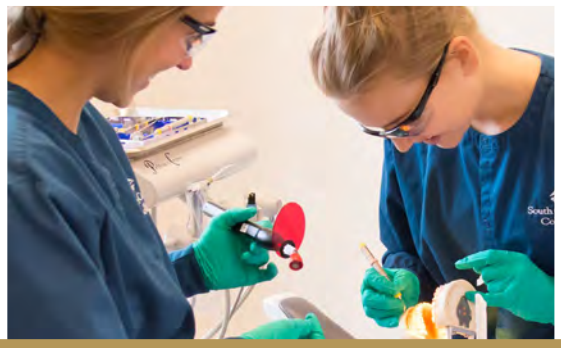
South Central
COLLEGE

Academic Catalog
2019-2020



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South Central College, 2019-2020 Academic Catalog

Awards by Department - Table of Contents

Accounting

- Accountant - Associate of Applied Science Degree
- Accounting Assistant - Diploma
- Accounting Technician - Associate of Applied Science Degree
- Accounting Technician - Diploma
- Payroll Clerk - Certificate

Agribusiness

- Ag Chemical Applicator Technician - Certificate
- Agribusiness AgSpark Agronomy - Certificate
- Agribusiness Office Specialist/Manager - Associate of Applied Science Degree
- Agribusiness Production - Associate of Applied Science Degree
- Agribusiness Production - Diploma
- Agribusiness Service and Management - Associate of Applied Science Degree
- Agribusiness Service and Management - Diploma
- Agribusiness Service Technician - Associate of Applied Science Degree
- Agribusiness Service Technician - Diploma
- Agribusiness Service Technician, Diversified - Associate of Applied Science Degree
- Agribusiness Service Technician, Diversified - Diploma
- Agribusiness Technician - Diploma
- Agribusiness Technician's Aide - Diploma
- Agricultural Education Technology Partnership - Associate of Science Degree
- Professional Swine Manager - Certificate
- Viticulture - Certificate

Architectural Drafting and Design

- Architectural Drafting and Design - Diploma
- Architectural Drafting and Design - Associate of Applied Science Degree

Auto Body and Collision Technology

- Auto Body and Colision Technology - Associate of Applied Science Degree
- Auto Body and Collision Technology - Diploma

Automotive Service

- Automotive Service - Associate of Applied Science Degree
- Automotive Service - Diploma

Business Management

- Business Management - Associate of Applied Science Degree

Business Management Pathway

- Business Transfer Pathway - Associate of Science

Carpentry

- Carpentry - Diploma
- Carpentry - Certificate

Civil Engineering Technology

- Civil Engineering Technology - Associate of Applied Science Degree

Computer Careers

- Cloud Computing and Virtualization - Certificate
- Computer Assistant - Certificate
- Information Systems - Associate of Applied Science Degree
- Information Systems - Diploma
- Network Administration - Certificate
- Networking Services - Associate of Applied Science Degree
- Networking Services - Diploma
- Web Programmer - Certificate

Culinary Arts

- Culinary Arts - Associate of Applied Science Degree
- Culinary Arts - Diploma

Dental Assisting

- Dental Assisting - Associate of Applied Science Degree
- Dental Assisting - Diploma

Early Childhood Education

- Administration of Child Care Programs - Associate of Applied Science Degree
- Administration of Child Care Programs - Advanced Certificate
- Child Development - Certificate
- Early Childhood Education - Associate of Applied Science Degree
- Early Childhood Education - Associate of Science Degree
- Early Childhood Education - Certificate
- Early Childhood Education - Diploma

Emergency Medical Services

- Emergency Medical Technician

Energy Technical Specialist

- Energy Technical Specialist - Associate of Applied Science Degree

Family Services Specialist

- Family Services - Associate of Applied Science Degree

Farm Business Management

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

Geographic Information Systems

- Geographic Information Systems - Certificate

Graphic Communications

- Graphic Communications - Associate of Applied Science Degree
- Graphic Communications - Diploma

Health Science Broad Field

- Health Sciences Broad Field - Associate of Science

Health Unit Coordinator

- Health Unit Coordinator - Certificate

Heating, Ventilation, Air Conditioning, and Refrigeration

- Heating, Ventilation, Air Cond/Refrig - Foundation - Diploma
- Heating, Ventilation, Air Cond/Refrigeration (Heating Cert) - Certificate
- Heating, Ventilation, Air Conditioning/Refrigeration - Associate of Applied Science Degree
- Heating, Ventilation, Air Conditioning/Refrigeration - Advanced - Diploma
- Refrigeration Technology (CERT) - Certificate

Intensive Care Paramedic Technician

- Community Paramedic - Certificate
- Intensive Care Paramedic Technician - Associate of Applied Science Degree
- Intensive Care Paramedic Technician - Diploma

Liberal Arts & Sciences

- Associate of Arts - Associate of Arts Degree
- Biology Transfer Pathway - Associate of Science
- Communication Studies Transfer Pathway - Associate of Arts
- Economics Transfer Pathway - Associate of Arts

Machine Tool Technology

- Machine Tool Technology - Associate of Applied Science Degree
- Machine Tool Technology - Diploma
- Machine Tool Technology - Foundation - Diploma
- MTT Right Skills Now - Certificate
- Manufacturing Production Technology - Certificate
- Welding and Machining Technology - Diploma

Marketing Management

- Marketing Management - Associate of Applied Science Degree
- Marketing Management - Certificate
- Marketing Management - Diploma

Mechatronics

- Intermediate Mechatronics Engineering Technology - Diploma
- Mechatronics Engineering Technology - Associate of Applied Science Degree
- Mechatronics Industrial Maintenance - Certificate

Medical Assistant

- Medical Assistant - Associate of Applied Science Degree

Medical Laboratory Technician

- Medical Laboratory Technician - Associate of Applied Science Degree

Minnesota Transfer Curriculum (MNTC)

- Minnesota Transfer Curriculum (MNTC)

Multimedia Technology

- Multimedia Technology - Associate of Science

Nursing

- Nursing Assistant (Basic Nursing)
- Practical Nursing - Diploma
- Professional Nursing - Associate of Science Degree

Office Administration and Technology

- Administrative Office Management - Associate of Science
- Administrative Office Specialist - Associate of Applied Science Degree
- Administrative Office Specialist - Business Software - Certificate
- Administrative Office Specialist - Client Relations - Certificate

Phlebotomy

- Phlebotomy - Certificate

Pre-Social Work Pathway

- Pre-Social Work Transfer Pathway - A.S.

Small Business Management

- Small Business Management - Certificate
- Small Business Management - Diploma
- Small Business Management Financial Management - Certificate
- Small Business Management Human Resources - Certificate
- Small Business Management Marketing - Certificate

- Small Business Management Record Keeping - Certificate

Visual Arts

- Visual Arts - Associate of Fine Arts

Welding

- Welding - Certificate

Accountant - Associate of Applied Science Degree

71 Credits AAS 3230/2214

Degree Description

The A.A.S. Degree in Accounting is designed to prepare learners to examine, analyze and interpret 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.

Program Student Learning Outcomes

1. Complete all aspects of the accounting cycle
2. Analyze, interpret, communicate, and utilize financial information

South Central College's Accounting options prepare you for immediate employment. By completing the Accountant AAS degree or the Accountant diploma you will be ready to take the Registered Accounting Practitioner (RAP) certification exam, as well as be familiar with topics covered in the Certified Public Accountant (CPA), Certified Managerial Accountant (CMA) and Enrolled Agents (EA) certification exams.

In addition, you can earn a Bachelor's degree right on the South Central College Faribault and North Mankato campuses through Concordia University St. Paul. The agreement with Concordia allows for credits from South Central College to transfer and the classes can be completed during the evening allowing you to work. Talk to an Accounting instructor for more details.

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Campuses: Faribault and North Mankato

Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

Complete all of the following courses:

ACCT1800 Business Law (3 Credits)

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)

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 Credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT1814 Payroll Accounting (3 Credits)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

ACCT1834 Computerized Accounting I (3 Credits)

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: None)

ACCT1835 Computerized Accounting II (3 Credits)

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 advance functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes SAGE 50 and EXCEL Expert. (Prerequisite: ACCT 1834)

ACCT1870 Professional Accounting Careers (1 Credit)

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)

ACCT2821 Intermediate Accounting I (3 Credits)

This is the first of the two course intermediate accounting series. The content of this course covers an overview of the accounting process, the balance sheet, the income statement and statement of cash flows, the time value of money and other various components of the balance sheet. (Prerequisite: ACCT 1810)

ACCT2822 Intermediate Accounting II (3 Credits)

This is the second of the two course intermediate accounting series. The content of the course covers operational assets, investments, current liabilities and contingencies, long-term debt, leases, accounting for income taxes, accounting changes and error corrections and other advanced accounting topics. (Prerequisites: ACCT 2821 or equivalent)

ACCT2847 Fraud, Auditing and Internal Controls (4 Credits)

In this course students will learn about occupational fraud, basic auditing techniques and evaluation of internal controls. Covered topics include how and why fraud is committed, fraud detection, establishing and evaluating internal controls, and using internal auditing techniques to verify account balances. (Prerequisites: ACCT 1810)

ACCT2861 Cost Accounting I (4 Credits)

This course covers managerial accounting cost concepts and behaviors. Examples of job order costing, process costing, and accounting for materials, direct labor, and factory overhead will be discussed. (Prerequisites: ACCT 1810, 1811 with a grade of C or higher)

ACCT2862 Cost Accounting II (3 Credits)

This course is an extension of ACCT 2861. This course covers budgeting, standard costing, direct costing, differential analysis, capital planning, transfer pricing, and decision making under uncertainty. (Prerequisites: ACCT 2861 or equivalent)

ACCT2863 Fund/NonProfit Accounting (3 Credits)

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: ACCT 1810)

ACCT2864 Income Tax I (4 Credits)

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)

ACCT2865 Income Tax II (3 Credits)

This course provides an explanation and interpretation of the Internal Revenue Code as applied to sole proprietorships, partnerships, and corporations. Topics include business income, expenses, business tax credits, withholding and payment of established estate and trust tax issues, taxes, installment sales, and inventories. (Prerequisites: ACCT 2864)

ACCT2900 Accounting Review (3 Credits)

This course reviews financial accounting, ethics and professional conduct, business law, taxation and managerial accounting concepts. This course will prepare the student for the ACAT Comprehensive Examination for Accreditations in Accountancy. (Prerequisites: ACCT 1800, 2821, 2861, 2864)

Elective Credits (3 Credits)

Choose 3 credits from ACCT, MKT,COMP or OTEC

Required Liberal Arts and Sciences (5 Courses)

To complete the Accountant AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC Goal areas. The following courses are required:

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

OR

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

MATH115 Concepts in Math (4 Credits)

Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics

considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

OR

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

OR

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

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Accounting Assistant - Diploma

34 Credits DIP 3242/2229

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

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Campuses: Faribault and North Mankato

Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (8 Courses)

Complete the following courses:

ACCT1800 Business Law (3 Credits)
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)

ACCT1810 Financial Accounting (4 Credits)
This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 Credits)
This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT1814 Payroll Accounting (3 Credits)
This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

ACCT1834 Computerized Accounting I (3 Credits)
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: None)

ACCT1835 Computerized Accounting II (3 Credits)
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 advance functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes SAGE 50 and EXCEL Expert. (Prerequisite: ACCT 1834)

ACCT1870 Professional Accounting Careers (1 Credit)
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)

ACCT2847 Fraud, Auditing and Internal Controls (4 Credits)
In this course students will learn about occupational fraud, basic auditing techniques and evaluation of

internal controls. Covered topics include how and why fraud is committed, fraud detection, establishing and evaluating internal controls, and using internal auditing techniques to verify account balances. (Prerequisites: ACCT 1810)

Required Liberal Arts and Sciences (1 Course)

Complete the following course:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Elective Credits (5 Credits)

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

ACCT2827 Principles of Finance (3 Credits)

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: ACCT 1810)

ACCT2850 Accounting Internship (1 - 8 Credits)

This course provides students with actual experiences in accounting careers. A competency-based internship plan will be developed for each student. The student can receive internship credit for participating in the Volunteer Income Tax Assistance (VITA) program at SCC in conjunction with the Internal Revenue Service, Minnesota Department of Revenue, and Minnesota Valley Action Council. (Prerequisite: Instructor approval)

ACCT2863 Fund/NonProfit Accounting (3 Credits)

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: ACCT 1810)

ACCT2864 Income Tax I (4 Credits)

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)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

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Accounting Technician - Associate of Applied Science Degree

67 Credits AAS 3259/2242

Degree Description

The Accounting Technician A.A.S. degree 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 database management.

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Campuses: Faribault and North Mankato

Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (14 Courses)

Complete all of the following courses:

ACCT1800 Business Law (3 Credits)

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)

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 Credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT1814 Payroll Accounting (3 Credits)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

ACCT1834 Computerized Accounting I (3 Credits)

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: None)

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ACCT1870 Professional Accounting Careers (1 Credit)

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ACCT2821 Intermediate Accounting I (3 Credits)

This is the first of the two course intermediate accounting series. The content of this course covers an overview of the accounting process, the balance sheet, the income statement and statement of cash flows, the time value of money and other various components of the balance sheet. (Prerequisite: ACCT 1810)

ACCT2847 Fraud, Auditing and Internal Controls (4 Credits)

In this course students will learn about occupational fraud, basic auditing techniques and evaluation of internal controls. Covered topics include how and why fraud is committed, fraud detection, establishing and evaluating internal controls, and using internal auditing techniques to verify account balances. (Prerequisites: ACCT 1810)

ACCT2861 Cost Accounting I (4 Credits)

This course covers managerial accounting cost concepts and behaviors. Examples of job order costing, process costing, and accounting for materials, direct labor, and factory overhead will be discussed. (Prerequisites: ACCT 1810, 1811 with a grade of C or higher)

ACCT2864 Income Tax I (4 Credits)

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)

COMP1200 PC Hardware and Software Essentials (4 Credits)

PC Hardware and Software, 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. (Prerequisites: None)

COMP1360 Introduction to Data Communications and Networking (4 Credits)

This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

Technical Electives (3 Credits)

Choose a minimum of 3 from either ACCT, COMP, MKT or OTEC.

Required Liberal Arts and Sciences (5 Courses)

To complete the Accounting Technician AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC Goal areas. The following courses are required:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation

Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

OR

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

MATH115 Concepts in Math (4 Credits)

Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

OR

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

OR

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation

Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

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

2020-21 South Central College Academic Catalog

Accounting Technician - Diploma

48 Credits DIP 3241/2213

Degree Description

The Accounting Technician monitors and controls various types of electronic data processing equipment used to process accounting data. Applications would include automated general ledger and other sub-systems, spreadsheet applications, database management and the use of graphics.

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Campuses: Faribault and North Mankato

Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete all of the following courses:

ACCT1800 Business Law (3 Credits)

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)

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 Credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT1814 Payroll Accounting (3 Credits)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

ACCT1834 Computerized Accounting I (3 Credits)

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: None)

ACCT1835 Computerized Accounting II (3 Credits)

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 advance functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes SAGE 50 and EXCEL Expert. (Prerequisite: ACCT 1834)

ACCT1870 Professional Accounting Careers (1 Credit)

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)

ACCT2821 Intermediate Accounting I (3 Credits)

This is the first of the two course intermediate accounting series. The content of this course covers an overview of the accounting process, the balance sheet, the income statement and statement of cash flows, the

time value of money and other various components of the balance sheet. (Prerequisite: ACCT 1810)

ACCT2847 Fraud, Auditing and Internal Controls (4 Credits)

In this course students will learn about occupational fraud, basic auditing techniques and evaluation of internal controls. Covered topics include how and why fraud is committed, fraud detection, establishing and evaluating internal controls, and using internal auditing techniques to verify account balances. (Prerequisites: ACCT 1810)

ACCT2861 Cost Accounting I (4 Credits)

This course covers managerial accounting cost concepts and behaviors. Examples of job order costing, process costing, and accounting for materials, direct labor, and factory overhead will be discussed. (Prerequisites: ACCT 1810, 1811 with a grade of C or higher)

ACCT2863 Fund/NonProfit Accounting (3 Credits)

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: ACCT 1810)

ACCT2864 Income Tax I (4 Credits)

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)

Required Liberal Arts and Sciences (1 Course)

Complete the following course:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Elective Credits (5 Credits)

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

ACCT2827 Principles of Finance (3 Credits)

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: ACCT 1810)

ACCT2850 Accounting Internship (1 - 8 Credits)

This course provides students with actual experiences in accounting careers. A competency-based internship plan will be developed for each student. The student can receive internship credit for participating in the Volunteer Income Tax Assistance (VITA) program at SCC in conjunction with the Internal Revenue Service, Minnesota Department of Revenue, and Minnesota Valley Action Council. (Prerequisite: Instructor approval)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Payroll Clerk - Certificate

23 Credits CERT 3270/2248

Degree Description

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

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Campuses: Faribault and North Mankato

Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete all of the following courses:

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1814 Payroll Accounting (3 Credits)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

ACCT1834 Computerized Accounting I (3 Credits)

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: None)

ACCT1835 Computerized Accounting II (3 Credits)

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 advance functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes SAGE 50 and EXCEL Expert. (Prerequisite: ACCT 1834)

ACCT1870 Professional Accounting Careers (1 Credit)

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)

Elective Credits (9 Credits)

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

ACCT1811 Managerial Accounting (4 Credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT2847 Fraud, Auditing and Internal Controls (4 Credits)

In this course students will learn about occupational fraud, basic auditing techniques and evaluation of internal controls. Covered topics include how and why fraud is committed, fraud detection, establishing and evaluating internal controls, and using internal auditing

techniques to verify account balances. (Prerequisites: ACCT 1810)

MKT 1930 Human Resource Management (3 Credits)

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. (Prerequisites: None)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

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

2020-21 South Central College Academic Catalog

Ag Chemical Applicator Technician - Certificate

30 Credits CERT 3117

Degree Description

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete the following courses:

AGBS1100 Agricultural Selling Skills (3 Credits)

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)

AGBS2015 Commercial Driver's License (1 Credit)

Students prepare for the Commercial Motor Vehicles General Knowledge (written) Test, related required Endorsements (written) Test(s), related optional Endorsements (written) Test(s), and the Pre-Trip Inspection (skills) Examination. The goal in this course is to obtain a MN Class A CDL permit. (Prerequisites: None).

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

AGRI2700 Agricultural Technology Seminar (2 Credits)

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, bio-technologies, 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. (AGEC 2400 or Instructor Permission)

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

MEAG1700 Agricultural Industry Machinery Maintenance (3 Credits)

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 maybe accomplished on demonstration units, operator manual examples or on actual industry equipment. The course will also cover chemical, fertilizer, pesticide handling considerations. (Prerequisites: None)

PLSC1100 Soils I (3 Credits)

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)

PLSC1200 Soils II (3 Credits)

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: PLSC 1100)

PLSC1205 Precision Agriculture (3 Credits)

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.

PLSC1300 Agronomy I (2 Credits)

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)

PLSC1400 Agronomy II (3 Credits)

This course considers the characteristics and identification of noxious and common weeds and weed seeds, methods of control, evaluation of herbicide performance and tolerance to herbicides. Topics on herbicide characteristics, formulations and application methods will be taken into account in determining the most economic method of weed control. (Prerequisite: PLSC 1300)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Elective Courses (Suggested)

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

AGBS2990 International Field Study (3 Credits)

This international field study seminar introduces students to agricultural, food, and natural resource systems of other countries of the world. The course consists of two major components: a series of pre- and/or post-departure workshops and an in-depth short-term structured international experience within a host country or countries. Students gain global perspective through exposure to international history, cultures, and socio-economic situations of the country or countries visited. Students explore, compare, and contrast food, fiber, and fuel systems of the country or countries visited. (Prerequisites: None)

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

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)

AGEC1100 Introduction to Agricultural Economics (3 Credits)

This course is an introduction to agricultural economics. Economic concepts of the food, fiber, and fuel industry will be explored though problem solving exercises and graphical analysis. Consumer and business behavior will be analyzed under various market and regulatory conditions, with major focus spent on determining changes to equilibrium of aggregate supply and demand curves. Both microeconomic and macroeconomic factors will be defined and discussed in relation to global and local agribusiness value chains, including many factors affecting farmers in the American Midwest. (Prerequisite: None)

PLSC1105 Forages and Pasture Management (2 Credits)

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)

PLSC2100 Agronomy Lab (2 Credits)

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)

PLSC2700 Advanced Agronomy (3 Credits)

This course includes units of instruction on management practices in the production of corn & soybeans, the economic and environmental aspects of soil damage systems, nutrient management recommendations for nitrogen and phosphorus, and current topics in the agronomy field. Classes will include speakers from the agricultural industry to address the current topics. The lab portion of the course will include grading corn and soybean samples as well on labs as plant genetics.(Prerequisites: PLSC 1300 and PLSC 1400)

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

2020-21 South Central College Academic Catalog

Agribusiness AgSpark Agronomy - Certificate

14 Credits CERT 3134

Degree Description

The certificate is designed for individuals to enter agribusiness careers in the plant systems career pathways of agriculture. Students will support and service crop and soils business operations that provide input resources for farm operations. Individuals may be involved with the movement, transportation, distribution and application of inputs for the production and marketing of agriculture crops.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (7 Courses)

Complete all of the following courses:

AGBS1100 Agricultural Selling Skills (3 Credits)

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)

AGBS2015 Commercial Driver's License (1 Credit)

Students prepare for the Commercial Motor Vehicles General Knowledge (written) Test, related required Endorsements (written) Test(s), related optional Endorsements (written) Test(s), and the Pre-Trip Inspection (skills) Examination. The goal in this course is to obtain a MN Class A CDL permit. (Prerequisites: None).

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

PLSC1100 Soils I (3 Credits)

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)

PLSC1300 Agronomy I (2 Credits)

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)

PLSC2000 Commercial Pesticide License Training (1 Credit)

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)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

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

2020-21 South Central College Academic Catalog

Agribusiness Office Specialist/Manager - Associate of Applied Science Degree

72 Credits AAS 3126

Degree Description

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

Degree Student Learning Outcomes
1. Demonstrate effective participation on an agribusiness team
2. Demonstrate verbal and written business communications
3. Demonstrate input technology
4. Demonstrate the 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..

Campus: North Mankato
Program Start Date: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (15 Courses)

Complete the following courses:

AGBS1100 Agricultural Selling Skills (3 Credits)

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)

AGBS2150 Agribusiness Financial Management (4 Credits)

This course covers major aspects of agribusiness from financial management through financial problem solving, analysis, and planning. Students will apply economic and financial concepts by creating balance sheets, income statements, cash flows, inventory controls, and budgets. Students will have the opportunity to apply what they have learned in a computerized farm supply business simulation. Students will also develop management skills needed to be an effective agribusiness manager. (Prerequisites: AGEC 1100)

AGEC1100 Introduction to Agricultural Economics (3 Credits)

This course is an introduction to agricultural economics. Economic concepts of the food, fiber, and fuel industry will be explored though problem solving exercises and graphical analysis. Consumer and business behavior will be analyzed under various market and regulatory conditions, with major focus spent on determining changes to equilibrium of aggregate supply and demand curves. Both microeconomic and macroeconomic factors will be defined and discussed in relation to global and local agribusiness value chains, including many factors affecting farmers in the American Midwest. (Prerequisite: None)

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

AGRI2700 Agricultural Technology Seminar (2 Credits)

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, bio-technologies, 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. (AGEC 2400 or Instructor Permission)

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

ANSC1100 Livestock Production Principles (3 Credits)

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)

OTEC2800 Office Keyboarding (3 Credits)

This course covers the continuing development of keyboarding speed and accuracy. Advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., will 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. (Prerequisite: A minimum keyboarding speed of 40 words per minute on a 3-minute timing, with 3 errors or less or advisor approval.)

OTEC2810 Computer Technology (3 Credits)

This course provides computer technical information that goes beyond the basics for college educated students. It covers not only hardware and software but the new, emerging technology trends that affect computing and everyday life. Topics such as networks, data security, personal privacy, online safety, digital rights, and Internet usage will be addressed. There will be an emphasis on social and ethical issues for thought-provoking course discussions. (Prerequisite: None)

OTEC1820 Business English (3 Credits)

This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. (Prerequisite: None)

OTEC1822 Microsoft Excel (4 Credits)

This course prepares students to work with Microsoft Excel in a career setting or for personal use. It begins with the introduction of concepts such as creating, editing, and formatting worksheets in a uniform, attractive style. It includes inserting formulas, creating charts, and enhancing the display of worksheets of varying complexity. The course will move on to the advanced concepts and features of formatting, using functions, analyzing numerical data, and projecting outcomes to make informed decisions. Features of protecting workbooks, using macros, using pivot tables, and customizing the Excel environment are also included. Current communication needs will be met by including hyperlinks to external information, as well as importing, exporting, and sharing date. (Prerequisite: none)

OTEC1840 Microsoft PowerPoint (3 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft PowerPoint. It begins with the introduction of concepts such as creating a basic presentation with pictures, shapes, and WordArt, adding media and animation. It continues with the basic skills students need to acquire to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as customizing templates and handouts using masters, developing presentations with content from outside sources, and organizing slides and creating photo albums. (Prerequisites: None)

OTEC1860 Microsoft Word (4 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft Word. It begins with the introduction of concepts such as file management, entering text, editing, terminology, spelling, and printing. It continues with the basic skills students need to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as macros, merging, and tables. (Prerequisites: None)

OTEC2870 Information Resource Management (3 Credits)

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 to manage information. Records management topics emphasize records control and retention, final disposition of records, and records management issues and trends. (Prerequisite: None)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Technical Electives (10 Credits)

Choose 10 credits from the following courses:

AGBS2990 International Field Study (3 Credits)

This international field study seminar introduces students to agricultural, food, and natural resource systems of other countries of the world. The course consists of two major components: a series of pre- and/or post-departure workshops and an in-depth short-term structured international experience within a host country or countries. Students gain global perspective through exposure to international history, cultures, and socio-economic situations of the country or countries visited. Students explore, compare, and contrast food, fiber, and fuel systems of the country or countries visited. (Prerequisites: None)

AGEC2400 Commodity Marketing Principles (3 Credits)

This course covers the principles of agricultural commodity marketing, including cash, forward, futures, and options contracts. Economic impacts on supply, demand, and equilibrium pricing for commodities will be explored. Students will participate in simulated marketing transactions and track local and terminal market pricing. (Prerequisite: AGEC 1100)

AGEC2450 Commodity Marketing Strategies (2 Credits)

This course covers strategies of commodity marketing of agricultural products. Students will apply marketing principles in various market situations. Students will work with forward contracts, basis contracts, futures contracts, and option strategies in agriculture commodities. Students will develop market plans for agribusiness marketing and input needs. (Prerequisites: AGEC 1100, AGEC 2400)

AGEC2500 Agribusiness Transfer & Law (2 Credits)

This course covers farm estate planning and law topics with direct application to production agriculture. Topics include federal and state estate tax laws and their impact on the transfer of agriculture property. Estate planning options such as wills, life insurance and trusts will be explored. Other topics include farm partnerships and corporations, agricultural legal case studies, basic contracts, legal land descriptions, fence regulations, animal legalities, water rights, bankruptcy, gifting, and liability issues. (Prerequisite: None)

ANSC2100 Principles of Animal Nutrition (3 Credits)

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)

OTEC2815 Employment Portfolio (3 Credits)

This course is a capstone course for the Office Administration and Technology program. This course will focus on developing knowledge that will serve as a foundation for the student's employment search process by assisting him/her in the development of successful marketing strategies for employment. As a capstone course, students are given an online assessment of the use of software and keyboarding skills to ensure competence prior to graduation. The Training Skills Assessment (TSA) -- NOCTI will be administered during this course. Students will develop distinctive portfolios to assist in their career search. Limited to final semester Office Administration and Technology program students. (Prerequisites: OTEC1860, OTEC2820)

OTEC2820 Business Communications (3 Credits)

This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and digital media. 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. (Prerequisite: OTEC 1820)

OTEC2830 Microsoft Publisher (3 Credits)

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. Microsoft

Publisher 2013: Complete is intended for a first course on Publisher 2013. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. (Prerequisites: None)

PLSC1100 Soils I (3 Credits)

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)

PLSC1205 Precision Agriculture (3 Credits)

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.

PLSC1300 Agronomy I (2 Credits)

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)

Required Liberal Arts and Sciences (3 Courses)

To complete an AAS Degree, students must complete 15 MnTC credits from 3 of the 10 MNTC Goal Areas. The following course is required:

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Elective Liberal Arts and Sciences

Select 12 additional MnTC credits in goals 2-10. Courses must be selected in consultation with advisor/faculty.

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

2020-21 South Central College Academic Catalog

Agribusiness Production - Associate of Applied Science Degree

72 Credits AAS 3152

Degree Description

The Agribusiness Production program offers three areas of emphasis – Agronomy, Animal Science and Diversified – to 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 internship will be required.

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Degree/Diploma Student Learning Outcomes

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (11 Courses)

You must complete all of the following classes:

AGEC1100 Introduction to Agricultural Economics (3 Credits)

This course is an introduction to agricultural economics. Economic concepts of the food, fiber, and fuel industry will be explored though problem solving exercises and graphical analysis. Consumer and business behavior will be analyzed under various market and regulatory conditions, with major focus spent on determining changes to equilibrium of aggregate supply and demand curves. Both microeconomic and macroeconomic factors will be defined and discussed in relation to global and local agribusiness value chains, including many factors affecting farmers in the American Midwest. (Prerequisite: None)

AGEC1200 Principles of Farm Records (3 Credits)

This course covers types of records, setup and use of accounts through computerization of farm information. Discussion of the types of record keeping systems will be covered, a review of various record keeping systems and tools used to input, analyze and utilize the information from the farm business activity. Selection and implementation of a record keeping program will be required. Students will initiate records on a current farming operation. (Prerequisite: None)

AGEC2400 Commodity Marketing Principles (3 Credits)

This course covers the principles of agricultural commodity marketing, including cash, forward, futures, and options contracts. Economic impacts on supply, demand, and equilibrium pricing for commodities will be explored. Students will participate in simulated marketing transactions and track local and terminal market pricing. (Prerequisite: AGEC 1100)

AGEC2250 Farm Business Planning & Analysis (4 Credits)

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: AGEC 1200)

AGEC2500 Agribusiness Transfer & Law (2 Credits)

This course covers farm estate planning and law topics with direct application to production agriculture. Topics include federal and state estate tax laws and their impact on the transfer of agriculture property. Estate planning options such as wills, life insurance and trusts will be explored. Other topics include farm partnerships and corporations, agricultural legal case studies, basic contracts, legal land descriptions, fence regulations, animal legalities, water rights, bankruptcy, gifting, and liability issues. (Prerequisite: None)

AGRI2700 Agricultural Technology Seminar (2 Credits)

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, bio-technologies, 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. (AGEC 2400 or Instructor Permission)

ANSC1100 Livestock Production Principles (3 Credits)

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)

MEAG1500 Facility Maintenance (3 Credits)

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 included. Students will be wiring circuits according to code. Plumbing processes of Polyvinyl Chloride (PVC) and copper will be included. Another component of this class includes; OxyAcetylene welding, gas torch and/or plasma cutting and several forms of Arc welding. Students will spend time in the welding lab completing the required welds. Electrical and welding safety will be stressed. (Prerequisites: None).

PLSC1100 Soils I (3 Credits)

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)

PLSC1300 Agronomy I (2 Credits)

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)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

Agribusiness Emphasis Areas (17 Credits)

Select at least 17 credits from one of the following Agribusiness emphasis areas. Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGRI1800, AGEC2450,2600 Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1610, AGRI1800, AGEC2450,2600 Diversified Emphasis: Select 14 credits from any of these departments: AGEC, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

Liberal Arts and Sciences

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

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

Agribusiness Production - Diploma

72 Credits DIP 3153

Degree Description

Emphasis Areas available include: Agronomy, Animal Science, Diversified

Program emphasis areas provide learners 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. Learners 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 15 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively.

Degree/Diploma Student Learning Outcomes

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (14 Courses)

You must complete all of the following classes:

AGEC1100 Introduction to Agricultural Economics (3 Credits)

This course is an introduction to agricultural economics. Economic concepts of the food, fiber, and fuel industry will be explored though problem solving exercises and graphical analysis. Consumer and business behavior will be analyzed under various market and regulatory conditions, with major focus spent on determining changes to equilibrium of aggregate supply and demand curves. Both microeconomic and macroeconomic factors will be defined and discussed in relation to global and local agribusiness value chains, including many factors affecting farmers in the American Midwest. (Prerequisite: None)

AGEC1200 Principles of Farm Records (3 Credits)

This course covers types of records, setup and use of accounts through computerization of farm information. Discussion of the types of record keeping systems will be covered, a review of various record keeping systems and tools used to input, analyze and utilize the information from the farm business activity. Selection and implementation of a record keeping program will be required. Students will initiate records on a current farming operation. (Prerequisite: None)

AGEC2400 Commodity Marketing Principles (3 Credits)

This course covers the principles of agricultural commodity marketing, including cash, forward, futures, and options contracts. Economic impacts on supply, demand, and equilibrium pricing for commodities will be explored. Students will participate in simulated marketing transactions and track local and terminal market pricing. (Prerequisite: AGEC 1100)

AGEC2250 Farm Business Planning & Analysis (4 Credits)

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: AGEC 1200)

AGEC2500 Agribusiness Transfer & Law (2 Credits)

This course covers farm estate planning and law topics with direct application to production agriculture. Topics include federal and state estate tax laws and their impact on the transfer of agriculture property. Estate planning options such as wills, life insurance and trusts will be explored. Other topics include farm partnerships and corporations, agricultural legal case studies, basic contracts, legal land descriptions, fence regulations, animal legalities, water rights, bankruptcy, gifting, and liability issues. (Prerequisite: None)

AGEC2450 Commodity Marketing Strategies (2 Credits)

This course covers strategies of commodity marketing of agricultural products. Students will apply marketing principles in various market situations. Students will work with forward contracts, basis contracts, futures contracts, and option strategies in agriculture commodities. Students will develop market plans for agribusiness marketing and input needs. (Prerequisites: AGEC 1100, AGEC 2400)

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

AGRI2700 Agricultural Technology Seminar (2 Credits)

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, bio-technologies, 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. (AGEC 2400 or Instructor Permission)

ANSC1100 Livestock Production Principles (3 Credits)

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)

MEAG1500 Facility Maintenance (3 Credits)

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 included. Students will be wiring circuits according to code. Plumbing processes of Polyvinyl Chloride (PVC) and copper will be included. Another component of this class includes; OxyAcetylene welding, gas torch and/or plasma cutting and several forms of Arc welding. Students will spend time in the welding lab completing the required welds. Electrical and welding safety will be stressed. (Prerequisites: None).

MEAG2200 Planning Farmstead Environments (3 Credits)

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)

PLSC1100 Soils I (3 Credits)

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)

PLSC1300 Agronomy I (2 Credits)

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)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the

student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

Agribusiness Emphasis Areas (19 Credits)

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

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

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

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

Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Area 1:

Additional Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Areas 2 through 10.

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

2020-21 South Central College Academic Catalog

Agribusiness Service and Management - Associate of Applied Science Degree

72 Credits AAS 3150

Degree Description

The Agribusiness Service & Management program offers three areas of emphasis: Agronomy, Animal Science and 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.

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Degree/Diploma Student Learning Outcomes

1. Demonstrate effective participation on an ag 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.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (9 Courses)

You must complete all of the following classes:

AGBS1100 Agricultural Selling Skills (3 Credits)

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)

AGBS2150 Agribusiness Financial Management (4 Credits)

This course covers major aspects of agribusiness from financial management through financial problem solving, analysis, and planning. Students will apply economic and financial concepts by creating balance sheets, income statements, cash flows, inventory controls, and budgets. Students will have the opportunity to apply what they have learned in a computerized farm supply business simulation. Students will also develop management skills needed to be an effective agribusiness manager. (Prerequisites: AGEC 1100)

AGEC1100 Introduction to Agricultural Economics (3 Credits)

This course is an introduction to agricultural economics. Economic concepts of the food, fiber, and fuel industry will be explored though problem solving exercises and graphical analysis. Consumer and business behavior will be analyzed under various market and regulatory conditions, with major focus spent on determining changes to equilibrium of aggregate supply and demand curves. Both microeconomic and macroeconomic factors will be defined and discussed in relation to global and local agribusiness value chains, including many factors affecting farmers in the American Midwest. (Prerequisite: None)

AGEC2400 Commodity Marketing Principles (3 Credits)

This course covers the principles of agricultural commodity marketing, including cash, forward, futures, and options contracts. Economic impacts on supply, demand, and equilibrium pricing for commodities will be explored. Students will participate in simulated

marketing transactions and track local and terminal market pricing. (Prerequisite: AGEC 1100)

AGRI2700 Agricultural Technology Seminar (2 Credits)

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, bio-technologies, 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. (AGEC 2400 or Instructor Permission)

ANSC1100 Livestock Production Principles (3 Credits)

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)

PLSC1100 Soils I (3 Credits)

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)

PLSC1300 Agronomy I (2 Credits)

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)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

Agribusiness Emphasis Areas (22 Credits)

Select at least 22 credits from one of the following Agribusiness emphasis areas. Animal Science Emphasis: ANSC1105,1200,1205,1305 ANSC2100, SWPR1050,1200,1300,1500,2000, PLSC1105, AGRI1800, AGEC2450,2600 Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, MEAG1500,1700, AGBS2105, AGEC2600 Diversified Emphasis: Select 22 credits from any of these departments: AGEC, AGBS, AGRI, ANSC, MEAG, PLSC or SWPR.

Liberal Arts and Sciences

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

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

2020-21 South Central College Academic Catalog

Agribusiness Service and Management - Diploma

72 Credits DIP 3151

Degree Description

Emphasis Areas available include: Agronomy, Animal Science, Diversified

Program emphasis areas are designed to prepare learners 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/business management, marketing, selling, and computer operations. An 11 credit supervised occupational internship in an agribusiness firm is required. The A.A.S. Degree includes 15 credits of Liberal Arts and Sciences and the Diploma includes up to 6 credits of Liberal Arts and Sciences respectively.

Degree/Diploma Student Learning Outcomes

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (15 Courses)

You must complete all of the following classes:

AGBS1100 Agricultural Selling Skills (3 Credits)

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)

AGBS2015 Commercial Driver's License (1 Credit)

Students prepare for the Commercial Motor Vehicles General Knowledge (written) Test, related required Endorsements (written) Test(s), related optional Endorsements (written) Test(s), and the Pre-Trip Inspection (skills) Examination. The goal in this course is to obtain a MN Class A CDL permit. (Prerequisites: None).

AGBS2150 Agribusiness Financial Management (4 Credits)

This course covers major aspects of agribusiness from financial management through financial problem solving, analysis, and planning. Students will apply economic and financial concepts by creating balance sheets, income statements, cash flows, inventory controls, and budgets. Students will have the opportunity to apply what they have learned in a computerized farm supply business simulation. Students will also develop management skills needed to be an effective agribusiness manager. (Prerequisites: AGEC 1100)

AGEC1100 Introduction to Agricultural Economics (3 Credits)

This course is an introduction to agricultural economics. Economic concepts of the food, fiber, and fuel industry will be explored though problem solving exercises and graphical analysis. Consumer and business behavior will be analyzed under various market and regulatory conditions, with major focus spent on determining changes to equilibrium of aggregate supply and demand curves. Both microeconomic and macroeconomic factors will be defined and discussed in relation to global and local agribusiness value chains,

including many factors affecting farmers in the American Midwest. (Prerequisite: None)

AGEC2400 Commodity Marketing Principles (3 Credits)

This course covers the principles of agricultural commodity marketing, including cash, forward, futures, and options contracts. Economic impacts on supply, demand, and equilibrium pricing for commodities will be explored. Students will participate in simulated marketing transactions and track local and terminal market pricing. (Prerequisite: AGEC 1100)

AGEC2450 Commodity Marketing Strategies (2 Credits)

This course covers strategies of commodity marketing of agricultural products. Students will apply marketing principles in various market situations. Students will work with forward contracts, basis contracts, futures contracts, and option strategies in agriculture commodities. Students will develop market plans for agribusiness marketing and input needs. (Prerequisites: AGEC 1100, AGEC 2400)

AGEC2500 Agribusiness Transfer & Law (2 Credits)

This course covers farm estate planning and law topics with direct application to production agriculture. Topics include federal and state estate tax laws and their impact on the transfer of agriculture property. Estate planning options such as wills, life insurance and trusts will be explored. Other topics include farm partnerships and corporations, agricultural legal case studies, basic contracts, legal land descriptions, fence regulations, animal legalities, water rights, bankruptcy, gifting, and liability issues. (Prerequisite: None)

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

AGRI2700 Agricultural Technology Seminar (2 Credits)

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, bio-technologies, 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. (AGEC 2400 or Instructor Permission)

ANSC1100 Livestock Production Principles (3 Credits)

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)

PLSC1100 Soils I (3 Credits)

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)

PLSC1300 Agronomy I (2 Credits)

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)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

MEAG1500 Facility Maintenance (3 Credits)

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 included. Students will be wiring circuits according to code. Plumbing processes of Polyvinyl Chloride (PVC) and copper will be included. Another component of this class includes; OxyAcetylene welding, gas torch and/or plasma cutting and several forms of Arc welding. Students will spend time in the welding lab completing the required welds. Electrical and welding safety will be stressed. (Prerequisites: None).

MEAG1700 Agricultural Industry Machinery Maintenance (3 Credits)

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

maybe accomplished on demonstration units, operator manual examples or on actual industry equipment. The course will also cover chemical, fertilizer, pesticide handling considerations. (Prerequisites: None)

Internship (11 Credits)

Complete 11 credits

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

Agribusiness Emphasis Areas (18 Credits)

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

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

Agronomy Emphasis: PLSC1105,1200,1205,1400,2100,2700, AGEC2600, AGBS2990,2995

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

Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Area 1:

Additional Required Liberal Arts and Sciences (1 Course)

Choose 1 course from MnTC Goal Areas 2 through 10.

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

2020-21 South Central College Academic Catalog

Agribusiness Service Technician - Associate of Applied Science Degree

72 Credits AAS 3127

Degree Description

This degree 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 curriculum will provide both basic and advanced technical instruction. This degree includes a Liberal Arts & Sciences component of 15 credits.

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Degree Student Learning Outcomes

1. Perform assembly, repair, operation, and adjustment of machinery and power units
2. Conduct troubleshooting of agricultural power units and machinery
3. Diagnose and repair tractor systems and equipment
4. Perform parts department operations
5. Perform metal welding and fabrication
6. Perform work using appropriate safety practices

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (20 Courses)

Complete the following courses:

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

AGME1801 Outdoor Power Equipment (3 Credits)

This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment, and attachments are emphasized. (Prerequisites: None)

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

This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

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

This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1821 Precision Measuring Tools (1 Credit)

This course covers using precision tools. The student will learn to use micrometers and vernier calipers

(English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (gas and diesel), cylinder leakage testing, and radiator cap, thermostat, and antifreeze testing. (Prerequisites: None)

AGME1822 Gas/Diesel Engine Repair I (3 Credits)

This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn 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: AGME 1821)

AGME1823 Engine Support Systems and Lab (3 Credits)

This course covers cooling, lubrication, and intake/exhaust systems. The student will identify, troubleshoot, and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas/Diesel Engine Repair I. (Prerequisite: AGME 1821)

AGME1831 Tractor Power Trains (3 Credits)

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)

AGME1861 Tractor Electrical Systems (3 Credits)

This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

AGME1881 Parts Department Operation (1 Credit)

This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisite: None)

AGME1891 Hydraulic Theory (1 Credit)

This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic components that make up the modern hydraulic systems. Students must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

AGME1923 Gas/Diesel Engine Repair II (4 Credits)

This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Power Trains, 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. Students must be enrolled in the Agribusiness Service Technician program)

AGME1930 Ag Welding (2 Credits)

This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

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: AGME 1821, AGME 1831)

AGME2841 Air Conditioning (1 Credit)

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)

AGME2852 Introduction to Diesel (1 Credit)

This course covers an introduction to the diesel system, components, operation, and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust, and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

AGME2853 Diesel Injection (Pumps) (3 Credits)

This course covers the operation, disassembly, repair, and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump, and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair, and adjust internal parts; reassemble the pump; and

perform pump adjustments on the test bench. (Prerequisite: None)

AGME2863 Advanced Agricultural Electrical/Electronics (2 Credits)

This course covers review, troubleshooting, and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME 1861)

AGME2882 Ag Tech Seminar (1 Credit)

This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME 1891)

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (4 - 7 Credits)

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technicians program and area dealership or industry, which allows the student an employment-like work experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. Variable credits 1-9 (Prerequisite: Enrolled in Agribusiness Service Technician Program)

Technical Electives (3 Credits)

Select 3 credits from the following courses in consultation with advisor/faculty.

AGBS2015 Commercial Driver's License (1 Credit)

Students prepare for the Commercial Motor Vehicles General Knowledge (written) Test, related required Endorsements (written) Test(s), related optional Endorsements (written) Test(s), and the Pre-Trip Inspection (skills) Examination. The goal in this course is to obtain a MN Class A CDL permit. (Prerequisites: None).

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

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)

AGME2882 Ag Tech Seminar (1 Credit)

This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

AGME2945 Tractor/Equipment Repair I (3 Credits)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME 1822, 1823, 1831, 1891, 1923)

AGME2946 Tractor/Equipment Repair II (4 Credits)

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. (Prerequisite: AGME 2945)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

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 compare their component repair time with flat rate. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. (Prerequisites: AGME 2945. Student must be enrolled in the Agribusiness Service Technician program)

PLSC1205 Precision Agriculture (3 Credits)

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.

Liberal Arts and Sciences

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

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

2020-21 South Central College Academic Catalog

Agribusiness Service Technician - Diploma

72 Credits DIP 3128: Academic Catalog 2019-2020

Degree Description

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

Diploma Student Learning Outcomes

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (23 Courses)

Complete the following courses:

AGME1801 Outdoor Power Equipment (3 Credits)

This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment, and attachments are emphasized. (Prerequisites: None)

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

This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

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

This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1821 Precision Measuring Tools (1 Credit)

This course covers using precision tools. The student will learn to use micrometers and vernier calipers (English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (gas and diesel), cylinder leakage testing, and radiator cap, thermostat, and antifreeze testing. (Prerequisites: None)

AGME1822 Gas/Diesel Engine Repair I (3 Credits)

This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn 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: AGME 1821)

AGME1823 Engine Support Systems and Lab (3 Credits)

This course covers cooling, lubrication, and intake/exhaust systems. The student will identify, troubleshoot, and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas/Diesel Engine Repair I. (Prerequisite: AGME 1821)

AGME1831 Tractor Power Trains (3 Credits)

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)

AGME1861 Tractor Electrical Systems (3 Credits)

This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

AGME1881 Parts Department Operation (1 Credit)

This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisite: None)

AGME1891 Hydraulic Theory (1 Credit)

This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic components that make up the modern hydraulic systems. Students must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

AGME1923 Gas/Diesel Engine Repair II (4 Credits)

This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Power Trains, 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. Students must be enrolled in the Agribusiness Service Technician program)

AGME1930 Ag Welding (2 Credits)

This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

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: AGME 1821, AGME 1831)

AGME2841 Air Conditioning (1 Credit)

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)

AGME2852 Introduction to Diesel (1 Credit)

This course covers an introduction to the diesel system, components, operation, and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust, and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

AGME2853 Diesel Injection (Pumps) (3 Credits)

This course covers the operation, disassembly, repair, and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump, and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair, and adjust internal parts; reassemble the pump; and perform pump adjustments on the test bench. (Prerequisite: None)

AGME2863 Advanced Agricultural Electrical/Electronics (2 Credits)

This course covers review, troubleshooting, and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME 1861)

AGME2882 Ag Tech Seminar (1 Credit)

This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME 1891)

AGME2945 Tractor/Equipment Repair I (3 Credits)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME 1822, 1823, 1831, 1891, 1923)

AGME2946 Tractor/Equipment Repair II (4 Credits)

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. (Prerequisite: AGME 2945)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

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 compare their component repair time with flat rate. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. (Prerequisites: AGME 2945. Student must be enrolled in the Agribusiness Service Technician program)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (4 - 7 Credits)

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technicians program and area dealership or industry, which allows the student an employment-like work experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. Variable credits 1-9 (Prerequisite: Enrolled in Agribusiness Service Technician Program)

Elective Credits (1 Credit)

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

Liberal Arts and Sciences (6 Credits)

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

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

2020-21 South Central College Academic Catalog

Agribusiness Service Technician, Diversified - Associate of Applied Science Degree

72 Credits AAS 3130

Degree Description

This degree 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 curriculum will provide both basic and advanced technical instruction.

NOTE: In addition to classes listed, College Readiness classes may be required of some students. See your program advisor.

Degree Student Learning Outcomes

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (8 Courses)

Complete the following courses:

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

This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1822 Gas/Diesel Engine Repair I (3 Credits)

This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn 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: AGME 1821)

AGME1823 Engine Support Systems and Lab (3 Credits)

This course covers cooling, lubrication, and intake/exhaust systems. The student will identify, troubleshoot, and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas/Diesel Engine Repair I. (Prerequisite: AGME 1821)

AGME1831 Tractor Power Trains (3 Credits)

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)

AGME1861 Tractor Electrical Systems (3 Credits)

This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The

content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

AGME2841 Air Conditioning (1 Credit)

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)

AGME2852 Introduction to Diesel (1 Credit)

This course covers an introduction to the diesel system, components, operation, and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust, and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME 1891)

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (4 - 7 Credits)

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technicians program and area dealership or industry, which allows the student an employment-like work experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. Variable credits 1-9 (Prerequisite: Enrolled in Agribusiness Service Technician Program)

Technical Electives (26 Credits)

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

AGBS2015 Commercial Driver's License (1 Credit)

Students prepare for the Commercial Motor Vehicles General Knowledge (written) Test, related required Endorsements (written) Test(s), related optional Endorsements (written) Test(s), and the Pre-Trip Inspection (skills) Examination. The goal in this course is to obtain a MN Class A CDL permit. (Prerequisites: None).

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

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)

AGME1801 Outdoor Power Equipment (3 Credits)

This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment, and attachments are emphasized. (Prerequisites: None)

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

This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1821 Precision Measuring Tools (1 Credit)

This course covers using precision tools. The student will learn to use micrometers and vernier calipers (English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (gas and diesel), cylinder leakage testing, and radiator cap, thermostat, and antifreeze testing. (Prerequisites: None)

AGME1881 Parts Department Operation (1 Credit)

This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisite: None)

AGME1891 Hydraulic Theory (1 Credit)

This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic components that make up the modern hydraulic

systems. Students must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

AGME1923 Gas/Diesel Engine Repair II (4 Credits)

This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Power Trains, 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. Students must be enrolled in the Agribusiness Service Technician program)

AGME1930 Ag Welding (2 Credits)

This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

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: AGME 1821, AGME 1831)

AGME2853 Diesel Injection (Pumps) (3 Credits)

This course covers the operation, disassembly, repair, and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump, and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair, and adjust internal parts; reassemble the pump; and perform pump adjustments on the test bench. (Prerequisite: None)

AGME2863 Advanced Agricultural Electrical/Electronics (2 Credits)

This course covers review, troubleshooting, and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME 1861)

AGME2882 Ag Tech Seminar (1 Credit)

This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

AGME2945 Tractor/Equipment Repair I (3 Credits)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME 1822, 1823, 1831, 1891, 1923)

AGME2946 Tractor/Equipment Repair II (4 Credits)

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. (Prerequisite: AGME 2945)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

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 compare their component repair time with flat rate. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. (Prerequisites: AGME 2945. Student must be enrolled in the Agribusiness Service Technician program)

PLSC1205 Precision Agriculture (3 Credits)

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.

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Liberal Arts & Sciences

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

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

2020-21 South Central College Academic Catalog

Agribusiness Service Technician, Diversified - Diploma

72 Credits DIP 3131: Academic Catalog 2019-2020

Degree Description

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

Diploma Student Learning Outcomes

1. Perform assembly, repair, operation, and adjustment of machinery and power units
2. Conduct troubleshooting of agricultural power units and machinery
3. Diagnose and repair tractor systems and equipment
4. Perform parts department operations
5. Perform metal welding and fabrication
6. Perform work using appropriate safety practices

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (9 Courses)

Complete the following courses:

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

This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1822 Gas/Diesel Engine Repair I (3 Credits)

This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn 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: AGME 1821)

AGME1823 Engine Support Systems and Lab (3 Credits)

This course covers cooling, lubrication, and intake/exhaust systems. The student will identify, troubleshoot, and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas/Diesel Engine Repair I. (Prerequisite: AGME 1821)

AGME1831 Tractor Power Trains (3 Credits)

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)

AGME1861 Tractor Electrical Systems (3 Credits)

This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

AGME2841 Air Conditioning (1 Credit)

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)

AGME2852 Introduction to Diesel (1 Credit)

This course covers an introduction to the diesel system, components, operation, and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust, and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME 1891)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

Internship (11 Credits)

Complete 11 credits:

AGME2940 Agribusiness Service Technician Internship (4 - 7 Credits)

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technicians program and area dealership or industry, which allows the student an employment-like work experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. Variable credits 1-9 (Prerequisite: Enrolled in Agribusiness Service Technician Program)

Technical Electives (34 Credits)

Complete 34 credits from the following courses:

AGBS2015 Commercial Driver's License (1 Credit)

Students prepare for the Commercial Motor Vehicles General Knowledge (written) Test, related required Endorsements (written) Test(s), related optional Endorsements (written) Test(s), and the Pre-Trip Inspection (skills) Examination. The goal in this course is to obtain a MN Class A CDL permit. (Prerequisites: None).

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

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)

AGME1801 Outdoor Power Equipment (3 Credits)

This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment, and attachments are emphasized. (Prerequisites: None)

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

This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1821 Precision Measuring Tools (1 Credit)

This course covers using precision tools. The student will learn to use micrometers and vernier calipers (English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (gas and diesel), cylinder leakage testing, and radiator cap, thermostat, and antifreeze testing. (Prerequisites: None)

AGME1881 Parts Department Operation (1 Credit)

This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisite: None)

AGME1891 Hydraulic Theory (1 Credit)

This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic

components that make up the modern hydraulic systems. Students must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

AGME1923 Gas/Diesel Engine Repair II (4 Credits)

This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Power Trains, 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. Students must be enrolled in the Agribusiness Service Technician program)

AGME1930 Ag Welding (2 Credits)

This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

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: AGME 1821, AGME 1831)

AGME2853 Diesel Injection (Pumps) (3 Credits)

This course covers the operation, disassembly, repair, and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump, and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair, and adjust internal parts; reassemble the pump; and perform pump adjustments on the test bench. (Prerequisite: None)

AGME2863 Advanced Agricultural Electrical/Electronics (2 Credits)

This course covers review, troubleshooting, and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME 1861)

AGME2882 Ag Tech Seminar (1 Credit)

This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

AGME2945 Tractor/Equipment Repair I (3 Credits)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME 1822, 1823, 1831, 1891, 1923)

AGME2946 Tractor/Equipment Repair II (4 Credits)

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. (Prerequisite: AGME 2945)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

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 compare their component repair time with flat rate. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. (Prerequisites: AGME 2945. Student must be enrolled in the Agribusiness Service Technician program)

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

PLSC1205 Precision Agriculture (3 Credits)

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.

Liberal Arts and Sciences

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

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

2020-21 South Central College Academic Catalog

Agribusiness Technician - Diploma

37 Credits DIP 3147: Academic Catalog 2019-2020

Degree Description

The diploma is designed to prepare a learner for entry level career opportunities in the diesel, farm equipment, and industrial mechanics fields. Learners will diagnose and repair engines, fuel systems, power trains, electrical systems, hydraulics, air conditioning, and related machinery. With additional training and experience many technicians become shop foreman, service managers or open their own business. This diploma is designed for the learner who has prior training in the field or credit for life experience. A pretest or prior course work is required for admittance to this program.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete the following courses:

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 Credits)

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: AGME 1821, AGME 1831)

AGME2841 Air Conditioning (1 Credit)

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)

AGME2852 Introduction to Diesel (1 Credit)

This course covers an introduction to the diesel system, components, operation, and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust, and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

AGME2853 Diesel Injection (Pumps) (3 Credits)

This course covers the operation, disassembly, repair, and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump, and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair, and adjust internal parts; reassemble the pump; and perform pump adjustments on the test bench. (Prerequisite: None)

AGME2863 Advanced Agricultural Electrical/Electronics (2 Credits)

This course covers review, troubleshooting, and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME 1861)

AGME2882 Ag Tech Seminar (1 Credit)

This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

AGME2892 Hydraulic Theory and Diagnosis (4 Credits)

This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the

flow rator, flow meter, and pressure gauges. (Prerequisites: AGME 1891)

AGME2945 Tractor/Equipment Repair I (3 Credits)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME 1822, 1823, 1831, 1891, 1923)

AGME2946 Tractor/Equipment Repair II (4 Credits)

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. (Prerequisite: AGME 2945)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 Credits)

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 compare their component repair time with flat rate. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. (Prerequisites: AGME 2945. Student must be enrolled in the Agribusiness Service Technician program)

AGME2940 Agribusiness Service Technician Internship (4 - 7 Credits)

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technicians program and area dealership or industry, which allows the student an employment-like work experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. Variable credits 1-9 (Prerequisite: Enrolled in Agribusiness Service Technician Program)

OTEC1001 Computer Software for College (2 Credits)

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 Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

OR

OTEC1790 Keyboarding for College (2 Credits)

This course covers the development of basic keyboarding techniques using the touch-typing method of the computer. Emphasis will be on learning the touch-typing method of typing alphabetic, number and symbol keys. The keyboarding goal will be to attain a minimum rate of 35 words per minute with accuracy. (Prerequisites: None)

Elective Credit (1 Credit)

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

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

2020-21 South Central College Academic Catalog

Agribusiness Technician's Aide - Diploma

35 Credits DIP 3146

Degree Description

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

Complete the following courses:

AGME1801 Outdoor Power Equipment (3 Credits)

This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment, and attachments are emphasized. (Prerequisites: None)

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

This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

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

This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1821 Precision Measuring Tools (1 Credit)

This course covers using precision tools. The student will learn to use micrometers and vernier calipers (English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (gas and diesel), cylinder leakage testing, and radiator cap, thermostat, and antifreeze testing. (Prerequisites: None)

AGME1822 Gas/Diesel Engine Repair I (3 Credits)

This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn 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: AGME 1821)

AGME1823 Engine Support Systems and Lab (3 Credits)

This course covers cooling, lubrication, and intake/exhaust systems. The student will identify, troubleshoot, and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory

portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas/Diesel Engine Repair I. (Prerequisite: AGME 1821)

AGME1831 Tractor Power Trains (3 Credits)

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)

AGME1861 Tractor Electrical Systems (3 Credits)

This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

AGME1881 Parts Department Operation (1 Credit)

This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisite: None)

AGME1891 Hydraulic Theory (1 Credit)

This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic components that make up the modern hydraulic systems. Students must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

AGME1923 Gas/Diesel Engine Repair II (4 Credits)

This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Power Trains, 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. Students must be enrolled in the Agribusiness Service Technician program)

AGME1930 Ag Welding (2 Credits)

This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

AGME2940 Agribusiness Service Technician Internship (4 - 7 Credits)

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technicians program and area dealership or industry, which allows the student an employment-like work experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. Variable credits 1-9 (Prerequisite: Enrolled in Agribusiness Service Technician Program)

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

HLTH1952 First Aid (1 Credit)

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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

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

Agricultural Education Technology Partnership - Associate of Science Degree

60 Credits AS 3129

Degree Description

The need for agricultural educators has created a unique partnership between South Central College and the University of Minnesota. The key is that this is not a regular transfer program. The 2 + 2 Partnership program allows learners to complete their first two years at SCC and apply every course toward a 4-year Ag Education degree from the University of Minnesota. All of the SCC credits in this program 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. Learners' advisors will work with them 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 individuals a great start toward a life impacting career in Agricultural Education.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (7 Courses)

Complete all of the following courses:

AGBS1100 Agricultural Selling Skills (3 Credits)

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)

ANSC1100 Livestock Production Principles (3 Credits)

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)

ANSC2100 Principles of Animal Nutrition (3 Credits)

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)

MEAG1610 Ag Equipment Maintenance (3 Credits)

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)

PLSC1100 Soils I (3 Credits)

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)

PLSC1300 Agronomy I (2 Credits)

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)

PLSC1400 Agronomy II (3 Credits)

This course considers the characteristics and identification of noxious and common weeds and weed seeds, methods of control, evaluation of herbicide performance and tolerance to herbicides. Topics on herbicide characteristics, formulations and application methods will be taken into account in determining the most economic method of weed control. (Prerequisite: PLSC 1300)

Other Recommended Courses

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

AFEE1001 Introduction to Agricultural Education and Extension (1 Credit)

Historical development of the discipline of agricultural education; orientation to career opportunities; areas and expectations of specialization; issues in the field. This course must be completed through the University of Minnesota Twin Cities.

AFEE1002 Principles of Career Planning for Ag Professionals (1 Credit)

Self-assessment and analysis of interests, skills, and abilities. Analyses of occupations, employment potential, employee expectations for work. Use informational interviews to examine career options and employment portfolio for career planning. This course must be completed through the University of Minnesota Twin Cities.

AFEE2096 Professional Practicum in Ag Education: Early Experience (1 Credit)

Observe schools, extension offices, and agricultural oriented businesses to learn about the work and workplaces in agricultural education. This course must be completed through the University of Minnesota Twin Cities.

Required Liberal Arts and Sciences

Completing the Minnesota Transfer Curriculum (MnTC) requirements alone satisfies the lower division general education requirement at all Minnesota two and four-year colleges and universities. To complete the Minnesota Transfer Curriculum, students must: A) Complete all 10 goals B) Complete at least 40 college-level credits from courses listed within the 10 goal areas of the MnTC. C) Earn a cumulative GPA of 2.0 or higher in all MnTC courses.

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

2020-21 South Central College Academic Catalog

Professional Swine Manager - Certificate

18 Credits CERT3100: Academic Catalog 2019-2020

Degree Description

The Professional Swine Manager Certificate is designed to provide professionals in the swine industry with management skills and competencies that are required to meet animal care and management considerations for safe humane food production.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (8 Courses)

Complete all of the following courses:

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

AGRI2780 Agribusiness Internship (1 - 9 Credits)

This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

MEAG1510 Facility Operations Maintenance (3 Credits)

This course includes a detailed look at maintenance and servicing of production facilities: electrical, plumbing, and mechanical equipment. Trouble shooting of ventilation, plumbing, feed lines, curtain controls, and electric motors will be discussed. Included also in the course are practical 120/240 volt wiring, electrical safety, device selection, and installation methods that apply to workers in livestock and production facilities. This course will also cover maintenance of heaters, waste handling, and facility equipment used in livestock facilities. (Prerequisites: None)

SWPR1000 Introduction to U. S. Pork Production (2 Credits)

This course will provide an overview and introduction to the current U.S. Pork Industry. The course will cover industry trends and statistics, production systems, ethical production principles, Good Production Practices (GPP), and support systems. The course will also focus on health concerns, alternative production systems, production records and financial analysis. Additionally, a discussion on meat quality and consumer issues related to food safety and animal welfare will be addressed. Current industry issues related to the Show and Seed Stock businesses will be covered as well. (Prerequisites None)

SWPR1050 Swine Artificial Insemination (1 Credit)

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)

SWPR1200 Swine Breeding Stock Management (3 Credits)

This course will provide a comprehensive study of the swine breeding herd. It will focus on the technical aspects of the breeding, gestation, and farrowing departments in a swine operation. Topics include the conditioning, care and management of gilts, sows and boars, breeding schedules, breeding methods, stock replacement, herd integration, replacement strategies, gestation management, Lactation management, reproductive health considerations, and care of piglets prior to weaning. (Prerequisite: None)

SWPR1300 Nursery Finish Management (3 Credits)

This course covers the requirements of the growing and finishing phases of swine to maximize production and efficiency. An overview of the technical and theoretical aspects of nursery, grower and finishing stages will be covered in this course. Production efficiency will be emphasized, as well as the humane treatment of animals. The discussion of social stress, nutritional stress and housing requirements will be included as well. The course will also cover scheduling of facilities, animal marketing, environmental considerations, animal observations and proper animal husbandry skills. (Prerequisites: None)

SWPR2000 Swine Records and Analysis (3 Credits)

This course covers recordkeeping systems for wide range of swine enterprises with an emphasis on interpretation, terms, and accuracy factors. Swine record use and analysis to maintain efficient productivity in all aspects of the swine enterprise is stressed. Computerized record systems are compared and students have an opportunity to utilize PigChamp or Pigcare record information, as well as other computerized records in swine production systems. Students will explain industry benchmarks and factors that impact obtaining business production goals. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Viticulture - Certificate

30 Credits CERT3133

Degree Description

This program is not accepting applications at this time

The viticulture program provides students with the knowledge required to gain employment and maintain vineyards in Minnesota and throughout the Midwest. Practical hands-on field experiences in vineyards and wineries is a key component of the viticulture program. Specific attention is given to varietal selection, soil preparation and pest management, as well as the science, agricultural and business skills necessary to succeed in the viticulture business.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete all of the following courses:

AGBS1100 Agricultural Selling Skills (3 Credits)

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)

AGRI1800 Employer/Employee Relations (2 Credits)

This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

SGAG1000 Ag Orientation (1 Credit)

Students will become oriented to the careers in agriculture related to the specific filed 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)

VITI1111 Introduction to Viticulture and Vineyard (3 Credits)

This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control and vine disease control. Field practicum sessions consisting of 32 hours of hands-on experience will be scheduled in area vineyards. (Prerequisites: None)

VITI1112 Botanical Viticulture (4 Credits)

This course is designed to provide students with an overview of the plant kingdom and to examine grapevine form and function from a botanical perspective. Topics to be covered include the specific characteristics of plants that distinguish them from other forms of life, divisions within the plant kingdom with representative members of each, and plant classification. Plant cells, tissues, life cycles, structures and functions, especially as applied to grapevines will also be discussed, along with various aspects of plant and grapevine physiology, such as photosynthesis, respiration, nutrition, cold acclimation and hardiness, and dormancy. (Prerequisite: None)

VITI1113 Winter Viticulture Technology (2 Credits)

This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. (Prerequisites: VITI 1111-- or instructor permission)

VITI1114 Spring Viticulture Technology (2 Credits)

This course is designed to provide students initiated in the field of viticulture practical experience in spring vineyard operations. Students are required to partner

with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. (Prerequisites: VITI 1111 or instructor permission).

VITI1115 Summer/Fall Viticulture Technology (2 Credits)

Coursework will focus on fundamental viticulture issues related to the grape maturation process. Students will be introduced to the knowledge and practical skills required to control and monitor grape berry growth and development as it relates to successful commercial production of both table and wine grapes adapted to the continental climate of the Mid-Western United States.Students are required to partner with an approved vineyard to participate in a field practicum portion of the course, which will provide hands-on work experience for those seeking employment in the field of commercial viticulture. (Prerequisite: VITI 1111 or instructor permission).

VITI1190 Viticulture Safety (1 Credit)

This course is an introduction to the hazards and safety issues in grape-growing.This course will include an overview of general agricultural safety and health,ergonomics, personal protective equipment, Occupational Safety and Health Administration (OSHA) rules and regulations, and other issues unique to viticulture. (Prerequisites: None)

VITI1211 Integrated Pest Management (2 Credits)

Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural practices such as planting, fertility, harvesting, and pruning as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems. (Prerequisites: None)

VITI1213 Regional Vineyard Management (2 Credits)

This course is a general survey of vineyard management in the general wine growing regions in the Continental United States. The course covers management of the mature vineyard from region to region and builds on the topics covered prerequisite courses. (Prerequisites: VITI 1111 and one of the following VITI 1113, VITI 1114, VITI 1115)

VITI1293 Soils for Viticulture (3 Credits)

The course will explore soil properties and behavior and their influence on vine growth and wine grape characteristics. The course focuses not only on growth and production, but on the long-term effects of viticulture on soil quality and the wider environment. Upon completion of the course students will be able to select sites for a new vineyard, and help manage soils in existing vineyards. (Prerequisites: None)

Required Liberal Arts and Sciences (1 Course)

The following course is required:

CHEM108 Introduction to Chemistry (4 Credits)

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: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

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

2020-21 South Central College Academic Catalog

Architectural Drafting and Design - Diploma

32 Credits DIP 3498

Degree Description

This program prepares students for application of basic technical skills in support of Architects engaged in designing/developing commercial buildings.

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (10 Courses)

You must complete all of the following courses:

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

Overview of academic preparation and career opportunities in the field of: Architectural, Mechanical-Electrical-Plumbing (MEP), structural, building design and energy technology. (Prerequisite: None)

BDET1110 Studio I (4 Credits)

This is an introductory studio course for students interested in Building Design and Energy Technology. Studio I includes a combination of sketching and electronic drawing software applications. This course will cover, sketching techniques, dimensions, notations, organization, and measuring. This class advances into drawing a commercial wood-frame construction project while incorporating electronic drawing software into the design process. (Prerequisite: None)

BDET1120 Estimating Concepts (2 Credits)

This course covers principles of quantity takeoffs, identification of symbols, and computation of materials from a set of commercial construction working drawings utilizing the CSI divisions. (Prerequisite: None)

BDET1130 Materials and Methods (3 Credits)

The basic construction methods and materials used in building technologies are examined. Common building materials such as wood, masonry, concrete, and metals will be analyzed as it relates to commercial applications. The classification of materials and project delivery systems; application of principles of building science to construction sites; relationship between technology and sustainability will be addressed. (Prerequisite: None)

BDET1150 AutoCAD (2 Credits)

This is an introductory 2D computer-aided drafting course that takes a practical hands-on approach to the use, operations, and methods of AutoCAD. It includes the following: drafting, line types, line widths, accuracy, and dimensioning, editing, drawing setup, scaling, and plotting. (Prerequisite: None)

BDET1210 Studio II (4 Credits)

This course covers the materials, methods, and construction principles of a commercial project. Electronic drawing software and hand drawing will be utilized. Independent work, critical thinking, problem solving, and application are emphasized. A set of working drawings will be drawn incorporating construction documents. (Prerequisites: BDET 1110, 1150)

BDET1230 Materials and Methods II (3 Credits)

Construction methods and materials utilized in building technologies will be examined in detail. Building materials such as wood, masonry, concrete, and metals will be analyzed as it relates to commercial applications. This application will be by a single building material and/or as an assembly (e.g. wall section). The classification of materials and project delivery systems; application of principles of building science to construction sites; relationship between technology and sustainability will also be addressed. (Prerequisites: BDET 1130)

BDET1240 Construction Documents (2 Credits)

This course provides an overview of construction documents including working drawings, specifications, and other contract documents. Emphasis on the development of project manual, legal and ethical aspects, and divisions of work. (Prerequisites: BDET 1110)

BDET1250 Revit (2 Credits)

This is an introductory 3D computer-aided course that takes a practical hands-on approach to the use, operations, and methods of Revit. It includes the

following: detailing and drafting views, construction documentation, and the basics of building modeling. (Prerequisites: BDET 1110, 1150)

BDET1260 Special Topics in Environmental Design (1 Credit)

This course will provide an understanding of addressing surrounding environmental parameters. These parameters may result when devising plans, programs, policies, buildings or products. The course will also provide an introduction to the human-designed environment. This introduction will relate to interdisciplinary areas such as architecture, urban planning, and product design and sustainability issues. (Prerequisite: BDET 1110)

Required Liberal Arts and Sciences (8 Credits)

Please complete both of the following courses:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

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

2020-21 South Central College Academic Catalog

Architectural Drafting and Design - Associate of Applied Science Degree

60 Credits AAS 3496

Degree Description

This program prepares students for application of basic technical skills in support of Architects engaged in designing/developing commercial buildings.

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

You must complete all of the following courses:

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

Overview of academic preparation and career opportunities in the field of: Architectural, Mechanical-Electrical-Plumbing (MEP), structural, building design and energy technology. (Prerequisite: None)

BDET1110 Studio I (4 Credits)

This is an introductory studio course for students interested in Building Design and Energy Technology. Studio I includes a combination of sketching and electronic drawing software applications. This course will cover, sketching techniques, dimensions, notations, organization, and measuring. This class advances into drawing a commercial wood-frame construction project while incorporating electronic drawing software into the design process. (Prerequisite: None)

BDET1120 Estimating Concepts (2 Credits)

This course covers principles of quantity takeoffs, identification of symbols, and computation of materials from a set of commercial construction working drawings utilizing the CSI divisions. (Prerequisite: None)

BDET1130 Materials and Methods (3 Credits)

The basic construction methods and materials used in building technologies are examined. Common building materials such as wood, masonry, concrete, and metals will be analyzed as it relates to commercial applications. The classification of materials and project delivery systems; application of principles of building science to construction sites; relationship between technology and sustainability will be addressed. (Prerequisite: None)

BDET1150 AutoCAD (2 Credits)

This is an introductory 2D computer-aided drafting course that takes a practical hands-on approach to the use, operations, and methods of AutoCAD. It includes the following: drafting, line types, line widths, accuracy, and dimensioning, editing, drawing setup, scaling, and plotting. (Prerequisite: None)

BDET1210 Studio II (4 Credits)

This course covers the materials, methods, and construction principles of a commercial project. Electronic drawing software and hand drawing will be utilized. Independent work, critical thinking, problem solving, and application are emphasized. A set of working drawings will be drawn incorporating construction documents. (Prerequisites: BDET 1110, 1150)

BDET1230 Materials and Methods II (3 Credits)

Construction methods and materials utilized in building technologies will be examined in detail. Building materials such as wood, masonry, concrete, and metals will be analyzed as it relates to commercial applications. This application will be by a single building material and/or as an assembly (e.g. wall section). The classification of materials and project delivery systems; application of principles of building science to construction sites; relationship between technology and sustainability will also be addressed. (Prerequisites: BDET 1130)

BDET1240 Construction Documents (2 Credits)

This course provides an overview of construction documents including working drawings, specifications, and other contract documents. Emphasis on the development of project manual, legal and ethical aspects, and divisions of work. (Prerequisites: BDET 1110)

BDET1250 Revit (2 Credits)

This is an introductory 3D computer-aided course that takes a practical hands-on approach to the use, operations, and methods of Revit. It includes the following: detailing and drafting views, construction documentation, and the basics of building modeling. (Prerequisites: BDET 1110, 1150)

BDET1260 Special Topics in Environmental Design (1 Credit)

This course will provide an understanding of addressing surrounding environmental parameters. These parameters may result when devising plans, programs, policies, buildings or products. The course will also provide an introduction to the human-designed environment. This introduction will relate to interdisciplinary areas such as architecture, urban planning, and product design and sustainability issues. (Prerequisite: BDET 1110)

BDET2110 Studio III (4 Credits)

Building Information Modeling (BIM) will be incorporated. Construction methods & materials, LEED principles, design process, preparation of details, research, and incorporation of applicable codes and ordinances shall be major factors in developing this coordinated set of working drawings. The International Building Code (IBC) and the American Disability Act (ADA) will be determining factors in this commercial project. This class will continue to further the students knowledge of construction, materials, and applications of various architectural and engineering design principles. (Prerequisites: BDET 1210)

BDET2120 Statics and Strengths of Materials (3 Credits)

This course covers an introduction to structural theory and calculation. It includes analysis of forces, vectors, calculations of forces, moments and internal stresses and strains in structural materials. It also includes tracing of load paths through the structure. (Prerequisites: MATH 125, BDET 1210)

BDET2140 Building Codes (2 Credits)

The course will involve the current International Building Code (IBC), Chapter 1341 Minnesota Accessibility Code, International Residential Code, and Minnesota Energy Code. This class will address the understanding of the building codes as they relate to the residential and commercial sector. (Prerequisite: BDET 1210)

BDET2150 Revit II (3 Credits)

This course enables students to expand their knowledge in setting up office standards with templates that include annotation styles, preset views, sheets and schedules as well as creating custom systems, in-place and component families. (Prerequisite: BDET 1250)

BDET2210 Studio IV (6 Credits)

This capstone course will advance the students knowledge of commercial building design. Building Information Modeling (BIM) will be incorporated. CAD skills, construction methods & materials, preparation of details, research, and incorporation of applicable codes and ordinances shall be major factors in developing this coordinated set of working drawings. The International Building Code (IBC) and the American Disability Act (ADA) will be determining factors in this commercial project. This class will continue to further the students knowledge of construction, materials, and applications of architectural and engineering disciplines as they pertain to the construction of a commercial project. (Prerequisites: BDET 2110)

BDET1320 Internship (3 Credits)

This course covers applying classroom knowledge to the workplace. Students are responsible for finding an appropriate program related job. Course requirements will be adapted to the type of work performed by the student. (Prerequisites: BDET 2210, Advisor approval)

Required Liberal Arts & Sciences (3 Courses)

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

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of

76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH125 Trigonometry (3 Credits)

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, exponential and logarithmic functions. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 63 or higher or Completion of MATH 120 with a grade of C (2.0) or higher or ACT Math score of 22 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

Liberal Arts and Sciences - Electives (4 Credits)

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

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

2020-21 South Central College Academic Catalog

Auto Body and Colision Technology - Associate of Applied Science Degree

72 Credits AAS 3415: Academic Catalog 2019-2020

Degree Description

The A.A.S. Degree in Auto Body and Collision Technology provides students with the opportunity to develop technical skills and to broaden personal horizons through the requirement of 15 Liberal Arts and Sciences credits. Each student is required to have tools relative to the trade area.

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (18 Courses)

Select the following courses:

ABCT1805 Auto Body Collision Technology Fundamentals (2 Credits)

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. (Prerequisites: None)

ABCT1801 Auto Body Lab I (4 Credits)

This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

ABCT1810 Sheet Metal I (3 Credits)

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.

ABCT1820 Priming and Refinish System Preparation (3 Credits)

This course teaches students refinishing safety, tools, equipment, surface preparation, and material application procedures.

ABCT1860 Auto Body Welding (3 Credits)

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.

ABCT1802 Auto Body Lab II (4 Credits)

This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

ABCT1850 Trim, Hardware and Glass (3 Credits)

Students learn safe procedures for removal and replacement of stationery and movable glass. Also covered are various methods of trim and hardware attachments.

ABCT1870 Refinishing (3 Credits)

This course teaches panel, blending, and overall refinish procedures using single and multi-stage refinish products.

ABCT1880 Sheet Metal II (3 Credits)

This course teaches advanced sheet metal repairs, replacement and sectioning on exterior cosmetic panels, panel adjustments, and fitting procedures.

ABCT2800 Damage Appraisal and Shop Management (3 Credits)

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.

ABCT2803 Auto Body Lab III (4 Credits)

This course will allow the students to develop and practice skills needed in the auto body industry through hands-on experience.

ABCT1840 Auto Collision Mechanical I (3 Credits)

This course covers the 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. (Prerequisites: None)

ABCT2810 Appearance Matching (3 Credits)

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.

ABCT2820 Composites (2 Credits)

This course teaches students identification and safe repair of interior and exterior automotive plastics including sheet molded compound and fiberglass.

ABCT2830 Measuring and Pulling Systems (3 Credits)

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.

ABCT2850 Structural Repair (3 Credits)

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.

ABCT2870 Auto Collision Mechanical II (3 Credits)

This course teaches collision service techniques for chassis, electronic components, steering and suspension systems, antilock brake systems, air bags, and related vehicle safety systems.

ABCT2804 Auto Body Lab IV (4 Credits)

This course will allow the student to develop and to practice skills needed in the auto body industry through hands-on experience.

OR

ABCT2910 Occupational Internship (1 - 9 Credits)

Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisite: Instructor Approval)

Technical Elective Credits (1 Credit)

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

ABCT2910 Occupational Internship (1 - 9 Credits)

Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisite: Instructor Approval)

ABCT2920 Special Problems (1 - 6 Credits)

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.

ABCT2805 Auto Body and Collision Air Conditioning (2 Credits)

This course covers the principles of air conditioning. Various system types, collision damage analysis, 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: None)

Required Liberal Arts & Sciences

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

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

2020-21 South Central College Academic Catalog

Auto Body and Collision Technology - Diploma

64 Credits DIP 3414: Academic Catalog 2019-2020

Degree Description

The Auto Body and Collision Technology diploma is designed to meet the needs of students who wish to concentrate on technical skills and 6 Liberal Arts and Sciences credits. Each student is required to have tools relative to the trade area.

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (19 Courses)

Complete all of the following courses:

ABCT1805 Auto Body Collision Technology Fundamentals (2 Credits)

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. (Prerequisites: None)

ABCT1801 Auto Body Lab I (4 Credits)

This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

ABCT1810 Sheet Metal I (3 Credits)

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.

ABCT1820 Priming and Refinish System Preparation (3 Credits)

This course teaches students refinishing safety, tools, equipment, surface preparation, and material application procedures.

ABCT1860 Auto Body Welding (3 Credits)

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.

ABCT1802 Auto Body Lab II (4 Credits)

This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

ABCT1850 Trim, Hardware and Glass (3 Credits)

Students learn safe procedures for removal and replacement of stationery and movable glass. Also covered are various methods of trim and hardware attachments.

ABCT1870 Refinishing (3 Credits)

This course teaches panel, blending, and overall refinish procedures using single and multi-stage refinish products.

ABCT1880 Sheet Metal II (3 Credits)

This course teaches advanced sheet metal repairs, replacement and sectioning on exterior cosmetic panels, panel adjustments, and fitting procedures.

ABCT2800 Damage Appraisal and Shop Management (3 Credits)

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.

ABCT2803 Auto Body Lab III (4 Credits)

This course will allow the students to develop and practice skills needed in the auto body industry through hands-on experience.

ABCT1840 Auto Collision Mechanical I (3 Credits)

This course covers the 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. (Prerequisites: None)

ABCT2810 Appearance Matching (3 Credits)

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.

ABCT2820 Composites (2 Credits)

This course teaches students identification and safe repair of interior and exterior automotive plastics including sheet molded compound and fiberglass.

ABCT2830 Measuring and Pulling Systems (3 Credits)

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.

ABCT2805 Auto Body and Collision Air Conditioning (2 Credits)

This course covers the principles of air conditioning. Various system types, collision damage analysis, 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: None)

ABCT2850 Structural Repair (3 Credits)

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.

ABCT2870 Auto Collision Mechanical II (3 Credits)

This course teaches collision service techniques for chassis, electronic components, steering and suspension systems, antilock brake systems, air bags, and related vehicle safety systems.

ABCT2804 Auto Body Lab IV (4 Credits)

This course will allow the student to develop and to practice skills needed in the auto body industry through hands-on experience.

OR

ABCT2910 Occupational Internship (1 - 9 Credits)

Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisite: Instructor Approval)

Required Liberal Arts and Sciences (6 Credits)

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

Elective Courses (Suggested)

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

ABCT2900 Auto Body Lab (1 - 4 Credits)

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.

ABCT2910 Occupational Internship (1 - 9 Credits)

Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisite: Instructor Approval)

ABCT2920 Special Problems (1 - 6 Credits)

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.

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

2020-21 South Central College Academic Catalog

Automotive Service - Associate of Applied Science Degree

72 Credits AAS 3417

Degree Description

Learners graduating with an A.A.S. degree in Automotive Service receive intense training and experience in the diagnosis, repair and service of contemporary vehicles.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (24 Courses)

Complete all of the following courses:

AST 1112 Introduction to Auto Service (2 Credits)

This course is a requirement for the Automotive Service program. The course includes the following topics: shop safety, shop practices and procedures, vehicle identification, use of electronic service information, proper use of hand tools, power tools, hoists and other shop equipment, fasteners, tires, and fluids. (Prerequisite: Admission to the Automotive Service program)

AST 1130 Introduction to Hybrid Electric Vehicles (1 Credit)

The course introduces the fundamentals of hybrid electric vehicles. The course includes hybrid vehicle classifications, high voltage safety, vehicle systems, components, operation, and basic diagnosis. (Prerequisite: Admission to the Automotive Service Program).

AST 1212 Basic Electrical (2 Credits)

This course covers the fundamentals of electricity. The battery, DC electrical circuits, circuit components, wiring diagrams, digital multimeter use, Ohm's law, Watt's law, and circuit testing will be presented in this course. (Prerequisite: Admission to the Automotive Service program)

AST 1222 Advanced Electrical/Electronics (2 Credits)

This course covers the operation and diagnosis of relays, motors, lighting systems, gauges, windshield wiper systems, power windows, power locks, solid state electronic components, and other automotive electrical systems. Prior knowledge gained by the successful completion of AST1212 is recommended for student success in this course. (Prerequisite: Admission to the Automotive Service program)

AST 1233 Starting and Charging Systems (3 Credits)

This course covers the operation and diagnosis of the starting and charging systems. Instruction in component identification and operation, circuit diagnosis, and component testing will be included. (Prerequisite: Admission to the Automotive Service Program)

AST 1311 Engine Diagnosis (1 Credit)

This course covers engine diagnosis using various types of test equipment. This course focuses on developing the skills needed to diagnose and analyze basic engine problems. Prior knowledge gained by the successful completion of AST 1712 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1323 Lower Engine Service (3 Credits)

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. Prior knowledge gained by the successful completion of AST 1311 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1332 Upper Engine Service (2 Credits)

This course covers testing and rebuilding the cylinder head. The student will analyze cylinder compression and leakage to determine if valve and valve seat service is necessary. Hands-on experience consists of valve refacing, valve guide service, valve seat reconditioning, valve spring testing, shim selection, and proper assembly and installation. Prior knowledge gained by the successful completion of AST 1311 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1341 Engine Lab (1 Credit)

This course is designed to allow students enrolled in the engine services sequence of courses, time to complete the assigned projects. Prior knowledge gained by the successful completion of AST 1323 and AST 1332 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1412 Clutch & Drive Line (2 Credits)

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. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1423 Manual Transmission/Transaxle & 4X4 (3 Credits)

This course covers the operation and the proper repair procedures for the types of manual transmissions/transaxles and transfer cases 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. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1513 Suspension/Steering & Wheel Alignment (3 Credits)

This course covers front and rear suspension systems, wheel balance, and steering systems and components. Students will be required to perform a front and rear wheel alignment. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1613 Brakes (3 Credits)

This course will cover the principles of friction and braking systems, disc and drum brakes, parking brakes, and power assist units. Emphasis will be placed on system operation, diagnosis, repair, and maintenance of various types of braking systems. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1622 Advanced Brakes (2 Credits)

This course will cover anti-lock brake systems. Emphasis will be placed on system operation and controls. Diagnosis, repair, and maintenance of the various types of systems will also be included. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1714 Introduction to Engine Operation (2 Credits)

This course covers the theory of operation, basic diagnosis, and maintenance of the automotive gasoline engine, fuel system, ignition system, and emission system. Prior knowledge gained by the successful completion of AST1212 is recommended for student success in this course. (Prerequisite: Admission to the Automotive Service program)

AST 2432 Rear Axle/Differential (2 Credits)

This course will cover the operation and proper repair procedures of current differentials used on late model vehicles. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 2442 Automatic Transmission I (2 Credits)

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. Prior knowledge gained by successful completion of AST 1112 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST 2452 Automatic Transmission II (2 Credits)

This course is a hands-on lab class in which various transmissions and transaxles are overhauled, adjusted, and bench tested. Basic overhaul techniques and special tool and gauge usage are included. Prior knowledge gained by successful completion of AST 1112 and AST 2442 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST 2462 Automatic Transmission III (2 Credits)

The student, after completing this course, will have a basic understanding of troubleshooting, repairs, and adjustments of conventional and electronic shift automatic transmissions. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 2723 Fuel Systems I (3 Credits)

This course covers the principles of operation of the various types of automotive fuel systems. Fuel system component identification, operation, and testing is included in this course. Gasoline fuel system diagnosis and repair will be emphasized. (Prerequisite: Admission into the Automotive Service program)

AST 2733 Introduction to Automotive Computers (3 Credits)

This course covers the operating principles and testing of automotive computers, sensors, and control devices. (Prerequisite: Admission to the Automotive Service program)

AST 2743 Fuel Systems II (3 Credits)

This course covers fuel injection and emissions systems used with gasoline engines. This course focuses on the operation, diagnosis, and repair of automotive fuel injection and emissions systems. (Prerequisite: Admission to the Automotive Service program)

AST 2752 Engine Performance & Drivability (2 Credits)

This course emphasizes the accurate and efficient diagnosis and repair of drivability and emission concerns associated with all aspects of engine operation. Particular attention will be placed on computerized engine management systems. (Prerequisite: Admission into the Automotive Service program)

AST 2812 Basic Air Conditioning (2 Credits)

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, charging, and performance testing will be on actual systems. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

Auto Lab (4 Credits)

NOTE: Qualified sophomores may substitute COE for two credits of Auto Lab. Choose all four of the following courses:

AST 2911 Auto Lab I (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 2921 Auto Lab II (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides shop time to complete projects required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. (Prerequisite: Admission to the Automotive Service Program)

AST 2931 Auto Lab III (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by successful completion of AST 1112 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST 2941 Auto Lab IV (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Liberal Arts and Sciences

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

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

2020-21 South Central College Academic Catalog

Automotive Service - Diploma

64 Credits DIP 3416

Degree Description

Learners graduating with a diploma in Automotive Service receive intense training and experience in the diagnosis, repair and service of contemporary vehicles.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (28 Courses)

Complete all of the following courses: NOTE: For qualified sophomores, COE may be substituted for up to 2 credits of Auto Lab.

AST 1112 Introduction to Auto Service (2 Credits)

This course is a requirement for the Automotive Service program. The course includes the following topics: shop safety, shop practices and procedures, vehicle identification, use of electronic service information, proper use of hand tools, power tools, hoists and other shop equipment, fasteners, tires, and fluids. (Prerequisite: Admission to the Automotive Service program)

AST 1130 Introduction to Hybrid Electric Vehicles (1 Credit)

The course introduces the fundamentals of hybrid electric vehicles. The course includes hybrid vehicle classifications, high voltage safety, vehicle systems, components, operation, and basic diagnosis. (Prerequisite: Admission to the Automotive Service Program).

AST 1212 Basic Electrical (2 Credits)

This course covers the fundamentals of electricity. The battery, DC electrical circuits, circuit components, wiring diagrams, digital multimeter use, Ohm's law, Watt's law, and circuit testing will be presented in this course. (Prerequisite: Admission to the Automotive Service program)

AST 1222 Advanced Electrical/Electronics (2 Credits)

This course covers the operation and diagnosis of relays, motors, lighting systems, gauges, windshield wiper systems, power windows, power locks, solid state electronic components, and other automotive electrical systems. Prior knowledge gained by the successful completion of AST1212 is recommended for student success in this course. (Prerequisite: Admission to the Automotive Service program)

AST 1233 Starting and Charging Systems (3 Credits)

This course covers the operation and diagnosis of the starting and charging systems. Instruction in component identification and operation, circuit diagnosis, and component testing will be included. (Prerequisite: Admission to the Automotive Service Program)

AST 1311 Engine Diagnosis (1 Credit)

This course covers engine diagnosis using various types of test equipment. This course focuses on developing the skills needed to diagnose and analyze basic engine problems. Prior knowledge gained by the successful completion of AST 1712 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1323 Lower Engine Service (3 Credits)

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. Prior knowledge gained by the successful completion of AST 1311 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1332 Upper Engine Service (2 Credits)

This course covers testing and rebuilding the cylinder head. The student will analyze cylinder compression and leakage to determine if valve and valve seat service is necessary. Hands-on experience consists of valve refacing, valve guide service, valve seat reconditioning, valve spring testing, shim selection, and proper assembly and installation. Prior knowledge gained by the successful completion of AST 1311 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1341 Engine Lab (1 Credit)

This course is designed to allow students enrolled in the engine services sequence of courses, time to complete the assigned projects. Prior knowledge gained by the successful completion of AST 1323 and AST 1332 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 1412 Clutch & Drive Line (2 Credits)

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. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1423 Manual Transmission/Transaxle & 4X4 (3 Credits)

This course covers the operation and the proper repair procedures for the types of manual transmissions/transaxles and transfer cases 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. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1513 Suspension/Steering & Wheel Alignment (3 Credits)

This course covers front and rear suspension systems, wheel balance, and steering systems and components. Students will be required to perform a front and rear wheel alignment. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1613 Brakes (3 Credits)

This course will cover the principles of friction and braking systems, disc and drum brakes, parking brakes, and power assist units. Emphasis will be placed on system operation, diagnosis, repair, and maintenance of various types of braking systems. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1622 Advanced Brakes (2 Credits)

This course will cover anti-lock brake systems. Emphasis will be placed on system operation and controls. Diagnosis, repair, and maintenance of the various types of systems will also be included. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 1714 Introduction to Engine Operation (2 Credits)

This course covers the theory of operation, basic diagnosis, and maintenance of the automotive gasoline engine, fuel system, ignition system, and emission system. Prior knowledge gained by the successful completion of AST1212 is recommended for student success in this course. (Prerequisite: Admission to the Automotive Service program)

AST 2432 Rear Axle/Differential (2 Credits)

This course will cover the operation and proper repair procedures of current differentials used on late model vehicles. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 2442 Automatic Transmission I (2 Credits)

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. Prior knowledge gained by successful completion of AST 1112 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST 2452 Automatic Transmission II (2 Credits)

This course is a hands-on lab class in which various transmissions and transaxles are overhauled, adjusted, and bench tested. Basic overhaul techniques and special tool and gauge usage are included. Prior knowledge gained by successful completion of AST 1112 and AST 2442 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST 2462 Automatic Transmission III (2 Credits)

The student, after completing this course, will have a basic understanding of troubleshooting, repairs, and adjustments of conventional and electronic shift automatic transmissions. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 2723 Fuel Systems I (3 Credits)

This course covers the principles of operation of the various types of automotive fuel systems. Fuel system component identification, operation, and testing is included in this course. Gasoline fuel system diagnosis and repair will be emphasized. (Prerequisite: Admission into the Automotive Service program)

AST 2733 Introduction to Automotive Computers (3 Credits)

This course covers the operating principles and testing of automotive computers, sensors, and control devices. (Prerequisite: Admission to the Automotive Service program)

AST 2743 Fuel Systems II (3 Credits)

This course covers fuel injection and emissions systems used with gasoline engines. This course focuses on the operation, diagnosis, and repair of automotive fuel injection and emissions systems. (Prerequisite: Admission to the Automotive Service program)

AST 2752 Engine Performance & Drivability (2 Credits)

This course emphasizes the accurate and efficient diagnosis and repair of drivability and emission concerns associated with all aspects of engine operation. Particular attention will be placed on computerized engine management systems. (Prerequisite: Admission into the Automotive Service program)

AST 2812 Basic Air Conditioning (2 Credits)

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, charging, and performance testing will be on actual systems. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 2911 Auto Lab I (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST 2921 Auto Lab II (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides shop time to complete projects required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. (Prerequisite: Admission to the Automotive Service Program)

AST 2931 Auto Lab III (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by successful completion of AST 1112 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST 2941 Auto Lab IV (1 Credit)

This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

Required Liberal Arts and Sciences (6 Credits)

Complete 6 MNTC credits from MNTC goals 1-10.

Technical Electives (1 Credit)

Complete 1 credit from the following courses:

AST 1622 Advanced Brakes (2 Credits)

This course will cover anti-lock brake systems. Emphasis will be placed on system operation and controls. Diagnosis, repair, and maintenance of the various types of systems will also be included. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST 2822 Advanced Heating and Air Conditioning (2 Credits)

This course covers automatic temperature control systems operation, testing and repairs of vacuum and electrical controls, air flow distribution, and heater system controls. (Prerequisites: Admission into the Automotive Service program and AST 2812 or instructor approval)

AST 2951 Individualized Study (1 - 8 Credits)

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)

AST 2961 Cooperative Occupational Experience (1 - 8 Credits)

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)

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

2020-21 South Central College Academic Catalog

Business Management - Associate of Applied Science Degree

60 Credits AAS 3280/2280

Degree Description

The Business Management Program is designed to provide learners 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 learners to be successful in their current job as well as assisting them in their career advancement endeavors. The program also includes a Liberal Arts and Sciences component that helps learners develop a well-rounded view of the world in which they live and work.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (14 Courses)

Complete all of the following courses:

ACCT1800 Business Law (3 Credits)

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)

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 Credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT1834 Computerized Accounting I (3 Credits)

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: None)

ACCT2827 Principles of Finance (3 Credits)

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: ACCT 1810)

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

MKT 1810 Principles of Marketing (3 Credits)

This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of

marketing; product, price, place and promotion. (Prerequisite: None)

MKT 1820 Introduction to Business (3 Credits)

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.

MKT 1900 Principles of Management (3 Credits)

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. (Prerequisites: None)

MKT 1910 Entrepreneurship (3 Credits)

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. (Prerequisites: None)

MKT 1920 Marketing Research (3 Credits)

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.

MKT 1930 Human Resource Management (3 Credits)

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. (Prerequisites: None)

OTEC1820 Business English (3 Credits)

This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. (Prerequisite: None)

OTEC2820 Business Communications (3 Credits)

This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and digital media. 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. (Prerequisite: OTEC 1820)

Required Liberal Arts & Sciences (3 Courses)

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

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or

EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

OR

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

Elective Liberal Arts and Science Credits

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

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

2020-21 South Central College Academic Catalog

Business Transfer Pathway - Associate of Science

60 Credits AS 3299/2288

Degree Description

The purpose of a Minnesota State College and Universities (Minnesota State) transfer pathway is to identify the courses a student at a two-year college completes as part of an associate degree with a guarantee. Transfer Pathway associate degrees are accepted at any Minnesota State university that offers a designated bachelor's program with junior standing and may complete the bachelor's degree within an additional 60 credits.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Courses (9 Courses)

Complete the following courses:

ACCT1800 Business Law (3 Credits)

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)

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 Credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT1834 Computerized Accounting I (3 Credits)

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: None)

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

MKT 1810 Principles of Marketing (3 Credits)

This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of marketing; product, price, place and promotion. (Prerequisite: None)

MKT 1820 Introduction to Business (3 Credits)

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.

MKT 1900 Principles of Management (3 Credits)

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. (Prerequisites: None)

MKT 1910 Entrepreneurship (3 Credits)

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. (Prerequisites: None)

Required Liberal Arts and Sciences (6 Courses)

To complete the Business Management AS Degree, students must complete 31 MNTC credits from 6 of the 10 MNTC Goal Areas. The following courses are required:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

Liberal Arts and Sciences Electives

Select an additional 10 credits to fulfill two other MNTC Goal Areas (MNTC Goals 2,3,6,7,8,10).

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

2020-21 South Central College Academic Catalog

Carpentry - Diploma

65 Credits DIP 2451

Degree Description

The Carpentry program prepares students for a career in residential and commercial carpentry. The program coursework includes a mix of technical and general education, theory and hands-on learning experiences starting with the basics in tool usage, construction safety and print reading and progressing to advanced applications of residential and commercial carpentry skills and knowledge.

Campus: Faribault
Program Start Dates: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (19 Courses)

You must complete all of the following classes:

MATH1050 Mathematics for Technical Careers (3 Credits)

Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: Next-Generation Accuplacer Arithmetic score of 250 to 300 and a Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

CARP1110 Carpentry Tools and Safety (2 Credits)

The course covers the safe operations of carpentry tools in the construction industry. Hand tools and stationary power tools will be covered. Job site safety, scaffolding, and ladders will be covered in depth. (Prerequisite: Declare Carpentry as a major)

CARP1121 Print Reading (2 Credits)

This course will be an introduction to Residential Blue Print reading as well as Light Commercial Blue Print reading. Symbols, plans, details, and diagrams will be addressed along with other trades and their connections to the carpentry field. Each student will be required to read text assignments, answer questions from workbook and participate in classroom discussion and presentations. Different print types will be used in the instruction of materials as students look for specific details and answers to real life problems that arise on the job site. (Prerequisites: Declared major as carpentry)

CARP1123 Residential Principles I (5 Credits)

This course will cover the initial framing of a residential building project. It may involve an addition or remodeling an existing residence. Students will construct basement bearing walls, knee walls, well openings, posts, and beams. Students will install the sill, sill seal, rim joists, floor framing, floor plywood, and wall construction. All types of floor systems and wall framing techniques will be covered and implemented where applicable. (Prerequisite: Declare Carpentry as a major)

CARP1130 Residential Principles II (5 Credits)

This course will continue the residential building project started in Residential Principles I. Students will do layout for roof trusses, ceiling joists, or rafters. The roof will be installed on the residential project to match the existing structure according to building points. All types of roof construction and roof framing will be analyzed, discussed, and implemented where applicable. Roof plywood, roof edge, ice and water guard, along with tar paper, will be installed. Students will shingle and flash the roof according to manufacturer's recommendations and local building codes. Window installation on the project will also be completed in the course. (Corequisite: CARP 1123)

CARP1210 Introduction to Cabinetmaking (3 Credits)

This course is designed to give students an understanding of kitchen design, cabinet sizes when purchasing factory cabinets and the importance of knowing appliance sizes. Students will read cabinet blueprints, build face frames and cabinet boxes. Students will use these new skills and build a base cabinet and upper cabinet. These skills could be incorporated into any number of larger cabinet projects.

(Prerequisites: CARP 1110; CARP 1121; Carpentry as a major)

CARP1229 Exterior Finish (2 Credits)

This course covers the exterior finish of the student build residential project. This includes soffit and fascia, door and window trim, flashing, starter, corner boards, and siding. Many different types of siding will be discussed and studied from our text book and real world examples. Deck or patio construction would be completed at this time as well. (Prerequisites: CARP 1110)

CARP1239 Interior Finish (4 Credits)

This course is the completion of the inside of the residential building project constructed in earlier classes. This course covers the installation of doors, casing, window trim, and base. Students will install cabinets, counter tops, and all the details to finish a kitchen. This may include crown mold, base shoe, toe kick, and flooring. Students will also be involved in the finishing of closets, shelving, door bumpers, and door knobs. (Prerequisite CARP 1110; CARP 1130)

CARP1232 Carpentry Lab (2 Credits)

Carpentry Lab will encompass a wide variety of projects in the shop. The students could be involved in the construction of a fish house, yard shed, play house, or other construction project deemed appropriate for the course by the instructor. This lab time may also be used for extra practice or refresher on new skills learned. This may involve wall framing, rafter layout, door hanging, and trim practice. If time allows, students may be introduced to cabinet construction. (Prerequisite: CARP 1110)

CARP1221 Commercial Print Reading (2 Credits)

Commercial Blueprint Reading will get students into reading basic commercial blueprints. Students will study commercial plans and working drawings. (Prerequisite CARP 1110; CARP 1121; CARP 1130; Carpentry as a major)

CARP2023 Advanced Principles I (4 Credits)

Students will be constructing a house from the ground up. Students will be staking out a residential building project and assisting the excavator. Students will build and pour footings and the foundation. Students will continue building basement walls, Installing floor joists, erecting exterior and interior walls, and sheathing walls. (Prerequisites CARP 1110; CARP 1121; CARP 1130)

CARP2030 Advanced Principles II (5 Credits)

Advanced Principles II is the continuation of the house project. Trusses will be set, the roof sheathed and shingled. Windows and doors will be installed along with house wrap. Students will be insulating the house and installing drywall. This is a big part of the program and all students will be expected to work as a team. (Prerequisites: CARP 1110; CARP 1121)

CARP2101 Commercial Construction Concepts (2 Credits)

This course will be an exploration for carpenters into commercial construction. Students will build steel studded walls, hang steel door frames, and study other forms of commercial construction. Tours will be set up for students to visit commercial job sites and have the opportunity to compare the different types of construction. (Prerequisite: CARP 1130; CARP 2023)

CARP2032 OSHA 30 For Construction (2 Credits)

Students will be required to take our OSHA 30 class. Upon completion of the course this will give students their OSHA 30 card for construction. Many employers require employees to have this card to work on particular jobs.

CARP1226 Stairway Technology (2 Credits)

This course covers all the aspects of stairway installation in residential construction. Students will learn the many code requirements involved with stairways. Students will layout, cut, and install a set of stairs. Stairs will also be constructed on the class residential building project. These stairways may be installed in the residence, off decks, or in the main entry. Skirt board, treads, risers, and handrails will be installed to finish a stairway to meet code requirements. (Prerequisites: CARP 1110; CARP 1121;CARP 2023)

CARP2105 Job Site Experience (5 Credits)

This course is the culmination of the second year project. Students will do a number of things to complete the house including patios, decks, sidewalks, garage doors and some finished floor installation. Students will also facilitate the return of tools and equipment back to college and lumber yard. The yard will be readied with appropriate landscape and the house will need to pass a final inspection. (Prerequisites CARP 2023; CARP 2030)

CARP2103 Residential Roof Framing (2 Credits)

This course covers the roof framing of the student-built home. Students will study many aspects of roof framing with varying techniques of residential construction. (Prerequisites: CARP 1110; CARP 1121; CARP 1130)

CARP2129 Advanced Exterior Finish (3 Credits)

Second year students will apply exterior trim and siding to the house project. (Prerequisites CARP 1110; CARP 2023)

CARP2139 Advanced Interior Finish (4 Credits)

Second year students will trim out the house project. Students will gain experience hanging doors, trimming windows, installing base and finishing the house. (Prerequisites CARP 1110; CARP 2030)

Required Liberal Arts and Sciences (1 Course)

Choose 1 course from the following list:

COMM100 Introduction to Human Communication (3 Credits)

This course is an introductory survey course of the communication discipline. It provides a sample of topics from interpersonal communication, intercultural communication, public speaking, small group communication, media, organizational communication, and interviewing. This course will offer students knowledge about communication and offer the opportunity to improve their skills. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Additional Liberal Arts and Sciences (3 Credits)

Select 3 more credits from MnTC goal areas 2-10. Course must be chosen in consultation with your Advisor.

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

2020-21 South Central College Academic Catalog

Carpentry - Certificate

17 Credits CERT 2453

Degree Description

The Carpentry program prepares students for a career in residential and commercial carpentry. The program coursework includes a mix of technical and general education, theory and hands-on learning experiences starting with the basics in tool usage, construction safety and print reading and progressing to advanced applications of residential and commercial carpentry skills and knowledge.

Campus: Faribault
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete the following courses:

CARP1110 Carpentry Tools and Safety (2 Credits)

The course covers the safe operations of carpentry tools in the construction industry. Hand tools and stationary power tools will be covered. Job site safety, scaffolding, and ladders will be covered in depth. (Prerequisite: Declare Carpentry as a major)

CARP1121 Print Reading (2 Credits)

This course will be an introduction to Residential Blue Print reading as well as Light Commercial Blue Print reading. Symbols, plans, details, and diagrams will be addressed along with other trades and their connections to the carpentry field. Each student will be required to read text assignments, answer questions from workbook and participate in classroom discussion and presentations. Different print types will be used in the instruction of materials as students look for specific details and answers to real life problems that arise on the job site. (Prerequisites: Declared major as carpentry)

CARP1123 Residential Principles I (5 Credits)

This course will cover the initial framing of a residential building project. It may involve an addition or remodeling an existing residence. Students will construct basement bearing walls, knee walls, well openings, posts, and beams. Students will install the sill, sill seal, rim joists, floor framing, floor plywood, and wall construction. All types of floor systems and wall framing techniques will be covered and implemented where applicable. (Prerequisite: Declare Carpentry as a major)

CARP1130 Residential Principles II (5 Credits)

This course will continue the residential building project started in Residential Principles I. Students will do layout for roof trusses, ceiling joists, or rafters. The roof will be installed on the residential project to match the existing structure according to building points. All types of roof construction and roof framing will be analyzed, discussed, and implemented where applicable. Roof plywood, roof edge, ice and water guard, along with tar paper, will be installed. Students will shingle and flash the roof according to manufacturer's recommendations and local building codes. Window installation on the project will also be completed in the course. (Corequisite: CARP 1123)

MATH1050 Mathematics for Technical Careers (3 Credits)

Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: Next-Generation Accuplacer Arithmetic score of 250 to 300 and a Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

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

Civil Engineering Technology - Associate of Applied Science Degree

60 Credits AAS 3405

Degree Description

Learners in the Civil Engineering Technology program will learn surveying techniques along with design and construction practices dealing with sewer, water, streets, roads and land surveying. Learners 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 daily basis. The A.A.S. degree provides students with the necessary technical skills plus the Liberal Arts and Sciences base to broaden their horizons and aid them in seeing employment advancement.

Campus: North Manakto
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (13 Courses)

Complete the following courses:

CTLS1110 Basic AutoCAD (3 Credits)

This course covers the basic operations of AutoCAD. It includes drafting and editing, drawing setup, scaling and plotting. (Prerequisites: None)

CTLS1800 Construction Contract Documents (3 Credits)

This course covers the concepts relating to Civil Engineering drawings, construction specifications, and legal documents as associated with the industry. (Prerequisite: ENGL 100)

CTLS1805 Civil Cad (3 Credits)

This course covers the use of AutoDesk Civil 3D software in the design and drawing of Civil Engineering plans. (Prerequisite: CTLS 1110)

CTLS1810 Introduction to Surveying (4 Credits)

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: Successful completion of MATH 0075 with a grade of C (2.0) or higher, or Next Generation Accuplacer Arithmetic score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher or MCA Math score of 1146 or higher.)

CTLS1815 Surveying 2 (4 Credits)

This course covers the practices and techniques required in topographic, route, control, and construction surveys. It will also stress highway curves, cross-sections, and layout. The course will focus on the use, care, and maintenance of TopCon total stations and Trimble GPS. (Prerequisites: CTLS 1810)

CTLS1820 Materials Technology (4 Credits)

This course covers the types of materials, construction methods, and quality control necessary in the construction of driven surfaces. The course examines basic geology with soil identification and classification for base construction, materials evaluation, testing methods for quality assurance in grading and base, bituminous surfacing, and concrete surfacing. This course is based on MnDOT certification requirements in the areas of Aggregate Production and Concrete Field 1. (Prerequisite: Must have a Next Generation Accuplacer Arithmetic score of 250 or higher; or Classic Accuplacer Arithmetic score of 56 or higher or MCA Math score of 1146 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

CTLS2110 Statics and Strengths of Materials (3 Credits)

This course covers an introduction to structural theory and calculation. It includes analysis of forces, vectors, calculations of forces, moments and internal stresses and strains in structural materials. It also includes

tracing of load paths through the structure. (Prerequisite: MATH 125)

CTLS2825 Civil Design (4 Credits)

This course covers the general techniques and procedures used in the design of necessary infrastructure associated with highway design. Bentley's Microstation software is utilized throughout the course. (Prerequisites: CTLS 1110, 1815)

CTLS2830 Construction Estimating and Inspections (4 Credits)

This course covers the study and performance of procedures necessary in estimating quantities and costs and construction inspection of heavy construction. Emphasis is placed on construction inspection through measurement of quantities, documentation, record keeping, and contract document interpretation. The equipment and materials utilized are also presented. (Prerequisite: CTLS 1110)

CTLS2835 Introduction to Land Surveying (3 Credits)

This course covers the history of land surveying from the beginning advancement of the United States to modern day standards. Students will learn technical elements of writing legal land descriptions, basic fundamentals of platting land, and methods of researching property and property corners. (Prerequisite: CTLS 1110, CTLS 1810)

GIS 2840 Introduction to Geographic Information Systems (4 Credits)

This course covers the theory and use of computer software for the collection, analysis, and communication of geographic information. This course will use ArcGIS software, which was developed by Environmental Systems Research Institute, Inc. (ESRI) as a tool to create, manage and manipulate spatial data within a GIS. (Prerequisite: None)

CTLS2846 Hydrology and Hydraulics (3 Credits)

This course introduces the basic design of water treatment and distribution systems, wastewater treatment and collection systems, stormwater flow systems, stormwater detention facilities, erosion control, and stormwater pollution prevention plans. (Prerequisites: CTLS 1110, MATH 120)

CTLS2851 Internship (3 Credits)

The internship/practicum requires a minimum of 144 hours of hands-on experience performing civil engineering technology duties, such as construction Inspection, surveys, roadway design, GIS, materials testing, and or other duties as requested. This course is designed to provide the student with a field experience to observe how procedures and/or policies are implemented and completed in civil engineering environments. (Prerequisites: None)

Required Liberal Arts and Sciences (1 Course)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal areas. The following course is required:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Required Math Courses (1 Course)

Select one or two courses to complete the Math requirement. NOTE: You must receive a grade of "C" or higher in MATH 120 before taking MATH 125.

MATH120 College Algebra (4 Credits) And MATH125 Trigonometry (3 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

OR

MATH130 Pre-Calculus (4 Credits)

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 MATH 120 or MATH 125. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 86 or higher, or ACT Math score of 23 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

Liberal Arts and Science Electives (4 Credits)

Select 4 - 7 MnTC credits to reach a total of 15 credits. At least one course must be outside of MnTC Goal Areas 1 and 4. Courses must be chosen in consultation with advisor/faculty.

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

2020-21 South Central College Academic Catalog

Cloud Computing and Virtualization - Certificate

20 Credits CERT3298, Academic Catalog 2019-2020

Degree Description

This certificate provides a complete introduction to Cloud Computing, virtualization, legacy hardware and software considerations and approaches to transitioning information technology from legacy systems to a shared managed service model. Through practical, hands-on activities, learners will explore the technical infrastructure and administrative requirements of server-based computing utilizing both open source and proprietary virtualization software. Prior to entry into this program, it is strongly recommend that learners should complete the Computer Assistant Certificate of have advanced computer literacy and/or IT related industry experience.

Campus: North Mankato
Program Start Date: Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (3 Courses)

Complete the following courses:

COMP2456 Cloud Technologies and Services (4 Credits)

The Cloud Technologies and Services (CTS) course educates students about cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing. The course covers technologies required to build classic (traditional), virtualized, and public / private cloud data center environments. These technologies include storage, networking, desktop and application virtualization. Fundamental models such as Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), Infrastructure-as-a-Service (IaaS) are explored. Additional areas of focus are backup/recovery, business continuity, security, and management. Students will learn about the key considerations and steps involved in transitioning from the current state of a data center to a cloud computing environment. Upon completing this course, students will have the knowledge to make informed decisions about migrating to cloud infrastructure and choosing the best deployment model for an organization. (Prerequisite: COMP 1200)

COMP2452 Information Storage and Management (4 Credits)

This course is designed to provide the student with a strong understanding of underlying storage technologies. This course will cover the varied components of modern information storage infrastructure, including virtual environments. Students will learn about the architectures, features, and benefits of Intelligent Storage Systems; storage networking technologies such as FC-SAN, IP-SAN, NAS, Object-based and unified storage; business continuity solutions such as backup, replication, and archive; the increasingly critical area of information security; and the emerging field of cloud computing. It provides comprehensive learning of storage technology, allowing the student to make more informed decisions in an increasingly complex IT environment. (Prerequisite: COMP 1200)

COMP2453 Virtualization Technologies (4 Credits)

The Virtualization Technologies course is designed to get students up to speed on one of the most important aspects of today's IT environment. This course covers the fundamental concepts, components, infrastructure, as well as security and privacy considerations for virtualization systems. Through lectures, discussions, demonstrations, and labs, students learn the skills and knowledge necessary to install, configure and manage virtual environments. Students will learn how to effectively plan, implement and manage Cloud Computing in virtual data centers and complete introductory coursework in Virtualization software. Topics will include creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. With additional effort, students can use this knowledge to pass the VCP Certification Exam. (Prerequisite: COMP 1200)

Technical Electives (8 Credits)

Select two of the following courses:

COMP2460 Linux Administration (4 Credits)

The Linux operating system is extremely popular in the world of servers and the internet and is gaining ground on the desktop. This course takes a student through the Linux operating system from learning how to use the command line and text-based shells through the administration of network services. Major topics include file management, user management, shell scripting and popular programming languages, system administration including print services and telnet, SSH, FTP, HTTP, NFS, and Samba services. (Prerequisites: COMP 1200, 1360)

COMP2462 Microsoft Administration (4 Credits)

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments, and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

COMP2466 Routing & Switching (4 Credits)

This course addresses the integration of routing and switching technologies to create efficient enterprise networks. Students will learn to design, build, and configure a network. Students will configure routing protocols and perform LAN, WAN, and VLAN troubleshooting using a structured methodology based on the OSI model. Upon completing this course, the learner will be able to select and implement the appropriate Cisco IOS services required to build a scalable, efficient, and highly available network. This course helps students prepare for the CCNA (Cisco Certified Network Administrator) exam. (Prerequisite: COMP 1360)

COMP2475 Security Basics (4 Credits)

An introduction to the various technical and administrative aspects of Information Security (INFOSEC), this course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Students will be exposed to a wide spectrum of security activities, methods, methodologies, and procedures. The terminal objectives for this course as defined in NSTISSI Training Standards 4011 are: 1. Understand the threats to and vulnerabilities of information systems. 2. Recognize the need to protect data, information, and the means to process it. 3. Develop a working knowledge of INFOSEC principles and practices. 4. Design, execute, and evaluate INFOSEC security procedures and practices. (Prerequisites: COMP 1360)

COMP2500 Emerging Technologies (4 Credits)

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COMP2145 Web Programming (4 Credits)

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 Credits)

This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 Credits)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

COMP2312 Software Development (4 Credits)

Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated

Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

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

2020-21 South Central College Academic Catalog

Computer Assistant - Certificate

23 Credits CERT3279

Degree Description

This program prepares the learner 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. Learners also receive an orientation on IBM midrange and mainframe computer systems that are frequently integrated into corporate networks. Hands-on labs are included in the curriculum to give students exposure to current and upcoming technology.

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Complete all of the following courses:

COMP1120 Foundations of Computing (4 Credits)

This course introduces the student to the world of information systems and technology. Students will explore the history of computing, career opportunities in information technology, computer concepts as they apply to a business environment, basic web page development, command-line interfaces, file management principles, computer numbering systems, and database principles. Students will also receive initial exposure to computer programming and algorithms through the use of problem analysis, pseudo-code and entry-level programming. (Prerequisites: None)

COMP1125 Spreadsheet/Database Integration (4 Credits)

The focus of this course will be on the core competencies of spreadsheet and database software as the tools for storing and manipulating data. Topics covered in the spreadsheet portion of the course include formatting, creating formulas and using functions, and creating charts and pivot tables to analyze and interpret the data. Topics covered in the database portion include understanding the concepts, design, and construction of a relational database. The student will learn how to design, implement, and maintain a database using entity-relationship models, normalization, and Structured Query Language (SQL). Basic Windows navigation skills will be beneficial. (Prerequisites: None)

COMP1130 Programming Fundamentals (4 Credits)

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 course uses both Alice and JavaScript to help the student meet these objectives. Alice is a 3-D programming environment from Carnegie Mellon University designed to teach programming concepts. It is an enjoyable and easy-to-user programming environment that assists the student in making 3-D, animated movies. JavaScript, is a popular language used for by web browsers to get input from the user. JavaScript teaches client-side scripting. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript. A minimum typing speed of 20-35 wpm is recommended. (Prerequisites: COMP 1120)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

COMP1200 PC Hardware and Software Essentials (4 Credits)

PC Hardware and Software, 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. (Prerequisites: None)

COMP1360 Introduction to Data Communications and Networking (4 Credits)

This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Information Systems - Associate of Applied Science Degree

60 Credits AAS 3275

Degree Description

This program is designed to prepare the learner 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 learner 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 learner will be exposed to major programming languages, systems analysis and software design, computer operating systems, and Internet services.

Degree Student Learning Outcomes
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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Complete all of the following courses:

COMP1120 Foundations of Computing (4 Credits)

This course introduces the student to the world of information systems and technology. Students will explore the history of computing, career opportunities in information technology, computer concepts as they apply to a business environment, basic web page development, command-line interfaces, file management principles, computer numbering systems, and database principles. Students will also receive initial exposure to computer programming and algorithms through the use of problem analysis, pseudo-code and entry-level programming. (Prerequisites: None)

COMP1125 Spreadsheet/Database Integration (4 Credits)

The focus of this course will be on the core competencies of spreadsheet and database software as the tools for storing and manipulating data. Topics covered in the spreadsheet portion of the course include formatting, creating formulas and using functions, and creating charts and pivot tables to analyze and interpret the data. Topics covered in the database portion include understanding the concepts, design, and construction of a relational database. The student will learn how to design, implement, and maintain a database using entity-relationship models, normalization, and Structured Query Language (SQL). Basic Windows navigation skills will be beneficial. (Prerequisites: None)

COMP1130 Programming Fundamentals (4 Credits)

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 course uses both Alice and JavaScript to help the student meet these objectives. Alice is a 3-D programming environment from Carnegie Mellon University designed to teach programming concepts. It is an enjoyable and easy-to-user programming environment that assists the student in making 3-D, animated movies. JavaScript, is a popular language used for by web browsers to get input from the user. JavaScript teaches client-side scripting. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript. A minimum typing speed of 20-35 wpm is recommended. (Prerequisites: COMP 1120)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to

create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

COMP1200 PC Hardware and Software Essentials (4 Credits)

PC Hardware and Software, 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. (Prerequisites: None)

COMP1360 Introduction to Data Communications and Networking (4 Credits)

This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

Technical Electives (5 Courses)

Select any 5 courses from the following list.

COMP2145 Web Programming (4 Credits)

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 Credits)

This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 Credits)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

GCC 1120 Graphic Software 1 (4 Credits)

This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the software for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

COMP2200 IBM i5 (iSeries) Operating System (4 Credits)

This course covers the IBM i5 (iSeries) midrange computer and its operating system. Students will be trained in library and object management concepts, CL commands and CL programming techniques, physical and logical file management, the use of various utilities (PDM, DFU, SDA), using Query and SQL, security concepts, and backup and restore procedures. (Prerequisite: COMP 1120)

COMP2205 RPG IV (iSeries) (4 Credits)

This course introduces the RPG IV programming language which is primarily used on IBM iSeries mid-range computer systems. Topics to be covered range from basic input and output operations, report editing, arithmetic operations, control break logic, and table and array processing to physical and logical disk file manipulation, interactive programming, and subfiles. (Prerequisites: COMP 1130 or previous programming experience and COMP 2200 or Instructor Approval)

COMP2220 SQL/DB2 (4 Credits)

This course covers Structured Query Language (SQL) and the Database Management System (DB2)

commonly used on IBM platforms, such as the IBM Power System. Topics covered include data modeling and design as it pertains to the relational database model and the use of SQL commands to create schemas and tables,manipulate data, and retrieve data. (Prerequisite: COMP2200 or Instructor Approval)

COMP2312 Software Development (4 Credits)

Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

COMP2460 Linux Administration (4 Credits)

The Linux operating system is extremely popular in the world of servers and the internet and is gaining ground on the desktop. This course takes a student through the Linux operating system from learning how to use the command line and text-based shells through the administration of network services. Major topics include file management, user management, shell scripting and popular programming languages, system administration including print services and telnet, SSH, FTP, HTTP, NFS, and Samba services. (Prerequisites: COMP 1200, 1360)

COMP2500 Emerging Technologies (4 Credits)

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Required Capstone (2 Credits)

Complete 2 credits:

COMP2496 Capstone - Software Development (1 - 4 Credits)

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. It is also an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the rest of the student's academic experience. Students will work in teams under the supervision of faculty members who will act as project managers. (Prerequisite: Instructor Approval)

Required Liberal Arts & Sciences (3 Courses)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal areas. Select the following required courses:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

ENGL240 Technical Communication (4 Credits)

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)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT

Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

OR

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

MATH115 Concepts in Math (4 Credits)

Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

OR

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

Elective Liberal Arts & Sciences

Choose an additional 4 credits from MNTC Goal Areas 2,3,5,6,7,8,9 or 10.

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2020-21 South Central College Academic Catalog

South Central COLLEGE

Information Systems - Diploma

60 Credits DIP 3276

Degree Description

This program is designed to prepare the learner 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 learner 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 learner will be exposed to major programming languages, systems analysis and software design, computer operating systems, and Internet services.

Degree Student Learning Outcomes
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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Complete all of the following courses:

COMP1120 Foundations of Computing (4 Credits)

This course introduces the student to the world of information systems and technology. Students will explore the history of computing, career opportunities in information technology, computer concepts as they apply to a business environment, basic web page development, command-line interfaces, file management principles, computer numbering systems, and database principles. Students will also receive initial exposure to computer programming and algorithms through the use of problem analysis, pseudo-code and entry-level programming. (Prerequisites: None)

COMP1125 Spreadsheet/Database Integration (4 Credits)

The focus of this course will be on the core competencies of spreadsheet and database software as the tools for storing and manipulating data. Topics covered in the spreadsheet portion of the course include formatting, creating formulas and using functions, and creating charts and pivot tables to analyze and interpret the data. Topics covered in the database portion include understanding the concepts, design, and construction of a relational database. The student will learn how to design, implement, and maintain a database using entity-relationship models, normalization, and Structured Query Language (SQL). Basic Windows navigation skills will be beneficial. (Prerequisites: None)

COMP1130 Programming Fundamentals (4 Credits)

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 course uses both Alice and JavaScript to help the student meet these objectives. Alice is a 3-D programming environment from Carnegie Mellon University designed to teach programming concepts. It is an enjoyable and easy-to-user programming environment that assists the student in making 3-D, animated movies. JavaScript, is a popular language used for by web browsers to get input from the user. JavaScript teaches client-side scripting. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript. A minimum typing speed of 20-35 wpm is recommended. (Prerequisites: COMP 1120)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience

with HTML or programming is required. (Prerequisites: None)

COMP1200 PC Hardware and Software Essentials (4 Credits)

PC Hardware and Software, 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. (Prerequisites: None)

COMP1360 Introduction to Data Communications and Networking (4 Credits)

This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

Technical Electives (5 Courses)

Choose 5 courses from the following list:

COMP2145 Web Programming (4 Credits)

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 Credits)

This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 Credits)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

COMP2312 Software Development (4 Credits)

Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

GCC 1120 Graphic Software 1 (4 Credits)

This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the software for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

Additional Technical Electives (2 Courses)

Choose two courses from the following:

COMP2200 IBM i5 [iSeries] Operating System (4 Credits)

This course covers the IBM i5 (iSeries) midrange computer and its operating system. Students will be trained in library and object management concepts, CL

commands and CL programming techniques, physical and logical file management, the use of various utilities (PDM, DFU, SDA), using Query and SQL, security concepts, and backup and restore procedures. (Prerequisite: COMP 1120)

COMP2205 RPG IV [iSeries] (4 Credits)

This course introduces the RPG IV programming language which is primarily used on IBM iSeries mid-range computer systems. Topics to be covered range from basic input and output operations, report editing, arithmetic operations, control break logic, and table and array processing to physical and logical disk file manipulation, interactive programming, and subfiles. (Prerequisites: COMP 1130 or previous programming experience and COMP 2200 or Instructor Approval)

COMP2220 SQL/DB2 (4 Credits)

This course covers Structured Query Language (SQL) and the Database Management System (DB2) commonly used on IBM platforms, such as the IBM Power System. Topics covered include data modeling and design as it pertains to the relational database model and the use of SQL commands to create schemas and tables,manipulate data, and retrieve data. (Prerequisite: COMP2200 or Instructor Approval)

COMP2460 Linux Administration (4 Credits)

The Linux operating system is extremely popular in the world of servers and the internet and is gaining ground on the desktop. This course takes a student through the Linux operating system from learning how to use the command line and text-based shells through the administration of network services. Major topics include file management, user management, shell scripting and popular programming languages, system administration including print services and telnet, SSH, FTP, HTTP, NFS, and Samba services. (Prerequisites: COMP 1200, 1360)

COMP2462 Microsoft Administration (4 Credits)

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

COMP2468 (4 Credits)

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments, and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

COMP2475 Security Basics (4 Credits)

An introduction to the various technical and administrative aspects of Information Security (INFOSEC), this course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Students will be exposed to a wide spectrum of security activities, methods, methodologies, and procedures. The terminal objectives for this course as defined in NSTISSI Training Standards 4011 are: 1. Understand the threats to and vulnerabilities of information systems. 2. Recognize the need to protect data, information, and the means to process it. 3. Develop a working knowledge of INFOSEC principles and practices. 4. Design, execute, and evaluate INFOSEC security procedures and practices. (Prerequisites: COMP 1360)

Required Capstone (2 Credits)

Complete 2 credits:

COMP2496 Capstone - Software Development (1 - 4 Credits)

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. It is also an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the rest of the student's academic experience. Students will work in teams under the supervision of faculty members who will act as project managers. (Prerequisite: Instructor Approval)

Required Liberal Arts and Sciences (2 Courses)

Select the following courses:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

ENGL240 Technical Communication (4 Credits)

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)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

OR

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Network Administration - Certificate

20 Credits CERT3297

Degree Description

This certificate provides learners with the skills they need to install, troubleshoot and support computers and servers in small to medium sized computer networks. Through hands-on experience building, configuiring, and managing computer network hardware and software, learners will develop a broad background in networking technologies, administration, and support. Successful graduates will be ready to pursue careers in network support and administration, and the electives included in the program allow learners to custom design their certificate based on their needs and employment goals. In addition, the program prepares learners for a wide variety of industry certification exams, including Network+, Linux+, LPI, MCP, Security+ amd VCP in the areas of Cisco Networking, Microsoft, Security, and Technical Support. Students can take these exams at the South Central College Testing Center.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (4 Courses)

Complete the following courses:

COMP2460 Linux Administration (4 Credits)

The Linux operating system is extremely popular in the world of servers and the internet and is gaining ground on the desktop. This course takes a student through the Linux operating system from learning how to use the command line and text-based shells through the administration of network services. Major topics include file management, user management, shell scripting and popular programming languages, system administration including print services and telnet, SSH, FTP, HTTP, NFS, and Samba services. (Prerequisites: COMP 1200, 1360)

COMP2462 Microsoft Administration (4 Credits)

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments, and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

COMP2466 Routing & Switching (4 Credits)

This course addresses the integration of routing and switching technologies to create efficient enterprise networks. Students will learn to design, build, and configure a network. Students will configure routing protocols and perform LAN, WAN, and VLAN troubleshooting using a structured methodology based on the OSI model. Upon completing this course, the learner will be able to select and implement the appropriate Cisco IOS services required to build a scalable, efficient, and highly available network. This course helps students prepare for the CCNA (Cisco Certified Network Administrator) exam. (Prerequisite: COMP 1360)

COMP2475 Security Basics (4 Credits)

An introduction to the various technical and administrative aspects of Information Security (INFOSEC), this course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Students will be exposed to a wide spectrum of security activities, methods, methodologies, and procedures. The terminal objectives for this course as defined in NSTISSI Training Standards 4011 are: 1. Understand the threats to and vulnerabilities of information systems. 2. Recognize the need to protect data, information, and the means to process it. 3. Develop a working knowledge of INFOSEC principles and practices. 4.

Design, execute, and evaluate INFOSEC security procedures and practices. (Prerequisites: COMP 1360)

Technical Electives (4 Credits)

Select one of the following courses:

COMP2456 Cloud Technologies and Services (4 Credits)

The Cloud Technologies and Services (CTS) course educates students about cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing. The course covers technologies required to build classic (traditional), virtualized, and public / private cloud data center environments. These technologies include storage, networking, desktop and application virtualization. Fundamental models such as Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), Infrastructure-as-a-Service (IaaS) are explored. Additional areas of focus are backup/recovery, business continuity, security, and management. Students will learn about the key considerations and steps involved in transitioning from the current state of a data center to a cloud computing environment. Upon completing this course, students will have the knowledge to make informed decisions about migrating to cloud infrastructure and choosing the best deployment model for an organization. (Prerequisite: COMP 1200)

COMP2452 Information Storage and Management (4 Credits)

This course is designed to provide the student with a strong understanding of underlying storage technologies. This course will cover the varied components of modern information storage infrastructure, including virtual environments. Students will learn about the architectures, features, and benefits of Intelligent Storage Systems; storage networking technologies such as FC-SAN, IP-SAN, NAS, Object-based and unified storage; business continuity solutions such as backup, replication, and archive; the increasingly critical area of information security; and the emerging field of cloud computing. It provides comprehensive learning of storage technology, allowing the student to make more informed decisions in an increasingly complex IT environment. (Prerequisite: COMP 1200)

COMP2453 Virtualization Technologies (4 Credits)

The Virtualization Technologies course is designed to get students up to speed on one of the most important aspects of today's IT environment. This course covers the fundamental concepts, components, infrastructure, as well as security and privacy considerations for virtualization systems. Through lectures, discussions, demonstrations, and labs, students learn the skills and knowledge necessary to install, configure and manage virtual environments. Students will learn how to effectively plan, implement and manage Cloud Computing in virtual data centers and complete introductory coursework in Virtualization software. Topics will include creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. With additional effort, students can use this knowledge to pass the VCP Certification Exam. (Prerequisite: COMP 1200)

COMP2500 Emerging Technologies (4 Credits)

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COMP2145 Web Programming (4 Credits)

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 Credits)

This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 Credits)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

COMP2312 Software Development (4 Credits)

Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Networking Services - Associate of Applied Science Degree

60 Credits AAS 3277

Degree Description

This program prepares the learner 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. Learners 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 learners exposure to current and upcoming technology.

Degree Student Learning Outcomes
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.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Complete the following courses:

COMP1120 Foundations of Computing (4 Credits)

This course introduces the student to the world of information systems and technology. Students will explore the history of computing, career opportunities in information technology, computer concepts as they apply to a business environment, basic web page development, command-line interfaces, file management principles, computer numbering systems, and database principles. Students will also receive initial exposure to computer programming and algorithms through the use of problem analysis, pseudo-code and entry-level programming. (Prerequisites: None)

COMP1125 Spreadsheet/Database Integration (4 Credits)

The focus of this course will be on the core competencies of spreadsheet and database software as the tools for storing and manipulating data. Topics covered in the spreadsheet portion of the course include formatting, creating formulas and using functions, and creating charts and pivot tables to analyze and interpret the data. Topics covered in the database portion include understanding the concepts, design, and construction of a relational database. The student will learn how to design, implement, and maintain a database using entity-relationship models, normalization, and Structured Query Language (SQL). Basic Windows navigation skills will be beneficial. (Prerequisites: None)

COMP1130 Programming Fundamentals (4 Credits)

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 course uses both Alice and JavaScript to help the student meet these objectives. Alice is a 3-D programming environment from Carnegie Mellon University designed to teach programming concepts. It is an enjoyable and easy-to-user programming environment that assists the student in making 3-D, animated movies. JavaScript, is a popular language used for by web browsers to get input from the user. JavaScript teaches client-side scripting. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript. A minimum typing speed of 20-35 wpm is recommended. (Prerequisites: COMP 1120)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

COMP1200 PC Hardware and Software Essentials (4 Credits)

PC Hardware and Software, 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. (Prerequisites: None)

COMP1360 Introduction to Data Communications and Networking (4 Credits)

This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

Technical Electives (5 Courses)

Select any 5 courses from the following list.

COMP2460 Linux Administration (4 Credits)

The Linux operating system is extremely popular in the world of servers and the internet and is gaining ground on the desktop. This course takes a student through the Linux operating system from learning how to use the command line and text-based shells through the administration of network services. Major topics include file management, user management, shell scripting and popular programming languages, system administration including print services and telnet, SSH, FTP, HTTP, NFS, and Samba services. (Prerequisites: COMP 1200, 1360)

COMP2462 Microsoft Administration (4 Credits)

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments, and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

COMP2466 Routing & Switching (4 Credits)

This course addresses the integration of routing and switching technologies to create efficient enterprise networks. Students will learn to design, build, and configure a network. Students will configure routing protocols and perform LAN, WAN, and VLAN troubleshooting using a structured methodology based on the OSI model. Upon completing this course, the learner will be able to select and implement the appropriate Cisco IOS services required to build a scalable, efficient, and highly available network. This course helps students prepare for the CCNA (Cisco Certified Network Administrator) exam. (Prerequisite: COMP 1360)

COMP2475 Security Basics (4 Credits)

An introduction to the various technical and administrative aspects of Information Security (INFOSEC), this course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Students will be exposed to a wide spectrum of security activities, methods, methodologies, and procedures. The terminal objectives for this course as defined in NSTISSI Training Standards 4011 are: 1. Understand the threats to and vulnerabilities of information systems. 2. Recognize the need to protect data, information, and the means to process it. 3. Develop a working knowledge of INFOSEC principles and practices. 4. Design, execute, and evaluate INFOSEC security procedures and practices. (Prerequisites: COMP 1360)

COMP2456 Cloud Technologies and Services (4 Credits)

The Cloud Technologies and Services (CTS) course educates students about cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing. The course covers technologies required to build classic (traditional), virtualized, and public / private cloud data center environments. These technologies include storage, networking, desktop and application virtualization. Fundamental models such as Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), Infrastructure-as-a-Service (IaaS) are explored. Additional areas of focus are backup/recovery, business continuity, security, and management. Students will learn about the key considerations and steps involved in transitioning from the current state of a data center to a cloud computing

environment. Upon completing this course, students will have the knowledge to make informed decisions about migrating to cloud infrastructure and choosing the best deployment model for an organization. (Prerequisite: COMP 1200)

COMP2452 Information Storage and Management (4 Credits)

This course is designed to provide the student with a strong understanding of underlying storage technologies. This course will cover the varied components of modern information storage infrastructure, including virtual environments. Students will learn about the architectures, features, and benefits of Intelligent Storage Systems; storage networking technologies such as FC-SAN, IP-SAN, NAS, Object-based and unified storage; business continuity solutions such as backup, replication, and archive; the increasingly critical area of information security; and the emerging field of cloud computing. It provides comprehensive learning of storage technology, allowing the student to make more informed decisions in an increasingly complex IT environment. (Prerequisite: COMP 1200)

COMP2453 Virtualization Technologies (4 Credits)

The Virtualization Technologies course is designed to get students up to speed on one of the most important aspects of today's IT environment. This course covers the fundamental concepts, components, infrastructure, as well as security and privacy considerations for virtualization systems. Through lectures, discussions, demonstrations, and labs, students learn the skills and knowledge necessary to install, configure and manage virtual environments. Students will learn how to effectively plan, implement and manage Cloud Computing in virtual data centers and complete introductory coursework in Virtualization software. Topics will include creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. With additional effort, students can use this knowledge to pass the VCP Certification Exam. (Prerequisite: COMP 1200)

COMP2500 Emerging Technologies (4 Credits)

eCatalog Use Only

COMP2145 Web Programming (4 Credits)

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 Credits)

This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 Credits)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

COMP2312 Software Development (4 Credits)

Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

Required Capstone (2 Credits)

Complete 2 credits:

COMP2498 Capstone - Networking Services (1 - 4 Credits)

This course is an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the

rest of the student's academic experience. It requires the application of that learning to a service learning project that meets the community need of providing technology assistance to lower income families. Students will gain real world experience using their troubleshooting skills to fix, upgrade and refurbish donated computers. These computers are then recycled back into the community to no-profit organizations and families in need. Students will have an opportunity for reflection through assignments that promote greater understanding of computer concepts and themselves. Students are strongly encouraged to "pass it on," by sharing their computer skills and knowledge through a mentoring process of community members and volunteers. This course will provide an environment, where students can develop a good balance between their technical and "soft" skills. It will include concepts such as team dynamics, conflict management, thinking "outside the box", working with diverse populations and developing professional attitudes and habits. (Prerequisite: Instructor Approval)

Required Liberal Arts & Sciences (3 Courses)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC goal areas. Select the following courses:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

ENGL240 Technical Communication (4 Credits)

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)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

OR

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic

Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

MATH115 Concepts in Math (4 Credits)

Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

OR

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

Elective Liberal Arts & Sciences

Choose an additional 4 credits from MNTC Goal Areas 2,3,5,6,7,8,9 or 10

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Networking Services - Diploma

60 Credits DIP 3278: Academic Catalog 2019-2020

Degree Description

This program prepares the learner 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. Learners 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 learners exposure to current and upcoming technology.

Diploma Student Learning Outcomes
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 the North Mankato Campus

Program Start Date: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (11 Courses)

Complete the following courses:

COMP1120 Foundations of Computing (4 Credits)

This course introduces the student to the world of information systems and technology. Students will explore the history of computing, career opportunities in information technology, computer concepts as they apply to a business environment, basic web page development, command-line interfaces, file management principles, computer numbering systems, and database principles. Students will also receive initial exposure to computer programming and algorithms through the use of problem analysis, pseudo-code and entry-level programming. (Prerequisites: None)

COMP1125 Spreadsheet/Database Integration (4 Credits)

The focus of this course will be on the core competencies of spreadsheet and database software as the tools for storing and manipulating data. Topics covered in the spreadsheet portion of the course include formatting, creating formulas and using functions, and creating charts and pivot tables to analyze and interpret the data. Topics covered in the database portion include understanding the concepts, design, and construction of a relational database. The student will learn how to design, implement, and maintain a database using entity-relationship models, normalization, and Structured Query Language (SQL). Basic Windows navigation skills will be beneficial. (Prerequisites: None)

COMP1130 Programming Fundamentals (4 Credits)

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 course uses both Alice and JavaScript to help the student meet these objectives. Alice is a 3-D programming environment from Carnegie Mellon University designed to teach programming concepts. It is an enjoyable and easy-to-user programming environment that assists the student in making 3-D, animated movies. JavaScript, is a popular language used for by web browsers to get input from the user. JavaScript teaches client-side scripting. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript. A minimum typing speed of 20-35 wpm is recommended. (Prerequisites: COMP 1120)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

COMP1200 PC Hardware and Software Essentials (4 Credits)

PC Hardware and Software, 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. (Prerequisites: None)

COMP1360 Introduction to Data Communications and Networking (4 Credits)

This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

COMP2460 Linux Administration (4 Credits)

The Linux operating system is extremely popular in the world of servers and the internet and is gaining ground on the desktop. This course takes a student through the Linux operating system from learning how to use the command line and text-based shells through the administration of network services. Major topics include file management, user management, shell scripting and popular programming languages, system administration including print services and telnet, SSH, FTP, HTTP, NFS, and Samba services. (Prerequisites: COMP 1200, 1360)

COMP2462 Microsoft Administration (4 Credits)

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments, and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

COMP2466 Routing & Switching (4 Credits)

This course addresses the integration of routing and switching technologies to create efficient enterprise networks. Students will learn to design, build, and configure a network. Students will configure routing protocols and perform LAN, WAN, and VLAN troubleshooting using a structured methodology based on the OSI model. Upon completing this course, the learner will be able to select and implement the appropriate Cisco IOS services required to build a scalable, efficient, and highly available network. This course helps students prepare for the CCNA (Cisco Certified Network Administrator) exam. (Prerequisite: COMP 1360)

COMP2475 Security Basics (4 Credits)

An introduction to the various technical and administrative aspects of Information Security (INFOSEC), this course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Students will be exposed to a wide spectrum of security activities, methods, methodologies, and procedures. The terminal objectives for this course as defined in NSTISSI Training Standards 4011 are: 1. Understand the threats to and vulnerabilities of information systems. 2. Recognize the need to protect data, information, and the means to process it. 3. Develop a working knowledge of INFOSEC principles and practices. 4. Design, execute, and evaluate INFOSEC security procedures and practices. (Prerequisites: COMP 1360)

COMP2453 Virtualization Technologies (4 Credits)

The Virtualization Technologies course is designed to get students up to speed on one of the most important aspects of today's IT environment. This course covers the fundamental concepts, components, infrastructure, as well as security and privacy considerations for virtualization systems. Through lectures, discussions, demonstrations, and labs, students learn the skills and knowledge necessary to install, configure and manage virtual environments. Students will learn how to effectively plan, implement and manage Cloud Computing in virtual data centers and complete introductory coursework in Virtualization software. Topics will include creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. With additional effort, students can use this knowledge to pass the VCP Certification Exam. (Prerequisite: COMP 1200)

Technical Electives (2 Courses)

You must complete two courses from the following list:

COMP2456 Cloud Technologies and Services (4 Credits)

The Cloud Technologies and Services (CTS) course educates students about cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing. The course covers technologies required to build classic (traditional), virtualized, and public / private cloud data center environments. These technologies include storage, networking, desktop and application virtualization. Fundamental models such as Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), Infrastructure-as-a-Service (IaaS) are explored. Additional areas of focus are backup/recovery, business continuity, security, and management. Students will learn about the key considerations and steps involved in transitioning from the current state of a data center to a cloud computing environment. Upon completing this course, students will have the knowledge to make informed decisions about migrating to cloud infrastructure and choosing the best deployment model for an organization. (Prerequisite: COMP 1200)

COMP2452 Information Storage and Management (4 Credits)

This course is designed to provide the student with a strong understanding of underlying storage technologies. This course will cover the varied components of modern information storage infrastructure, including virtual environments. Students will learn about the architectures, features, and benefits of Intelligent Storage Systems; storage networking technologies such as FC-SAN, IP-SAN, NAS, Object-based and unified storage; business continuity solutions such as backup, replication, and archive; the increasingly critical area of information security; and the emerging field of cloud computing. It provides comprehensive learning of storage technology, allowing the student to make more informed decisions in an increasingly complex IT environment. (Prerequisite: COMP 1200)

COMP2145 Web Programming (4 Credits)

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 Credits)

This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 Credits)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

COMP2312 Software Development (4 Credits)

Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

COMP2200 IBM i5 (iSeries) Operating System (4 Credits)
COMP2205 RPG IV (iSeries) (4 Credits)

Required Capstone (2 Credits)

Complete 2 credits:

COMP2498 Capstone - Networking Services (1 - 4 Credits)

This course is an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the rest of the student's academic experience. It requires

the application of that learning to a service learning project that meets the community need of providing technology assistance to lower income families. Students will gain real world experience using their troubleshooting skills to fix, upgrade and refurbish donated computers. These computers are then recycled back into the community to no-profit organizations and families in need. Students will have an opportunity for reflection through assignments that promote greater understanding of computer concepts and themselves. Students are strongly encouraged to "pass it on," by sharing their computer skills and knowledge through a mentoring process of community members and volunteers. This course will provide an environment, where students can develop a good balance between their technical and "soft" skills. It will include concepts such as team dynamics, conflict management, thinking "outside the box", working with diverse populations and developing professional attitudes and habits. (Prerequisite: Instructor Approval)

Required Liberal Arts & Sciences (2 Courses)

Complete the following courses:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

ENGL240 Technical Communication (4 Credits)

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)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

OR

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21

or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Web Programmer - Certificate

20 Credits CERT3261

Degree Description

This program is designed for the individual looking to expand their knowledge of web programming and applications. Learners 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.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete all of the following courses:

COMP2145 Web Programming (4 Credits)

This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 Credits)

This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 Credits)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

COMP2312 Software Development (4 Credits)

Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

GCC 1120 Graphic Software 1 (4 Credits)

This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the software for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

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

2020-21 South Central College Academic Catalog

Culinary Arts - Associate of Applied Science Degree

67 Credits AAS 3409

Degree Description

The Culinary Arts program is designed to meet the varied needs of food service establishments. Learners 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 learners to develop the necessary food preparation skills for gainful employment.

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (18 Courses)

Complete the following courses:

CULN1100 Introduction to Foodservice (2 Credits)

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)

CULN1101 Sanitation & Food Safety (2 Credits)

This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment in the food service industry for the consumer. Also covered is an understanding of the laws and regulations related to sanitation in food service operations. (Prerequisites: None)

CULN1102 Culinary Math (1 Credit)

Students will learn standard units of measurements and unit conversions, recipe scaling, percentages, rounding, and yield tests as they relate to the food service industry. (Prerequisite: Next Generation Accuplacer Arithmetic score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher of MCA Math score of 1146 or higher or completion of MATH 0075 with a grade of C (2.0) or higher)

CULN1103 Culinary Fundamentals 1 (4 Credits)

Students will learn basic concepts and principles of cooking. Students will be introduced to mise en place. Students will identify herbs and spices and different cooking methods. They will demonstrate proper knife skills and basic vegetable cuts. Students will make basic stocks, mother sauces and soups. (Corequisites: CULN 1101 and CULN 1104)

CULN1104 Culinary Fundamentals 2 (4 Credits)

Students will be introduced to all conventional and non-conventional cooking methods. They will convey knowledge and perform proper cooking of meats, poultry, fish, starches, and vegetables. They will expand their knowledge and skills in creation of sauces, from mother sauces to small sauces. In addition, they will create relishes, flavored oils, salsas, compotes, coulis, and purees. (Corequisite: CULN 1103)

CULN1105 Butchery (4 Credits)

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 the storage of fresh meats and the operation and cleaning of meat processing equipment. (Corequisite: CULN 1101)

CULN1106 World Cuisine & Cultures (2 Credits)

This course is designed to introduce students to world cuisines and their cultures. Students will prepare food from Europe, the Middle East, Africa, Asia and cuisines of the Americas. (Corequisite: CULN 1101)

CULN1200 Garde Manager 1 (3 Credits)

Students will be introduced to Garde Manger: the art of cold foods. They will gain knowledge and demonstrate skills used for the creation of salads, dressings, and a variety of hot and cold sandwiches. (Prerequisite: CULN 1101) (Corequisite: CULN 1201)

CULN1201 Garde Manager 2 (3 Credits)

Students will be introduced to the fine art of fruit and vegetable carvings, buffet presentations, appetizers, and hors d' oeuvres along with the art of charcuterie. (Corequisite: CULN 1200)

CULN1202 A la Carte Cooking & Production (4 Credits)

Students will apply the foundation of cooking techniques and fundamentals in a la Carte and batch cooking. Students will work as a team as well as individually to demonstrate their skills. (Prerequisite: CULN 1104)

CULN1203 Baking 1 (2 Credits)

This course covers 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. Students will be introduced to baking equipment, recipe conversions, and sanitation processes in a bakery. (Prerequisite: CULN 1101) (Corequisite: CULN 1204)

CULN1204 Baking 2 (4 Credits)

This course covers baking terminology, function of ingredients and the preparation of finished products: quick breads, pies, cakes, cookies, dessert sauces, custards, puddings, classical desserts, and specialty cake decorating. (Corequisite: CULN 1203)

CULN1205 Hospitality Nutrition (2 Credits)

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. (Prerequisite: CULN 1100)

CULN1300 Culinary Management (4 Credits)

Students will learn of various management topics including: leadership, training, motivation, delegation, hiring, problem solving, and conflict resolution. Students will learn information and skills necessary to analyze and improve profitability. Other topics covered are income statements, forecasting sales, labor and food costs. They will also learn about the cycle of food purchasing. (Prerequisite: CULN 1100)

CULN1301 Advanced Culinary (4 Credits)

This is the capstone culinary class where students demonstrate their advanced culinary abilities by creating a menu, developing a budget, planning and management of a team, menu preparation, and serving. (Prerequisites: CULN 1201, 1204)

CULN1302 Sustainable Foods & Organic Cooking (1 Credit)

Students will be introduced to sustainable farming and why it is important. They will also explore organic versus conventional farming and the nutritional differences. (Prerequisite: CULN 1100)

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

MKT 1830 Customer Service (3 Credits)

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.

Required Liberal Arts and Sciences (1 Course)

To complete an AAS degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty. Choose one COMM course from the following list:

COMM100 Introduction to Human Communication (3 Credits)

This course is an introductory survey course of the communication discipline. It provides a sample of topics from interpersonal communication, intercultural communication, public speaking, small group communication, media, organizational communication, and interviewing. This course will offer students knowledge about communication and offer the opportunity to improve their skills. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or

EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Required Liberal Arts and Sciences Course (1 Course)

Choose one course from MnTC Goal Area 9 (if COMM 110 is chosen, it will only be used in requirement 2 and will NOT fulfill this requirement).

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

MASS110 Introduction to Mass Communication (4 Credits)

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: Must have a score

of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL210 Environmental Ethics (3 Credits)

This class explores the place of human beings within 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

PHIL215 Business Ethics (3 Credits)

The intent of this course is to show that the world of business traffics in the world of ethics. Business is not a neutral domain where one may do as one pleases. For instance, there is the question of what sorts of obligations businesses have toward their employees. Do businesses have a positive moral duty to promote social goods? Do they have a primary obligation or do their moral responsibilities comprise a set of different and equally important obligations? We will examine several views of the moral relation between businesses and others including the stockholder theory and the stakeholder theory. The goals of this course are to become acquainted with the architecture of morality, master the various moral theories and their unique implications for business, and to gain facility sliding between talk of each and applying each in various business contexts. We will examine various moral theories like utilitarianism and deontological type theories and then examine them in the context of applied business ethical issues. We will also look at broader issues about the nature of a just society and just economy in which the business is to function. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

PSYC140 Psychology of Positive Adjustment (4 Credits)

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

POL 110 American Government (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

SOC 106 Introduction to Criminal Justice (4 Credits)

This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

AIS 120 Dakota Culture, History and Language (3 Credits)

This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources will be brought in to explore the Dakota language. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility)

SOC 205 Special Topics in Sociology: (3 Credits)

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 206 Juvenile Delinquency (3 Credits)

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 251 Criminology and Criminal Behavior (4 Credits)

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 259 Drugs and Society (3 Credits)

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media.

Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Additional Liberal Arts and Sciences

Select 9 more credits from any MnTC goal area. Courses must be chosen in consultation with your Advisor.

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

2020-21 South Central College Academic Catalog

Culinary Arts - Diploma

55 Credits DIP 3411

Degree Description

The Culinary Arts program is designed to meet the varied needs of food service establishments. Learners 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 learners to develop the necessary food preparation skills for gainful employment.

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (17 Courses)

CULN1100 Introduction to Foodservice (2 Credits)

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)

CULN1101 Sanitation & Food Safety (2 Credits)

This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment in the food service industry for the consumer. Also covered is an understanding of the laws and regulations related to sanitation in food service operations. (Prerequisites: None)

CULN1102 Culinary Math (1 Credit)

Students will learn standard units of measurements and unit conversions, recipe scaling, percentages, rounding, and yield tests as they relate to the food service industry. (Prerequisite: Next Generation Accuplacer Arithmetic score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher of MCA Math score of 1146 or higher or completion of MATH 0075 with a grade of C (2.0) or higher)

CULN1103 Culinary Fundamentals 1 (4 Credits)

Students will learn basic concepts and principles of cooking. Students will be introduced to mise en place. Students will identify herbs and spices and different cooking methods. They will demonstrate proper knife skills and basic vegetable cuts. Students will make basic stocks, mother sauces and soups. (Corequisites: CULN 1101 and CULN 1104)

CULN1104 Culinary Fundamentals 2 (4 Credits)

Students will be introduced to all conventional and non-conventional cooking methods. They will convey knowledge and perform proper cooking of meats, poultry, fish, starches, and vegetables. They will expand their knowledge and skills in creation of sauces, from mother sauces to small sauces. In addition, they will create relishes, flavored oils, salsas, compotes, coulis, and purees. (Corequisite: CULN 1103)

CULN1105 Butchery (4 Credits)

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 the storage of fresh meats and the operation and cleaning of meat processing equipment. (Corequisite: CULN 1101)

CULN1106 World Cuisine & Cultures (2 Credits)

This course is designed to introduce students to world cuisines and their cultures. Students will prepare food from Europe, the Middle East, Africa, Asia and cuisines of the Americas. (Corequisite: CULN 1101)

CULN1200 Garde Manager 1 (3 Credits)

Students will be introduced to Garde Manger: the art of cold foods. They will gain knowledge and demonstrate skills used for the creation of salads, dressings, and a variety of hot and cold sandwiches. (Prerequisite: CULN 1101) (Corequisite: CULN 1201)

CULN1201 Garde Manager 2 (3 Credits)

Students will be introduced to the fine art of fruit and vegetable carvings, buffet presentations, appetizers, and hors d' oeuvres along with the art of charcuterie. (Corequisite: CULN 1200)

CULN1202 A la Carte Cooking & Production (4 Credits)

Students will apply the foundation of cooking techniques and fundamentals in a la Carte and batch cooking. Students will work as a team as well as individually to demonstrate their skills. (Prerequisite: CULN 1104)

CULN1203 Baking 1 (2 Credits)

This course covers 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. Students will be introduced to baking equipment, recipe conversions, and sanitation processes in a bakery. (Prerequisite: CULN 1101) (Corequisite: CULN 1204)

CULN1204 Baking 2 (4 Credits)

This course covers baking terminology, function of ingredients and the preparation of finished products: quick breads, pies, cakes, cookies, dessert sauces, custards, puddings, classical desserts, and specialty cake decorating. (Corequisite: CULN 1203)

CULN1205 Hospitality Nutrition (2 Credits)

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. (Prerequisite: CULN 1100)

CULN1300 Culinary Management (4 Credits)

Students will learn of various management topics including: leadership, training, motivation, delegation, hiring, problem solving, and conflict resolution. Students will learn information and skills necessary to analyze and improve profitability. Other topics covered are income statements, forecasting sales, labor and food costs. They will also learn about the cycle of food purchasing. (Prerequisite: CULN 1100)

CULN1301 Advanced Culinary (4 Credits)

This is the capstone culinary class where students demonstrate their advanced culinary abilities by creating a menu, developing a budget, planning and management of a team, menu preparation, and serving. (Prerequisites: CULN 1201, 1204)

CULN1302 Sustainable Foods & Organic Cooking (1 Credit)

Students will be introduced to sustainable farming and why it is important. They will also explore organic versus conventional farming and the nutritional differences. (Prerequisite: CULN 1100)

MKT 1830 Customer Service (3 Credits)

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.

Required Liberal Arts and Sciences (1 Course)

Choose one COMM course from the following list:

COMM100 Introduction to Human Communication (3 Credits)

This course is an introductory survey course of the communication discipline. It provides a sample of topics from interpersonal communication, intercultural communication, public speaking, small group communication, media, organizational communication, and interviewing. This course will offer students knowledge about communication and offer the opportunity to improve their skills. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Required Liberal Arts and Sciences Course (1 Course)

Choose one course from MnTC Goal Area 9 (if COMM 110 is chosen, it will only be used in requirement 2 and will NOT fulfill this requirement).

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

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PHIL100 Ethics in Society (3 Credits)

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This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL210 Environmental Ethics (3 Credits)

This class explores the place of human beings within 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

PHIL215 Business Ethics (3 Credits)

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PHIL220 (Credit)

PSYC140 Psychology of Positive Adjustment (4 Credits)

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This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites:

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AIS 120 Dakota Culture, History and Language (3 Credits)

This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources will be brought in to explore the Dakota language. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility)

SOC 205 Special Topics in Sociology: (3 Credits)

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 206 Juvenile Delinquency (3 Credits)

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 251 Criminology and Criminal Behavior (4 Credits)

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 259 Drugs and Society (3 Credits)

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

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

Dental Assisting - Associate of Applied Science Degree

63 Credits AAS 3303

Degree Description

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

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (17 Courses)

The following courses must be completed:

DA 1811 Dental Science I (2 Credits)

Dental Science is designed to provide the student with the fundamental, anatomical,and physiological structures of the human body, All body systems will be covered including embryology and histology. The focus of the course is to help students with no prior preparation in science to have a fundamental understanding of the structure and function of the human body with emphasis on the head and neck. The student will develop the necessary background knowledge to be a successful chairside and clinical assistant. (Prerequisite: Admitted to Dental Assisting program; AND have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.)

DA 1812 Oral Anatomy (2 Credits)

Dental anatomy is the fundamental study of permanent and primary dentition, including function, occlusion and annotation systems. The focus of this course is to provide the student with the knowledge to identify adult and children's dentition, distinguish occlusion, understand eruption patterns and developmental process. (Prerequisites: admission to Dental Assisting program; AND a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 21 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.)

DA 1813 Preclinical Dental Assisting (2 Credits)

Pre-Clinical Dental Assisting is designed to provide fundamental knowledge of microbiology and infection control measures. Emphasis will be placed on personal protection, risk management, sterilization, chemical disinfection, environment surface and equipment aseptic techniques. The student will develop the skills necessary to apply the techniques gained within the course to all clinical and laboratory courses. Standard precautions will be utilized throughout the entire curriculum, within all courses which apply. (Prerequisites: COMM 140; PHIL 100 or PHIL 150; HLTH 1950; HLTH 1952; Co-requisite: DA 1814)

DA 1814 Chairside Dental Assisting I (4 Credits)

Chairside Dental Assisting I provides laboratory and clinical knowledge and skills required for dental assisting clinical techniques and methods. Areas of emphasis are: clinical asepsis, safety, ergonomics, patient management and preparation, dental instruments and nomenclature, chairside assisting techniques, 4-6 handed dentistry, and treatment planning. (Prerequisites: COMM 140; PHIL 100 or PHIL 150; HLTH 1950; HLTH 1952; DA 1812; Co-requisite: DA 1813)

DA 1815 Dental Materials (3 Credits)

This course is designed to give students fundamental knowledge in dental materials, their purpose, composition, manipulation, properties, purposes, and storage as utilized in the dental practice and laboratory setting. The course includes both didactic and laboratory instruction for various material types including gypsum, impression materials, waxes, cements, and restorative materials. Safety in handling materials will be emphasized in laboratory. (Prerequisites: DA 1811, DA 1812)

DA 1816 Radiology I (3 Credits)

Radiology I is designed to provide knowledge and skills in radiation history, intra-oral and extra-oral radiographic

techniques, image principles and techniques, radiographic equipment and image receptors, radiographic infection control, radiation exposure guidelines, patient and operator protection/safety, patient relations, education, and legal issues, anatomical landmarks and pathology, radiographic film mounting and viewing, radiographic interpretation, and record keeping. (Prerequisites: DA 1811, DA 1812, DA 1850)

DA 1823 Dental Science II (2 Credits)

This course is designed to provide basic knowledge in oral pathology and pharmacology. Emphasis will be placed on methods of application, classifications and usage of knowledge in clinical settings. (Prerequisites: DA 1811, DA 1812)

DA 1825 Dental Assisting Expanded Functions (5 Credits)

Dental Assisting Expanded Functions is designed to train chairside dental assistants in the Expanded Functions for an advanced level of skills and knowledge permitted to provide intra-oral patient care procedures beyond traditional dental assisting duties. Procedures emphasized will be those legally allowed by the Minnesota Board of Dentistry for Licensed Dental Assistants. (Prerequisites: DA 1814, 1815)

DA 1826 Radiology II (3 Credits)

This course is a continuation of Radiology I. This in-depth course will cover the history of radiation, radiation physics, and differing radiation characteristics. The course will also include patient exposures, patient management and quality assurance. Students will also learn film techniques and processing. (Prerequisities: DA 1816)

DA 1827 Dental Nutrition (1 Credit)

This course is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventative dental philosophies. Emphasis will be placed on preventative dentistry and nutrition benefits of dental health. The focus of this course is to provide the student with the knowledge to define nutrition, describe key nutrients, use dietary guidelines, food labeling, food pyramids, define dental diets. Emphasis will be placed on dental health and nutritional guidelines. (Prerequisite: Admitted to Dental Assisting program)

DA 1828 Nitrous Oxide Sedation (1 Credit)

Nitrous Oxide Sedation is designed to provide fundamental knowledge, elements, purposes, and uses of Nitrous Oxide sedation for the Dental Hygienist and Dental Assistant. (Prerequisites: DA 1814, HLTH 1950, HLTH 1952, CPR must be valid throughout the course.)

DA 1830 Chairside Dental Assisting II (4 Credits)

Chairside Dental Assisting II is a continuation of Chairside Dental Assisting I designed to provide knowledge of general and specialty dentistry with associated chairside dental assisting laboratory and clinical skills. Emphasis will be placed on general and specialty dental procedures, associated skills, dental armamentarium and supplies. (Prerequisites: DA 1814, 1815)

DA 1845 Clinical Affiliations (8 Credits)

This course is designed to give the dental assistant student practical experience in dental practices. The extra-mural experiences will be completed in local dental offers including specialty areas as available. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: Successful completion of all previous dental assisting courses. Valid Healthcare Provider CPR)

DA 1850 Dental Business Technologies (3 Credits)

The course is designed to introduce students to dental software and implement software skills in clinical courses. This course will also expose students to business management aspects including administrative, financial and records management. Basic computers skills are needed for successful completion of course (Prerequisites: Admission to the Dental Assisting program)

DA 1855 Ethics and Jurisprudence (1 Credit)

This course will focus on the rules and regulations found in the Minnesota Dental Practice Act. An understanding of ethical and legal implications for dental practitioners will prepare students to take the Minnesota Jurisprudence exam for dental practitioners. (Prerequisites: DA 1825 and DA 1830)

HLTH1950 CPR (1 Credit)

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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 vascular disease are discussed. This meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

HLTH1952 First Aid (1 Credit)

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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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

Required Liberal Arts & Sciences (3 Courses)

To complete an AAS Degree, students must complete 17 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty. The following courses are required:

COMM140 Interpersonal Communication (3 Credits)

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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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL100 Composition (4 Credits)

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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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL100 Ethics in Society (3 Credits)

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This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

OR

PHIL150 Medical Ethics (3 Credits)

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This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

Required MATH Course (1 Course)

Choose one course from the following list:

MATH115 Concepts in Math (4 Credits)

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Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

MATH120 College Algebra (4 Credits)

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This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH125 Trigonometry (3 Credits)

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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, exponential and logarithmic functions. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 63 or higher or Completion of MATH 120 with a grade of C (2.0) or higher or ACT Math score of 22 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH130 Pre-Calculus (4 Credits)

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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 MATH 120 or MATH 125. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 86 or higher, or ACT Math score of 23 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH131 Calculus I (4 Credits)

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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: Next-Generation Accuplacer AAF score of 276 or higher or Classic Accuplacer College Math score of 103 or higher or ACT Math score of 24 or higher or completion of either MATH 125 or MATH 130 with a grade of C (2.0) or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH132 Calculus II (4 Credits)

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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: MATH 131, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

MATH154 Elementary Statistics (4 Credits)

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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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

MATH231 Ordinary Differential Equations (4 Credits)

is_numberic is true

This is a traditional introductory course in ordinary differential equations for students pursuing careers in engineering, mathematics and the sciences; the focus is primarily on lower order equations. Topics include the

solution of linear equations with constant coefficients, homogeneous and nonhomogeneous equations, assorted methods such as undetermined coefficients, variation of parameters and Laplace transforms. Also studied are existence and uniqueness theorems, numerical approximations, operator methods and various applications to physical phenomena. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH233 Multivariable Calculus (4 Credits)

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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: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH240 Elementary Linear Algebra (4 Credits)

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This is a first course in linear algebra for students intending to go into engineering, mathematics, the sciences, economics, statistics and other technical fields. Among the topics covered are matrices, determinants, systems of linear equations, vector spaces, linear tranformations and characteristic value problems. Apart from the useful and practical topics considered, the course also serves as an introduction to the notion of mathematical proof. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

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

Select 3 credits from MnTC Goal 5: History and Social and Behavioral Sciences. Course should be chosen with Advisor approval.

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

2020-21 South Central College Academic Catalog

Dental Assisting - Diploma

52 Credits DIP 3302

Degree Description

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

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (17 Courses)

Complete all of the following courses:

DA1811 Dental Science I (2 Credits)

Dental Science is designed to provide the student with the fundamental, anatomical,and physiological structures of the human body, All body systems will be covered including embryology and histology. The focus of the course is to help students with no prior preparation in science to have a fundamental understanding of the structure and function of the human body with emphasis on the head and neck. The student will develop the necessary background knowledge to be a successful chairside and clinical assistant. (Prerequisite: Admitted to Dental Assisting program; AND have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.)

DA1812 Oral Anatomy (2 Credits)

Dental anatomy is the fundamental study of permanent and primary dentition, including function, occlusion and annotation systems. The focus of this course is to provide the student with the knowledge to identify adult and children's dentition, distinguish occlusion, understand eruption patterns and developmental process. (Prerequisites: admission to Dental Assisting program; AND a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 21 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.)

DA1813 Preclinical Dental Assisting (2 Credits)

Pre-Clinical Dental Assisting is designed to provide fundamental knowledge of microbiology and infection control measures. Emphasis will be placed on personal protection, risk management, sterilization, chemical disinfection, environment surface and equipment aseptic techniques. The student will develop the skills necessary to apply the techniques gained within the course to all clinical and laboratory courses. Standard precautions will be utilized throughout the entire curriculum, within all courses which apply. (Prerequisites: COMM 140; PHIL 100 or PHIL 150; HLTH 1950; HLTH 1952; Co-requisite: DA 1814)

DA1814 Chairside Dental Assisting I (4 Credits)

Chairside Dental Assisting I provides laboratory and clinical knowledge and skills required for dental assisting clinical techniques and methods. Areas of emphasis are: clinical asepsis, safety, ergonomics, patient management and preparation, dental instruments and nomenclature, chairside assisting techniques, 4-6 handed dentistry, and treatment planning. (Prerequisites: COMM 140; PHIL 100 or PHIL 150; HLTH 1950; HLTH 1952; DA 1812; Co-requisite: DA 1813)

DA1815 Dental Materials (3 Credits)

This course is designed to give students fundamental knowledge in dental materials, their purpose, composition, manipulation, properties, purposes, and storage as utilized in the dental practice and laboratory setting. The course includes both didactic and laboratory instruction for various material types including gypsum, impression materials, waxes, cements, and restorative materials. Safety in handling materials will be emphasized in laboratory. (Prerequisites: DA 1811, DA 1812)

DA1816 Radiology I (3 Credits)

Radiology I is designed to provide knowledge and skills in radiation history, intra-oral and extra-oral radiographic techniques, image principles and techniques, radiographic equipment and image receptors, radiographic infection control, radiation exposure

guidelines, patient and operator protection/safety, patient relations, education, and legal issues, anatomical landmarks and pathology, radiographic film mounting and viewing, radiographic interpretation, and record keeping. (Prerequisites: DA 1811, DA 1812, DA 1850)

DA1823 Dental Science II (2 Credits)

This course is designed to provide basic knowledge in oral pathology and pharmacology. Emphasis will be placed on methods of application, classifications and usage of knowledge in clinical settings. (Prerequisites: DA 1811, DA 1812)

DA1825 Dental Assisting Expanded Functions (5 Credits)

Dental Assisting Expanded Functions is designed to train chairside dental assistants in the Expanded Functions for an advanced level of skills and knowledge permitted to provide intra-oral patient care procedures beyond traditional dental assisting duties. Procedures emphasized will be those legally allowed by the Minnesota Board of Dentistry for Licensed Dental Assistants. (Prerequisites: DA 1814, 1815)

DA1826 Radiology II (3 Credits)

This course is a continuation of Radiology I. This in-depth course will cover the history of radiation, radiation physics, and differing radiation characteristics. The course will also include patient exposures, patient management and quality assurance. Students will also learn film techniques and processing. (Prerequisities: DA 1816)

DA1827 Dental Nutrition (1 Credit)

This course is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventative dental philosophies. Emphasis will be placed on preventative dentistry and nutrition benefits of dental health. The focus of this course is to provide the student with the knowledge to define nutrition, describe key nutrients, use dietary guidelines, food labeling, food pyramids, define dental diets. Emphasis will be placed on dental health and nutritional guidelines. (Prerequisite: Admitted to Dental Assisting program)

DA1828 Nitrous Oxide Sedation (1 Credit)

Nitrous Oxide Sedation is designed to provide fundamental knowledge, elements, purposes, and uses of Nitrous Oxide sedation for the Dental Hygienist and Dental Assistant. (Prerequisites: DA 1814, HLTH 1950, HLTH 1952, CPR must be valid throughout the course.)

DA1830 Chairside Dental Assisting II (4 Credits)

Chairside Dental Assisting II is a continuation of Chairside Dental Assisting I designed to provide knowledge of general and specialty dentistry with associated chairside dental assisting laboratory and clinical skills. Emphasis will be placed on general and specialty dental procedures, associated skills, dental armamentarium and supplies. (Prerequisites: DA 1814, 1815)

DA1845 Clinical Affiliations (8 Credits)

This course is designed to give the dental assistant student practical experience in dental practices. The extra-mural experiences will be completed in local dental offers including specialty areas as available. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: Successful completion of all previous dental assisting courses. Valid Healthcare Provider CPR)

DA1850 Dental Business Technologies (3 Credits)

The course is designed to introduce students to dental software and implement software skills in clinical courses. This course will also expose students to business management aspects including administrative, financial and records management. Basic computers skills are needed for successful completion of course (Prerequisites: Admission to the Dental Assisting program)

DA1855 Ethics and Jurisprudence (1 Credit)

This course will focus on the rules and regulations found in the Minnesota Dental Practice Act. An understanding of ethical and legal implications for dental practitioners will prepare students to take the Minnesota Jurisprudence exam for dental practitioners. (Prerequisites: DA 1825 and DA 1830)

HLTH1950 CPR (1 Credit)

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 vascular disease are discussed. This meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

HLTH1952 First Aid (1 Credit)

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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

Required General Education (2 Courses)

Courses must be selected in consultation with advisor/faculty.

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

OR

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

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

Administration of Child Care Programs - Associate of Applied Science Degree

60 Credits AAS 3512/2512

Degree Description

****This program is no longer accepting applicants.****

A manager of an early childhood or afterschool program has complex responsibilities that require a wide range of knowledge and skills. The Administration of Child Care Programs degree is designed to build students' knowledge and abilities to adequately and effectively evaluate the qualifications and performance of employees, develop sound personnel practices, oversee the purchase, care and maintenance of equipment, develop and evaluate sound curricula, build and maintain professional relationships with parents, staff and colleagues, and respond sensitively to the diverse needs of children, their parents, and staff. The skills obtained in this degree will prepare students for career opportunities such as a Director, Assistant Director, Site Coordinator, Early Childhood Teacher or Paraprofessional.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (18 Courses)

Complete the following courses:

CDEV1210 Child Growth and Development (3 Credits)

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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

CDEV1220 Health, Safety & Nutrition (3 Credits)

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. (Prerequisites: None)

CDEV1230 Guiding Children's Behavior (3 Credits)

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

CDEV1240 Working with Diverse Families and Children (3 Credits)

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

CDEV1260 Observation and Assessment 1 (1 Credit)

This course introduces students to the most common observation methods used in early childhood programs. It will explore the fundamentals of using observation and evaluation techniques. (Prerequisites: None)

CDEV1270 Learning Environment & Curriculum (3 Credits)

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities,

and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

CDEV1310 Infant-Toddler Development and Learning Experiences (3 Credits)

This course will examine infant and toddler development as it applies to early childhood educational settings. Students will integrate strategies that support diversity and anti-bias perspectives, analyze development, correlate prenatal conditions with development, summarize child development theories, analyze the role of heredity and the environment, examine research-based curriculum models, and examine culturally and developmentally appropriate environments for infants and toddlers. (Prerequisite: CDEV 1210)

CDEV1312 Preschool Development and Learning Experiences (3 Credits)

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)

CDEV2210 Observation and Assessment 2 (2 Credits)

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, multiple assessment tools and portfolios are explored. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing developmental characteristics and increasing the awareness of normal patterns of behavior. (Prerequisite: CDEV 1260)

CDEV2310 Children with Differing Abilities (3 Credits)

This course examines the development of children with differing abilities. Students will integrate strategies that support diversity and anti-bias perspectives, providing inclusive programs for children, apply legal and ethical requirements including ADA and IDEA (Individuals with Disabilities Education Act). Exploration of differing abilities of children with physical, cognitive, health/medical, communication, and/or emotional/behavioral disorders, adapt curriculum to meet the needs of children with developmental differences, and cultivate partnerships with families who have children with differing abilities. (Prerequisites: CDEV 1210)

CDEV2510 Internship (3 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Child Development and Family Services 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. The focus of the Child Development program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisite: Instructor approval must be granted)

CDEV2520 Children with Challenging Behaviors (3 Credits)

This course supports students' understanding of children's behavioral problems and identifies intervention strategies to prevent and resolve problem behaviors. Effective behavior modification techniques and designing behavior plans will be explored. (Prerequisite: CDEV 1230)

MKT 1900 Principles of Management (3 Credits)

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. (Prerequisites: None)

MKT 1930 Human Resource Management (3 Credits)

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. (Prerequisites: None)

ACCT1814 Payroll Accounting (3 Credits)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

OR

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

CDEV2940 Managing Multiple Sites (1 Credit)

This course will examine challenges unique to managing multiple sites. It provides practical information and tools to help managers close the communication gaps created by distance, and get peak performance from employees they don't see everyday. (Prerequisites: CDEV majors only)

CDEV2990 Practicum Project (1 Credit)

During this project you will gain a broad view of program quality in an early childhood setting from an organizational perspective, learn how to administer and score the Program Administration Scale, learn how to analyze the results of the PAS and structure program improvements based on these results. (Prerequisite: Instructor Approval)

HLTH1950 CPR (1 Credit)

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 vascular disease are discussed. This meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

OR

HLTH1952 First Aid (1 Credit)

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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

OR

HLTH1954 Safety (1 Credit)

This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication Standard, bloodborne pathogens and substance use and abuse in the workplace are examples of topics covered in the course. The consequences of disregarding safety practices are explored. (Prerequisites: None)

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

Select one ENGL or COMM course from MNTC Goal 1.

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

Select one SOC or PSYC course from MNTC Goal 5.

Additional Liberal Arts and Sciences (9-11 Credits)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC goal areas. At least one course must be from outside MNTC Goal Areas 1 and 5.

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

2020-21 South Central College Academic Catalog

Administration of Child Care Programs - Advanced Certificate

11 Credits CERT3511/2511

Degree Description

****This program is no longer accepting applicants.****

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

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

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

MKT 1900 Principles of Management (3 Credits)

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. (Prerequisites: None)

MKT 1930 Human Resource Management (3 Credits)

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. (Prerequisites: None)

ACCT1814 Payroll Accounting (3 Credits)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

OR

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

CDEV2940 Managing Multiple Sites (1 Credit)

This course will examine challenges unique to managing multiple sites. It provides practical information and tools to help managers close the communication gaps created by distance, and get peak performance from employees they don't see everyday. (Prerequisites: CDEV majors only)

CDEV2990 Practicum Project (1 Credit)

During this project you will gain a broad view of program quality in an early childhood setting from an organizational perspective, learn how to administer and score the Program Administration Scale, learn how to analyze the results of the PAS and structure program improvements based on these results. (Prerequisite: Instructor Approval)

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

2020-21 South Central College Academic Catalog

Child Development - Certificate

16 Credits CERT3508/2505

Degree Description

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

Note: Beginning with Fall Semester 2019, the name of this program and its awards/degrees will change from Child Development to Early Childhood Education. More information about the program will be available in May 2019.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Choose the following courses

CDEV1210 Child Growth and Development (3 Credits)

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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

CDEV1220 Health, Safety & Nutrition (3 Credits)

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. (Prerequisites: None)

CDEV1230 Guiding Children's Behavior (3 Credits)

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

CDEV1240 Working with Diverse Families and Children (3 Credits)

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

CDEV1260 Observation and Assessment 1 (1 Credit)

This course introduces students to the most common observation methods used in early childhood programs. It will explore the fundamentals of using observation and evaluation techniques. (Prerequisites: None)

CDEV1270 Learning Environment & Curriculum (3 Credits)

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

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

Early Childhood Education - Associate of Applied Science Degree

60 Credits AAS 3523/2518

Degree Description

The Early Childhood Education Associate of Applied Science (AAS) Degree is designed to prepare individuals for employment in a variety of early childhood and educational settings as early childhood teachers, family child care providers, nannies, directors or site coordinators, and paraprofessionals within a school system.

Education for early childhood licensure is provided by South Central College according to the Minnesota Department of Human Services educational requirements. Students learn about child growth and development, positive child guidance strategies, providing safe environments, maintaining children's health, enhancing literacy, cultural sensitivity, children's mental health, special education, and best practices for promoting developmentally appropriate learning experiences for young children.

The AAS degree in Early Childhood Education can be transferred seamlessly to the University of Wisconsin-River Falls to pursue a Bachelor's Degree in Early Childhood Education, with or without certification.

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (15 Courses)

Complete the following courses:

ECE 1205 Introduction to Early Childhood Education (3 Credits)

This course provides an overview of the early childhood field, including theories, philosophies, missions, and regulations. It examines the roles and responsibilities of professionals in a variety of career settings. (Prerequisite: None)

ECE 1210 Child Growth and Development (3 Credits)

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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

ECE 1220 Health, Safety & Nutrition (3 Credits)

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. (Prerequisites: None)

ECE 1230 Behavior Guidance (3 Credits)

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

ECE 1240 Diverse Children and Family Relations (3 Credits)

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

ECE 1270 Creative Activities and Environments (3 Credits)

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

ECE 1310 Infant-Toddler Development and Learning (3 Credits)

This course will examine infant and toddler development as it applies to early childhood educational settings. Students will integrate strategies that support diversity and anti-bias perspectives, analyze development, correlate prenatal conditions with development, summarize child development theories, analyze the role of heredity and the environment, examine research-based curriculum models, and examine culturally and developmentally appropriate environments for infants and toddlers. (Prerequisite: CDEV 1210)

ECE 2310 Introduction to Special Education (3 Credits)

This course examines the development of children with differing abilities. Students will integrate strategies that support diversity and anti-bias perspectives, providing inclusive programs for children, apply legal and ethical requirements including ADA and IDEA (Individuals with Disabilities Education Act). Exploration of differing abilities of children with physical, cognitive, health/medical, communication, and/or emotional/behavioral disorders, adapt curriculum to meet the needs of children with developmental differences, and cultivate partnerships with families who have children with differing abilities. (Prerequisites: CDEV 1210)

ECE 2510 ECE Internship (3 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Child Development and Family Services 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. The focus of the Child Development program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisite: Instructor approval must be granted)

ECE 2520 Children with Challenging Behaviors (3 Credits)

This course supports students' understanding of children's behavioral problems and identifies intervention strategies to prevent and resolve problem behaviors. Effective behavior modification techniques and designing behavior plans will be explored. (Prerequisite: CDEV 1230)

ECE 2530 Curriculum Planning (3 Credits)

This course provides an advanced level of curriculum planning. Emphasis is on organizing, implementing, and evaluating developmentally appropriate curricula. (Prerequisite: CDEV 1270)

ECE 2550 Cognitive Development (3 Credits)

This course provides an overview of cognitive and multimedia learning experiences in either home, school, 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. (Prerequisite: CDEV 1210)

ECE 2560 Introduction to Language and Literacy (3 Credits)

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. (Prerequisite: CDEV 1210)

ECE 2580 Observation and Assessment (3 Credits)

This course focuses on the appropriate use of observation and assessment strategies to document children's development, growth, play and learning, and to join with families and professionals in promoting children's success. The students will explore recording strategies, rating systems, multiple assessment tools, and portfolios. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing development characteristics, and increasing the awareness of normal patterns of behavior. (Prerequisites: ECE 1210 and ECE 1230.)

ECE 2590 Introduction to Children's Mental Health (3 Credits)

This course provides an overview of social-emotional learning experiences. 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, and social studies. (Prerequisite: CDEV 1210)

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

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

Liberal Arts and Sciences - Communication (1 Course)

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

Required Liberal Arts & Sciences (7 - 9 Credits)

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

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

2020-21 South Central College Academic Catalog

Early Childhood Education - Associate of Science Degree

60 Credits AS 3524/2519
Academic Catalog 2019-2020

Degree Description

The Early Childhood Education Associate of Science (AS) Degree is intended primarily for students who plan to transfer to another college or university to complete a bachelor's degree in Early Childhood or related field. It also prepares individuals for employment as a teacher in a variety of early childhood settings.

The Early Childhood Education AS Degree offers a seamless transfer of credits toward a Bachelor's Degree in a Birth to 3rd Grade Licensure program at Southwest Minnesota State University in Marshall.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (10 Courses)

Complete the following courses:

ECE 1205 Introduction to Early Childhood Education (3 Credits)

This course provides an overview of the early childhood field, including theories, philosophies, missions, and regulations. It examines the roles and responsibilities of professionals in a variety of career settings. (Prerequisite: None)

ECE 1210 Child Growth and Development (3 Credits)

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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

ECE 1220 Health, Safety & Nutrition (3 Credits)

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. (Prerequisites: None)

ECE 1230 Behavior Guidance (3 Credits)

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

ECE 1240 Diverse Children and Family Relations (3 Credits)

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

ECE 1270 Creative Activities and Environments (3 Credits)

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

ECE 2310 Introduction to Special Education (3 Credits)

This course examines the development of children with differing abilities. Students will integrate strategies that support diversity and anti-bias perspectives, providing inclusive programs for children, apply legal and ethical requirements including ADA and IDEA (Individuals with Disabilities Education Act). Exploration of differing abilities of children with physical, cognitive, health/medical, communication, and/or emotional/behavioral disorders, adapt curriculum to meet the needs of children with developmental differences and cultivate partnerships with families who have children with differing abilities. (Prerequisites: CDEV 1210)

ECE 2510 ECE Internship (3 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Child Development and Family Services 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. The focus of the Child Development program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisite: Instructor approval must be granted)

ECE 2560 Introduction to Language and Literacy (3 Credits)

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. (Prerequisite: CDEV 1210)

ECE 2580 Observation and Assessment (3 Credits)

This course focuses on the appropriate use of observation and assessment strategies to document children's development, growth, play and learning, and to join with families and professionals in promoting children's success. The students will explore recording strategies, rating systems, multiple assessment tools, and portfolios. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing development characteristics, and increasing the awareness of normal patterns of behavior. (Prerequisites: ECE 1210 and ECE 1230.)

Required Liberal Arts & Sciences (3 Courses)

To complete the Child Development AS Degree, students must complete 30 MNTC credits from 6 of the 10 MNTC Goal areas. The following courses are required:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

Liberal Arts and Sciences Electives

Select an additional 19 credits to fulfill four other MNTC Goal Areas (MNTC Goals 2,3,5,6,7,8,9,10).

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

2020-21 South Central College Academic Catalog

Early Childhood Education - Certificate

18 Credits CERT3521/2516

Degree Description

The Early Childhood Education Certificate is designed to prepare individuals for work in a child care center or preschool as an aide or assistant early childhood teacher or in a family child care program. Students will learn about child growth and development, positive guidance, health and safety, cultural sensitivity, and an introduction to best practices for promoting learning for young children.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Choose the following courses

ECE 1205 Introduction to Early Childhood Education (3 Credits)

This course provides an overview of the early childhood field, including theories, philosophies, missions, and regulations. It examines the roles and responsibilities of professionals in a variety of career settings. (Prerequisite: None)

ECE 1210 Child Growth and Development (3 Credits)

This course is the first in a series of courses that are 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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

ECE 1220 Health, Safety & Nutrition (3 Credits)

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. (Prerequisites: None)

ECE 1230 Behavior Guidance (3 Credits)

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

ECE 1240 Diverse Children and Family Relations (3 Credits)

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

ECE 1270 Creative Activities and Environments (3 Credits)

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

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

Early Childhood Education - Diploma

33 Credits DIP 3522/2517

Degree Description

The Early Childhood Education Diploma is designed to prepare individuals for work in a child care center or preschool as an assistant or early childhood teacher or in a family child care program. Students will learn about child growth and development, positive guidance, health and safety, cultural sensitivity, learning environments and best practices for promoting learning for young children.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (9 Courses)

Complete the following courses:

ECE 1205 Introduction to Early Childhood Education (3 Credits)

This course provides an overview of the early childhood field, including theories, philosophies, missions, and regulations. It examines the roles and responsibilities of professionals in a variety of career settings. (Prerequisite: None)

ECE 1210 Child Growth and Development (3 Credits)

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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

ECE 1220 Health, Safety & Nutrition (3 Credits)

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. (Prerequisites: None)

ECE 1230 Behavior Guidance (3 Credits)

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

ECE 1240 Diverse Children and Family Relations (3 Credits)

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

ECE 1270 Creative Activities and Environments (3 Credits)

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

ECE 1310 Infant-Toddler Development and Learning (3 Credits)

This course will examine infant and toddler development as it applies to early childhood educational settings. Students will integrate strategies that support diversity and anti-bias perspectives, analyze development, correlate prenatal conditions with

development, summarize child development theories, analyze the role of heredity and the environment, examine research-based curriculum models, and examine culturally and developmentally appropriate environments for infants and toddlers. (Prerequisite: CDEV 1210)

ECE 2510 ECE Internship (3 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Child Development and Family Services 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. The focus of the Child Development program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisite: Instructor approval must be granted)

ECE 2580 Observation and Assessment (3 Credits)

This course focuses on the appropriate use of observation and assessment strategies to document children's development, growth, play and learning, and to join with families and professionals in promoting children's success. The students will explore recording strategies, rating systems, multiple assessment tools, and portfolios. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing development characteristics, and increasing the awareness of normal patterns of behavior. (Prerequisites: ECE 1210 and ECE 1230.)

Required Liberal Arts & Sciences (6 Credits)

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

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

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Emergency Medical Technician

7 Credits NA 3802

Degree Description

Emergency Medical Technician is NOT a program leading to a degree at South Central College. Rather, SCC offers a series of courses that lead to certifications which prepare learners to render emergency medical services to the public.

These certifications are not eligible for federal student aid.

Basic Entrance Requirements

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

Student Background Studies

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

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Classes (1 Course)

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

This course will provide the participant the necessary didactic and cognitive skills to enter the Basic Life Support Ambulance occupation arena as an EMT. Upon successful completion of this course the participant will be able to take the National registry of Emergency Medical Technician written and practical examination, administered by the Minnesota EMS Regulatory Board. The course follows the guidelines established by the United States Department of Transportation and meets the requirements set forth by the Minnesota EMS Regulatory Board. This course is a requirement to progress into the Intensive Care Paramedic Program of study. (Prerequisite: Student must be 18 years of age by the start of the course.)

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

Energy Technical Specialist - Associate of Applied Science Degree

60 Credits AAS 3482

Degree Description

The Energy Technical Specialist Associate of Applied Science degree will convey the skills and knowledge necessary to be successful in both the traditional and renewable energy fields. Learners will have the option to take courses in windsmith, ethanol, biodiesel, solar power, fossil fuels and power generation.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Select the following courses:

MECA1122 Electricity - Devices and Circuits I (3 Credits)

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of direct current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

MECA1210 Digital Electronics (3 Credits)

This course explores the general fundamentals of digital electronic circuits. To learn the theory and operation of digital electronics, students will get hands-on experience with basic logic gates; sequential logic circuits, such as flip-flops, counters, and shift registers; and combinational logic circuits that include encoders, decoders, multiplexers, and arithmetic devices. A variety of measurement equipment will be used to test and troubleshoot solid state and digital circuits created on breadboards during lab sessions. Teamwork, critical thinking skills, and practical applications of circuits will be emphasized. (Prerequisite: None)

MECA1220 Mechanical Systems (3 Credits)

This course includes an introduction to mechanical drive systems, power transmission systems, chain drives, v-belt and, multiple shaft drives, linear motion assemblies, and auxiliary control functions. The student will study the application of spur, helical, bevel and worm gears as well as the use of keys, pins, and splines to attach gears to shafts. Machine elements such as; displacement, velocity, acceleration, springs, power screws, brakes and clutches will also be topics covered. Computer simulation and 3D software will be used throughout the course. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: PHYS 101 or comparable with approval of Instructor)

MECA1222 Electricity - Devices and Circuits II (3 Credits)

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of alternating current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: MECA 1122))

MECA1250 Mechatronics Systems Operations I (3 Credits)

This course will provide the student with the principles of programmable logic controllers (PLC) hardware and fundamental sequence control systems. The student will gain essential knowledge necessary to create and edit basic PLC programs that will include timers, counters and special function blocks. As well as gaining an understanding of interfacing discrete input-output (I/O). The student will also perform fundamental PLC troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122)

MECA1270 Modeling and Simulation (3 Credits)

This course will provide students with the understanding of the interaction of the parts of a system, and of the

system as a whole. A unified approach to modeling of dynamic systems using computer simulation and model validation is used. Emphasis will be on modeling and simulation of mechanical parts and assemblies, electronic circuits, fluid power systems and PLC controlled automation systems. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1131)

MECA2110 Sensors and Control (3 Credits)

This course will provide students with the principles of measurement and control systems. The student will gain an understanding of different sensor technologies used to measure and detect physical properties used in a variety of electro mechanical, electro hydraulic and electro pheumatic systems. The student, through lab work, will also learn how to use and troubleshoot sensors used in open and closed loop control systems. Technical writing skills and safety procedures will be implemented throughout the course. This course assumes the student understands basic electrical, mechanical, and programming concepts. (Prerequisites: MECA 1122)

MECA2120 Fluid Power 1 (3 Credits)

This course provides the basics of fluid powered devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to apply basic laws of fluid mechanics to design and specify characteristics of a pneumatic system; select and size actuators and control valves, and match the pneumatic components with its American National Standards Institute (ANSI) symbol. Upon completion of this course, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of pneumatic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA2130 Fluid Power II (3 Credits)

This course provides the basics of hydraulically operated devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to design and specify characteristics of a hydraulic system, select and size actuators, and match the hydraulic component name with its American National Standards Institute (ANSI) symbol. Additionally, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of hydraulic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2120)

RNEW1115 Mechanical Fundamentals (MN West) (3 Credits)

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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HLTH1954 Safety (1 Credit)

This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication Standard, bloodborne pathogens and substance use and abuse in the workplace are examples of topics covered in the course. The consequences of disregarding safety practices are explored. (Prerequisites: None)

AND

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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OR

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

This course is offered through Hibbing Community College. Please refer to the course description located at the HCC website: www.hibbing.edu

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Elective Credits (10 Credits)

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

Wind Power

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

This course is offered through Minnesota West Community and Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community and Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Solar - See Advisor

Ethanol

RNEW1100 Process Dynamics (MN West) (3 Credits)

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Biodiesel

RNEW1100 Process Dynamics (MN West) (3 Credits)

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

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

This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Fossil Fuel - See Advisor

Power Gen

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

This course is offered through St. Cloud Technical & Community College. Please refer to the course description located at the SCTCC website: www.sctcc.edu

Required Liberal Arts and Sciences (3 Courses)

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

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

BIOL106 Introduction to Cell Biology (3 Credits)

This is an introductory cell biology course dealing with: the cell structure and organelles; basic chemistry and biochemical molecules; cell transport and energy concepts; cellular respiration; cell reproduction; patterns of inheritance; structure and function of DNA; how genes are controlled; DNA technology. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

AND

CHEM108 Introduction to Chemistry (4 Credits)

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: Must have a score of 75.5 or higher in the Elementary Algebra portion of the Accuplacer test or completion of MATH 0085 with a grade of C or higher.) (MNTC 3: Natural Sciences)

OR

PHYS101 Introductory Physics (3 Credits)

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. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 250 to 300 AND Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher AND Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher.) (MNTC 3: Natural Sciences)

OR

PHYS211 Principles in Physics I (4 Credits)

This is the first half of a one-year sequence in physics. It covers the general background in algebra-based physics. Topics include classical mechanics, fluid mechanics, wave and sound, thermal physics. Lecture and laboratory. (Prerequisites: MATH 120 and 125, or MATH 130) (MNTC: 3, Natural Sciences)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

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

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Family Services - Associate of Applied Science Degree

60 Credits AAS 3515/2515

Degree Description

This award will prepare individuals for careers in a variety of family and child services settings. Students will learn skills such as positive behavioral interventions, health and safety, cultural sensitivity, family dynamics, record keeping and interpersonal communication.

The Family Service Specialist program is designed to establish a foundation in early childhood education, improve the quality of early childhood services, and prepares learners for positions in several areas in the health, human services, and education fields with children, adolescents, adults, and senior citizens. Those who may be interested in Social Work, Sociology, Psychology, Home Visitor for children and families or other health-related areas may want to consider the Family Service Specialist program as a well-rounded educational base to support further development.

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (14 Courses)

Complete the following courses:

ECE 1210 Child Growth and Development (3 Credits)

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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

ECE 1220 Health, Safety & Nutrition (3 Credits)

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. (Prerequisites: None)

ECE 1230 Behavior Guidance (3 Credits)

This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem-solving and behavior modification. Examines ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

ECE 1240 Diverse Children and Family Relations (3 Credits)

Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

ECE 1270 Creative Activities and Environments (3 Credits)

This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

ECE 1310 Infant-Toddler Development and Learning (3 Credits)

This course will examine infant and toddler development as it applies to early childhood educational settings. Students will integrate strategies that support

diversity and anti-bias perspectives, analyze development, correlate prenatal conditions with development, summarize child development theories, analyze the role of heredity and the environment, examine research-based curriculum models, and examine culturally and developmentally appropriate environments for infants and toddlers. (Prerequisite: CDEV 1210)

ECE 2310 Introduction to Special Education (3 Credits)

This course examines the development of children with differing abilities. Students will integrate strategies that support diversity and anti-bias perspectives, providing inclusive programs for children, apply legal and ethical requirements including ADA and IDEA (Individuals with Disabilities Education Act). Exploration of differing abilities of children with physical, cognitive, health/medical, communication, and/or emotional/behavioral disorders, adapt curriculum to meet the needs of children with developmental differences, and cultivate partnerships with families who have children with differing abilities. (Prerequisites: CDEV 1210)

ECE 2580 Observation and Assessment (3 Credits)

This course focuses on the appropriate use of observation and assessment strategies to document children's development, growth, play and learning, and to join with families and professionals in promoting children's success. The students will explore recording strategies, rating systems, multiple assessment tools, and portfolios. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing development characteristics, and increasing the awareness of normal patterns of behavior. (Prerequisites: ECE 1210 and ECE 1230.)

ECE 2590 Introduction to Children's Mental Health (3 Credits)

This course provides an overview of social-emotional learning experiences. 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, and social studies. (Prerequisite: CDEV 1210)

HSER1000 Introduction to Counseling (3 Credits)

This course provides students with an introduction to the skills of counseling. Students will learn how to identify and explore feelings, set up a positive environment, learn effective helping skills, and explore treatment issues. Emphasis will be placed on understanding the principles of interviewing and on the demonstrated application of these skills by the student. Students examine how these skills affect relationship building and therapeutic interventions. Guided encounters, discussions, presentations, and assigned projects will be utilized. (Prerequisites: None)

HSER1010 Disability and Person Centered Planning (4 Credits)

This course gives an overview of how service providers work with one another in order to assure the delivery of optimal supports. It will introduce you to a variety of strategies and techniques used to facilitate person centered planning for individualized and real life goals. Topics covered in the course include: the use of support teams (effective team work, team dynamics, communication skills and problem solving skills); working with families; direct service provider roles and responsibilities; diversity, confidentiality, and advocacy issues; the civil and disability rights movement; interdisciplinary team planning processes; and use of the Planning Alternate Tomorrows with Hope (PATH) planning system to promote minimally invasive care and support strategies. (Prerequisites: None)

HSER1020 Behavioral Interventions (3 Credits)

This course provides an in-depth look at positive supports and interventions for those with challenging behaviors and reviews human development, learning styles, and teaching techniques. Additionally, an 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. Emphasis is placed on understanding and supporting an 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 an individual's abilities. Students will also acquire knowledge and skills relating to functional and specialized 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. (Prerequisites: None)

HSER1030 Poverty (3 Credits)

This course examines the causes and consequences of poverty. Students will learn the terminology and analyze the philosophical, conceptual, and theoretical frameworks utilized by diverse agents to understand and address poverty. Specific interventions are explored and analyzed. The goal of this course is to develop social work professionals who understand the problem of poverty from a variety of disciplines, understand key concepts, and will be prepared and willing to intervene regardless of area of practice. (Prerequisite: None)

HSER2000 Field Experience (4 Credits)

This course is designed to provide the student with a practical experience within the social services field. Each field experience is individualized and students will be placed within a social service agency by the instructor based on the student's interest, skill set, and agency availability. The focus of field experience is to

give the students experience with a client population and practice modeling social work values and ethics. Students will complete field experience their last semester. (Prerequisites: Instructor approval required)

Required Liberal Arts and Sciences (3 Courses)

To complete an AAS Degree, students must complete 16 credits from 3 of the 10 MnTC goal areas. The following courses are required:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

SOWK115 Social Welfare Services (4 Credits)

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: ENGL 100) (MnTC Goal Areas: 5, 7)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

Liberal Arts and Sciences Electives

Select an additional 5 credits of Liberal Arts and Sciences in consultation with your Advisor.

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

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Advanced Farm Business Management - Certificate

30 Credits CERT3122/2110

Degree Description

The Advanced Farm Business Management Certificate is designed for learners 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 learners in the Advanced Farm Business Management program will enroll as part-time students and will carry 5 credits per semester.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Select the following courses:

FBMA2930 Fundamentals of Financial Management as it Relates to Risk Management (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)

FBMA2931 Applied Financial Management as it Relates to Risk Management (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)

FBMA2932 Fundamentals of Financial Management/Strategic Planning Emphasis (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)

FBMA2933 Applied Financial Management/Strategic Planning Emphasis (3 Credits)

This course will provide practical application of strategic planning skills. Application skills will be practiced upon and applied to the student's business and business plan. (Prerequisites: None)

FBMA2934 Fundamentals of Financial Mgmt/Business Plan Emphasis (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)

FBMA2935 Applications in Financial Management/Business Plans (3 Credits)

This course will provide the necessary instruction to put together and implement a business plan for the farm business.

Elective Credits (12 Credits)

Choose 12 credits from the following list of courses.

FBMA2210 Current Issues in Farm Business Management (1 - 5 Credits)

This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2211 Current Issues in Farm Business Management (1 - 5 Credits)

This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2212 Current Issues in Farm Business Management (1 - 5 Credits)

This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2220 Current Issues in Farm Business Management (1 - 5 Credits)

This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2221 Current Issues in Farm Business Management (1 - 5 Credits)

This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2222 Current Issues in Farm Business Management (1 - 5 Credits)

This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMT1190 Evaluating Farm Commodity Marketing Tools (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.

FBMT1193 Directed Study-Evaluating Farm Commodity Marketing Tools (2 Credits)

This course is designed to teach students to implement the various farm marketing tools and to select the tool appropriate to the present marketing situation. The student will utilize marketing alternatives and apply to farm business marketing. (Prerequisite: None)

FBMT2170 Monitoring Farm Commodity Marketing Plans (3 Credits)

This course is designed to help students revise current farm commodity plans. Emphasis will be placed on current market conditions and pricing opportunities. The student will prioritize and evaluate marketing opportunities and risk. (Prerequisite: None)

FBMT2173 Directed Study-Monitoring Farm Commodity Marketing Plans (2 Credits)

This course is designed to justify current farm commodity marketing plans. Emphasis will be placed on current conditions and pricing opportunities. The student will prioritize and evaluate marketing opportunities and risk. (Prerequisites: None)

FBMT2180 Strategies in Farm Commodity Marketing (3 Credits)

This course is designed to plan marketing strategies necessary to achieve farm business. The student will create a year round marketing plan utilizing a variety of marketing strategies to maximize farm income return. (Prerequisites: None)

FBMT2183 Directed Study-Strategies in Farm Commodity Marketing (2 Credits)

This course is designed to plan marketing strategies necessary to achieve farm business. The student will implement a year round marketing plan utilizing a variety of marketing strategies to maximize farm income return. (Prerequisite: None)

FBMT2201 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2202 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2203 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2204 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2205 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2206 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2207 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2208 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2209 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2210 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2211 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2212 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to

best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2213 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2214 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2215 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2216 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2217 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2218 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2219 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2220 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2221 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2222 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2223 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2224 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2225 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2226 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2227 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2228 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2229 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2230 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2231 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2232 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2233 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2234 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2235 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2236 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2237 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2238 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2239 Special Topics-Livestock (2 Credits)

This course covers special topics of interest in livestock. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

Applications in Farm Business Management - Certificate

30 Credits
CERT3149/2149: Academic Catalog 2019-2020

Degree Description

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

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Select the following courses:

FBMT2141 Interpreting and Evaluation of Financial Data (4 Credits)

This course continues to expand on preparation and evaluation of the farm business analysis. This course provides continued guidance and perfection of business record close out procedures, tax implications of management decisions, and continues to monitor farm business and family goals. (Prerequisites: None)

FBMT2142 Interpreting Trends in Business Planning (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)

FBMT2151 Strategies in Farm System Data Management (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 developing an accurate, usable business analysis. (Prerequisites: None)

FBMT2152 Integrating System Information for Financial Planning (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)

FBMT2161 Examination of the Context of Farm System Management (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)

FBMT2162 Refining Farm System Management (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)

Required Electives (6 Credits)

Select 6 credits from the following courses:

FBMT1180 Applying Commodity Marketing Fundamentals (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.

FBMT1183 Directed Study-Applying Commodity Marketing Fundamentals (2 Credits)

This course is designed to teach students to apply the various methods and tools to market farm commodities. The students will develop various marketing tools to

enhance their farm business operations. (Prerequisite: None)

FBMT2201 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2202 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2203 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2204 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2205 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2206 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2207 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2208 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2209 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2210 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2211 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2212 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2213 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2214 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2215 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2216 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2217 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2218 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2219 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2220 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2221 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2222 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2223 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2224 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve

student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2225 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2226 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2227 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2228 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2229 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2230 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2231 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2232 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2233 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2234 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2235 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2236 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market

and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2237 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2238 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2239 Special Topics-Livestock (2 Credits)

This course covers special topics of interest in livestock. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

Essentials of Farm Business Management - Certificate

30 Credits CERT3148, Academic Catalog 2019-2020

Degree Description

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

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Select the following courses:

FBMT1112 Foundations for Farm Business Management (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)

FBMT1121 Preparation for Farm Business Analysis (4 Credits)

This course will take the student through a step by step procedure to close out a complete year of farm business records. This 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)

FBMT1122 Implementing the System Management Plan (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)

FBMT1131 Managing and Modifying Farm System Data (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 areas: farm enterprise analysis, tax planning, data filing, and cash and liability checks. (Prerequisites: None)

FBMT1132 Interpreting and Using Farm System Data (4 Credits)

This course provides an opportunity for the student to view the farm business and its various components through the application of balance sheets, farm personal and managerial inventories, enterprise reports and historical data. (Prerequisite: None)

FBMT1211 Intro to Farm Business Management (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)

Required Electives (6 Credits)

Select 6 credits from the following courses:

FBMT1170 Intro to Farm Commodity Marketing (3 Credits)

This course is designed to introduce students to the various methods and tools to market farm commodities.

FBMT1173 Directed Study-Intro to Farm Commodity Marketing (2 Credits)

This course provides the student with the opportunity to use the various marketing methods and tools. The students will use various types of marketing contracts and cash markets as well as recognizing the roles of brokers and market advisors. (Prerequisite: None)

FBMT2201 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2202 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2203 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2204 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2205 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2206 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2207 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2208 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2209 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2210 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2211 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2212 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2213 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2214 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2215 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2216 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2217 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2218 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2219 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2220 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2221 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2222 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2223 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2224 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve

student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2225 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2226 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2227 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2228 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2229 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2230 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2231 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2232 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2233 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2234 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2235 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2236 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market

and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2237 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2238 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2239 Special Topics-Livestock (2 Credits)

This course covers special topics of interest in livestock. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

Farm Business Management Diploma

60 Credits DIP 3118/2101
Academic Catalog 2019-2020

Degree Description

The Farm Business Management program is designed for those 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.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete the following courses:

FBMT1112 Foundations for Farm Business Management (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)

FBMT1121 Preparation for Farm Business Analysis (4 Credits)

This course will take the student through a step by step procedure to close out a complete year of farm business records. This 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)

FBMT1122 Implementing the System Management Plan (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)

FBMT1131 Managing and Modifying Farm System Data (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 areas: farm enterprise analysis, tax planning, data filing, and cash and liability checks. (Prerequisites: None)

FBMT1132 Interpreting and Using Farm System Data (4 Credits)

This course provides an opportunity for the student to view the farm business and its various components through the application of balance sheets, farm personal and managerial inventories, enterprise reports and historical data. (Prerequisite: None)

FBMT1211 Intro to Farm Business Management (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)

FBMT2141 Interpreting and Evaluation of Financial Data (4 Credits)

This course continues to expand on preparation and evaluation of the farm business analysis. This course provides continued guidance and perfection of business record close out procedures, tax implications of management decisions, and continues to monitor farm business and family goals. (Prerequisites: None)

FBMT2142 Interpreting Trends in Business Planning (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)

FBMT2151 Strategies in Farm System Data Management (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 developing an accurate, usable business analysis. (Prerequisites: None)

FBMT2152 Integrating System Information for Financial Planning (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)

FBMT2161 Examination of the Context of Farm System Management (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)

FBMT2162 Refining Farm System Management (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)

Technical Electives (6 Credits)

Complete 6 credits from the following courses:

FBMT1170 Intro to Farm Commodity Marketing (3 Credits)

This course is designed to introduce students to the various methods and tools to market farm commodities.

FBMT1173 Directed Study-Intro to Farm Commodity Marketing (2 Credits)

This course provides the student with the opportunity to use the various marketing methods and tools. The students will use various types of marketing contracts and cash markets as well as recognizing the roles of brokers and market advisors. (Prerequisite: None)

FBMT1180 Applying Commodity Marketing Fundamentals (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.

FBMT1183 Directed Study-Applying Commodity Marketing Fundamentals (2 Credits)

This course is designed to teach students to apply the various methods and tools to market farm commodities. The students will develop various marketing tools to enhance their farm business operations. (Prerequisite: None)

FBMT1190 Evaluating Farm Commodity Marketing Tools (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.

FBMT1193 Directed Study-Evaluating Farm Commodity Marketing Tools (2 Credits)

This course is designed to teach students to implement the various farm marketing tools and to select the tool appropriate to the present marketing situation. The student will utilize marketing alternatives and apply to farm business marketing. (Prerequisite: None)

FBMT2170 Monitoring Farm Commodity Marketing Plans (3 Credits)

This course is designed to help students revise current farm commodity plans. Emphasis will be placed on current market conditions and pricing opportunities. The student will prioritize and evaluate marketing opportunities and risk. (Prerequisite: None)

FBMT2173 Directed Study-Monitoring Farm Commodity Marketing Plans (2 Credits)

This course is designed to justify current farm commodity marketing plans. Emphasis will be placed on current conditions and pricing opportunities. The student will prioritize and evaluate marketing opportunities and risk. (Prerequisites: None)

FBMT2180 Strategies in Farm Commodity Marketing (3 Credits)

This course is designed to plan marketing strategies necessary to achieve farm business. The student will create a year round marketing plan utilizing a variety of

marketing strategies to maximize farm income return. (Prerequisites: None)

FBMT2183 Directed Study-Strategies in Farm Commodity Marketing (2 Credits)

This course is designed to plan marketing strategies necessary to achieve farm business. The student will implement a year round marketing plan utilizing a variety of marketing strategies to maximize farm income return. (Prerequisite: None)

FBMT2201 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2202 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2203 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2204 Special Topics-General Farm Management (1 Credit)

Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2205 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2206 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2207 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2208 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2209 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2210 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2211 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2212 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2213 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2214 Special Topics-Marketing (1 Credit)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2215 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2216 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2217 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2218 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2219 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2220 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2221 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2222 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2223 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve

student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2224 Special Topics-Crops (1 Credit)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2225 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2226 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2227 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2228 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2229 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2230 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2231 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2232 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2233 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2234 Special Topics-Livestock (1 Credit)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2235 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market

and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2236 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2237 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2238 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2239 Special Topics-Livestock (2 Credits)

This course covers special topics of interest in livestock. (Prerequisites: None)

Required Liberal Arts and Sciences (6 Credits)

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

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

2020-21 South Central College Academic Catalog

FBM AgSpark - Certificate

14 Credits CERT3135/2154

Degree Description

In effort to attact new farmers and beginning farmers to rural Minnesota, FBM instructors have identified several courses that would aid individuals as they start their farming careers. Our mission is to meet the personal and career goals of a wide range of individual learners that enhances the quality of life as individuals sustain their agricultural entrepreneurial venture.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (2 Courses)

Select the following courses:

FBMT1112 Foundations for Farm Business Management (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)

FBMT1211 Intro to Farm Business Management (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)

Elective Credits (6 Credits)

Choose 6 credits from the following courses:

FBMT1170 Intro to Farm Commodity Marketing (3 Credits)

This course is designed to introduce students to the various methods and tools to market farm commodities.

FBMT2205 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2206 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2207 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2208 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said

topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2209 Special Topics-General Farm Management (2 Credits)

This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2215 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2216 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2217 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2218 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2219 Special Topics-Marketing (2 Credits)

This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2225 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2226 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2227 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2228 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2229 Special Topics-Crops (2 Credits)

This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2235 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2236 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2237 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2238 Special Topics-Livestock (2 Credits)

This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2239 Special Topics-Livestock (2 Credits)

This course covers special topics of interest in livestock. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

Geographic Information Systems - Certificate

16 Credits CERT3481

Degree Description

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

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (3 Courses)

Complete the following courses:

GIS 2840 Introduction to Geographic Information Systems (4 Credits)

This course covers the theory and use of computer software for the collection, analysis, and communication of geographic information. This course will use ArcGIS software, which was developed by Environmental Systems Research Institute, Inc. (ESRI) as a tool to create, manage and manipulate spatial data within a GIS. (Prerequisite: None)

GIS 2841 Intermediate GIS (4 Credits)

This course is a continuation of CTLS 2840 Introduction to Geographic Information systems, with emphasis placed on continued learning of the manipulation, and management of spatial data, and understanding of relationships between features and database attributes. In addition, this course will cover the development of web mapping components that can be used to communicate information to those who need access to spatial data via the internet. The primary software used in this course will be (Environmental Systems Research Institute, Inc.) ESRI ArcGIS Software and extensions. (Prerequisite: GIS 2840)

GIS 2842 Field Mapping with GPS (4 Credits)

This course covers the strategies of using mapping grade and survey grade GPS equipment and software to electronically collect spatial features for use in the development of GIS and CAD projects. (Prerequisite: GIS 2840 or consent of the Instructor)

OR

GIS 2845 Introduction to Remote Sensing (4 Credits)

This course will introduce students to the basic concepts and fundamentals of remote sensing. Digital image processing techniques and aerial photo interpretation will be reviewed and applied to practical problems through the use of various lab activities. (Prerequisite: None)

Elective Credits - Choose 4 credits from the following: (4 Credits)

GIS 2843 GIS Practicum (1 - 4 Credits)

This variable credit course expands upon the knowledge students gained in previous geospatial technology courses and serves to hone their GIS skills. Students will have the opportunity to design, develop, and implement a GIS-based solution in response to a defined problem and present their results. (Prerequisite: GIS 2841 or instructor consent)

GIS 2844 GIS Internship (1 - 4 Credits)

This variable credit course is one of the capstones of the GIS certificate program, where upon the students are provided a real world working atmosphere with area partners, such as state, county, and local governments, and consulting agencies. Students in this course work on assignments as requested by the governing agency and will be directed by the course instructor. (Prerequisite: GIS 2841 or consent of the Instructor)

GEOG100 Elements of Geography (3 Credits)

The course will answer the question "What is Geography?" Therefore, this course provides students with an introduction to the basic themes of geography. The scope and nature of geographic inquiry is used to explore topics about the physical and human characteristics of the Earth's surface. Special emphasis is placed on the significance of humans, environment, and cultural processes in the organization of space on

the earth's surface. Natural and cultural landscapes are very important components of this course and students will examine physiographic regions, climates, demography, and urban areas. Also, different environmental issues will be discussed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

GEOG101 Introduction to Physical Geography (3 Credits)

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & the Environment)

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

2020-21 South Central College Academic Catalog

Graphic Communications - Associate of Applied Science Degree

72 Credits AAS 3493

Degree Description

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

As a student in the Graphic Communications program, you will be developing the creative side of yourself while carrying out your creativity in an actual production setting. The program offers training and instruction for students interested in graphic design, graphic production, web design and animation media.

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

Complete the following courses:

GCC 1100 Introduction to Graphic Communications (4 Credits)

This is an exploratory course covering many aspects of Graphic Communications. Hands-on projects will acquaint the learner with the various processes that encompass what graphic communications, industry jargon, industry tours and guest speakers are also part of this course. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading Score 36 or higher)

GCC 1120 Graphic Software 1 (4 Credits)

This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the software for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1130 Layout and Typography (3 Credits)

Students will be introduced to the conceptual planning process used in layout and design. Students will understand that type as well as graphics are important design elements of a layout. It will be demonstrated how type interacts with graphics in a layout. Layout principles, color, proofing and preparing literature for output and printing will also be included in this course. (Prerequisites: Next Gen Accuplacer Reading score of 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1141 Digital Image Exploration (3 Credits)

This course is designed to cover basic topics which include input/output hardware and the software involved; basic scanning of graphics and photographs; basic digital camera usage; and file formats, size and resolution comparisons. Additionally, students will cover the basics of color theory and color management with practical knowledge for print and web. This course is taught in a hands-on atmosphere with the emphasis on the different methods of output to various devices and their effect on the digitized image. (Prerequisites: Next Gen Accuplacer Reading score of 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1210 Drawing for Graphic Designers (3 Credits)

This course covers basic drawing fundamentals and the use of drawing as a planning tool. Basic drawing techniques will be used to create thumbnail sketches, comprehensives and digital illustrations. Students will utilize traditional and computer drawing tools. (Prerequisite: GCC 1120)

GCC 1220 Graphic Software 2 (4 Credits)

Graphic Software 2 is a continuation of GCC 1120 Graphic Software 1. The course is taught in a hands-on atmosphere learning more advanced features of the page layout, vector and raster softwares. Students should already have the fundamentals of the tools, menus and panels within each of the software packages. More advanced topics, interactive features and animation software will be explored. (Prerequisite: GCC 1120 Graphic Software 1)

GCC 1260 Printing Processes (4 Credits)

This course is designed to acquaint the learner with the fundamentals of printing ink on various substrates. Coursework includes terminology, equipment and safety. The principles of offset lithography, screen, laser and inkjet printing are stressed in a hands-on laboratory atmosphere. Basic prep and post-press processes are also stressed in this course. (Prerequisites: GCC 1120 Graphic Software 1, GCC 1130 Layout and Typography)

GCC 2110 Design and Illustration 1 (4 Credits)

Students will learn planning procedures for advanced design, illustration and production principles on the board and in the use of various software. Projects may include brochure, package and logo design, variable data layouts, and product photography planning. Color, preflight, output and live industry work will also be covered in this course. The advanced use of industry-used software will be essential in all assignments. (Prerequisites: GCC 1210 Drawing for Graphic Designers, GCC 1220 Graphic Software 2)

GCC 2120 Portfolio 1 (3 Credits)

Students will design personal business logos and stationery ensembles which will include stationery, cover letters and resumes. Traditional portfolio page layouts will be designed and revised throughout the semester. Student work will be prepared for display in their portfolios. (Prerequisite: GCC 1220 Graphic Software 2)

GCC 2150 Web/Interactive Media 2 (3 Credits)

This course covers the basic preparation, planning and software used for multimedia and web presentation. Students will learn planning procedures for web and interactive media. These procedures will include planning flowcharts, wireframes and storyboards. Students will also learn file formatting and file preparation for web and interactive media. (Prerequisites: GCC 1220 and COMP 1140)

GCC 2161 Production Work Flow 1 (3 Credits)

This course is designed to introduce the Graphic Communications student to the workplace through tours, live projects, and special topics. Students will perform production tasks of design work of the student and/or live work of a customer within the college or non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production and finishing. Emerging technology and topics will also be discussed and researched as part of this course. (Prerequisites: GCC 1220 Graphic Software 2, GCC 1260 Printing Processes)

GCC 2210 Design and Illustration 2 (4 Credits)

This course is a continuation of GCC 2110 Design and Illustration 1. Students will work in a hands-on atmosphere with higher-level projects such as packaging layouts, multi-page layouts and large format printing. The advanced use of industry-used software will be essential in all assignments. (Prerequisite: GCC 2110 Design and Illustration 1)

GCC 2220 Portfolio 2 (3 Credits)

Students will continue to research potential employment sites and prepare for the interviewing process in the graphic communications field. The students will continue to research, update and expand their portfolios with projects from other Graphic Communications courses as they prepare for graduation and entering the job market. (Prerequisite: GCC 2120 Portfolio 1)

GCC 2250 Web/Interactive Media 3 (3 Credits)

This course builds on the course work covered in GCC 2150. The capabilities of different web and interactive applications will continue to be explored. Students will finalize their webfolios, and design other various promotional web and interactive projects. (Prerequisite GCC 2150 Web/Interactive Media 2)

GCC 2261 Production Work Flow 2 (3 Credits)

This course is a continuation of GCC2161 - Production Work Flow 1. Students will work on production projects that will incorporate all phases of graphic communications from design to workflow to production to finishing. Fourth semester Graphic Communications students prepare materials to promote their annual spring display of work through various communication methods. Students continue to formulate their problem-solving, teambuilding and lifelong learning skills through this course. (Prerequisites: GCC 2161 Production Work Flow 1)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

Technical Courses (Optional)

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

GCC 2275 Special Problems (1 - 4 Credits)

The student will propose and produce a project in their area of interest. (Prerequisite: GCC 1220 Graphic Software 2 OR advisor approval)

GCC 2290 Graphic Communications Internship (1 - 3 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Graphic Communications field. Each internship is an individualized experience. A 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. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; and GCC 1260 Printing Processes; OR advisor approval)

Required Liberal Arts and Sciences (3 Courses)

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

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ART 110 Art Structure (3 Credits)

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)

OR

ART 130 Painting (3 Credits)

Painting is an introductory studio course in the elements of traditional and contemporary oil painting. Students will explore and discuss the various techniques and methods basic to the creation of paintings. Students will participate in the discussions and critiques of traditional and contemporary paintings and explore the creative process via the medium of oil paint. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

OR

ART 140 Digital Photography (3 Credits)

Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

Elective Liberal Arts and Sciences

Select 8 additional MNTC credits from goals 1 - 10. The following courses are recommended: PSYC100, SOC100, ART100, ART110, ENGL130, PHIL100 and PHIL 215.

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

2020-21 South Central College Academic Catalog

Graphic Communications - Diploma

60 Credits DIP 3494

Degree Description

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

As a student in the Graphic Communications program, you will be developing the creative side of yourself while carrying out your creativity in an actual production setting. The program offers training and instruction for students interested in graphic design, graphic production, web design and animation media.

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

Complete the following courses:

GCC 1100 Introduction to Graphic Communications (4 Credits)

This is an exploratory course covering many aspects of Graphic Communications. Hands-on projects will acquaint the learner with the various processes that encompass what graphic communications, industry jargon, industry tours and guest speakers are also part of this course. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading Score 36 or higher)

GCC 1120 Graphic Software 1 (4 Credits)

This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the software for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1130 Layout and Typography (3 Credits)

Students will be introduced to the conceptual planning process used in layout and design. Students will understand that type as well as graphics are important design elements of a layout. It will be demonstrated how type interacts with graphics in a layout. Layout principles, color, proofing and preparing literature for output and printing will also be included in this course. (Prerequisites: Next Gen Accuplacer Reading score of 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1141 Digital Image Exploration (3 Credits)

This course is designed to cover basic topics which include input/output hardware and the software involved; basic scanning of graphics and photographs; basic digital camera usage; and file formats, size and resolution comparisons. Additionally, students will cover the basics of color theory and color management with practical knowledge for print and web. This course is taught in a hands-on atmosphere with the emphasis on the different methods of output to various devices and their effect on the digitized image. (Prerequisites: Next Gen Accuplacer Reading score of 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1210 Drawing for Graphic Designers (3 Credits)

This course covers basic drawing fundamentals and the use of drawing as a planning tool. Basic drawing techniques will be used to create thumbnail sketches, comprehensives and digital illustrations. Students will utilize traditional and computer drawing tools. (Prerequisite: GCC 1120)

GCC 1220 Graphic Software 2 (4 Credits)

Graphic Software 2 is a continuation of GCC 1120 Graphic Software 1. The course is taught in a hands-on atmosphere learning more advanced features of the page layout, vector and raster softwares. Students should already have the fundamentals of the tools, menus and panels within each of the software packages. More advanced topics, interactive features and animation software will be explored. (Prerequisite: GCC 1120 Graphic Software 1)

GCC 1260 Printing Processes (4 Credits)

This course is designed to acquaint the learner with the fundamentals of printing ink on various substrates.

Coursework includes terminology, equipment and safety. The principles of offset lithography, screen, laser and inkjet printing are stressed in a hands-on laboratory atmosphere. Basic prep and post-press processes are also stressed in this course. (Prerequisites: GCC 1120 Graphic Software 1, GCC 1130 Layout and Typography)

GCC 2110 Design and Illustration 1 (4 Credits)

Students will learn planning procedures for advanced design, illustration and production principles on the board and in the use of various software. Projects may include brochure, package and logo design, variable data layouts, and product photography planning. Color, preflight, output and live industry work will also be covered in this course. The advanced use of industry-used software will be essential in all assignments. (Prerequisites: GCC 1210 Drawing for Graphic Designers, GCC 1220 Graphic Software 2)

GCC 2120 Portfolio 1 (3 Credits)

Students will design personal business logos and stationery ensembles which will include stationery, cover letters and resumes. Traditional portfolio page layouts will be designed and revised throughout the semester. Student work will be prepared for display in their portfolios. (Prerequisite: GCC 1220 Graphic Software 2)

GCC 2150 Web/Interactive Media 2 (3 Credits)

This course covers the basic preparation, planning and software used for multimedia and web presentation. Students will learn planning procedures for web and interactive media. These procedures will include planning flowcharts, wireframes and storyboards. Students will also learn file formatting and file preparation for web and interactive media. (Prerequisites: GCC 1220 and COMP 1140)

GCC 2161 Production Work Flow 1 (3 Credits)

This course is designed to introduce the Graphic Communications student to the workplace through tours, live projects, and special topics. Students will perform production tasks of design work of the student and/or live work of a customer within the college or non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production and finishing. Emerging technology and topics will also be discussed and researched as part of this course. (Prerequisites: GCC 1220 Graphic Software 2, GCC 1260 Printing Processes)

GCC 2210 Design and Illustration 2 (4 Credits)

This course is a continuation of GCC 2110 Design and Illustration 1. Students will work in a hands-on atmosphere with higher-level projects such as packaging layouts, multi-page layouts and large format printing. The advanced use of industry-used software will be essential in all assignments. (Prerequisite: GCC 2110 Design and Illustration 1)

GCC 2220 Portfolio 2 (3 Credits)

Students will continue to research potential employment sites and prepare for the interviewing process in the graphic communications field. The students will continue to research, update and expand their portfolios with projects from other Graphic Communications courses as they prepare for graduation and entering the job market. (Prerequisite: GCC 2120 Portfolio 1)

GCC 2250 Web/Interactive Media 3 (3 Credits)

This course builds on the course work covered in GCC 2150. The capabilities of different web and interactive applications will continue to be explored. Students will finalize their webfolios, and design other various promotional web and interactive projects. (Prerequisite GCC 2150 Web/Interactive Media 2)

GCC 2261 Production Work Flow 2 (3 Credits)

This course is a continuation of GCC2161 - Production Work Flow 1. Students will work on production projects that will incorporate all phases of graphic communications from design to workflow to production to finishing. Fourth semester Graphic Communications students prepare materials to promote their annual spring display of work through various communication methods. Students continue to formulate their problem-solving, teambuilding and lifelong learning skills through this course. (Prerequisites: GCC 2161 Production Work Flow 1)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

Technical Courses (Optional)

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

GCC 2275 Special Problems (1 - 4 Credits)

The student will propose and produce a project in their area of interest. (Prerequisite: GCC 1220 Graphic Software 2 OR advisor approval)

GCC 2290 Graphic Communications Internship (1 - 3 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Graphic Communications field. Each internship is an individualized experience. A 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. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; and GCC 1260 Printing Processes; OR advisor approval)

Required Liberal Arts & Sciences (2 Courses)

Complete the following courses:

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ART 110 Art Structure (3 Credits)

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)

OR

ART 130 Painting (3 Credits)

Painting is an introductory studio course in the elements of traditional and contemporary oil painting. Students will explore and discuss the various techniques and methods basic to the creation of paintings. Students will participate in the discussions and critiques of traditional and contemporary paintings and explore the creative process via the medium of oil paint. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

OR

ART 140 Digital Photography (3 Credits)

Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

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

2020-21 South Central College Academic Catalog

Health Sciences Broad Field - Associate of Science

60 Credits AS 3366/2366

Degree Description

This degree includes instruction in the basic sciences and aspects of the subject matter related to various health occupations.

The Health Science Broad Field program provides a general, introductory curriculum in health sciences that prepares individuals for transfer to a variety of baccalaureate degree programs. Applicable programs include:

Bemidji State University - Community Health BS, Exercise Science BS, Nursing BS

Metropolitan State University - Nursing BSN

Minnesota State University, Mankato - Communications Disorders BA/BS, Corrections BS, Dental Hygiene BS, Family Consumer Science Education BS (Emphases: Dietetics, Food and Nutrition), Food Science Technology BS, Nursing BS, Psychology BA/BS, Recreation Parks and Leisure Services BS (Emphasis: Therapeutic Recreation), Social Work BSSW

Minnesota State University, Moorhead - Exercise Science BS, Health Teacher Education BS

St. Cloud State University - Athletic Training BS, Community Health BS, Social Work BS

Southwest Minnesota State University - Exercise Science BS

Winona State University - Biology BS (Emphasis: Allied Health), Exercise and Rehabilitative Science BS (Emphases: Cardiopulmonary Rehabilitation, Exercise Science), Health Promotion BT, Health Promotion: Community Health BT, Nursing BS

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Courses (14 Courses)

Complete the following courses:

BIOL100 Introduction to Biology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL220 Human Anatomy (4 Credits)

This course takes an in-depth look at the anatomy of the human body systems. The course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is emphasized. This course includes a weekly three hour lab. Some labs include dissection. (Prerequisite: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading Comprehension score of 78 or higher or completion of either READ0090 or EAP 0090 with a grade of C or better or ACT Reading score of 21 or higher, or MCA Reading score of 1047 or higher.) (MNTC Goal Area 3)

OR

BIOL225 Anatomy and Physiology I (4 Credits)

Anatomy and Physiology I is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the first in a two course series. It will cover tissues, the integumentary, skeletal, and muscular systems, articulations, nervous tissue, spinal cord and nerves, brain and cranial nerves, anatomy of the heart, blood vessels and circulation and the lymphatic structures. It will also cover cellular

biology, cellular transport, cell respiration, cell reproduction and basic review of biochemistry as it relates to the human body. This course contains a laboratory component which includes dissection. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: CHEM 108 or CHEM 110, and must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL230 Human Physiology (4 Credits)

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 is placed on normal physiology, but dysfunction will also be discussed. This course contains a weekly 3 hour laboratory component. (Prerequisites: BIOL 220 with a grade of C or better and CHEM 108, CHEM 110 or CHEM 120 with a grade of C or better) (MNTC Goal Area 3)

OR

BIOL235 Anatomy and Physiology II (4 Credits)

Anatomy and Physiology II is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the second in a two course series. It will cover the autonomic, endocrine, immune, respiratory, digestive urinary and reproductive systems. It will also cover fluid electrolyte, acid-base balance, blood, blood pressure regulation and functional characteristics of the heart, special senses, development and inheritance. This course also has a lab component in which students will perform hands on activities to reinforce some of the material taught in lecture. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: Completion of BIOL 225 with a grade of C or higher) (MNTC 3: Natural Sciences)

BIOL270 Microbiology (4 Credits)

This course is an introduction to the general principles and methods used in the study of microorganisms. It includes a survey of prokaryotic and eukaryotic microorganisms emphasizing bacteria and viruses. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity and other selected applied areas. Laboratory techniques include isolating, culturing and identifying microorganisms. This course contains a three hour per week laboratory component. (Prerequisites: A grade of C or higher in BIOL115 OR BIOL225 OR BIOL220 AND CHEM108 OR CHEM110) (MNTC Goal Area 3)

CHEM108 Introduction to Chemistry (4 Credits)

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: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

FCS 105 Nutrition and Healthy Living (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

PSYC100 Introduction to Psychology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History/Social & Behavioral Sciences)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

Elective Credits (8 Credits)

Chosen based on selected baccalaureate degree program. Courses should be selected in consultation

with advisor/faculty. You must complete enough elective credits (8) to total 60 credits in your program.

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

2020-21 South Central College Academic Catalog

Health Unit Coordinator - Certificate

16 Credits CERT3313/2318

Degree Description

Our classes emphasize the importance of effective communication skills both in person and by phone with clients/patients, visitors, health care team members and ancillary departments. Courses have been developed based on industry standards and the learner is prepared to work in a variety of health care environments. Experienced instructors offer plenty of personal attention to each learner. This program will also help prepare you for the National Association of Health Unit Coordinators certification exam.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Complete all of the following courses:

HUCF1101 Introduction to Health Unit Coordinating (1 Credit)

This course includes the study of health care facility office and communication skills for nonclinical functions. Information about working with nursing and medical staff, other department staff, patients and visitors to contribute to the patients'/clients'/residents' care and well-being is explored. Telephone, written, electronic, and interpersonal communication is discussed, along with an emphasis in clerical support duties such as scheduling, faxing, and using various electronic devices. This course will help prepare students for the National Association of Health Unit Coordinators certification exam. (Prerequisites: None)

HUCF1201 Health Unit Coordinator Procedures (3 Credits)

This course expands on the role and job duties of the Health Unit Coordinator. Students will work with medical terminology and information necessary to comprehend and process a variety of orders within a health care setting. Examples of various kinds of orders are studied and many opportunities for practicing procedures is provided. Interaction with the patient chart and the Electronic Health Record continue to be explored, and multiple types of entries are practiced by students. Also, an overview of basic anatomy as well as disease and disorders will be covered to enhance understanding of orders and other elements of working in a health care setting. This course will focus on preparing students for certification through the National Association of Health Unity Coordinators. (Prerequisite: None)

HC 1000 Medical Terminology (3 Credits)

This course is an introduction to the language of medicine that is used in the health care profession. The student will learn to spell, pronounce, define, and interpret medical terminology related to body structure, disease, diagnosis, and treatment. (Prerequisites: None)

HC 1525 Health Care Core Foundations (1 - 4 Credits)

This variable credit course will focus on the requirements needed by healthcare professionals to effectively work in a variety of healthcare settings and explore workplace skills such as accountability and responsibility, workplace behavior, approaches to assist clients, and expectations of teams and team members. This course provides a framework for healthcare workers to interact with diverse clients and staff, including belief systems, cultural practices, and respect and sensitivity to cultural, gender, and age issues. Identifying elements of communication and how those elements can develop into effective communication within the healthcare setting is a key focus, as well as learning when and how to utilize those skills in challenging situations. Health care ethics will be addressed and target ethical decision-making and personal and professional values. Legal issues in healthcare will round out the course, concentrating on healthcare laws and social media in healthcare. Healthcare safety and standards precautions will be incorporated, as well as personal wellness for the healthcare professional. This variable credit course was designed as a part of the Minnesota Health Care Core Curriculum. (Prerequisites: None)

HC 1550 Electronic Health Records (2 Credits)

With the implementation of the electronic health record in today's healthcare environment, it's essential for students entering the healthcare field to understand this technology and how it relates to work in the industry. This course is designed as an introduction to the history

of Electronic Health Records (EHRs) and concepts behind the structure of electronic medical recording systems. Additionally, it will provide students the opportunity to use multiple functions of an educational electronic health record. (Prerequisites: None)

MA 1020 Medical Office Procedures (3 Credits)

This course will review administrative duties that are performed by a medical assistant. Emphasis will be on clerical functions, bookkeeping procedures, insurance claims, professional communications, medical coding, legal concepts, medical office operational functions including written and electronic. (Prerequisite: Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical)

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

2020-21 South Central College Academic Catalog

Heating, Ventilation, Air Cond/Refrig - Foundation - Diploma

44 Credits DIP 3483

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

Complete the following courses:

HVAC2000 Electrical Circuits (2 Credits)

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)

HVAC2010 IPH Motors and Auxiliary Controls (2 Credits)

The course will introduce the student to the different types of single-phase and three phase AC motors used on HVAC/R equipment. Motor starting devices and motor protection devices for single-phase motors will also be covered in depth. From an electrical controls schematic the student will connect and wire motors in start-stop circuits, reversing circuits and three phase circuits. The student will learn to electrically troubleshoot motors and motor control circuits utilizing motor wiring schematics. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2100 Refrigeration Theory (2 Credits)

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)

HVAC2110 Refrigeration Controls (2 Credits)

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. This course will be offered concurrently with refrigeration theory and electrical circuits. (Prerequisites: None)

HVAC2120 Testing Refrigeration Systems (2 Credits)

This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. This course will be offered concurrently with refrigeration controls. (Prerequisites: None)

HVAC2205 Coolers/Freezers Electrical Systems & Components (3 Credits)

This course will cover both commercial coolers and freezers. The electrical components that are used in commercial coolers and freezers will be studied, analyzed, operated, and tested. A large portion of the class will be designated to the drawing and understanding of wiring schematics for the purpose of troubleshooting electrical failures. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and refrigeration controls. (Prerequisite: HVAC 2120)

HVAC2215 Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)

This course will cover both commercial coolers and freezers. We will discuss the operation of the refrigeration sealed system and analyze how to diagnose system failures and their causes. The student will learn the proper way to recover and charge a commercial refrigeration unit. The students will study and follow EPA regulations regarding the handling of

refrigerants. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and controls. (Prerequisite: HVAC 2120)

HVAC2220 Commercial Ice Makers (3 Credits)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2230 Commercial Alternative Systems (1 Credit)

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. To be successful in this course, you should have an understanding of the refrigeration sealed system components and how they work. (Prerequisites: None)

HVAC2240 Central Air Conditioning (2 Credits)

This course covers the different central air conditioning systems found in residential and light commercial applications today. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2251 Brazing (2 Credits)

This course covers brazing equipment and materials. Students will be introduced to the soldering and brazing process, terms, and personal safety. (Prerequisites: None)

HVAC2301 Indoor Air Quality (1 Credit)

This course covers equipment that deals with today's problem with indoor air quality. Students will study, analyze the causes of poor IAQ in homes and the work place. Each student will give an oral report on a topic picked by the instructor. (Prerequisites: None)

HVAC2310 Hydronic Heat (2 Credits)

This course covers systems that utilize fluid for the transfer of heat known as hydronic heating. The electrical and mechanical systems will be studied and analyzed along with troubleshooting system fluid problems, air infiltration and proper operating pressures. The students will identify fluid control components, and demonstrate knowledge of each component's purpose in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2320 Gas Heat (3 Credits)

This course covers the forced air gas heating systems found in residential and light commercial applications. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student should take HVAC 2000 and HVAC 2100 before or concurrent. (Prerequisite: None)

HVAC2325 Commercial Package Heat/Cool Units (2 Credits)

This course covers the different commercial packaged heating and cooling systems found in residential, commercial and industrial applications. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The principle and operation of economizers and their controls will be discussed in class. The student will then take this knowledge and apply it in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2340 Sheet Metal Ductwork Fabrication (3 Credits)

The course will introduce the student to the layout and fabrication of sheet metal ductwork in both commercial and residential applications. The student will fabricate fittings including reducers, transitions, takeoffs, ogee offsets and radius elbows. Residential duct design and sizing methods will be discussed along with heat loss/heat gain calculations with related computer software applications. The student will be exposed to blue print reading and related specification books. (Prerequisites: None)

Elective Credits (9 Credits)

Technical Courses - Select 9 credits from any HVAC course or MKT 1800.

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

2020-21 South Central College Academic Catalog

Heating, Ventilation, Air Cond/Refrigeration (Heating Cert) - Certificate

26 Credits CERT3460

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (7 Courses)

Complete the following courses:

HVAC2000 Electrical Circuits (2 Credits)

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)

HVAC2010 IPH Motors and Auxiliary Controls (2 Credits)

The course will introduce the student to the different types of single-phase and three phase AC motors used on HVAC/R equipment. Motor starting devices and motor protection devices for single-phase motors will also be covered in depth. From an electrical controls schematic the student will connect and wire motors in start-stop circuits, reversing circuits and three phase circuits. The student will learn to electrically troubleshoot motors and motor control circuits utilizing motor wiring schematics. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2301 Indoor Air Quality (1 Credit)

This course covers equipment that deals with today's problem with indoor air quality. Students will study, analyze the causes of poor IAQ in homes and the work place. Each student will give an oral report on a topic picked by the instructor. (Prerequisites: None)

HVAC2310 Hydronic Heat (2 Credits)

This course covers systems that utilize fluid for the transfer of heat known as hydronic heating. The electrical and mechanical systems will be studied and analyzed along with troubleshooting system fluid problems, air infiltration and proper operating pressures. The students will identify fluid control components, and demonstrate knowledge of each component's purpose in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2320 Gas Heat (3 Credits)

This course covers the forced air gas heating systems found in residential and light commercial applications. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student should take HVAC 2000 and HVAC 2100 before or concurrent. (Prerequisite: None)

HVAC2325 Commercial Package Heat/Cool Units (2 Credits)

This course covers the different commercial packaged heating and cooling systems found in residential, commercial and industrial applications. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The principle and operation of economizers and their controls will be discussed in class. The student will then take this knowledge and apply it in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2340 Sheet Metal Ductwork Fabrication (3 Credits)

The course will introduce the student to the layout and fabrication of sheet metal ductwork in both commercial and residential applications. The student will fabricate fittings including reducers, transitions, takeoffs, ogee offsets and radius elbows. Residential duct design and sizing methods will be discussed along with heat loss/heat gain calculations with related computer software applications. The student will be exposed to blue print reading and related specification books. (Prerequisites: None)

Technical Electives (11 Credits)

Complete 11 credits from the following courses:

HLTH1950 CPR (1 Credit)

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 vascular disease are discussed. This meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

HLTH1952 First Aid (1 Credit)

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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

HLTH1954 Safety (1 Credit)

This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication Standard, bloodborne pathogens and substance use and abuse in the workplace are examples of topics covered in the course. The consequences of disregarding safety practices are explored. (Prerequisites: None)

OTEC2000 Employment Search Skills (2 Credits)

This course introduces students to a process for developing self-awareness - considering career opportunities, constraints, choices, and consequences - identifying career related goals - and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources.

HVAC2330 Alternative Heating Systems (2 Credits)

This course covers a variety of alternative heating systems, some of the systems included will be oil heating systems, a variety of electrical heating systems, heat pump systems and alternative fuel sources will be discussed. Electrical and mechanical systems will be explored along with safety, troubleshooting and equipment performance. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2240, and HVAC 2320 or concurrent. (Prerequisites: None)

HVAC2500 Advance Heating Lab I (1 Credit)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and taken HVAC 2320. (Prerequisites: None)

HVAC2510 Advanced Heating Lab II (2 Credits)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and a detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2320. (Prerequisites: None)

HVAC2520 Heating Internship I (1 Credit)

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

HVAC2530 Heating Internship II (2 Credits)

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

Heating, Ventilation, Air Conditioning/Refrigeration - Associate of Applied Science Degree

72 Credits AAS 3456

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses: (16 Courses)

Complete all of the following courses:

HVAC2000 Electrical Circuits (2 Credits)

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)

HVAC2010 IPH Motors and Auxiliary Controls (2 Credits)

The course will introduce the student to the different types of single-phase and three phase AC motors used on HVAC/R equipment. Motor starting devices and motor protection devices for single-phase motors will also be covered in depth. From an electrical controls schematic the student will connect and wire motors in start-stop circuits, reversing circuits and three phase circuits. The student will learn to electrically troubleshoot motors and motor control circuits utilizing motor wiring schematics. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2100 Refrigeration Theory (2 Credits)

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)

HVAC2110 Refrigeration Controls (2 Credits)

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. This course will be offered concurrently with refrigeration theory and electrical circuits. (Prerequisites: None)

HVAC2120 Testing Refrigeration Systems (2 Credits)

This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. This course will be offered concurrently with refrigeration controls. (Prerequisites: None)

HVAC2205 Coolers/Freezers Electrical Systems & Components (3 Credits)

This course will cover both commercial coolers and freezers. The electrical components that are used in commercial coolers and freezers will be studied, analyzed, operated, and tested. A large portion of the class will be designated to the drawing and understanding of wiring schematics for the purpose of troubleshooting electrical failures. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and refrigeration controls. (Prerequisite: HVAC 2120)

HVAC2215 Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)

This course will cover both commercial coolers and freezers. We will discuss the operation of the refrigeration sealed system and analyze how to diagnose system failures and their causes. The student will learn the proper way to recover and charge a

commercial refrigeration unit. The students will study and follow EPA regulations regarding the handling of refrigerants. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and controls. (Prerequisite: HVAC 2120)

HVAC2220 Commercial Ice Makers (3 Credits)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2230 Commercial Alternative Systems (1 Credit)

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. To be successful in this course, you should have an understanding of the refrigeration sealed system components and how they work. (Prerequisites: None)

HVAC2240 Central Air Conditioning (2 Credits)

This course covers the different central air conditioning systems found in residential and light commercial applications today. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2251 Brazing (2 Credits)

This course covers brazing equipment and materials. Students will be introduced to the soldering and brazing process, terms, and personal safety. (Prerequisites: None)

HVAC2301 Indoor Air Quality (1 Credit)

This course covers equipment that deals with today's problem with indoor air quality. Students will study, analyze the causes of poor IAQ in homes and the work place. Each student will give an oral report on a topic picked by the instructor. (Prerequisites: None)

HVAC2310 Hydronic Heat (2 Credits)

This course covers systems that utilize fluid for the transfer of heat known as hydronic heating. The electrical and mechanical systems will be studied and analyzed along with troubleshooting system fluid problems, air infiltration and proper operating pressures. The students will identify fluid control components, and demonstrate knowledge of each component's purpose in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2320 Gas Heat (3 Credits)

This course covers the forced air gas heating systems found in residential and light commercial applications. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student should take HVAC 2000 and HVAC 2100 before or concurrent. (Prerequisite: None)

HVAC2325 Commercial Package Heat/Cool Units (2 Credits)

This course covers the different commercial packaged heating and cooling systems found in residential, commercial and industrial applications. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The principle and operation of economizers and their controls will be discussed in class. The student will then take this knowledge and apply it in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2340 Sheet Metal Ductwork Fabrication (3 Credits)

The course will introduce the student to the layout and fabrication of sheet metal ductwork in both commercial and residential applications. The student will fabricate fittings including reducers, transitions, takeoffs, ogee offsets and radius elbows. Residential duct design and sizing methods will be discussed along with heat loss/heat gain calculations with related computer software applications. The student will be exposed to blue print reading and related specification books. (Prerequisites: None)

Required Technical Electives (19 Credits)

Complete 19 credits from the following courses:

HLTH1950 CPR (1 Credit)

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 vascular disease are discussed. This

meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

HVAC2410 Advanced Central Air Conditioning Lab II (2 Credits)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None) ,

HVAC2420 Air Conditioning Internship I (1 Credit)

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship 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. To be successful in this course, you must have knowledge in electrical circuits, refrigeration theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

HVAC2430 Air Conditioning Internship II (2 Credits)

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship 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. To be successful in this course, you must have knowledge in electrical circuits, refrigeration theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

HVAC2440 Advanced Refrigeration Lab I (1 Credit)

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. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2450 Advanced Refrigeration Lab II (2 Credits)

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. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2460 Refrigeration Internship I (1 Credit)

This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2470 Refrigeration Internship II (2 Credits)

This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls and sealed systems. (Prerequisites: None)

HVAC2500 Advance Heating Lab I (1 Credit)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and taken HVAC 2320. (Prerequisites: None)

HVAC2510 Advanced Heating Lab II (2 Credits)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and a detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2320. (Prerequisites: None)

HVAC2520 Heating Internship I (1 Credit)

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

HLTH1952 First Aid (1 Credit)

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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

HVAC2530 Heating Internship II (2 Credits)

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

HLTH1954 Safety (1 Credit)

This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication Standard, bloodborne pathogens and substance use and abuse in the workplace are examples of topics covered in the course. The consequences of disregarding safety practices are explored. (Prerequisites: None)

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

OTEC2000 Employment Search Skills (2 Credits)

This course introduces students to a process for developing self-awareness - considering career opportunities, constraints, choices, and consequences - identifying career related goals - and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources.

HVAC1000 Alternative Refrigeration Systems Lab I (1 Credit)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC1200 Alternative Refrigeration Systems Lab II (2 Credits)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2330 Alternative Heating Systems (2 Credits)

This course covers a variety of alternative heating systems, some of the systems included will be oil heating systems, a variety of electrical heating systems, heat pump systems and alternative fuel sources will be discussed. Electrical and mechanical systems will be explored along with safety, troubleshooting and equipment performance. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2240, and HVAC 2320 or concurrent. (Prerequisites: None)

HVAC2400 Advance Central A/C Lab 1 (1 Credit)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None)

Other Elective Credits (3 Credits)

Technical Courses- Select three credits from any technical courses in consultation with advisor/faculty.

Required Liberal Arts and Sciences

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

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

2020-21 South Central College Academic Catalog

Heating, Ventilation, Air Conditioning/Refrigeration - Advanced - Diploma

60 Credits DIP 3472

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

Complete the following courses:

HVAC2000 Electrical Circuits (2 Credits)

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)

HVAC2010 IPH Motors and Auxiliary Controls (2 Credits)

The course will introduce the student to the different types of single-phase and three phase AC motors used on HVAC/R equipment. Motor starting devices and motor protection devices for single-phase motors will also be covered in depth. From an electrical controls schematic the student will connect and wire motors in start-stop circuits, reversing circuits and three phase circuits. The student will learn to electrically troubleshoot motors and motor control circuits utilizing motor wiring schematics. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2100 Refrigeration Theory (2 Credits)

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)

HVAC2110 Refrigeration Controls (2 Credits)

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. This course will be offered concurrently with refrigeration theory and electrical circuits. (Prerequisites: None)

HVAC2120 Testing Refrigeration Systems (2 Credits)

This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. This course will be offered concurrently with refrigeration controls. (Prerequisites: None)

HVAC2205 Coolers/Freezers Electrical Systems & Components (3 Credits)

This course will cover both commercial coolers and freezers. The electrical components that are used in commercial coolers and freezers will be studied, analyzed, operated, and tested. A large portion of the class will be designated to the drawing and understanding of wiring schematics for the purpose of troubleshooting electrical failures. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and refrigeration controls. (Prerequisite: HVAC 2120)

HVAC2215 Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)

This course will cover both commercial coolers and freezers. We will discuss the operation of the refrigeration sealed system and analyze how to diagnose system failures and their causes. The student will learn the proper way to recover and charge a commercial refrigeration unit. The students will study and follow EPA regulations regarding the handling of

refrigerants. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and controls. (Prerequisite: HVAC 2120)

HVAC2220 Commercial Ice Makers (3 Credits)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2230 Commercial Alternative Systems (1 Credit)

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. To be successful in this course, you should have an understanding of the refrigeration sealed system components and how they work. (Prerequisites: None)

HVAC2240 Central Air Conditioning (2 Credits)

This course covers the different central air conditioning systems found in residential and light commercial applications today. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2251 Brazing (2 Credits)

This course covers brazing equipment and materials. Students will be introduced to the soldering and brazing process, terms, and personal safety. (Prerequisites: None)

HVAC2301 Indoor Air Quality (1 Credit)

This course covers equipment that deals with today's problem with indoor air quality. Students will study, analyze the causes of poor IAQ in homes and the work place. Each student will give an oral report on a topic picked by the instructor. (Prerequisites: None)

HVAC2310 Hydronic Heat (2 Credits)

This course covers systems that utilize fluid for the transfer of heat known as hydronic heating. The electrical and mechanical systems will be studied and analyzed along with troubleshooting system fluid problems, air infiltration and proper operating pressures. The students will identify fluid control components, and demonstrate knowledge of each component's purpose in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2320 Gas Heat (3 Credits)

This course covers the forced air gas heating systems found in residential and light commercial applications. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student should take HVAC 2000 and HVAC 2100 before or concurrent. (Prerequisite: None)

HVAC2325 Commercial Package Heat/Cool Units (2 Credits)

This course covers the different commercial packaged heating and cooling systems found in residential, commercial and industrial applications. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The principle and operation of economizers and their controls will be discussed in class. The student will then take this knowledge and apply it in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2340 Sheet Metal Ductwork Fabrication (3 Credits)

The course will introduce the student to the layout and fabrication of sheet metal ductwork in both commercial and residential applications. The student will fabricate fittings including reducers, transitions, takeoffs, ogee offsets and radius elbows. Residential duct design and sizing methods will be discussed along with heat loss/heat gain calculations with related computer software applications. The student will be exposed to blue print reading and related specification books. (Prerequisites: None)

Technical Electives (19 Credits)

Complete 19 credits from the following courses:

HLTH1950 CPR (1 Credit)

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 vascular disease are discussed. This meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

HVAC2410 Advanced Central Air Conditioning Lab II (2 Credits)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None) ,

HVAC2420 Air Conditioning Internship I (1 Credit)

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship 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. To be successful in this course, you must have knowledge in electrical circuits, refrigeration theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

HVAC2430 Air Conditioning Internship II (2 Credits)

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship 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. To be successful in this course, you must have knowledge in electrical circuits, refrigeration theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

HVAC2440 Advanced Refrigeration Lab I (1 Credit)

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. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2450 Advanced Refrigeration Lab II (2 Credits)

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. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2460 Refrigeration Internship I (1 Credit)

This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2470 Refrigeration Internship II (2 Credits)

This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls and sealed systems. (Prerequisites: None)

HVAC2500 Advance Heating Lab I (1 Credit)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and taken HVAC 2320. (Prerequisites: None)

HVAC2510 Advanced Heating Lab II (2 Credits)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and a detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2320. (Prerequisites: None)

HVAC2520 Heating Internship I (1 Credit)

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

HLTH1952 First Aid (1 Credit)

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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

HVAC2530 Heating Internship II (2 Credits)

This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

HLTH1954 Safety (1 Credit)

This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication Standard, bloodborne pathogens and substance use and abuse in the workplace are examples of topics covered in the course. The consequences of disregarding safety practices are explored. (Prerequisites: None)

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

OTEC2000 Employment Search Skills (2 Credits)

This course introduces students to a process for developing self-awareness - considering career opportunities, constraints, choices, and consequences - identifying career related goals - and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources.

HVAC1000 Alternative Refrigeration Systems Lab I (1 Credit)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC1200 Alternative Refrigeration Systems Lab II (2 Credits)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2330 Alternative Heating Systems (2 Credits)

This course covers a variety of alternative heating systems, some of the systems included will be oil heating systems, a variety of electrical heating systems, heat pump systems and alternative fuel sources will be discussed. Electrical and mechanical systems will be explored along with safety, troubleshooting and equipment performance. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2240, and HVAC 2320 or concurrent. (Prerequisites: None)

HVAC2400 Advance Central A/C Lab 1 (1 Credit)

This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None)

Required Liberal Arts and Sciences (6 Credits)

To complete the Advanced Diploma, students must complete 6 MnTC credits from 2 of the 10 MnTC goal areas.

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

2020-21 South Central College Academic Catalog

Refrigeration Technology (CERT) - Certificate

26 Credits CERT3461

Degree Description

Trained, highly skilled personnel are needed for the exciting new technological demands of the residential/commercial heating, ventilation, air conditioning and refrigeration industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and servicing of HVAC/R equipment. The HVAC/R program at SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field. To participate in the program, individuals should have a strong mechanical aptitude, strong math skills and enjoy problem solving.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete the following courses:

HVAC2000 Electrical Circuits (2 Credits)

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)

HVAC2010 IPH Motors and Auxiliary Controls (2 Credits)

The course will introduce the student to the different types of single-phase and three phase AC motors used on HVAC/R equipment. Motor starting devices and motor protection devices for single-phase motors will also be covered in depth. From an electrical controls schematic the student will connect and wire motors in start-stop circuits, reversing circuits and three phase circuits. The student will learn to electrically troubleshoot motors and motor control circuits utilizing motor wiring schematics. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2100 Refrigeration Theory (2 Credits)

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)

HVAC2110 Refrigeration Controls (2 Credits)

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. This course will be offered concurrently with refrigeration theory and electrical circuits. (Prerequisites: None)

HVAC2120 Testing Refrigeration Systems (2 Credits)

This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. This course will be offered concurrently with refrigeration controls. (Prerequisites: None)

HVAC2205 Coolers/Freezers Electrical Systems & Components (3 Credits)

This course will cover both commercial coolers and freezers. The electrical components that are used in commercial coolers and freezers will be studied, analyzed, operated, and tested. A large portion of the class will be designated to the drawing and understanding of wiring schematics for the purpose of troubleshooting electrical failures. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and refrigeration controls. (Prerequisite: HVAC 2120)

HVAC2215 Coolers/Freezers Refrigeration Diagnostics & Operations (3 Credits)

This course will cover both commercial coolers and freezers. We will discuss the operation of the refrigeration sealed system and analyze how to diagnose system failures and their causes. The student will learn the proper way to recover and charge a commercial refrigeration unit. The students will study and follow EPA regulations regarding the handling of refrigerants. Proper safety and troubleshooting techniques will be followed. To be successful in this

course, you should have knowledge in electrical circuits, refrigeration theory, and controls. (Prerequisite: HVAC 2120)

HVAC2220 Commercial Ice Makers (3 Credits)

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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2230 Commercial Alternative Systems (1 Credit)

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. To be successful in this course, you should have an understanding of the refrigeration sealed system components and how they work. (Prerequisites: None)

HVAC2240 Central Air Conditioning (2 Credits)

This course covers the different central air conditioning systems found in residential and light commercial applications today. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2251 Brazing (2 Credits)

This course covers brazing equipment and materials. Students will be introduced to the soldering and brazing process, terms, and personal safety. (Prerequisites: None)

HVAC2325 Commercial Package Heat/Cool Units (2 Credits)

This course covers the different commercial packaged heating and cooling systems found in residential, commercial and industrial applications. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The principle and operation of economizers and their controls will be discussed in class. The student will then take this knowledge and apply it in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

Community Paramedic - Certificate

12 Credits CERT3325

Degree Description

The Community Paramedic program responds to identified health needs in underserved communities, ultimately improving the quality of life and health of rural and remote citizens and visitors. The program seeks to prepare learners for roles that include the following: outreach, wellness, health screening assessments, health teaching, providing immunizations, wound care, recognition of mental health issues, and referral into the existing mental health care systems, and functioning as physician extenders in rural clinics and hopsitals. Community Paramedic learners will also receive instruction in disease management, including a thorough undestanding of monitoring diabetes, congestive heart failure and other high-cost diseases, and the methods and medications used to treat them.

NOTE: Students must be admitted to the Community Paramedic program by following a defined application process. Requirements for admittance include: current certification as an Emergency Medical Technician Paramedic (EMT-P) and a record of at least two years of full time service as an EMT-P or the part time equivalent.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (4 Courses)

Select the following courses:

CP 2500 Roles Advocacy and Outreach (2 Credits)

This is an introduction to the role and function of the Community Paramedic (CP). The student will learn about the Community Paramedic's specific role and function as a member of the health care team and part of the community. The student will identify the components of the role, define it, and explain the "scope of practice" for the position of CP. Additionally, the student will learn about the role of the CP as an advocate for clients in the community. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

CP 2505 Community Assessment (2 Credits)

This course is designed to introduce the role of the Community Paramedic (CP) as a member of the health care team in community assessment. The student will map the community health care services, describe the demographics of the community and assess their impact on the health of the clients. Additionally, the student will gain understanding of community health services in order to give advice on health care needs in the community. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

CP 2510 Care and Prevention Development Strategies (3 Credits)

This course will introduce the responsibilities of the Community Paramedic (CP) for gathering appropriate patient/client information and maintaining accurate records, including documentation of encounters between the CP and the patient/client. The student will also learn about the CP's role in assessing health care needs and appraising health care conditions. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

CP 2520 Community Paramedic Clinical (5 Credits)

This course will provide the student with clinical training under the supervision of a medical director, physician, nurse practitioner, physician's assistant or public health provider. The student will recommend appropriate health and/or social care professionals for the patient, prioritize jobs, and provide both advice and care. The student's placement in the clinical is based on qualifications and past training and experience. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

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

Intensive Care Paramedic Technician - Associate of Applied Science Degree

67 Credits AAS 3311

Degree Description

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services and educational institutions. The program is fully accredited by the The Commission on Accreditation of Allied Health Education Programs (CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 P:727-210-2350 Fax:727-210-2354).

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (15 Courses)

Complete the following courses:

ICP 1000 Introduction to Paramedicine (3 Credits)

The Paramedic has a variety of duties. This course demonstrates the difference between the various levels of the Emergency Medical Technician 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, etc. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1005 Applied Anatomy and Physiology for EMS (3 Credits)

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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1010 EMS Skills (5 Credits)

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, cardiac skills, and other invasive techniques. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1020 Pharmacology for EMS (3 Credits)

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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1040 Cardiac Care in EMS (4 Credits)

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/central circulation. The interpretation of cardiac dysrhythmias receives much emphasis in this course. ACLS Provider certification may be included. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1050 Trauma Care (3 Credits)

This course deals with the many aspects of trauma, including kinematics, evaluation, management, packaging, and transport. Advanced ITLS certification may be obtained. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1060 Pathophysiology in EMS (5 Credits)

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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2010 EMS Advanced Skills (5 Credits)

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 & 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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2030 Critical Care I (3 Credits)

This courses orients students to the emergency room, intensive care unit, cardiac intensive care, telemetry unit and critical care departments. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2040 Critical Care II (3 Credits)

Clinical areas may include: Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2050 Field Internship I (3 Credits)

This internship involves experiences with an advanced life support system provided by a fire service, municipal, hospital or other. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2060 Field Internship II (3 Credits)

This internship involves experiences with and advanced life support system provided by a private service. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2070 Special Populations (5 Credits)

This course covers medical considerations in areas such as geriatrics, obstetrics, gynecology, neonates, pediatrics, behavior disorders, and patients with special needs. PALS certification may be obtained. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2080 Paramedic Refresher (3 Credits)

This course is a comprehensive review of the technical courses and designed to prepare the candidate to challenge the National Registry Exam. It also meets the requirements for the 48-hour refresher. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2090 Hazardous Materials (1 Credit)

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. (Prerequisite: Permission of the Instructor)

Required Liberal Arts & Sciences

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

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

2020-21 South Central College Academic Catalog

Intensive Care Paramedic Technician - Diploma

58 Credits DIP 3310

Degree Description

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services and educational institutions. The program is fully accredited by the The Commission on Accreditation of Allied Health Education Programs (CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 P:727-210-2350 Fax:727-210-2354).

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (15 Courses)

Complete the following classes:

ICP 1000 Introduction to Paramedicine (3 Credits)

The Paramedic has a variety of duties. This course demonstrates the difference between the various levels of the Emergency Medical Technician 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, etc. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1005 Applied Anatomy and Physiology for EMS (3 Credits)

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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1010 EMS Skills (5 Credits)

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, cardiac skills, and other invasive techniques. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1020 Pharmacology for EMS (3 Credits)

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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1040 Cardiac Care in EMS (4 Credits)

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/central circulation. The interpretation of cardiac dysrhythmias receives much emphasis in this course. ACLS Provider certification may be included. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1050 Trauma Care (3 Credits)

This course deals with the many aspects of trauma, including kinematics, evaluation, management, packaging, and transport. Advanced ITLS certification may be obtained. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 1060 Pathophysiology in EMS (5 Credits)

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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2010 EMS Advanced Skills (5 Credits)

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 & 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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2030 Critical Care I (3 Credits)

This courses orients students to the emergency room, intensive care unit, cardiac intensive care, telemetry unit and critical care departments. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2040 Critical Care II (3 Credits)

Clinical areas may include: Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2050 Field Internship I (3 Credits)

This internship involves experiences with an advanced life support system provided by a fire service, municipal, hospital or other. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2060 Field Internship II (3 Credits)

This internship involves experiences with and advanced life support system provided by a private service. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2070 Special Populations (5 Credits)

This course covers medical considerations in areas such as geriatrics, obstetrics, gynecology, neonates, pediatrics, behavior disorders, and patients with special needs. PALS certification may be obtained. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2080 Paramedic Refresher (3 Credits)

This course is a comprehensive review of the technical courses and designed to prepare the candidate to challenge the National Registry Exam. It also meets the requirements for the 48-hour refresher. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP 2090 Hazardous Materials (1 Credit)

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. (Prerequisite: Permission of the Instructor)

Required Liberal Arts and Sciences (6 Credits)

Complete 6 credits from any of the 10 MNTC Goal Areas.

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

2020-21 South Central College Academic Catalog

Associate of Arts - Associate of Arts Degree

60 Credits NA 3805

Degree Description

The Associate in Arts (AA) degree is awarded for successful completion of a 60 semester credit program in Liberal Arts & Sciences and is intended primarily for students who plan to transfer to another college or university to complete a bachelor's degree. Although no specific major is listed in conjunction with this degree, students may choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college or university. An AA degree must include the entire 40-credit Minnesota Transfer Curriculum (MNTC) specified below, which, pursuant to Minnesota statute, must transfer to any institution in the Minnesota State Colleges and Universities System or to the University of Minnesota. Students are strongly encouraged to develop an educational plan with their academic advisor and the Transfer Specialist to assure that AA degree and pre-major requirements are fulfilled.

General Requirements

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

To complete the Minnesota Transfer Curriculum students must:

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

ASSOCIATE OF ARTS DEGREE / GRADUATION REQUIREMENTS:

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

1. Complete the Minnesota Transfer Curriculum (MnTC)
2. Complete the FYE 100 First Year Experience course (1 credit) within the first three semesters (Fall, Spring, Summer) of attendance at South Central College. This course is required for all A.A. students unless the student has:
   • Completed 24 college level credits at another institution or in another SCC program before transferring to the AA program
   • Taken a First Year Experience course at another accredited college
3. Complete the Capstone course after the completion of at least 40 credits (1 credit)
4. Complete electives to meet 60 semester credits (Up to 16 credits can be from technical/career courses)
5. Complete at least one (1) credit in a health and wellness course
6. Earn a cumulative GPA of 2.0 and a 67% completion rate
7. Earn a GPA of 2.0 or higher in MnTC coursework.

NOTE: Credits from repeated courses count only once

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Goal Area 1 - Oral and Written Communication

The following courses apply to MNTC Goal 1. To complete the goal, students must complete ENGL 100 and one COMM course from COMM 100, 110, 120 or 140.

PART A

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or

MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PART B

COMM100 Introduction to Human Communication (3 Credits)

This course is an introductory survey course of the communication discipline. It provides a sample of topics from interpersonal communication, intercultural communication, public speaking, small group communication, media, organizational communication, and interviewing. This course will offer students knowledge about communication and offer the opportunity to improve their skills. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

OR

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Goal Area 2 - Critical Thinking

The following courses apply to MNTC Goal 2. Complete all 9 other MNTC goal areas OR select one course.

CHEM101 The Chemistry of Everything (3 Credits)

A chemistry course for non-science major which explores the world from a chemical perspective. This course is designed to increase students' scientific literacy. A two-hour lab is included. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of READ 0080 and READ 0090 with a grade of C (2.0) or higher.) (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM110 Chemistry for the Health Sciences (4 Credits)

Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer

AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 2, 3: Critical Thinking, Natural Sciences)

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM150 Introduction to Mass Communication (4 Credits)

Introduction to Mass Communication explores the structures, functions, responsibilities, and effects of the media in contemporary society. Students will gain an understanding of the social, economic, and intellectual forces that help shape the media. The course presents concise historical perspectives of each major type of mass media. However, the primary focus is on the issues surrounding contemporary mass media with a strong emphasis on media literacy and ethical responsibility. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

CRTK100 Critical Thinking (3 Credits)

This course helps students acquire and develop critical thinking skills. Focused on the practical application of the principles of good reasoning, it encourages them to cultivate cognitive virtues such as consistency, self-awareness, open-mindedness, fairness, and intellectual humility. Students will be taught how to: recognize (and make) good arguments, identify (and avoid) logical fallacies and cognitive biases, articulate ideas in a clear and precise way, understand the significance and limits of the scientific method, and critically evaluate sources in the media. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: 2 Critical Thinking)

HUM 100 Critical Thinking (3 Credits)

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. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2: Critical Thinking)

PHIL130 Logic (4 Credits)

In this course we will explore some of the methods and principles that distinguish logically correct from incorrect reasoning. We will also learn to use formal techniques to evaluate the cogency of everyday argumentation. Most of the semester will be spent becoming familiar with a variety of elementary logical techniques and rules: distinguishing inductive from deductive arguments, valid from invalid arguments, mastering the formal rules of inference, truth tables and the propositional logic. Some find this material fascinating in its own right. Others value logic for the light it casts on everyday argumentation, and for its uses in philosophy, mathematics, and computing. Logical skills are not only an important component of aptitude tests such as the GRE and LSAT, but are also valuable in almost any course or job that involves using analytical techniques. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL215 Business Ethics (3 Credits)

The intent of this course is to show that the world of business traffics in the world of ethics. Business is not a neutral domain where one may do as one pleases. For instance, there is the question of what sorts of

obligations businesses have toward their employees. Do businesses have a positive moral duty to promote social goods? Do they have a primary obligation or do their moral responsibilities comprise a set of different and equally important obligations? We will examine several views of the moral relation between businesses and others including the stockholder theory and the stakeholder theory. The goals of this course are to become acquainted with the architecture of morality, master the various moral theories and their unique implications for business, and to gain facility sliding between talk of each and applying each in various business contexts. We will examine various moral theories like utilitarianism and deontological type theories and then examine them in the context of applied business ethical issues. We will also look at broader issues about the nature of a just society and just economy in which the business is to function. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

MASS110 Introduction to Mass Communication (4 Credits)

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

CAP 250 Associate of Arts Capstone Class (1 Credit)

This course should be taken by students seeking the Associates of Arts degree during their final semester at SCC. It assesses fulfillment of the program's Learning Outcomes (Communication, Critical Thinking, Research Proficiency, Global Perspective and Social Responsibility), and allows students to demonstrate their readiness to take junior-level classes at a four-year institution. (Prerequisite: Unless instructor grants special permission, students must be in their last semester of the Associate in Arts program at SCC) (MNTC 2: Critical Thinking)

Goal Area 3 - Natural Sciences

The following courses apply to MNTC Goal 3. To compelte the goal, students must select at least two courses from two different disciplines.

BIOL100 Introduction to Biology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL101 Introduction to Ecology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL106 Introduction to Cell Biology (3 Credits)

This is an introductory cell biology course dealing with: the cell structure and organelles; basic chemistry and biochemical molecules; cell transport and energy concepts; cellular respiration; cell reproduction; patterns of inheritance; structure and function of DNA; how genes are controlled; DNA technology. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL110 Biology of Disease (3 Credits)

This course is a survey of human disease including physiological and infectious diseases. Possible topics include infectious diseases, cancer, heart disease, disorders of the immune system, diabetes, etc. Prevention of disease through control of risk factors and early detection will be covered. Diagnosis and treatment will also be addressed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL115 General Biology I (4 Credits)

This course covers biological processes at the cellular and molecular level. It serves as an introduction to macromolecules and metabolism, cell biology, Mendelian genetics, and gene expression. This course involves a weekly three hour lab. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND Next-Generation Accuplacer QAS score of 237 or Classic Accuplacer College Level Math score of 50 or higher or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC Area 3)

BIOL116 General Biology II (4 Credits)

This course covers biology at the organismal, population and system level. It will emphasize organismal diversity, population and community ecology and ecosystems. Students will gain an understanding of how evolutionary advances have occurred among populations due to natural selection. This course involves a weekly three hour lab. (Prerequisites: Next-Generation Accuplacer score of 250 or above, or Classic Accuplacer Reading score of 78 or higher, or either ENGL 0090 or EAP 0095 with a C (2.0) or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND a Next-Generation Accuplacer QAS score of 237 or higher or Classic Accuplacer College Level Math score of 50 or higher, or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC area 3)

BIOL152 Tropical Rain Forest Ecology (4 Credits)

Tropical Rain Forest Ecology introduces students to fundamental ecological concepts, processes and dynamics within the tropical rain forest biome. Discussions of flora and fauna will be framed within the context of evolution with an emphasis on adaptations. A special focus will be made on the rain forests and culture of Costa Rica and the Galapagos Islands. This course includes a one-week study abroad to Costa Rica or the Galapagos Islands. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL162 Human Biology (4 Credits)

This one-semester course is an introduction to the biology of the human body. Basic form and function of the body systems and their interactions will be emphasized. Other topics include: terminology, basic chemistry, cell biology genetics, molecular biology and nutrition as it relates to the human body. This course contains a laboratory portion. (Minnesota Transfer Curriculum goal area 3) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL220 Human Anatomy (4 Credits)

This course takes an in-depth look at the anatomy of the human body systems. The course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is emphasized. This course includes a weekly three hour lab. Some labs include dissection. (Prerequisite: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading Comprehension score of 78 or higher or completion of either READ0090 or EAP 0090 with a grade of C or better or ACT Reading score of 21 or higher, or MCA Reading score of 1047 or higher.) (MNTC Goal Area 3)

BIOL225 Anatomy and Physiology I (4 Credits)

Anatomy and Physiology I is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the first in a two course series. It will cover tissues, the integumentary, skeletal, and muscular systems, articulations, nervous tissue, spinal cord and nerves, brain and cranial nerves, anatomy of the heart, blood vessels and circulation and the lymphatic structures. It will also cover cellular biology, cellular transport, cell respiration, cell reproduction and basic review of biochemistry as it relates to the human body. This course contains a laboratory component which includes dissection. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: CHEM 108 or CHEM 110, and must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL230 Human Physiology (4 Credits)

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 is placed on normal physiology, but dysfunction will also be discussed. This course contains a weekly 3 hour laboratory component. (Prerequisites: BIOL 220 with a grade of C or better and CHEM 108, CHEM 110 or CHEM 120 with a grade of C or better) (MNTC Goal Area 3)

BIOL235 Anatomy and Physiology II (4 Credits)

Anatomy and Physiology II is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the second in a two course series. It will cover the autonomic, endocrine,

immune, respiratory, digestive urinary and reproductive systems. It will also cover fluid electrolyte, acid-base balance, blood, blood pressure regulation and functional characteristics of the heart, special senses, development and inheritance. This course also has a lab component in which students will perform hands on activities to reinforce some of the material taught in lecture. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: Completion of BIOL 225 with a grade of C or higher) (MNTC 3: Natural Sciences)

BIOL240 Pathophysiology (3 Credits)

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: BIOL 230 or 235) (MNTC 3: Natural Sciences)

BIOL270 Microbiology (4 Credits)

This course is an introduction to the general principles and methods used in the study of microorganisms. It includes a survey of prokaryotic and eukaryotic microorganisms emphasizing bacteria and viruses. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity and other selected applied areas. Laboratory techniques include isolating, culturing and identifying microorganisms. This course contains a three hour per week laboratory component. (Prerequisites: A grade of C or higher in BIOL115 OR BIOL225 OR BIOL220 AND CHEM108 OR CHEM110) (MNTC Goal Area 3)

CHEM101 The Chemistry of Everything (3 Credits)

A chemistry course for non-science major which explores the world from a chemical perspective. This course is designed to increase students' scientific literacy. A two-hour lab is included. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of READ 0080 and READ 0090 with a grade of C (2.0) or higher.) (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM108 Introduction to Chemistry (4 Credits)

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: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

CHEM110 Chemistry for the Health Sciences (4 Credits)

Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM120 Principles of Chemistry I (5 Credits)

This course introduces the student to the basic principles of chemistry including atomic and molecular structure, bonding, chemical reactions, solution chemistry, stoichiometry, thermochemistry, periodicity, and states of matter. Laboratory reinforces lecture concepts. (Prerequisites: Accuplacer College Level Math score of 103 or ACT Math score of 22 and CHEM 108 or MATH 120 and CHEM 108 or a grade of "C" or better in high school chemistry within the past 3 years.)

CHEM121 Principles of Chemistry II (5 Credits)

Principles of Chemistry II is the second in a series of Chemistry courses designed for students who plan to major in a scientific or health related field. Topics include kinetics, chemical equilibria, acids and bases, buffers, precipitation reactions, thermodynamics, and electrochemistry. Lab topics reinforce lecture concepts. (Prerequisite: CHEM 120) (MNTC 3: Natural Sciences)

GEOG101 Introduction to Physical Geography (3 Credits)

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate,

natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & the Environment)

GEOG104 Introduction to Weather and Climate (3 Credits)

This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & The Environment)

PHYS101 Introductory Physics (3 Credits)

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. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 250 to 300 AND Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher AND Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher.) (MNTC 3: Natural Sciences)

PHYS211 Principles in Physics I (4 Credits)

This is the first half of a one-year sequence in physics. It covers the general background in algebra-based physics. Topics include classical mechanics, fluid mechanics, wave and sound, thermal physics. Lecture and laboratory. (Prerequisites: MATH 120 and 125, or MATH 130) (MNTC: 3, Natural Sciences)

PHYS212 Principles in Physics II (4 Credits)

This second course will provide students with the principles of algebra based physics. The course will cover basic principles of waves, electricity and magnetism, light and optics, and topics in modern physics. (Prerequisite: PHYS 211) (MNTC 3: Natural Sciences)

PHYS221 General Physics I (4 Credits)

This course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of mechanics including kinematics, statics, equilibrium and dynamics of particles, work and energy, rotational motion, gravitation, and oscillation. (Prerequisites: High School Physics, PHYS 101 or 211, MATH 131 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

PHYS222 General Physics II (4 Credits)

This second course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of waves in light and sound; temperature, heat, and the First Law of Thermodynamics; electric charge; electric fields; Gauss' Law; electric potential; capacitance; resistance; electrical circuits; magnetic fields; induction; electromagnetic oscillations; and Maxwell's Equations. (Prerequisites: PHYS 221 with a grade of "C" or better, MATH 132 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

Goal Area 4 - Mathematical/Logical Reasoning

The following courses apply to MNTC Goal 4. To complete the goal, students must complete one course.

MATH115 Concepts in Math (4 Credits)

Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of

equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH125 Trigonometry (3 Credits)

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, exponential and logarithmic functions. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 63 or higher or Completion of MATH 120 with a grade of C (2.0) or higher or ACT Math score of 22 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH130 Pre-Calculus (4 Credits)

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 MATH 120 or MATH 125. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 86 or higher, or ACT Math score of 23 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH131 Calculus I (4 Credits)

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: Next-Generation Accuplacer AAF score of 276 or higher or Classic Accuplacer College Math score of 103 or higher or ACT Math score of 24 or higher or completion of either MATH 125 or MATH 130 with a grade of C (2.0) or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH132 Calculus II (4 Credits)

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: MATH 131, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

MATH231 Ordinary Differential Equations (4 Credits)

This is a traditional introductory course in ordinary differential equations for students pursuing careers in engineering, mathematics and the sciences; the focus is primarily on lower order equations. Topics include the solution of linear equations with constant coefficients, homogeneous and nonhomogeneous equations, assorted methods such as undetermined coefficients, variation of parameters and Laplace transforms. Also studied are existence and uniqueness theorems, numerical approximations, operator methods and various applications to physical phenomena. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH233 Multivariable Calculus (4 Credits)

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: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH240 Elementary Linear Algebra (4 Credits)

This is a first course in linear algebra for students intending to go into engineering, mathematics, the sciences, economics, statistics and other technical fields. Among the topics covered are matrices, determinants, systems of linear equations, vector spaces, linear tranformations and characteristic value problems. Apart from the useful and practical topics considered, the course also serves as an introduction to the notion of mathematical proof. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

PHIL130 Logic (4 Credits)

In this course we will explore some of the methods and principles that distinguish logically correct from incorrect reasoning. We will also learn to use formal techniques to evaluate the cogency of everyday argumentation. Most of the semester will be spent becoming familiar with a variety of elementary logical techniques and rules: distinguishing inductive from deductive arguments, valid from invalid arguments, mastering the formal rules of inference, truth tables and the propositional logic. Some find this material fascinating in its own right. Others value logic for the light it casts on everyday argumentation, and for its uses in philosophy, mathematics, and computing. Logical skills are not only an important component of aptitude tests such as the GRE and LSAT, but are also valuable in almost any course or job that involves using analytical techniques. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

Goal Area 5 - History and Social Sciences

The following courses apply to MNTC Goal 5. To complete the goal, students must complete at least two courses from two different disciplines.

ANTH100 Introduction to Anthropology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

ANTH121 Cultural Anthropology (4 Credits)

This course will take an in-depth look into four different cultures. We will look at cultures from Band, Tribe, Chiefdom and State levels of political-social organization. The theoretical focus of anthropological thought in the class will be include; functionalism, structuralism, configurationism, neo-evolutionism and cultural materialism. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

ECON130 Economics of Public Issues (3 Credits)

Approaches used by economists to analyze controversial public policy issues will be introduced. In addition, students will read articles explaining or advocating contrasting sides to issues. A variety of topics will be studied, with the list changing in different semesters. Topic examples may include economic inequality, climate change, and remedies for the Great

Recession. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical and Civic Responsibility)

ETHN101 American Racial Minorities (3 Credits)

This course will introduce students to the importance and the understanding of the nature of race relations in the United States of America. Students will use the various sociological perspectives as a lens to examine the social construction of race, ethnicity and the evolving nature of race and ethnic relations in the U.S. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

GEOG100 Elements of Geography (3 Credits)

The course will answer the question "What is Geography?" Therefore, this course provides students with an introduction to the basic themes of geography. The scope and nature of geographic inquiry is used to explore topics about the physical and human characteristics of the Earth's surface. Special emphasis is placed on the significance of humans, environment, and cultural processes in the organization of space on the earth's surface. Natural and cultural landscapes are very important components of this course and students will examine physiographic regions, climates, demography, and urban areas. Also, different environmental issues will be discussed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

GEOG103 Introduction to Cultural Geography (3 Credits)

This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, services, urban patterns, and resource issues. Students will examine all of these and several other issues during the semester. Students will stress the variation in the cultural landscape and critically analyze several current problems facing modern society, such as overpopulation and differences between societies. Cultural geography is focused on those things that are human-created. Therefore, the basic theme addressed throughout the course will be to discover where and why human activities are located where they are found. Students will participate in the discussions and will exchange ideas that will help them to better understand the diversity of the cultural landscape and the similarities and differences between different social groups. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

GEOG200 Special Topics in Geography: (3 Credits)

Students will explore a region to learn its unique characteristics and how its physical geography and human geography are closely linked within that region. The focus will be on real-world and hands-on activities that will use an inquiry-driven approach to learning. When applicable, geographic tools, such as GIS (Geographic Information Systems), remote sensing, and map skills, will be presented. The course will have a research component. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History & Social & Behavioral Sciences)

HIST120 U.S. History I (4 Credits)

This course surveys the history of America from the contributions of the indigenous indian people 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

HIST121 U. S. History II (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

HIST160 World History I (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST161 World History II: The Rise of the West (4 Credits)

The history of world civilizations from 1500 C.E. through World War I, the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies and the connection between industrialization and imperialism as causes of World War I. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST162 World History III: The Twentieth Century (4 Credits)

This course will present a history of world civilizations from 1900 to the present. Course topics will include the rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism and the rise of the United States as the only superpower at the end of the 20th century. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST205 Special Topics in History: (1 - 4 Credits)

Any HIST class has been specially designed by an SCC History instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisites: Any HIST course or instructor permission) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

POL 110 American Government (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

PSYC100 Introduction to Psychology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History/Social & Behavioral Sciences)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC140 Psychology of Positive Adjustment (4 Credits)

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

PSYC210 Social Psychology (4 Credits)

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, attraction, self, benevolence, attitude development and change, prejudice, etc. (Prerequisites: PSYC 100 or any other college-level psychology course) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

PSYC220 Health Psychology (4 Credits)

Health psychology is a subfield of psychology that addresses the mental, emotional, behavioral, and societal factors that influence the onset, duration, recovery, and prevention of illness and the promotion of wellness. Students will explore the theoretical foundations of health psychology and the role of psychological research and principles relevant to the field. Students will be exposed to a variety of topics including stress and coping, preventative behaviors and attitudes, treatment options, and management of pain and illness. Students will gain an understanding of the academic issues and a respect for the human experience related to health, illness, and disease. (Prerequisites: PSYC 100 Introduction to Psychology or any other college-level psychology course. Must have a score of 77.5 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5: History/Social & Behavioral Sciences)

PSYC230 Abnormal Psychology (4 Credits)

In this course, students will increase their awareness and understanding of mental illness and psychological disorders. Students will become familiar with the history of the field, clinical descriptions, classification, etiology, course of onset, and typical treatment regimens specific to various disorders and mental illness. Abnormal behavior will be explored from various theoretical perspectives including psychological, biological, and socio-cultural approaches. (Prerequisites: 8 credits of psychology or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC240 Child and Adolescent Psychology (4 Credits)

This course examines the development of children from conception through adolescence. The major areas of focus include physical, cognitive, language, moral, and social development. The developing child will be understood as an active participant in a world of biological, familial, social, and cultural influences that help shape his or her individual life path. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC250 Industrial Organizational Psychology (4 Credits)

Industrial-organizational (I/O) psychology is the scientific study of the workplace. Students will be introduced to a variety of issues of relevance to business and industry, including selection and placement of employees, the importance of training and development, organizational development and evaluation, employee motivation and productivity, and the importance of fostering work-life balance. Diversity among organizations and cultures in how they approach these issues will be emphasized. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC280 Special Topics in Psychology: (4 Credits)

This course is designed to provide students with a deeper understanding of a special topic within the field of psychology. Key theoretical and historical underpinnings will be presented to prepare a foundation of understanding. Attention will be focused on how the

topic has or may add to the knowledge base of psychology and, if applicable, other academic disciplines. Students will explore the actual or potential applicability of the topic to self, others, and society at large. The course will have a research component. Course may address one of Goal Areas 7-10 depending on the topic. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5: History/Social & Behavioral Sciences)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

SOC 106 Introduction to Criminal Justice (4 Credits)

This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 110 Social Problems (3 Credits)

This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 201 Marriage and Family (3 Credits)

The Sociology of Marriage and Family will help students understand this dynamic institution as an important variable in our contemporary society. Students will be exposed to the various sociological perspectives, methods of study, and core concepts related to the institution of Marriage and Family. Simultaneously, students will also learn how the diverse institution of Marriage and Family continues to affect and inform the society at the local, national and global level. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 205 Special Topics in Sociology: (3 Credits)

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 206 Juvenile Delinquency (3 Credits)

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21

or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)

This course examines the central question of "who gets what and why?" in the contemporary world. In answering this question, the course focuses on the social arrangements of social stratification and inequality and their effects on society and individual lives. It critically examines the historical, theoretical, and empirical foundations, manifestations, and maintenance of social class difference, power and conflict. The course primarily examines the United States, but, because the U.S. is not isolated from world affairs, including global economic affairs, it will necessarily also tend to more global concerns. While cultivating a critical understanding of the nature of social stratification and inequalities, the course will explore alternatives and possibilities for a more equitable and humane society with both individual and structural levels of analysis. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

SOC 251 Criminology and Criminal Behavior (4 Credits)

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 259 Drugs and Society (3 Credits)

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOWK105 Social Welfare Services (3 Credits)

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: ENGL 100) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK110 Community Social Service Projects (3 Credits)

This course is a group-based, experiential learning course that will help students learn problem solving and critical thinking skills to help a target population. Students will learn how to work with action and target groups to assess a social issue, then research, design, implement, and evaluate a community social service project to help address a need that arose from that social issue. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK115 Social Welfare Services (4 Credits)

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: ENGL 100) (MnTC Goal Areas: 5, 7)

Goal Area 6 - Humanities and Fine Arts

The following courses apply to MNTC Goal 6. To complete the goal, students must select at least two courses from two different disciplines.

ART 100 Art Appreciation (3 Credits)

Art 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ART 110 Art Structure (3 Credits)

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)

ART 115 Three Dimensional Design (3 Credits)

This course is an introduction to creating art in three dimensions. It is designed to acquaint students with traditional and non-traditional 3D materials, techniques and concepts. Students will learn about the elements and principles of composition in three dimensions and the various ways this art can be used as a tool for aesthetic and conceptual understanding. Students will apply their understanding of these concepts through hands-on studio work as well as through evaluation and analysis in critiques and class discussions. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 120 Metal Art (3 Credits)

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)

ART 125 Sculpture (3 Credits)

Sculpture will introduce students to the basic concepts, techniques, materials and methods used to create three-dimensional objects, installations and site-specific works. Students will explore three-dimensional form, and space while experimenting with fabrication, assemblage and carving techniques. Students will learn basic principles of design as they relate to sculpture and the three-dimensional environment. Extra learner supplies required. (Prerequisites: ART 110) (MNTC 6: Humanities and Fine Arts)

ART 130 Painting (3 Credits)

Painting is an introductory studio course in the elements of traditional and contemporary oil painting. Students will explore and discuss the various techniques and methods basic to the creation of paintings. Students will participate in the discussions and critiques of traditional and contemporary paintings and explore the creative process via the medium of oil paint. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 135 Introduction to Watercolor (3 Credits)

This course is an introduction to Watercolor and the various ways it can be used as a creative tool for aesthetic and conceptual understanding. Students will expand their skills in compositional design through the study and practice of the Elements of Art and the Principles of Organization: Line, Shape, Texture, Value, Color, Space, Balance, Emphasis, Rhythm, Scale/Proportion and Unity. Also examined and practiced in class are the painting techniques of watercolor, including the preservation of whites, transparencies, bleeds, dropping color, wet on wet technique, drybrush and lifting. Through lectures and visual references, historical and contemporary examples of watercolor will be explored and analyzed to expand students understanding of fine art and their own work within this context. In addition, students will learn how to discuss, analyze and evaluate their own work as well as the work of their peers, through class discussions and critiques. Additional learner supplies will be required for this course. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 140 Digital Photography (3 Credits)

Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 145 Mixed-Media (3 Credits)

This course engages students in a three-dimensional art making experience that draws from a variety of studio practices. Students will participate in artistic endeavors involving traditional and non-traditional materials, techniques and concepts. Emphasis is placed upon the development of aesthetic, conceptual and technical skills to further personal artistic evolution.

(Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 150 Drawing I (3 Credits)

This drawing course will further the students' understanding of the core elements of drawing: line, composition, perspective, proportion, texture, value, and shading. These drawing elements will be taught through both traditional and modern methods. The course will also include several short lectures to give examples of the work, and to expand art appreciation. There will be a strong emphasis on the student's ability to critique their own work along with their peers. The dialogue within the classroom will help to expand the student's skills and process. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 155 Visual Narrative (3 Credits)

This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ART 165 Public Art (3 Credits)

Public Art is a painting course focused on the creation of art through painting a large-scale mural. Students will work collaboratively to complete the site-specific work while developing and refining their painting and drawing skills. Through lectures and presentations, historical and contemporary examples of mural painting will be explored, giving students a sound basis for understanding the significance of murals in the historical and global context. Students will hone drawing skills while transferring the design onto the wall surface, learn to mix colors and to adapt painting techniques to the use of exterior latex paint. Students will also learn to work cooperatively with others on the completion of the project, and to align their work with one another in order to develop a cohesive single painting. They will critique the work on a weekly basis as the project progresses, keeping journals of their experience and using photographic documentation as a means of analyzing technical development. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 170 Digital Video Production (3 Credits)

This course introduces students to the fundamentals of digital video production. Students will learn how to produce digital video productions utilizing story-boarding, lighting and shooting techniques. Students will use video and audio editing software to import, assemble and edit clips, add transitions, create super-impositions and titles in finished video productions. In addition, they will learn hardware set-up, capturing techniques and video compression schemes as they output their work to various video formats. The course also examines the history and application of video in contemporary art, documentary, film and television production. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 180 Digital Photography 2 (3 Credits)

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 201 Art History I (3 Credits)

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 202 Art History II (3 Credits)

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a

grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 240 Digital Photography 2 (3 Credits)

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: ART 140 or instructor approval) (MNTC 6: Humanities and Fine Arts)

ART 250 Drawing II (3 Credits)

This course builds upon the concepts of Drawing I (ART 150). Students will further their understanding of drawing issues by creating artwork that explores process, personal imagery, formal analysis, and conceptual goals. Historical and contemporary models will continue to be explored and discussed relative to the students' own artwork. (Prerequisite: ART 150) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 270 Digital Video Production 2 (3 Credits)

This course covers advanced digital video techniques including scripting, lighting, shooting, editing and the overall video/audio production sequence. Students will develop advanced skills for any profession that involves video production such as television, documentation, filmmaking, contemporary art, web design, multimedia communication, animation and computer gaming. Students will use advanced non-linear video and audio editing software. Final project is a video series or single production of substantial length within the field of artistic, commercial and/or documentary video. Students will examine and utilize advanced application of cinematic philosophy, production techniques and technologies in the fields of film, videography, documentary production, and multimedia. This course also covers the current visual culture and how it applies to a digital cinematic/video production. Students will participate as a member of a production crew on college productions when available. (Prerequisite: a grade of C or higher in ART 170 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL110 Introduction to Literature (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and the Fine Arts)

ENGL111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MnTC 6: Humanities and Fine Arts)

ENGL120 Human Diversity in Literature and Film (4 Credits)

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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ENGL130 World Literature and Film (4 Credits)

This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ENGL140 British Literature (4 Credits)

This is a one-semester course for students who are interested in the development of English thought and language from the days of the Anglo-Saxons to the present time. Students will examine the historical context of the literature as well as particular authors,

ideas, and styles. Class time will be devoted to reading, discussing, and analyzing selected groups of writings representative of major historical periods in the development of British writing. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL150 Introduction to Poetry (4 Credits)

This course introduces students to various elements of the genre of poetry, including (but not limited to) word choice, images, figures of speech, symbols, sounds, patterns of rhythm, and poetic forms . Students will use literary criticism techniques as they study poets and poems from many times, places, and movements of literature. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL160 Introduction to Short Story (4 Credits)

This course introduces students to the genre of short story and literary analysis. Students will examine literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. They will also study the authors and the influence of history and place on the short story form. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL205 Special Topics in Literature & Film: (4 Credits)

All ENGL 205 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. Any ENGL 205 class has been specially designed by an SCC English instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: ENGL 100 or instructor permission.) (MNTC 6: Humanities and Fine Arts)

ENGL206 Children's Literature (4 Credits)

Children's Literature provides a survey of literature for children from through history to its place in contemporary society. The course introduces students to literature for children from birth to age 21, pairing literature with cognitive, emotional, and social development. Students will explore children's literature as real literature, examining literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. We will also study the individual aspects of culture(s) that generate the narratives covered in class and how children's literature can create its own version of history and reflect its culture. (Prerequisite: ENGL 100 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL208 African American Literature (4 Credits)

Surveys African American literature, including short stories, poetry, novels and criticism. Students will be thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

ENGL210 Introduction to Creative Writing (4 Credits)

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 instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL220 Creative Writing: Fiction (4 Credits)

For students who have been introduced to the study of creative writing, this course content will focus primarily on the development of fiction-writing skills through reading, evaluating, and practicing the form. Emphasis will be placed on elements of fiction such as character, setting, plot, theme, point of view, and narrative voice. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of literature, quizzes, and student presentations, as well as student creation of works of fiction. (Prerequisite: ENGL 210 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL230 Creative Writing: Screen Writing (4 Credits)

For students who are interested in the study of creative writing or film-making, this course content will focus primarily on the development of screen-writing skills through watching film clips, reading screenplays, evaluating story conveyance through the film medium, and practicing writing in the form. Emphasis will be placed on creating a story arc with a three-act sequence while incorporating elements of fiction such as character, setting, plot, theme, point of view, and elements of film such as scene set-up, camera angle, transitions, and primarily dialogue. Constructive critique

and revision will be practiced. Assignments may take the form of reading, written critical evaluations of film and literature, occasional quizzes, student presentations, discussion, as well as student creation of screenplay. (Prerequisite: ENGL 100) (MNTC 6: The Humanities and Fine Arts)

HUM 111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities & Fine Arts)

HUM 121 Introduction to the Humanities (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities & Fine Arts)

HUM 122 Introduction to Humanities II (4 Credits)

This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 130 China: Cultural Tradition and Change (3 Credits)

Students in this course study the expression of Chinese values through intellectual and artistic pursuits and their influence on humans throughout the world. By taking a panoramic view of Chinese culture and civilization, students develop an appreciation for the treasure of Chinese achievements and the wealth of Chinese contributions to humanity. This view will also provide a context for the study of specific topics such as artistic expression, language, key points in history, traditions, human rights and conditions, and philosophy of health. Beyond an appreciation for Chinese culture, this introductory course aims to increase our understanding of China's presence, which has risen to a dominant position in global economic and political affairs. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6 Humanities and Fine Arts and 8 Global Perspective).

HUM 150 Global Connections Travel Seminar (1 Credit)

The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 205 Special Topics in the Humanities: (1 - 4 Credits)

Any HUM class that has been specially designed by an SCC Humanities instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisite: All HUM 205 courses require a passing grade in ENGL 100 or instructor permission) (MNTC 6: Humanities & Fine Arts)

HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)

The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

PHIL105 World Religions (4 Credits)

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHIL110 Philosophy and Popular Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

PHIL115 Global Philosophies (3 Credits)

This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing. Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6, 8)

PHIL205 Special Topics in Philosophy: (1 - 3 Credits)

All PHIL 205 courses will help students learn about other areas of philosophy which are important to the study of other disciplines and philosophy itself. Students will explore broader areas of philosophical concern such as metaphysics (free-will, truth, realism, universals, necessity/contingency, causation, mind, time, God, etc.); epistemology (skepticism, inferential justification, knowledge, internalism/externalism, a priori/a posteriori, closure, direct/indirect realism, memorial knowledge, etc.); meta-ethics (moral knowledge, oral realism/anti realism, ethical intuitionism, reductionisms such as utilitarianism, relativism, subjectivism, divine command theory, contractarianism, Aristotelianism/teleology, virtue ethics, etc.). Furthermore, students can also focus on political philosophy, philosophy of religion, and philosophy of science or specialize in some facet of the above topics. All PHIL 205 courses will emphasize the use of primary texts and the development of philosophical thought throughout history. These courses will focus on the most basic questions of human existence (this indeed is philosophy) such as truth, knowledge, free-will, moral rightness, justice, and so forth. We assume answers to these questions in every other study we partake in. For instance, science presupposes the legitimacy of inductive reasoning, the law of non-contradiction, the justification of using inference to the best explanation, the uniformity of nature, the reliability of perception, the nature and possibility of a posteriori knowledge and others. These courses will deal with the questions we presuppose answers to in discussing those things that matter to us. In the end, PHIL 205 courses will give philosophy instructors and students the opportunity to explore areas of philosophy which are of interest not only to the psychologist, historian, and novelist, but also to those who wish to pursue a career in philosophy or become competent in philosophical problems. As Socrates said, "the unexamined life is not worth living." These courses will help encourage others to avoid the unexamined life. (Prerequisite: Any 100 level PHIL course or instructor permission) (MNTC 6: Humanities and Fine Arts)

MUSC100 Music in the Global Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

MUSC121 Class Guitar (2 Credits)

This class will offer our students the chance to learn how to play the guitar at the beginners level. Students who take this class must provide their own guitar. There will be individual instruction with the student along with class instruction. Students will start with the basics of how to tune their guitar both in standard tuning and alternate tunings. They will then create selected musical scale and learn how to play them on the guitar. They will then learn basic open-chords and bar-chords and how to play them in proper order. We will look at simple chord progressions of pop, rock and country music and will then learn how to play them on their guitar. Students

will also learn the basics of a guitar solo. (Prerequisite: None) (MNTC 6: Humanities & Fine Arts)

MUSC131 Music Theory 1 (2 Credits) And MUSC141 Vocal Ensemble - Concert Choir (1 Credit)

Music Theory 1 focuses on written music notation skills including scales, tonality, key modes, intervals, transposition, chords, cadences, non-harmonic tones and melodic organization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

THTR100 Introduction to Theater (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

THTR110 Introduction to Acting I (3 Credits)

This course introduces the student to the fundamentals of acting and making the student a more informed observer of acting for performance on the stage. This will be accomplished through instruction and practice of acting methodologies and developing the student's inner resources of voice, body, and imagination. The class will explore basic theories of acting, as well as participate in physical and vocal routines, improvisation, and individual and group exercise. The course will also introduce the student to the fundamental rehearsal process culminating in the performances of selected scenes. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

Goal Area 7 - Human Diversity

The following courses apply to MNTC Goal 7. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)

Native American Perspectives introduces students to writings about Native American life. Students will become acquainted with some myths and legends as well as contemporary literature. Students will also explore Native American culture, with a special emphasis on the environmental impacts of colonization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 7, 10: Human Diversity, People & the Environment)

AIS 120 Dakota Culture, History and Language (3 Credits)

This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources will be brought in to explore the Dakota language. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility)

ANTH121 Cultural Anthropology (4 Credits)

This course will take an in-depth look into four different cultures. We will look at cultures from Band, Tribe, Chiefdom and State levels of political-social organization. The theoretical focus of anthropological thought in the class will be include; functionalism, structuralism, configurationism, neo-evolutionism and cultural materialism. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

ART 155 Visual Narrative (3 Credits)

This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of

choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ASL 101 American Sign Language 1 (3 Credits)

This course teaches the basics of American Sign Language. (Prerequisites: None) (MNTC 7: Human Diversity)

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

ENGL120 Human Diversity in Literature and Film (4 Credits)

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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ENGL208 African American Literature (4 Credits)

Surveys African American literature, including short stories, poetry, novels and criticism. Students will be thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

HIST120 U.S. History I (4 Credits)

This course surveys the history of America from the contributions of the indigenous indian people 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

HIST121 U. S. History II (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC230 Abnormal Psychology (4 Credits)

In this course, students will increase their awareness and understanding of mental illness and psychological disorders. Students will become familiar with the history of the field, clinical descriptions, classification, etiology, course of onset, and typical treatment regimens specific to various disorders and mental illness. Abnormal behavior will be explored from various theoretical perspectives including psychological, biological, and socio-cultural approaches. (Prerequisites: 8 credits of psychology or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC240 Child and Adolescent Psychology (4 Credits)

This course examines the development of children from conception through adolescence. The major areas of focus include physical, cognitive, language, moral, and social development. The developing child will be understood as an active participant in a world of biological, familial, social, and cultural influences that help shape his or her individual life path. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC250 Industrial Organizational Psychology (4 Credits)

Industrial-organizational (I/O) psychology is the scientific study of the workplace. Students will be introduced to a variety of issues of relevance to business and industry, including selection and placement of employees, the importance of training and development, organizational development and evaluation, employee motivation and productivity, and the importance of fostering work-life balance. Diversity among organizations and cultures in how they approach these issues will be emphasized. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOC 110 Social Problems (3 Credits)

This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 201 Marriage and Family (3 Credits)

The Sociology of Marriage and Family will help students understand this dynamic institution as an important variable in our contemporary society. Students will be exposed to the various sociological perspectives, methods of study, and core concepts related to the institution of Marriage and Family. Simultaneously, students will also learn how the diverse institution of Marriage and Family continues to affect and inform the society at the local, national and global level. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOWK105 Social Welfare Services (3 Credits)

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: ENGL 100)

(MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK110 Community Social Service Projects (3 Credits)

This course is a group-based, experiential learning course that will help students learn problem solving and critical thinking skills to help a target population. Students will learn how to work with action and target groups to assess a social issue, then research, design, implement, and evaluate a community social service project to help address a need that arose from that social issue. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK115 Social Welfare Services (4 Credits)

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: ENGL 100) (MnTC Goal Areas: 5, 7)

Goal Area 8 - Global Perspective

The following courses apply to MNTC Goal 8. To complete the goal, students must complete one course.

ANTH100 Introduction to Anthropology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

ART 201 Art History I (3 Credits)

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 202 Art History II (3 Credits)

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ASL 101 American Sign Language 1 (3 Credits)

This course teaches the basics of American Sign Language. (Prerequisites: None) (MNTC 7: Human Diversity)

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

ENGL130 World Literature and Film (4 Credits)

This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

GEOG100 Elements of Geography (3 Credits)

The course will answer the question "What is Geography?" Therefore, this course provides students with an introduction to the basic themes of geography. The scope and nature of geographic inquiry is used to explore topics about the physical and human characteristics of the Earth's surface. Special emphasis is placed on the significance of humans, environment, and cultural processes in the organization of space on the earth's surface. Natural and cultural landscapes are very important components of this course and students will examine physiographic regions, climates,

demography, and urban areas. Also, different environmental issues will be discussed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

GEOG103 Introduction to Cultural Geography (3 Credits)

This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, services, urban patterns, and resource issues. Students will examine all of these and several other issues during the semester. Students will stress the variation in the cultural landscape and critically analyze several current problems facing modern society, such as overpopulation and differences between societies. Cultural geography is focused on those things that are human-created. Therefore, the basic theme addressed throughout the course will be to discover where and why human activities are located where they are found. Students will participate in the discussions and will exchange ideas that will help them to better understand the diversity of the cultural landscape and the similarities and differences between different social groups. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

GEOG105 World Regional Geography (3 Credits)

This course will allow students to examine the political, economic, cultural, and physical differences between the world's major regions. These differences will help foster a better understanding of how world citizens interact in the global age. Place-location literacy will be emphasized to enable students to apply information learned in this course beyond the confines of the classroom. Map and data interpretation skills will also be learned. An appreciation of world current events will be developed throughout the semester. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8, 10: Global Perspective, People & The Environment)

HIST160 World History I (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST161 World History II: The Rise of the West (4 Credits)

The history of world civilizations from 1500 C.E. through World War I, the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies and the connection between industrialization and imperialism as causes of World War I. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST162 World History III: The Twentieth Century (4 Credits)

This course will present a history of world civilizations from 1900 to the present. Course topics will include the rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism and the rise of the United States as the only superpower at the end of the 20th century. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST205 Special Topics in History: (1 - 4 Credits)

Any HIST class has been specially designed by an SCC History instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisites: Any HIST course or instructor permission) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

HUM 122 Introduction to Humanities II (4 Credits)

This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 130 China: Cultural Tradition and Change (3 Credits)

Students in this course study the expression of Chinese values through intellectual and artistic pursuits and their influence on humans throughout the world. By taking a panoramic view of Chinese culture and civilization, students develop an appreciation for the treasure of Chinese achievements and the wealth of Chinese contributions to humanity. This view will also provide a context for the study of specific topics such as artistic expression, language, key points in history, traditions, human rights and conditions, and philosophy of health. Beyond an appreciation for Chinese culture, this introductory course aims to increase our understanding of China's presence, which has risen to a dominant position in global economic and political affairs. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6 Humanities and Fine Arts and 8 Global Perspective).

HUM 150 Global Connections Travel Seminar (1 Credit)

The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)

The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

MUSC100 Music in the Global Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PSYC210 Social Psychology (4 Credits)

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, attraction, self, benevolence, attitude development and change, prejudice, etc. (Prerequisites: PSYC 100 or any other college-level psychology course) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

PHIL105 World Religions (4 Credits)

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHIL115 Global Philosophies (3 Credits)

This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous

traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing. Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6, 8)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)

This course examines the central question of "who gets what and why?" in the contemporary world. In answering this question, the course focuses on the social arrangements of social stratification and inequality and their effects on society and individual lives. It critically examines the historical, theoretical, and empirical foundations, manifestations, and maintenance of social class difference, power and conflict. The course primarily examines the United States, but, because the U.S. is not isolated from world affairs, including global economic affairs, it will necessarily also tend to more global concerns. While cultivating a critical understanding of the nature of social stratification and inequalities, the course will explore alternatives and possibilities for a more equitable and humane society with both individual and structural levels of analysis. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

SOLA100 Somali Language I (4 Credits)

This course provides an introduction to Somali language and culture. Communication skills include: speaking, listening, reading & writing. Sensitivity to cultural differences is emphasized. Simple texts dealing with cultural topics are used to develop skill in speaking. The four skills - speaking, comprehending, reading, and writing - are developed simultaneously. This course is designed for students with very little or no previous experience with the Somali language. (Prerequisite: None) (MnTC Goal 8 Global Perspectives)

SOLA102 Somali Language II (4 Credits)

This course is a continuation of SOLA 100 with increased emphasis of Somali culture and language skills including speaking, listening, reading articles and elementary creative writing, as well as awareness of sensitivity to cultural. This course is interactive and taught in Somali. This course use text books and modern media including audio, video recordings, information printed on websites and news in Somali from across world. (Prerequisite: SOLA 100 or instructor permission) (MNTC 8: Global Perspective)

SPAN105 Elementary Spanish I (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 8: Global Perspective)

SPAN110 Elementary Spanish II (4 Credits)

The primary goal of the course is to refine the basic communication skills acquired in Elementary Spanish I emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in a number of more complicated situations in the target language as a way to build a basis for more advanced skills. In addition, students will have the opportunity to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 105 with a grade of C or higher or a passing grade in the placement exam given on the first day of class)(MNTC 8: Global Perspective)

SPAN205 Intermediate Spanish (4 Credits)

The primary goal of the course is to refine the communication skills acquired in Elementary Spanish II emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in more complicated and specific situations in the target language and build a base of intermediate language skills. In addition, students will continue to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 110 with a grade of C or higher or a passing grade in the placement exam given on the first day of class) (MNTC 8: Global Perspective)

Goal Area 9 - Ethical and Civic Responsibility

The following courses apply to MNTC Goal 9. To complete the goal, students must complete one course.

AIS 120 Dakota Culture, History and Language (3 Credits)

This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources will be brought in to explore the Dakota language. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM150 Introduction to Mass Communication (4 Credits)

Introduction to Mass Communication explores the structures, functions, responsibilities, and effects of the media in contemporary society. Students will gain an understanding of the social, economic, and intellectual forces that help shape the media. The course presents concise historical perspectives of each major type of mass media. However, the primary focus is on the issues surrounding contemporary mass media with a strong emphasis on media literacy and ethical responsibility. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

ECON130 Economics of Public Issues (3 Credits)

Approaches used by economists to analyze controversial public policy issues will be introduced. In addition, students will read articles explaining or

advocating contrasting sides to issues. A variety of topics will be studied, with the list changing in different semesters. Topic examples may include economic inequality, climate change, and remedies for the Great Recession. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical and Civic Responsibility)

ENGL115 Global Peace and Social Justice (4 Credits)

Using works of literature such as War is a Force that Gives us Meaning and The Things They Carried, 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. (MNTC 9: ETHICAL AND CIVIC RESPONSIBILITY) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

ETHN101 American Racial Minorities (3 Credits)

This course will introduce students to the importance and the understanding of the nature of race relations in the United States of America. Students will use the various sociological perspectives as a lens to examine the social construction of race, ethnicity and the evolving nature of race and ethnic relations in the U.S. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

MASS110 Introduction to Mass Communication (4 Credits)

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading

score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL210 Environmental Ethics (3 Credits)

This class explores the place of human beings within 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

PHIL215 Business Ethics (3 Credits)

The intent of this course is to show that the world of business traffics in the world of ethics. Business is not a neutral domain where one may do as one pleases. For instance, there is the question of what sorts of obligations businesses have toward their employees. Do businesses have a positive moral duty to promote social goods? Do they have a primary obligation or do their moral responsibilities comprise a set of different and equally important obligations? We will examine several views of the moral relation between businesses and others including the stockholder theory and the stakeholder theory. The goals of this course are to become acquainted with the architecture of morality, master the various moral theories and their unique implications for business, and to gain facility sliding between talk of each and applying each in various business contexts. We will examine various moral theories like utilitarianism and deontological type theories and then examine them in the context of applied business ethical issues. We will also look at broader issues about the nature of a just society and just economy in which the business is to function. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

POL 110 American Government (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

PSYC140 Psychology of Positive Adjustment (4 Credits)

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

SOC 106 Introduction to Criminal Justice (4 Credits)

This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 205 Special Topics in Sociology: (3 Credits)

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a

grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 206 Juvenile Delinquency (3 Credits)

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 251 Criminology and Criminal Behavior (4 Credits)

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 259 Drugs and Society (3 Credits)

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Goal Area 10 - People and the Environment

The following courses apply to MNTC Goal 10. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)

Native American Perspectives introduces students to writings about Native American life. Students will become acquainted with some myths and legends as well as contemporary literature. Students will also explore Native American culture, with a special emphasis on the environmental impacts of colonization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 7, 10: Human Diversity, People & the Environment)

BIOL101 Introduction to Ecology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL152 Tropical Rain Forest Ecology (4 Credits)

Tropical Rain Forest Ecology introduces students to fundamental ecological concepts, processes and dynamics within the tropical rain forest biome. Discussions of flora and fauna will be framed within the context of evolution with an emphasis on adaptations. A special focus will be made on the rain forests and

culture of Costa Rica and the Galapagos Islands. This course includes a one-week study abroad to Costa Rica or the Galapagos Islands. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

GEOG101 Introduction to Physical Geography (3 Credits)

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & the Environment)

GEOG104 Introduction to Weather and Climate (3 Credits)

This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & The Environment)

GEOG105 World Regional Geography (3 Credits)

This course will allow students to examine the political, economic, cultural, and physical differences between the world's major regions. These differences will help foster a better understanding of how world citizens interact in the global age. Place-location literacy will be emphasized to enable students to apply information learned in this course beyond the confines of the classroom. Map and data interpretation skills will also be learned. An appreciation of world current events will be developed throughout the semester. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8, 10: Global Perspective, People & The Environment)

HHP 101 Health and the Environment (3 Credits)

This course will examine the impact of complex environmental challenges on human health. This course focuses on the ecological model of health and wellness, a framework that addresses the interrelationships between individuals and their environment, and how these relationships influence the choices that affect health. The course will address the impact of the environment on human risk for common health concerns, to include cancer, heart disease, mental health, infectious disease, and nutrition/fitness. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 10: People and the Environment)

PHIL210 Environmental Ethics (3 Credits)

This class explores the place of human beings within 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

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

Biology Transfer Pathway - Associate of Science

60 Credits AS 3526/2526

Degree Description

The Biology Transfer Pathway A.S. degree at South Central College provides learners with the first two years of a broad based education in Biology and its supporting sciences. As a Minnesota State Pathway program, it is specifically designed to prepare learners to transfer into the junior year of a Biology major at a four year college.

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Courses (12 Courses)

Complete the following courses:

BIOL115 General Biology I (4 Credits)

This course covers biological processes at the cellular and molecular level. It serves as an introduction to macromolecules and metabolism, cell biology, Mendelian genetics, and gene expression. This course involves a weekly three hour lab. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND Next-Generation Accuplacer QAS score of 237 or Classic Accuplacer College Level Math score of 50 or higher or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC Area 3)

BIOL116 General Biology II (4 Credits)

This course covers biology at the organismal, population and system level. It will emphasize organismal diversity, population and community ecology and ecosystems. Students will gain an understanding of how evolutionary advances have occurred among populations due to natural selection. This course involves a weekly three hour lab. (Prerequisites: Next-Generation Accuplacer score of 250 or above, or Classic Accuplacer Reading score of 78 or higher, or either ENGL 0090 or EAP 0095 with a C (2.0) or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND a Next-Generation Accuplacer QAS score of 237 or higher or Classic Accuplacer College Level Math score of 50 or higher, or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC area 3)

BIOL211 Genetics (4 Credits)

This is an introductory Genetics course which covers the study of biologically inherited traits. It will emphasize Medelian genetics as well as molecular genetics. Students will explore classical, population, and molecular genetics. Students will learn genetics through lecture, solving genetics problems, and demonstrating concepts from lecture through laboratory experimentation. (Prerequisites: BIOL 115. BIOL 116 is strongly recommended) (MNTC Goal Area 3)

BIOL250 Biology Capstone (2 Credits)

Biology Capstone is a course that is required before completion of an AS degree in Biology. It is a project based course in which students will demonstrate a culmination of the skills developed while at South Central College. The student enrolled in this course will complete a scientific research project and present the findings by writing a research paper and giving a poster presentation. In addition, students may be required to participate in all assessment activities as directed by the instructor and the Biology program. This course should be taken during the last semester before completion of an A.S. degree in Biology. (Prerequisite: Instructor permission)

BIOL215 General Ecology (4 Credits)

This course examines interrelationships between organisms and their environment, with an emphasis on population, community and ecosystem dynamics. Ecological research methods are applied through hands-on activities in lab and in the field. While basic ecology is the focus, relationships between ecological research and current environmental issues will also be addressed. This course includes outdoor data collection and off-campus field trips. MNTC Goal Areas 3 and 10. (Prerequisites: BIOL 116)

OR

BIOL270 Microbiology (4 Credits)

This course is an introduction to the general principles and methods used in the study of microorganisms. It includes a survey of prokaryotic and eukaryotic microorganisms emphasizing bacteria and viruses. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity and other selected applied areas. Laboratory techniques include isolating, culturing and identifying microorganisms. This course contains a three hour per week laboratory component. (Prerequisites: A grade of C or higher in BIOL115 OR BIOL225 OR BIOL220 AND CHEM108 OR CHEM110) (MNTC Goal Area 3)

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL240 Technical Communication (4 Credits)

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)

CHEM120 Principles of Chemistry I (5 Credits)

This course introduces the student to the basic principles of chemistry including atomic and molecular structure, bonding, chemical reactions, solution chemistry, stoichiometry, thermochemistry, periodicity, and states of matter. Laboratory reinforces lecture concepts. (Prerequisites: Accuplacer College Level Math score of 103 or ACT Math score of 22 and CHEM 108 or MATH 120 and CHEM 108 or a grade of "C" or better in high school chemistry within the past 3 years.)

CHEM121 Principles of Chemistry II (5 Credits)

Principles of Chemistry II is the second in a series of Chemistry courses designed for students who plan to major in a scientific or health related field. Topics include kinetics, chemical equilibria, acids and bases, buffers, precipitation reactions, thermodynamics, and electrochemistry. Lab topics reinforce lecture concepts. (Prerequisite: CHEM 120) (MNTC 3: Natural Sciences)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

MATH125 Trigonometry (3 Credits)

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, exponential and logarithmic functions.

(Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 63 or higher or Completion of MATH 120 with a grade of C (2.0) or higher or ACT Math score of 22 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

OR

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

Choose one of the following courses: (1 Course)

PHYS101 Introductory Physics (3 Credits)

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. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 250 to 300 AND Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher AND Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher.) (MNTC 3: Natural Sciences)

BIOL220 Human Anatomy (4 Credits)

This course takes an in-depth look at the anatomy of the human body systems. The course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is emphasized. This course includes a weekly three hour lab. Some labs include dissection. (Prerequisite: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading Comprehension score of 78 or higher or completion of either READ0090 or EAP 0090 with a grade of C or better or ACT Reading score of 21 or higher, or MCA Reading score of 1047 or higher.) (MNTC Goal Area 3)

BIOL230 Human Physiology (4 Credits)

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 is placed on normal physiology, but dysfunction will also be discussed. This course contains a weekly 3 hour laboratory component. (Prerequisites: BIOL 220 with a grade of C or better and CHEM 108, CHEM 110 or CHEM 120 with a grade of C or better) (MNTC Goal Area 3)

MnTC (Minnesota Transfer Curriculum) Goal Areas to fulfill (3 Courses):

To reach the 60 credits needed for graduation:

Goal Area 5: Complete at least 1 course

Goal Area 6: Complete at least 1 course

Goal Areas 7-10: Complete at least 1 course

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

2020-21 South Central College Academic Catalog

Communication Studies Transfer Pathway - Associate of Arts

60 Credits AA 3555/AA 2455

Degree Description

Here is a list of courses required to earn the Communication Studies Transfer Pathway Associate of Arts

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete the following courses:

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL 100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

MnTC (Minnesota Transfer Curriculum) Goal Areas to fulfill (33-44 Credits):

Complete the following courses:

Goal Area 1:Will be completed with required COMM and ENGL courses

Goal Area 2:Complete all 9 other MnTC goal areas OR select one course within goal 2

Goal Area 3:Select at least two courses from two different disciplines within goal 3 (6-8 Credits)

Goal Area 4:Select one course from goal 4 (3-4 Credits)

Goal Area 5:Select at least two courses from two different disciplines within goal 5 (6-8 Credits)

Goal Area 6:Select at least two courses from two different disciplines within goal 6 (6-8 Credits)

Goal Area 7:Select one course from goal 7 (3-4 Credits)

Goal Area 8:Select one course from goal 8 (3-4 Credits)

Goal Area 9:Select one course from goal 9 (3-4 Credits)

Goal Area 10:Select one course from goal 10 (3-4 Credits)

Additional Required Courses: (3 Courses)

Complete the following courses:

FYE 100 First Year Experience (1 Credits)

First Year Experience is a course created to support students making the transition to college, to empower students to take control of their educational lives, and to help students be successful. The course will promote the development of critical thinking skills and positive educational values. Students will enhance their understanding of communication and learning styles, and lifestyle risks; learn to identify and use appropriate resources both on campus and within the community; acquire skills needed to promote study, personal wellness, goal setting and achievement; develop strategies to manage money, time and stress wisely; and in general develop the necessary skills to be a successful college student. (Prerequisite: None)

CAP 250 Associate of Arts Capstone Class (1 Credits)

This course should be taken by students seeking the Associates of Arts degree during their final semester at SCC. It assesses fulfillment of the program's Learning Outcomes (Communication, Critical Thinking, Research Proficiency, Global Perspective and Social Responsibility), and allows students to demonstrate their readiness to take junior-level classes at a four-year institution. (Prerequisite: Unless instructor grants special permission, students must be in their last semester of the Associate in Arts program at SCC) (MNTC 2: Critical Thinking)

HHP Course Complete at least 1 credit in a health and human performance course (1 Credits)

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

2020-21 South Central College Academic Catalog

Economics Transfer Pathway - Associate of Arts

60 Credits AA 3591/2591

Degree Description

Here is a list of courses required to earn the Economics Transfer Pathway Associate of Arts

Campus: North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Courses (5 Courses)

Complete the following courses:

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

MnTC (Minnesota Transfer Curriculum) Goal Areas to fulfill (27-35 Credits):

Complete the following courses:

Goal Area 1: Select one COMM course to fulfill Goal 1 (3 credits)

Goal Area 2: Complete all 9 other goal areas OR select one course within Goal 2

Goal Area 3: Select at least two courses from two different disciplines within Goal 3 (6-8 credits)

Goal Area 4: Will be completed with required MATH courses

Goal Area 5: Select one course from a discipline other than ECON from Goal 5 (3-4 credits)

Goal Area 6: Select at least two courses from two different disciplines within Goal 6 (6-8 credits)

Goal Area 7: Select one course from Goal 7 (3-4 credits)

Goal Area 8: Select one course from goal 8 (3-4 Credits)

Goal Area 9: Will be completed with required ECON courses

Goal Area 10: Select one course from goal 10 (3-4 Credits)

Additional Required Courses: (2 Courses)

Complete the following courses:

FYE 100 First Year Experience (1 Credits)

First Year Experience is a course created to support students making the transition to college, to empower students to take control of their educational lives, and to help students be successful. The course will promote the development of critical thinking skills and positive educational values. Students will enhance their understanding of communication and learning styles, and lifestyle risks; learn to identify and use appropriate resources both on campus and within the community; acquire skills needed to promote study, personal wellness, goal setting and achievement; develop strategies to manage money, time and stress wisely; and in general develop the necessary skills to be a successful college student. (Prerequisite: None)

CAP 250 Associate of Arts Capstone Class (1 Credits)

This course should be taken by students seeking the Associates of Arts degree during their final semester at SCC. It assesses fulfillment of the program's Learning Outcomes (Communication, Critical Thinking, Research Proficiency, Global Perspective and Social Responsibility), and allows students to demonstrate their readiness to take junior-level classes at a four-year institution. (Prerequisite: Unless instructor grants special permission, students must be in their last semester of the Associate in Arts program at SCC) (MNTC 2: Critical Thinking)

Elective Credits

Choice of Liberal Arts and Sciences or approved technical electives to complete 60 credits (please work in consultation with your advisor)

Other Courses Recommended But Not Required

These courses may be taken at the University that you transfer to: MATH 125 or MATH 130; MATH 131

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

2020-21 South Central College Academic Catalog

Machine Tool Technology - Associate of Applied Science Degree

72 Credits AAS 3516, Academic Catalog 2019-2020

Degree Description

The A.A.S degree program consists of opportunities for students to work with multiple aspects of Machine Tool Technology including working with engineering drawings, CNC programming, lathe turning, vertical milling and grinding, jig and fixtures, and mold and die. During this A.A.S. degree program, learners will have the opportunity to receive national credentials from the National Institute for Metalworking Skills (NIMS). In addition to the technical training, learners in the A.A.S. degree will receive the benefits of valuable Liberal Arts and Sciences courses.

Campus: North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

You must complete all of the following classes:

CMAE1528 Career Success Skills (1 Credit)

This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

OR

CIM 1150 Machining Computations (2 Credits)

This course is designed to provide foundations of the mathematical processes used in the technical field of machine tool practices. Topics will include arithmetic, algebra, geometry, trigonometry, and applications. (Prerequisite: Declare CIM as a major)

MTT 1110 CNC Milling Level I (5 Credits)

This course provides the student an introduction to basic milling operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC) milling practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1120 CNC Turning Level I (5 Credits)

This course provides the student an introduction to basic lathe operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC lathe turning practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

OR

CIM 1103 Lathe Turning I (2 Credits)

This course is an application of the turning components discussed in the introductory machine tool theory course. Proper set-up, operation, and safety of lathe use will be introduced in a lab setting. (Prerequisites: Declare CIM as a major)

MTT 1130 Job Planning, Benchwork and Layout Level I (3 Credits)

This course provides an exploration of the basics of hand tools, understanding drawings, manual machines and layout. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Declare MTT as a major)

OR

CIM 1207 Interpreting Engineering Drawings (2 Credits)

This course provides an overview of basic prints and drawings involved in machining. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. (Prerequisite: CIM 1106)

MTT 1140 Measurement, Materials and Safety Level I (3 Credits)

This course provides an exploration of the basics in machining, raw materials, use of hand tools, safety and maintenance. Topics include an overview of measurement techniques, materials, safety, machine tool math, quality control and maintenance. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

OR

CIM 1106 Machine Tool Theory I (1 Credit)

This course explores the basics in machining, raw materials, use of hand tools, safety and maintenance. A basic foundational knowledge regarding lathe, milling, grinding, and drill press is also established. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare CIM as a major)

MTT 1210 Concept Engineerin I (4 Credits)

In this course, students will continue developing their understanding of machining and use of tools. Their skills are more fully developed in terms of lathe, milling, grinding and drill press. Hands-on experience and practical application opportunities allow students to increase proficiency with machine tools. (Prerequisites: MTT 1130 and MTT 1140)

OR

CIM 1206 Machine Tool Theory II (2 Credits)

In this course, students will continue developing their understanding of machining and use of tools. Their skills are more fully developed in terms of lathe, milling, grinding, and drill press. Hands-on experience and practical application opportunities allow students to increase proficiency with machine tools. (Prerequisite: CIM 1106)

MTT 1220 CNC Programming I (4 Credits)

This course prepares students to become an introductory (Computer Numerical Control (CNC) machine operator. The topics include machine safety, proper tool setup, tool/work offsets and CNC controller layout. This also includes a basic introduction to Mastercam. (Prerequisites: MTT 1110 and MTT 1120)

OR

CIM 1202 CNC Programming II (3 Credits)

This course prepares students to become an introductory CNC machine operator. The topics include machine safety, proper tool setup, tool/work offsets, and CNC controller layout. This also includes a basic introduction to Mastercam. (Prerequisites: CIM 1102)

MTT 1230 Quality Assurance I (2 Credits)

This course combines the use of precision inspection equipment, calibration of inspection equipment, methods of use for inspection equipment, print clarification and the basics of Geometric Dimensioning and Tolerancing (GD&T). (Prerequisites: MTT 1130 and MTT 1140)

OR

CMAE1522 Quality Practices (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

MTT 1240 Applications I (3 Credits)

In this course, students will have the opportunity to continue to develop their skills on the lathe and mill with practical hands-on experiences in a lab setting. A continuation of set-up, operation and safety of lathe and mill will be reinforced in this course. (Prerequisites: MTT 1110 and MTT 1120)

MTT 2110 Concept Engineering II (4 Credits)

This course is an introduction to the grinding process as it pertains to machining. This includes an understanding of using pedestal grinders and an introduction to surface grinding. Fundamentals of grinding, such as appropriate wheel identification and use, will be addressed. Proper set-up, operation and safety of the bench, pedestal and surface grinders will be introduced in a lab setting. (Prerequisite: MTT 1210)

MTT 2120 CNC Programming II (4 Credits)

This course provides students with continuing opportunities to work with computer numerical control (CNC) programming, building on what was learned in the previous programming course. Topics include lathe

programming, program downloading, editing and advanced set-ups and operations. (Prerequisite: MTT 1220).

OR

CIM 2103 CNC Programming III (4 Credits)

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Topics include lathe programming, program downloading, editing, and advanced set-ups and operations. (Prerequisite: CIM 1202)

MTT 2130 Quality Assurance II (2 Credits)

This course expands on the other courses concerning usage of prints and drawings in machining. Students will be provided with more learning opportunities, including continued hands-on interaction with symbols, notations, Geometric Dimensioning and Tolerancing (GD&T), inspection equipment and continuous process improvement. (Prerequisite: MTT 1230)

OR

CIM 1201 Interpreting Engineering Drawings II (2 Credits)

This course expands on the introductory-level information about prints and drawings and provides more experiential learning opportunities for students to work with symbols, notations, and GD&T feature control frames. (Prerequisite: CIM 1101)

MTT 2140 Applications II (3 Credits)

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications course. Additional material is also introduced: topics include machining with carbide, producing heat treated parts and basic surface grinding. (Prerequisite: MTT 1240)

OR

CIM 2109 Applications II (4 Credits)

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications course. Additional material is also introduced; topics include machining with carbide, producing heat treated parts and basic surface grinding. (Prerequisite: CIM 1206)

MTT 2210 Concept Engineering III (4 Credits)

The purpose of this course is to present the fundamentals of mold construction, processes involved in using molds and die casting. The knowledge and skills presented in this course will introduce the machinist to various terminologies and functions of Solidworks through 3D solid modeling and blueprint creation. (Prerequisite: MTT 2110)

OR

CIM 2206 Mold and Die (2 Credits)

The purpose of this course is to present the fundamentals of mold construction, processes involved in using molds, and die casting. The knowledge and skills presented in this course will introduce machinist to various terminology and functions of molds in industry. (Prerequisite: CIM 2106)

MTT 2220 CNC Programming III (4 Credits)

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Additional material includes alternative work holding and advanced tooling set-up and operation for production of an advanced project. (Prerequisite: MTT 2120).

OR

CIM 2204 CNC Programming IV (4 Credits)

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Additional material includes alternative work holding and advanced tooling set-up and operation for production of an advanced project. (Prerequisite: CIM 2103)

MTT 2230 Quality Assurance III (2 Credits)

This course is a continuation of Quality Assurance II. New topics include more alternative measuring techniques and final inspection of advanced project. (Prerequisites: MTT 2130)

OR

CIM 2101 Interpreting Engineering Drawings III (2 Credits)

This course expands on the other courses concerning usage of prints and drawings in machining. Students will be provided with more learning opportunities, including continued, hands-on interaction with symbols, notations, and Geometric Dimensioning and Tolerancing (GD&T) feature control frames. (Prerequisite: CIM 1201)

MTT Capstone (4 Credits)

Select 4 credits from the following:

MTT 2250 MTT Capstone (4 Credits)

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications courses. Additional material is also introduced: topics include advanced grinding techniques. This is a variable credit course. (Prerequisites: MTT 2130 and MTT 2140)

OR

CIM 2211 Capstone (2 - 4 Credits)

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications courses. Additional material is also introduced; topics include advanced grinding techniques. This is a variable credit course. (Prerequisites: CIM 2108)

Required Liberal Arts and Sciences (1 Course)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas. The following course is required:

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

OR

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Additional Liberal Arts and Sciences:

Select an additional 12 credits from MnTC goal areas 2 - 10 to reach the 15 credits required for the AAS.

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

Machine Tool Technology - Diploma

66 Credits DIP 3517: Academic Catalog 2019-2020

Degree Description

The diploma program consists of opportunities for students to work with multiple aspects of Machine Tool Technology including working with engineering drawings, CNC programming, lathe turning, vertical milling and grinding, jig and fixtures, and mold and die. During this diploma program, learners will have the opportunity to receive national credentials from the National Institute for Metalworking Skills (NIMS).

Campus: North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (17 Courses)

You must complete all of the following courses:

CMAE1528 Career Success Skills (1 Credit)

This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

MTT 1110 CNC Milling Level I (5 Credits)

This course provides the student an introduction to basic milling operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC) milling practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1120 CNC Turning Level I (5 Credits)

This course provides the student an introduction to basic lathe operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC lathe turning practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1130 Job Planning, Benchwork and Layout Level I (3 Credits)

This course provides an exploration of the basics of hand tools, understanding drawings, manual machines and layout. Upon completion of this course, the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Declare MTT as a major)

OR

CIM 1207 Interpreting Engineering Drawings (2 Credits)

MTT 1140 Measurement, Materials and Safety Level I (3 Credits)

This course provides an exploration of the basics in machining, raw materials, use of hand tools, safety and maintenance. Topics include an overview of measurement techniques, materials, safety, machine tool math, quality control and maintenance. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

OR

CIM 1106 Machine Tool Theory I (1 Credit)

MTT 1210 Concept Engineerin I (4 Credits)

In this course, students will continue developing their understanding of machining and use of tools. Their skills are more fully developed in terms of lathe, milling, grinding and drill press. Hands-on experience and practical application opportunities allow students to increase proficiency with machine tools. (Prerequisites: MTT 1130 and MTT 1140)

OR

CIM 1206 Machine Tool Theory II (2 Credits)

MTT 1220 CNC Programming I (4 Credits)

This course prepares students to become an introductory (Computer Numerical Control (CNC) machine operator. The topics include machine safety, proper tool setup, tool/work offsets and CNC controller layout. This also includes a basic introduction to Mastercam. (Prerequisites: MTT 1110 and MTT 1120)

OR

CIM 1202 CNC Programming II (3 Credits)

MTT 1230 Quality Assurance I (2 Credits)

This course combines the use of precision inspection equipment, calibration of inspection equipment, methods of use for inspection equipment, print clarification and the basics of Geometric Dimensioning and Tolerancing (GD&T). (Prerequisites: MTT 1130 and MTT 1140)

MTT 1240 Applications I (3 Credits)

In this course, students will have the opportunity to continue to develop their skills on the lathe and mill with practical hands-on experiences in a lab setting. A continuation of set-up, operation and safety of lathe and mill will be reinforced in this course. (Prerequisites: MTT 1110 and MTT 1120)

MTT 2110 Concept Engineering II (4 Credits)

This course is an introduction to the grinding process as it pertains to machining. This includes an understanding of using pedestal grinders and an introduction to surface grinding. Fundamentals of grinding, such as appropriate wheel identification and use, will be addressed. Proper set-up, operation and safety of the bench, pedestal and surface grinders will be introduced in a lab setting. (Prerequisite: MTT 1210)

MTT 2120 CNC Programming II (4 Credits)

This course provides students with continuing opportunities to work with computer numerical control (CNC) programming, building on what was learned in the previous programming course. Topics include lathe programming, program downloading, editing and advanced set-ups and operations. (Prerequisite: MTT 1220).

MTT 2130 Quality Assurance II (2 Credits)

This course expands on the other courses concerning usage of prints and drawings in machining. Students will be provided with more learning opportunities, including continued hands-on interaction with symbols, notations, Geometric Dimensioning and Tolerancing (GD&T), inspection equipment and continuous process improvement. (Prerequisite: MTT 1230)

MTT 2140 Applications II (3 Credits)

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications course. Additional material is also introduced: topics include machining with carbide, producing heat treated parts and basic surface grinding. (Prerequisite: MTT 1240)

MTT 2210 Concept Engineering III (4 Credits)

The purpose of this course is to present the fundamentals of mold construction, processes involved in using molds and die casting. The knowledge and skills presented in this course will introduce the machinist to various terminologies and functions of Solidworks through 3D solid modeling and blueprint creation. (Prerequisite: MTT 2110)

MTT 2220 CNC Programming III (4 Credits)

This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Additional material includes alternative work holding and advanced tooling set-up and operation for production of an advanced project. (Prerequisite: MTT 2120).

MTT 2230 Quality Assurance III (2 Credits)

This course is a continuation of Quality Assurance II. New topics include more alternative measuring techniques and final inspection of advanced project. (Prerequisites: MTT 2130)

MTT 2240 Applications III (3 Credits)

This course is a continuation of Applications, new topics include alternative work holding and advanced tooling set-up and operation for production of capstone projects. (Prerequisite: MTT 2140)

MTT Capstone (2 Credits)

Select 2-4 credits from the following:

MTT 2250 MTT Capstone (4 Credits)

This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications courses. Additional material is also introduced: topics include advanced grinding techniques. This is a variable credit course. (Prerequisites: MTT 2130 and MTT 2140)

Required Liberal Arts and Sciences (1 Course)

The following course is required:

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Additional Liberal Arts and Sciences:

Select an additional 3 credits from any MnTC goal area.

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

2020-21 South Central College Academic Catalog

Machine Tool Technology - Foundation - Diploma

32 Credits DIP 3519/2454, Academic Catalog 2019-2020

Degree Description

Here is a list of courses required to earn the Machine Tool Technology - Foundation Diploma

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete the following courses:

CMAE1510 Print Reading (2 Credits)

This course will give students an understanding of basic mechanical drawing principles. Topics include the alphabet of lines, arrangement of views, orthographic projections, scaling, dimensioning, tolerancing, and symbols. Students will read and interpret mechanical drawings. (Prerequisites: None)

CMAE1514 Safety Awareness (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Safety Awareness. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others. (Prerequisites: None)

CMAE1518 Manufacturing Process and Production (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Manufacturing Processes. The course curriculum is based on federally-endorsed national standards for production workers. The course emphasizes Just-In-Time manufacturing principles, basic supply chain management, communication skills, and customer service. (Prerequisites: None)

CMAE1522 Quality Practices (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

CMAE1526 Maintenance Awareness (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Maintenance Awareness. The course curriculum is based upon federally-endorsed national standards for production workers. The Maintenance Awareness course introduces the concepts of Total Productive Maintenance and preventative maintenance. Students will be introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. (Prerequisites: None)

CMAE1528 Career Success Skills (1 Credit)

This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

MATH1050 Mathematics for Technical Careers (3 Credits)

Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear

equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: Next-Generation Accuplacer Arithmetic score of 250 to 300 and a Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

MTT 1110 CNC Milling Level I (5 Credits)

This course provides the student an introduction to basic milling operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC) milling practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1120 CNC Turning Level I (5 Credits)

This course provides the student an introduction to basic lathe operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC lathe turning practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1130 Job Planning, Benchwork and Layout Level I (3 Credits)

This course provides an exploration of the basics of hand tools, understanding drawings, manual machines and layout. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Declare MTT as a major)

MTT 1140 Measurement, Materials and Safety Level I (3 Credits)

This course provides an exploration of the basics in machining, raw materials, use of hand tools, safety and maintenance. Topics include an overview of measurement techniques, materials, safety, machine tool math, quality control and maintenance. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

OTEC1001 Computer Software for College (2 Credits)

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 Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

MTT Right Skills Now - Certificate

17 Credits CERT3518/2449

Degree Description

This is an entry-level certificate, providing a pathway to the longer MTT diploma and A.A.S. degree. It provides an introduction to multiple elements of CNC production, including working with engineering drawings, CNC programming, lathe turning, vertical milling, and grinding. During this certificate, learners will have the opportunity to receive national credentials from the National Institute for Metalworking Skills (NIMS).

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete the following courses:

MTT 1110 CNC Milling Level I (5 Credits)

This course provides the student an introduction to basic milling operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC) milling practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1120 CNC Turning Level I (5 Credits)

This course provides the student an introduction to basic lathe operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC lathe turning practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1130 Job Planning, Benchwork and Layout Level I (3 Credits)

This course provides an exploration of the basics of hand tools, understanding drawings, manual machines and layout. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Declare MTT as a major)

MTT 1140 Measurement, Materials and Safety Level I (3 Credits)

This course provides an exploration of the basics in machining, raw materials, use of hand tools, safety and maintenance. Topics include an overview of measurement techniques, materials, safety, machine tool math, quality control and maintenance. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

CMAE1528 Career Success Skills (1 Credit)

This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

Manufacturing Production Technology - Certificate

16 Credits CERT3286/2259

Degree Description

This entry-level certificate introduces students to production technologies and information to start on a manufacturing career pathway. Additionally, students are given opportunities to enhance or develop important work-place knowledge and skills in the areas of communication, math, and physics.

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete all of the following courses:

CMAE1510 Print Reading (2 Credits)

This course will give students an understanding of basic mechanical drawing principles. Topics include the alphabet of lines, arrangement of views, orthographic projections, scaling, dimensioning, tolerancing, and symbols. Students will read and interpret mechanical drawings. (Prerequisites: None)

CMAE1514 Safety Awareness (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Safety Awareness. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others. (Prerequisites: None)

CMAE1518 Manufacturing Process and Production (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Manufacturing Processes. The course curriculum is based on federally-endorsed national standards for production workers. The course emphasizes Just-In-Time manufacturing principles, basic supply chain management, communication skills, and customer service. (Prerequisites: None)

CMAE1522 Quality Practices (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

CMAE1526 Maintenance Awareness (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Maintenance Awareness. The course curriculum is based upon federally-endorsed national standards for production workers. The Maintenance Awareness course introduces the concepts of Total Productive Maintenance and preventative maintenance. Students will be introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. (Prerequisites: None)

CMAE1528 Career Success Skills (1 Credit)

This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

MATH1050 Mathematics for Technical Careers (3 Credits)

Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear

equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: Next-Generation Accuplacer Arithmetic score of 250 to 300 and a Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

OTEC1001 Computer Software for College (2 Credits)

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 Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

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

2020-21 South Central College Academic Catalog

Welding and Machining Technology - Diploma

33 Credits DIP 3525/2263

Degree Description

The Welding and Machining Diploma consists of both the Welding and Right Skills Now Certificates. Both of these entry level certificates give the students the foundational skills for a broadened manufacturing career pathway. While completing this Diploma, learners will have the opportunity to receive national credentials from the American Welding Society (AWS) and the National Institute of Metalworking Skills (NIMS).

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete the following courses:

CMAE1528 Career Success Skills (1 Credit)

This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

MTT 1110 CNC Milling Level I (5 Credits)

This course provides the student an introduction to basic milling operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC) milling practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1120 CNC Turning Level I (5 Credits)

This course provides the student an introduction to basic lathe operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC lathe turning practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT 1130 Job Planning, Benchwork and Layout Level I (3 Credits)

This course provides an exploration of the basics of hand tools, understanding drawings, manual machines and layout. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Declare MTT as a major)

MTT 1140 Measurement, Materials and Safety Level I (3 Credits)

This course provides an exploration of the basics in machining, raw materials, use of hand tools, safety and maintenance. Topics include an overview of measurement techniques, materials, safety, machine tool math, quality control and maintenance. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

WELD1007 Blueprint Reading for Welding (2 Credits)

This course will expand on basic blueprint reading by utilizing skills and knowledge about symbols, charts, and measurements to work more closely with blueprints specific to Welding. (Prerequisite: None)

WELD1011 Welding Safety (1 Credit)

Topics in this course include the basics of welding safety including proper equipment use and maintenance, machine guarding, bloodborne pathogens, safety and health programs, and overall welding safety. (Prerequisite: None)

WELD1025 Introduction to Shielded Metal Arc Welding (SMAW) (1 Credit)

This course will provide an introduction to Shielded Metal Arc Welding (SMAW) on carbon steel in various positions along with an introduction to welding safety,

welding, and electrode compatability. Components of SMAW will be introduced, including selection of materials and steps necessary to complete tasks. Basic information about duty cycle, cable sizing, arc blow, and electrodes will also be presented. (Prerequisite: None)

WELD1035 Introduction to Gas Metal Arc Welding (GMAW) (2 Credits)

The course will cover gas metal arc welding process using short circuit and spray methods on carbon steel. (Prerequisites: None)

WELD1045 Introduction to Gas Tungsten Arc Welding (3 Credits)

This course is designed to instruct welders in welding safety and the Gas Tungsten Arc Welding process (GTAW-TIG). The student will learn fundamentals of GTAW (TIG) for steel, stainless steel and aluminum. Welding procedures are taught on aluminum, carbon and stainless steels. The training covers edge, corner, lap, and fillet welds in all positions. Welding is limited to regular thin flat material, which does not include thick plate, pipe or other irregular shapes. (Prerequisites: None)

WELD1055 Cutting and Brazing (3 Credits)

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. The course will demonstrate oxy-fuel welding and cutting safety procedures; identify and classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. (Prerequisite: None)

WELD1075 Advanced Welding Lab (4 Credits)

Advanced welding lab is a course designed to allow students to utilize all of their skills with capstone project based assignments that prepares students to get their American Welding Society credentials. Students can also focus on a particular skills of choice. (Corequisite: WELD 1011)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Marketing Management - Associate of Applied Science Degree

60 Credits AAS 3272/2284

Degree Description

The Associate of Applied Science Marketing Management degree is designed to prepare individuals for employment in marketing, sales management, and retail management fields. Learners 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. Learners 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 and 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. After completing an A.A.S. Degree in Marketing, graduates can transfer their program credits toward a Bachelor of Applied Science Degree in Marketing from Southwest Minnesota State University. Courses are offered at South Central via ITV, and online. See an advisor for program requirements.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (11 Courses)

Complete all of the following courses:

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

MKT 1810 Principles of Marketing (3 Credits)

This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of marketing; product, price, place and promotion. (Prerequisite: None)

MKT 1820 Introduction to Business (3 Credits)

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.

MKT 1830 Customer Service (3 Credits)

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.

MKT 1840 Principles of Advertising (3 Credits)

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.

MKT 1850 Professional Development I (1 Credit)

This course focuses on the importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meetings will be required.

MKT 1900 Principles of Management (3 Credits)

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. (Prerequisites: None)

MKT 1910 Entrepreneurship (3 Credits)

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. (Prerequisites: None)

MKT 1920 Marketing Research (3 Credits)

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.

MKT 1930 Human Resource Management (3 Credits)

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. (Prerequisites: None)

MKT 1940 Leadership Strategies (3 Credits)

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.

Management Core (2 Courses)

Select the following two courses:

MGT 2810 Retail Management (3 Credits)

This course focuses on the changing demographics of retail marketing, the growth of new retail formats and the use of information technology to enable quick responses to market dynamics through customer service, vendor-retailer partnering and employee diversity. (Prerequisites: None)

ACCT1834 Computerized Accounting I (3 Credits)

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: None)

Marketing Internship (6 Credits)

You must complete 6 credits of internship from the following:

MKT 1817 Internship (3 Credits)

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)

MKT 2817 Internship (3 Credits)

This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

MKT 2827 Marketing Management Internship (1 - 3 Credits)

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)

Technical Elective Credits (2 Credits)

Complete 2 additional credits from the following:

MKT 1860 Marketing and Business Management Practicum (2 Credits)

This course is designed to assist Marketing and Business Management Students in learning more about actively giving back to the community through student learning projects and participating in internationally affiliated competitions through Collegiate DECA. Students will experience volunteer opportunities and professional growth opportunities through classroom projects and by attending professional development

conferences in and outside of the state of Minnesota. Students will have the opportunity to meet and compete against similar two and four year institutions to improve personal and professional growth in the field of Marketing and Business Management. (Prerequisite: None)

MKT 1875 Internet Marketing (2 Credits)

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.

MKT 1950 Special Topics in Marketing (2 Credits)

All Special Topics in Marketing courses help students understand how marketing is part of and impacts consumers, business and society. Students will explore broad marketing concepts such as products, price, distribution and promotion through a specific topic of relevance. Any Special Topics in Marketing offering will be specially designed by an SCC Marketing instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: None)

MKT 2827 Marketing Management Internship (1 - 3 Credits)

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)

Required Liberal Arts & Sciences (2 Courses)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty. The following two courses are required:

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

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

2020-21 South Central College Academic Catalog

Marketing Management - Certificate

30 Credits CERT3274

Degree Description

The Marketing Management Certificate is designed to provide skills for those individuals wishing to complete a compressed program of study with specific skills unique to their individual needs. With advisor approval, learners will develop a program of study consisting of 18 credits of technical courses and 12 credits of core management courses. Learners are encouraged to complete an internship, providing experience in the world of work.

Campus: North Mankato
Program Start Dates: Fall and Spring Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (4 Courses)

Complete all of the following courses

MKT 1810 Principles of Marketing (3 Credits)

This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of marketing; product, price, place and promotion. (Prerequisite: None)

MKT 1820 Introduction to Business (3 Credits)

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.

MGT 2810 Retail Management (3 Credits)

This course focuses on the changing demographics of retail marketing, the growth of new retail formats and the use of information technology to enable quick responses to market dynamics through customer service, vendor-retailer partnering and employee diversity. (Prerequisites: None)

MGT 2820 Introduction to Management Information Systems (3 Credits)

This course is an introduction to management information systems (MIS) and involves the interactions between technology and business practices. The course involves the planning, organizing and controlling of information technologies related to organizational objectives. Specific attention will be given to database management with a focus on contact management. The course also involves the use of spreadsheet applications, collaborative tools, and other technologies utilized in the business environment. (Prerequisites: None)

Elective Credits (18 Credits)

Choose 18 credits from the following courses:

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

MKT 1817 Internship (3 Credits)

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)

MKT 1830 Customer Service (3 Credits)

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.

MKT 1840 Principles of Advertising (3 Credits)

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.

MKT 1850 Professional Development I (1 Credit)

This course focuses on the importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meetings will be required.

MKT 1900 Principles of Management (3 Credits)

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. (Prerequisites: None)

MKT 1910 Entrepreneurship (3 Credits)

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. (Prerequisites: None)

MKT 1920 Marketing Research (3 Credits)

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.

MKT 1930 Human Resource Management (3 Credits)

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. (Prerequisites: None)

MKT 1940 Leadership Strategies (3 Credits)

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.

MKT 2817 Internship (3 Credits)

This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

MKT 2827 Marketing Management Internship (1 - 3 Credits)

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)

OTEC2810 Computer Technology (3 Credits)

This course provides computer technical information that goes beyond the basics for college educated students. It covers not only hardware and software but the new, emerging technology trends that affect computing and everyday life. Topics such as networks, data security, personal privacy, online safety, digital rights, and Internet usage will be addressed. There will be an emphasis on social and ethical issues for thought-provoking course discussions. (Prerequisite: None)

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

2020-21 South Central College Academic Catalog

Marketing Management - Diploma

53 Credits DIP 3273

Degree Description

The Marketing Management Diploma is designed to prepare individuals for employment in sales and marketing related positions requiring entry-level skills and knowledge necessary to perform typical job functions. Individuals 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 learners in choosing additional coursework for the diploma.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (15 Courses)

Complete all of the following courses:

MGT 2810 Retail Management (3 Credits)

This course focuses on the changing demographics of retail marketing, the growth of new retail formats and the use of information technology to enable quick responses to market dynamics through customer service, vendor-retailer partnering and employee diversity. (Prerequisites: None)

MGT 2820 Introduction to Management Information Systems (3 Credits)

This course is an introduction to management information systems (MIS) and involves the interactions between technology and business practices. The course involves the planning, organizing and controlling of information technologies related to organizational objectives. Specific attention will be given to database management with a focus on contact management. The course also involves the use of spreadsheet applications, collaborative tools, and other technologies utilized in the business environment. (Prerequisites: None)

MKT 1800 Introduction to Sales (3 Credits)

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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

MKT 1810 Principles of Marketing (3 Credits)

This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of marketing; product, price, place and promotion. (Prerequisite: None)

MKT 1817 Internship (3 Credits)

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)

MKT 1820 Introduction to Business (3 Credits)

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.

MKT 1830 Customer Service (3 Credits)

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.

MKT 1840 Principles of Advertising (3 Credits)

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.

MKT 1850 Professional Development I (1 Credit)

This course focuses on the importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meetings will be required.

MKT 1900 Principles of Management (3 Credits)

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. (Prerequisites: None)

MKT 1910 Entrepreneurship (3 Credits)

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. (Prerequisites: None)

MKT 1920 Marketing Research (3 Credits)

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.

MKT 1930 Human Resource Management (3 Credits)

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. (Prerequisites: None)

MKT 1940 Leadership Strategies (3 Credits)

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.

MKT 2817 Internship (3 Credits)

This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

Required Liberal Arts and Sciences (2 Courses)

Complete the following courses:

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

Elective Credits (3 Credits)

Complete 3 additional credits from any MGT, MKT, ACCT, OTEC, COMP or Liberal Arts and Sciences

courses. Courses must be approved by advisor/faculty.

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

2020-21 South Central College Academic Catalog

Intermediate Mechatronics Engineering Technology - Diploma

39 Credits DIP 3485/2477

Degree Description

Mechatronics is a relatively new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (12 Courses)

Complete the following courses:

CMAE1518 Manufacturing Process and Production (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Manufacturing Processes. The course curriculum is based on federally-endorsed national standards for production workers. The course emphasizes Just-In-Time manufacturing principles, basic supply chain management, communication skills, and customer service. (Prerequisites: None)

CMAE1514 Safety Awareness (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Safety Awareness. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others. (Prerequisites: None)

CMAE1526 Maintenance Awareness (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Maintenance Awareness. The course curriculum is based upon federally-endorsed national standards for production workers. The Maintenance Awareness course introduces the concepts of Total Productive Maintenance and preventative maintenance. Students will be introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. (Prerequisites: None)

CMAE1522 Quality Practices (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

MECA1122 Electricity - Devices and Circuits I (3 Credits)

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of direct current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

MECA1222 Electricity - Devices and Circuits II (3 Credits)

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of alternating current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures.

Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: MECA 1122))

MECA1223 Mechanical Systems 1 (3 Credits)

This course includes an introduction to mechanical drawings, Geometric Dimensioning & Tolerancing and simple machines. The student will study the application and kinematic motion of simple machines elements. In addition, lab work will emphasize the safe use of hand tools, portable power tools and mechanical measuring tools and instruments. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA1250 Mechatronics Systems Operations I (3 Credits)

This course will provide the student with the principles of programmable logic controllers (PLC) hardware and fundamental sequence control systems. The student will gain essential knowledge necessary to create and edit basic PLC programs that will include timers, counters and special function blocks. As well as gaining an understanding of interfacing discrete input-output (I/O). The student will also perform fundamental PLC troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122)

MECA2120 Fluid Power 1 (3 Credits)

This course provides the basics of fluid powered devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to apply basic laws of fluid mechanics to design and specify characteristics of a pneumatic system; select and size actuators and control valves, and match the pneumatic components with its American National Standards Institute (ANSI) symbol. Upon completion of this course, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of pneumatic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA2123 Mechanical Systems 2 (3 Credits)

This course includes an introduction to mechanical drives, bearing mechanisms, shaft alignment, shaft coupling, clutches and brakes. Also included is an introduction to industrial rigging using slings, hoists, cranes, scaffolds and ladders. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1223 and PHYS 101 or equivalent)

MECA2130 Fluid Power II (3 Credits)

This course provides the basics of hydraulically operated devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to design and specify characteristics of a hydraulic system, select and size actuators, and match the hydraulic component name with its American National Standards Institute (ANSI) symbol. Additionally, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of hydraulic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2120)

MECA2150 Mechatronics Systems Operations II (3 Credits)

This course will focus on advanced principles of Programmable Logic Controllers (PLC). The student will become familiar with interfacing input and output with automation motion control systems used in manufacturing. Introduction of analog inputs and outputs, internal registers and tables, comparison functions, computational functions, data move functions, subroutines, data manipulation and sequencing functions, high speed counting, analog functions, trigonometric and advanced math functions. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1250)

Required Liberal Arts and Sciences (2 Courses)

Complete the following courses:

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

PHYS101 Introductory Physics (3 Credits)

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. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 250 to 300 AND Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher AND Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher.) (MNTC 3: Natural Sciences)

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

2020-21 South Central College Academic Catalog

Mechatronics Engineering Technology - Associate of Applied Science Degree

60 Credits AAS 3470/2470

Degree Description

Mechatronics is a relatively new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (16 Courses)

Select the following courses:

CMAE1518 Manufacturing Process and Production (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Manufacturing Processes. The course curriculum is based on federally-endorsed national standards for production workers. The course emphasizes Just-In-Time manufacturing principles, basic supply chain management, communication skills, and customer service. (Prerequisites: None)

CMAE1514 Safety Awareness (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Safety Awareness. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others. (Prerequisites: None)

CMAE1526 Maintenance Awareness (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Maintenance Awareness. The course curriculum is based upon federally-endorsed national standards for production workers. The Maintenance Awareness course introduces the concepts of Total Productive Maintenance and preventative maintenance. Students will be introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. (Prerequisites: None)

CMAE1522 Quality Practices (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

MECA1122 Electricity - Devices and Circuits I (3 Credits)

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of direct current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

MECA1222 Electricity - Devices and Circuits II (3 Credits)

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of alternating current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures.

Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: MECA 1122))

MECA1223 Mechanical Systems 1 (3 Credits)

This course includes an introduction to mechanical drawings, Geometric Dimensioning & Tolerancing and simple machines. The student will study the application and kinematic motion of simple machines elements. In addition, lab work will emphasize the safe use of hand tools, portable power tools and mechanical measuring tools and instruments. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA1250 Mechatronics Systems Operations I (3 Credits)

This course will provide the student with the principles of programmable logic controllers (PLC) hardware and fundamental sequence control systems. The student will gain essential knowledge necessary to create and edit basic PLC programs that will include timers, counters and special function blocks. As well as gaining an understanding of interfacing discrete input-output (I/O). The student will also perform fundamental PLC troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122)

MECA2110 Sensors and Control (3 Credits)

This course will provide students with the principles of measurement and control systems. The student will gain an understanding of different sensor technologies used to measure and detect physical properties used in a variety of electro mechanical, electro hydraulic and electro pheumatic systems. The student, through lab work, will also learn how to use and troubleshoot sensors used in open and closed loop control systems. Technical writing skills and safety procedures will be implemented throughout the course. This course assumes the student understands basic electrical, mechanical, and programming concepts. (Prerequisites: MECA 1122)

MECA2120 Fluid Power 1 (3 Credits)

This course provides the basics of fluid powered devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to apply basic laws of fluid mechanics to design and specify characteristics of a pneumatic system; select and size actuators and control valves, and match the pneumatic components with its American National Standards Institute (ANSI) symbol. Upon completion of this course, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of pneumatic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA2123 Mechanical Systems 2 (3 Credits)

This course includes an introduction to mechanical drives, bearing mechanisms, shaft alignment, shaft coupling, clutches and brakes. Also included is an introduction to industrial rigging using slings, hoists, cranes, scaffolds and ladders. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1223 and PHYS 101 or equivalent)

MECA2130 Fluid Power II (3 Credits)

This course provides the basics of hydraulically operated devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to design and specify characteristics of a hydraulic system, select and size actuators, and match the hydraulic component name with its American National Standards Institute (ANSI) symbol. Additionally, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of hydraulic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2120)

MECA2150 Mechatronics Systems Operations II (3 Credits)

This course will focus on advanced principles of Programmable Logic Controllers (PLC). The student will become familiar with interfacing input and output with automation motion control systems used in manufacturing. Introduction of analog inputs and outputs, internal registers and tables, comparison functions, computational functions, data move functions, subroutines, data manipulation and sequencing functions, high speed counting, analog functions, trigonometric and advanced math functions. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1250)

MECA2235 Robotics (3 Credits)

This course will provide students with the principles of programming and control of multi-axis robotic systems used in an industrial environment. The student will gain the ability to program FANUC Robots and setup an automated robotic work cell. The student will also perform fundamental automated system troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. This course builds on the student's understanding of

basic electrical, mechanical and programming concepts. (Prerequisites: MECA 2110 Sensors and Controls and MECA 2150 Mechatronics System Operation II)

MECA2240 Senior Project (1 - 5 Credits)

The Senior Project at South Central College (SCC) is an opportunity for students to demonstrate what they know and to showcase their achievement. The project must be successfully completed as a component of the Mechatronics program, which is a required course for all graduating seniors. The Senior Project is a fitting conclusion to a student's education because through this endeavor, one is able to demonstrate accumulated skills in reasoning, research, problem solving, human interaction, organization, and public speaking. This course may also include an internship and will follow the SCC internship guidelines. This course may also be taken in variable increments of 1 to 5 credits. (Prerequisite: MECA 2150 - Mechatronics Systems Operations I or consent of Instructor)

MECA2250 Mechatronics Systems Operations III (3 Credits)

This course will focus on advanced principals of Programmable Logic Controllers (PLC). The student will become familiar with interfacing input and output with automation motion control systems used in manufacturing. Introduction of PLC networking, Supervisory Control and Data Acquisition (SCADA), Proportional - Integral - Derivative (PID) Control and the use of Human Machine Interface (HMI) in a Control System. Troubleshooting exercises, technical writing assignments and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2150)

Required Liberal Arts and Sciences (4 Courses)

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

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL240 Technical Communication (4 Credits)

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)

PHYS101 Introductory Physics (3 Credits)

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. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 250 to 300 AND Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher AND Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher.) (MNTC 3: Natural Sciences)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

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

Mechatronics Industrial Maintenance - Certificate

25 Credits CERT3603/2493

Degree Description

This certificate is designed to prepare learners to enter the Industrial Maintenance field in an entry-level position and to enhance the skills of those already employed in the field. This certificate will allow successful learners to be proficient in many different areas including plant safety, reading technical drawings, mechanical drives, bearings, lubrication, alignment, pneumatics, industrial electricity, motor controls, boilers and welding. This stackable certificate allows a pathway for learners to continue their education in Mechatronics.

Offered on the Faribault and North Mankato Campuses

Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (10 Courses)

Complete the following courses:

CMAE1518 Manufacturing Process and Production (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Manufacturing Processes. The course curriculum is based on federally-endorsed national standards for production workers. The course emphasizes Just-In-Time manufacturing principles, basic supply chain management, communication skills, and customer service. (Prerequisites: None)

CMAE1514 Safety Awareness (2 Credits)

This course is designed to align with the National Skill Standard assessment and certification system for Safety Awareness. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others. (Prerequisites: None)

CMAE1526 Maintenance Awareness (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Maintenance Awareness. The course curriculum is based upon federally-endorsed national standards for production workers. The Maintenance Awareness course introduces the concepts of Total Productive Maintenance and preventative maintenance. Students will be introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. (Prerequisites: None)

CMAE1522 Quality Practices (2 Credits)

This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

MECA1122 Electricity - Devices and Circuits I (3 Credits)

This course provides an exploration of the basics in electricity and electronics. Topics include an overview of direct current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

MECA1223 Mechanical Systems 1 (3 Credits)

This course includes an introduction to mechanical drawings, Geometric Dimensioning & Tolerancing and simple machines. The student will study the application and kinematic motion of simple machines elements. In addition, lab work will emphasize the safe use of hand tools, portable power tools and mechanical measuring

tools and instruments. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA1250 Mechatronics Systems Operations I (3 Credits)

This course will provide the student with the principles of programmable logic controllers (PLC) hardware and fundamental sequence control systems. The student will gain essential knowledge necessary to create and edit basic PLC programs that will include timers, counters and special function blocks. As well as gaining an understanding of interfacing discrete input-output (I/O). The student will also perform fundamental PLC troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122)

MECA2120 Fluid Power 1 (3 Credits)

This course provides the basics of fluid powered devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to apply basic laws of fluid mechanics to design and specify characteristics of a pneumatic system; select and size actuators and control valves, and match the pneumatic components with its American National Standards Institute (ANSI) symbol. Upon completion of this course, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of pneumatic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA2240 Senior Project (1 - 5 Credits)

The Senior Project at South Central College (SCC) is an opportunity for students to demonstrate what they know and to showcase their achievement. The project must be successfully completed as a component of the Mechatronics program, which is a required course for all graduating seniors. The Senior Project is a fitting conclusion to a student's education because through this endeavor, one is able to demonstrate accumulated skills in reasoning, research, problem solving, human interaction, organization, and public speaking. This course may also include an internship and will follow the SCC internship guidelines. This course may also be taken in variable increments of 1 to 5 credits. (Prerequisite: MECA 2150 - Mechatronics Systems Operations I or consent of Instructor)

MATH1050 Mathematics for Technical Careers (3 Credits)

Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: Next-Generation Accuplacer Arithmetic score of 250 to 300 and a Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

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

2020-21 South Central College Academic Catalog

Medical Assistant - Associate of Applied Science Degree

60 Credits AAS 3364

Degree Description

Medical Assistants are classified as allied health practitioners. They can be found in doctor offices, hospitals, outpatient clinics, ambulatory facilities, and other health care related businesses. The program goal is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (14 Courses)

Complete the following courses:

HC 1000 Medical Terminology (3 Credits)

This course is an introduction to the language of medicine that is used in the health care profession. The student will learn to spell, pronounce, define, and interpret medical terminology related to body structure, disease, diagnosis, and treatment. (Prerequisites: None)

HC 1914 Anatomy & Physiology/Disease Conditions I (4 Credits)

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. (Prerequisite: HC 1000)

HC 1924 Anatomy & Physiology Disease Conditions II (4 Credits)

This course is a continuation of HC 1914 Anatomy/Physiology/Disease Conditions I with emphasis on the pathophysiology of the human body. The student will apply previous knowledge in medical terminology and structure and function of the human body. This course prepares the student in understanding the abnormalities and diseases the affect the organs and organs systems. (Prerequisites: HC 1914, 1000)

HC 1550 Electronic Health Records (2 Credits)

With the implementation of the electronic health record in today's healthcare environment, it's essential for students entering the healthcare field to understand this technology and how it relates to work in the industry. This course is designed as an introduction to the history of Electronic Health Records (EHRs) and concepts behind the structure of electronic medical recording systems. Additionally, it will provide students the opportunity to use multiple functions of an educational electronic health record. (Prerequisites: None)

FCS 105 Nutrition and Healthy Living (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

OTEC1001 Computer Software for College (2 Credits)

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 Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

MA 1000 Medical Assisting Orientation (3 Credits)

This course covers an overview of the healthcare team and the role of the medical assistant in an ambulatory care setting. Emphasis is on professionalism, communication, attitude, behaviors, and duties in the medical environment. (Pre/Corequisites: None)

MA 1020 Medical Office Procedures (3 Credits)

This course will review administrative duties that are performed by a medical assistant. Emphasis will be on clerical functions, bookkeeping procedures, insurance claims, professional communications, medical coding, legal concepts, medical office operational functions including written and electronic. (Prerequisite: Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical)

MA 2000 Pharmacology for Medical Assistants (3 Credits)

In this course students will learn topics essential for the Medical Assistant to thoroughly understand drug sources, herbs and supplements, legislation relating to drugs, drug references and drug classifications. Students will also gain knowledge in basic principles for administering different types of medications and the universal precautions and standards related to the role of a Medical Assistant. (Prerequisites: HC 1001, 1914, MA 2010)

MA 2010 Laboratory Skills for Medical Assistants (3 Credits)

This course is designed to teach laboratory fundamentals of medical assisting in a clinical office setting. Students will learn aspects of standard precautions, laboratory safety, venipuncture, collection of patient specimens, perform CLIA waived laboratory testing along with identification of infectious agents. (Prerequisites: None)

MA 2015 Clinical Skills I (3 Credits)

This course introduces skills utilized in a clinical setting for Medical Assistants. Using primary care as the framework students will apply their critical thinking skills and skills for assisting with health exams, obtaining vital signs, assisting with procedures and treatments within the ambulatory care setting. Infection control techniques will be studied and sued in the clinical setting. The student will discuss the MA role in emergency preparedness and use first aid procedures. (Corequisites: MA 2010)

MA 2020 Clinical Skills II (3 Credits)

This course builds on the skills obtained in Clinical Skills I for Medical Assistants. Using medical specialties as the framework students will utilize their critical thinking skills to learn specific health testing, procedures and treatments in medical specialty departments within the ambulatory care setting (Prerequisites: MA 2015)

MA 2030 Radiography Skills for Medical Assistants (3 Credits)

This course is a comprehensive look at the skills and process needed to obtain a limited scope of practice certificate in radiography. Students will learn information regarding, radiation protection, image production and evaluation, equipment operation and quality control, patient care and education, as well as radiographic procedures for each anatomical region. (Prerequisites: HC 1000, 1914)

MA 2040 Medical Assistant Internship (5 Credits)

Students will engage in a non paid medical assisting internship within an ambulatory health care setting. In actual work situations, students will perform administrative and clinical competencies. Administrative competencies may include and are not limited to, clerical functions, performing bookkeeping tasks and scheduling appointments. Clinical competencies may include and are not limited to, specimen collection, diagnostic testing and patient care. Students will participate in mandatory campus meetings where the student will learn job search and interview techniques along with participation in test preparation for their National Certification Exam. (Prerequisites: MA 2000, 2020)

Required Liberal Arts and Sciences (5 Courses)

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

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system,

including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

OR

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

HUM 100 Critical Thinking (3 Credits)

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. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2: Critical Thinking)

OR

CRTK100 Critical Thinking (3 Credits)

This course helps students acquire and develop critical thinking skills. Focused on the practical application of the principles of good reasoning, it encourages them to cultivate cognitive virtues such as consistency, self-awareness, open-mindedness, fairness, and intellectual humility. Students will be taught how to: recognize (and make) good arguments, identify (and avoid) logical fallacies and cognitive biases, articulate ideas in a clear and precise way, understand the significance and limits of the scientific method, and critically evaluate sources in the media. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: 2 Critical Thinking)

OR

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

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

2020-21 South Central College Academic Catalog

Medical Laboratory Technician - Associate of Applied Science Degree

65 Credits AAS 3309, Academic Catalog 2019-2020

Degree Description

The Medical Laboratory Technician curriculum includes a combination of general education and support courses, online lectures, face-to-face student laboratory sessions, and placement of students in a hospital or clinic internship experience. The program is considered a "hybrid" program because there are required face-to face student laboratory sessions in which a student must physically be present on one of SCC's two campuses in order to fulfil the requirements of the student laboratory sessions. Lab work is conducted under the supervision of a certified Clinical Laboratory Scientist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the clinical laboratory gaining experience and practice in basic clinical laboratory techniques, procedures, and phlebotomy.

Admission Process

Application to the Medical Laboratory Technician program requires a separate application process from admission to the college. Applications for the program are typically due on April 1st for a Fall Semester start. To obtain an application, please visit the MLT program website. Applicants must have completed or be in the process of completing the following sequence of courses with a grade of “C” or higher:

- HC 1000 Medical Terminology (3 credit)
- CHEM108 Introduction to Chemistry (4 credits)
- MDLT1810 Laboratory Techniques and Orientation (3 credits)
- BIOL162 Human Biology (4 credits)

Campus: North Mankato
Program Start Date: Fall Semester

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (19 Courses)

You must complete the following required courses:

MDLT1810 Laboratory Techniques and Orientation (3 Credits)

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)

MDLT1815 Hematology I (3 Credits)

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)

MDLT1820 Coagulation (2 Credits)

This course covers the basic principles of the hemostasis, the clotting system of the body. The course of study includes the coagulation factors and their cascade sequence, vascular and platelet components, fibrinolysis, thrombosis, anticoagulant therapy and quality control. Abnormalities of the coagulation system will also be covered. (Prerequisite: MDLT 1810, & MDLT 1815 with a grade of C or higher.)

MDLT1825 Urinalysis/Body Fluids (3 Credits)

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. (Prerequisite: MDLT 1810 & MDLT 2818 with a grade of C or higher.)

MDLT1830 Hematology II (3 Credits)

This course is a continuation of MDLT 1815 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. (Prerequisite: MDLT 1810 & MDLT 1815 with a grade of C or higher.)

MDLT1835 Immunology (2 Credits)

This course is a basic overview of the immune system. Laboratory instruction is designed to instruct the students in basic immunology testing methods for the correlation of immunologic disorders. (Preqrequisite: MDLT 1810 & MDLT 2818 with a grade of C or higher.)

MDLT2806 Immunohematology I (2 Credits)

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: MDLT 1810, & MDLT 1815 with a grade of C or higher.)

MDLT2807 Immunohematology II (2 Credits)

This course is a continuation of MDLT 2806 Immunohematology I. The student will receive further basic training and practical instruction on 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: MDLT 1810 and MDLT 2806 with a grade of C.)

MDLT2811 Microbiology I (3 Credits)

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. (Prerequisite: MDLT 1810 may be taken concurrently or with Program Director permission)

MDLT2817 Chemistry I (4 Credits)

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: MDLT 1810 may also be taken concurrently or with Program Director permission)

MDLT2818 Chemistry II (3 Credits)

This course is a continuation of MDLT 2817 Chemistry I and includes the theory and clinical correlations of acid/base balance, liver function, cardiac function, gastrointestinal function, pancreatic function, endocrinology, therapeutic drug monitoring, toxicology, tumor markers, nutritional assessment, biochemical assessment during pregnancy, and point-of-care testing, 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: MDLT 1810 & MDLT 2817 with a grade of C or higher.)

MDLT2821 Microbiology II (3 Credits)

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. (Prerequisite: MDLT 1810 and MDLT 2811 with a grade of C or higher.)

MDLT2825 Clinical Practice & Orientation (1 Credit)

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: MDLT 1825, MDLT 1835, and MDLT 2807)

MDLT2826 Clinical: Hematology & Coagulation (2 Credits)

During the clinical hematology and coagulation experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2827 Clinical: Chemistry & Immunology (2 Credits)

During the clinical chemistry and immunology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2828 Clinical: Immunohematology (2 Credits)

During the clinical immunohematology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2829 Clinical: Microbiology (3 Credits)

During the clinical microbiology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807.)

MDLT2830 Clinical: Urinalysis/Body Fluids (1 Credit)

During the clinical urinalysis/body fluids experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2831 Clinical: Phlebotomy (1 Credit)

During the clinical phlebotomy experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

Required Liberal Arts and Sciences (4 Courses)

To complete an AAS Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas. The following courses are required:

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

BIOL162 Human Biology (4 Credits)

This one-semester course is an introduction to the biology of the human body. Basic form and function of the body systems and their interactions will be emphasized. Other topics include: terminology, basic chemistry, cell biology genetics, molecular biology and nutrition as it relates to the human body. This course contains a laboratory portion. (Minnesota Transfer Curriculum goal area 3) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

CHEM108 Introduction to Chemistry (4 Credits)

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: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

OR

CHEM110 Chemistry for the Health Sciences (4 Credits)

Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 2, 3: Critical Thinking, Natural Sciences)

PSYC100 Introduction to Psychology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History/Social & Behavioral Sciences)

OR

PSYC140 Psychology of Positive Adjustment (4 Credits)

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

Other Required Courses (2 Courses)

Applicant must have completed or be in the process of completing the following pre-major courses with a grade of "C" or higher.

HC 1000 Medical Terminology (3 Credits)

This course is an introduction to the language of medicine that is used in the health care profession. The student will learn to spell, pronounce, define, and interpret medical terminology related to body structure, disease, diagnosis, and treatment. (Prerequisites: None)

OTEC1001 Computer Software for College (2 Credits)

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 Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

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

2020-21 South Central College Academic Catalog

Minnesota Transfer Curriculum (MNTC)

40 Credits NA 3804

Degree Description:

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

To complete the Minnesota Transfer Curriculum students must:

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

If a student completes an MNTC goal area at South Central College and transfers to another MnSCU institution, the goal area will also be complete at the receiving institution.

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Goal Area 1 - Oral and Written Communication

The following courses apply to MNTC Goal 1. To complete the goal, students must complete ENGL 100 and one COMM course from COMM 100, 110, 120 or 140.

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM100 Introduction to Human Communication (3 Credits)

This course is an introductory survey course of the communication discipline. It provides a sample of topics from interpersonal communication, intercultural communication, public speaking, small group communication, media, organizational communication, and interviewing. This course will offer students knowledge about communication and offer the opportunity to improve their skills. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective

communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL240 Technical Communication (4 Credits)

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)

Goal Area 2 - Critical Thinking

The following courses apply to MNTC Goal 2. Complete all 9 other MNTC goal areas OR select one course.

CHEM101 The Chemistry of Everything (3 Credits)

A chemistry course for non-science major which explores the world from a chemical perspective. This course is designed to increase students' scientific literacy. A two-hour lab is included. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of READ 0080 and READ 0090 with a grade of C (2.0) or higher.) (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM110 Chemistry for the Health Sciences (4 Credits)

Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 2, 3: Critical Thinking, Natural Sciences)

COMM120 Small Group Communication (3 Credits)

This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM150 Introduction to Mass Communication (4 Credits)

Introduction to Mass Communication explores the structures, functions, responsibilities, and effects of the media in contemporary society. Students will gain an understanding of the social, economic, and intellectual forces that help shape the media. The course presents concise historical perspectives of each major type of mass media. However, the primary focus is on the issues surrounding contemporary mass media with a strong emphasis on media literacy and ethical responsibility. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a

grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

CRTK100 Critical Thinking (3 Credits)

This course helps students acquire and develop critical thinking skills. Focused on the practical application of the principles of good reasoning, it encourages them to cultivate cognitive virtues such as consistency, self-awareness, open-mindedness, fairness, and intellectual humility. Students will be taught how to: recognize (and make) good arguments, identify (and avoid) logical fallacies and cognitive biases, articulate ideas in a clear and precise way, understand the significance and limits of the scientific method, and critically evaluate sources in the media. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: 2 Critical Thinking)

HUM 100 Critical Thinking (3 Credits)

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. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2: Critical Thinking)

PHIL130 Logic (4 Credits)

In this course we will explore some of the methods and principles that distinguish logically correct from incorrect reasoning. We will also learn to use formal techniques to evaluate the cogency of everyday argumentation. Most of the semester will be spent becoming familiar with a variety of elementary logical techniques and rules: distinguishing inductive from deductive arguments, valid from invalid arguments, mastering the formal rules of inference, truth tables and the propositional logic. Some find this material fascinating in its own right. Others value logic for the light it casts on everyday argumentation, and for its uses in philosophy, mathematics, and computing. Logical skills are not only an important component of aptitude tests such as the GRE and LSAT, but are also valuable in almost any course or job that involves using analytical techniques. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL215 Business Ethics (3 Credits)

The intent of this course is to show that the world of business traffics in the world of ethics. Business is not a neutral domain where one may do as one pleases. For instance, there is the question of what sorts of obligations businesses have toward their employees. Do businesses have a positive moral duty to promote social goods? Do they have a primary obligation or do their moral responsibilities comprise a set of different and equally important obligations? We will examine several views of the moral relation between businesses and others including the stockholder theory and the stakeholder theory. The goals of this course are to become acquainted with the architecture of morality, master the various moral theories and their unique implications for business, and to gain facility sliding between talk of each and applying each in various business contexts. We will examine various moral theories like utilitarianism and deontological type theories and then examine them in the context of applied business ethical issues. We will also look at broader issues about the nature of a just society and just economy in which the business is to function. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

CAP 250 Associate of Arts Capstone Class (1 Credit)

This course should be taken by students seeking the Associates of Arts degree during their final semester at SCC. It assesses fulfillment of the program's Learning Outcomes (Communication, Critical Thinking, Research Proficiency, Global Perspective and Social Responsibility), and allows students to demonstrate their readiness to take junior-level classes at a four-year institution. (Prerequisite: Unless instructor grants special permission, students must be in their last semester of the Associate in Arts program at SCC) (MNTC 2: Critical Thinking)

MASS110 Introduction to Mass Communication (4 Credits)

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

Goal Area 3 - Natural Sciences

The following courses apply to MNTC Goal 3. To compelte the goal, students must select at least two courses from two different disciplines.

BIOL100 Introduction to Biology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL101 Introduction to Ecology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL106 Introduction to Cell Biology (3 Credits)

This is an introductory cell biology course dealing with: the cell structure and organelles; basic chemistry and biochemical molecules; cell transport and energy concepts; cellular respiration; cell reproduction; patterns of inheritance; structure and function of DNA; how genes are controlled; DNA technology. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL110 Biology of Disease (3 Credits)

This course is a survey of human disease including physiological and infectious diseases. Possible topics include infectious diseases, cancer, heart disease, disorders of the immune system, diabetes, etc. Prevention of disease through control of risk factors and early detection will be covered. Diagnosis and treatment will also be addressed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL115 General Biology I (4 Credits)

This course covers biological processes at the cellular and molecular level. It serves as an introduction to macromolecules and metabolism, cell biology, Mendelian genetics, and gene expression. This course involves a weekly three hour lab. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND Next-Generation Accuplacer QAS score of 237 or Classic Accuplacer College Level Math score of 50 or higher or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC Area 3)

BIOL116 General Biology II (4 Credits)

This course covers biology at the organismal, population and system level. It will emphasize organismal diversity, population and community ecology and ecosystems. Students will gain an understanding of how evolutionary advances have occurred among populations due to natural selection. This course involves a weekly three hour lab. (Prerequisites: Next-Generation Accuplacer score of 250 or above, or Classic Accuplacer Reading score of 78 or higher, or either ENGL 0090 or EAP 0095 with a C (2.0) or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND a Next-Generation Accuplacer QAS score of 237 or higher or Classic Accuplacer College Level Math score of 50 or higher, or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC area 3)

BIOL152 Tropical Rain Forest Ecology (4 Credits)

Tropical Rain Forest Ecology introduces students to fundamental ecological concepts, processes and dynamics within the tropical rain forest biome. Discussions of flora and fauna will be framed within the context of evolution with an emphasis on adaptations. A

special focus will be made on the rain forests and culture of Costa Rica and the Galapagos Islands. This course includes a one-week study abroad to Costa Rica or the Galapagos Islands. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL162 Human Biology (4 Credits)

This one-semester course is an introduction to the biology of the human body. Basic form and function of the body systems and their interactions will be emphasized. Other topics include: terminology, basic chemistry, cell biology genetics, molecular biology and nutrition as it relates to the human body. This course contains a laboratory portion. (Minnesota Transfer Curriculum goal area 3) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL225 Anatomy and Physiology I (4 Credits)

Anatomy and Physiology I is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the first in a two course series. It will cover tissues, the integumentary, skeletal, and muscular systems, articulations, nervous tissue, spinal cord and nerves, brain and cranial nerves, anatomy of the heart, blood vessels and circulation and the lymphatic structures. It will also cover cellular biology, cellular transport, cell respiration, cell reproduction and basic review of biochemistry as it relates to the human body. This course contains a laboratory component which includes dissection. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: CHEM 108 or CHEM 110, and must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL230 Human Physiology (4 Credits)

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 is placed on normal physiology, but dysfunction will also be discussed. This course contains a weekly 3 hour laboratory component. (Prerequisites: BIOL 220 with a grade of C or better and CHEM 108, CHEM 110 or CHEM 120 with a grade of C or better) (MNTC Goal Area 3)

BIOL235 Anatomy and Physiology II (4 Credits)

Anatomy and Physiology II is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the second in a two course series. It will cover the autonomic, endocrine, immune, respiratory, digestive urinary and reproductive systems. It will also cover fluid electrolyte, acid-base balance, blood, blood pressure regulation and functional characteristics of the heart, special senses, development and inheritance. This course also has a lab component in which students will perform hands on activities to reinforce some of the material taught in lecture. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: Completion of BIOL 225 with a grade of C or higher) (MNTC 3: Natural Sciences)

BIOL240 Pathophysiology (3 Credits)

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: BIOL 230 or 235) (MNTC 3: Natural Sciences)

BIOL270 Microbiology (4 Credits)

This course is an introduction to the general principles and methods used in the study of microorganisms. It includes a survey of prokaryotic and eukaryotic microorganisms emphasizing bacteria and viruses. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity and other selected applied areas. Laboratory techniques include isolating, culturing and identifying microorganisms. This course contains a three hour per week laboratory component. (Prerequisites: A grade of C or higher in BIOL115 OR BIOL225 OR BIOL220 AND CHEM108 OR CHEM110) (MNTC Goal Area 3)

CHEM101 The Chemistry of Everything (3 Credits)

A chemistry course for non-science major which explores the world from a chemical perspective. This course is designed to increase students' scientific literacy. A two-hour lab is included. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of READ 0080 and READ 0090 with a grade of C (2.0) or higher.) (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM108 Introduction to Chemistry (4 Credits)

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: [Must have a

Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

CHEM110 Chemistry for the Health Sciences (4 Credits)

Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM120 Principles of Chemistry I (5 Credits)

This course introduces the student to the basic principles of chemistry including atomic and molecular structure, bonding, chemical reactions, solution chemistry, stoichiometry, thermochemistry, periodicity, and states of matter. Laboratory reinforces lecture concepts. (Prerequisites: Accuplacer College Level Math score of 103 or ACT Math score of 22 and CHEM 108 or MATH 120 and CHEM 108 or a grade of "C" or better in high school chemistry within the past 3 years.)

CHEM121 Principles of Chemistry II (5 Credits)

Principles of Chemistry II is the second in a series of Chemistry courses designed for students who plan to major in a scientific or health related field. Topics include kinetics, chemical equilibria, acids and bases, buffers, precipitation reactions, thermodynamics, and electrochemistry. Lab topics reinforce lecture concepts. (Prerequisite: CHEM 120) (MNTC 3: Natural Sciences)

CHEM220 Organic Chemistry I (5 Credits)

Organic Chemistry I is the first course in a two semester sequence which covers the structure, stereochemistry, physical properties, reactivity, reaction mechanisms and synthesis of carbon-containing compounds. Emphasis on alkanes, alkenes, alkynes, alcohols, alkyl halides, aldehydes, ketones, and carboxylic acids and their derivatives. Laboratory experiments will integrate green methods into common synthetic techniques and the preparation and reactions of functional groups. (Prerequisite: CHEM 121)

GEOG101 Introduction to Physical Geography (3 Credits)

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & the Environment)

GEOG104 Introduction to Weather and Climate (3 Credits)

This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & The Environment)

PHYS101 Introductory Physics (3 Credits)

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. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 250 to 300 AND Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or

higher AND Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher.) (MNTC 3: Natural Sciences)

PHYS211 Principles in Physics I (4 Credits)

This is the first half of a one-year sequence in physics. It covers the general background in algebra-based physics. Topics include classical mechanics, fluid mechanics, wave and sound, thermal physics. Lecture and laboratory. (Prerequisites: MATH 120 and 125, or MATH 130) (MNTC: 3, Natural Sciences)

PHYS212 Principles in Physics II (4 Credits)

This second course will provide students with the principles of algebra based physics. The course will cover basic principles of waves, electricity and magnetism, light and optics, and topics in modern physics. (Prerequisite: PHYS 211) (MNTC 3: Natural Sciences)

PHYS221 General Physics I (4 Credits)

This course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of mechanics including kinematics, statics, equilibrium and dynamics of particles, work and energy, rotational motion, gravitation, and oscillation. (Prerequisites: High School Physics, PHYS 101 or 211, MATH 131 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

PHYS222 General Physics II (4 Credits)

This second course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of waves in light and sound; temperature, heat, and the First Law of Thermodynamics; electric charge; electric fields; Gauss' Law; electric potential; capacitance; resistance; electrical circuits; magnetic fields; induction; electromagnetic oscillations; and Maxwell's Equations. (Prerequisites: PHYS 221 with a grade of "C" or better, MATH 132 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

Goal Area 4 - Mathematical/Logical Reasoning

The following courses apply to MNTC Goal 4. To complete the goal, students must complete one course.

MATH115 Concepts in Math (4 Credits)

Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH125 Trigonometry (3 Credits)

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, exponential and logarithmic functions. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 63 or higher or Completion of MATH 120 with a grade of C (2.0) or higher or ACT Math score of 22 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH130 Pre-Calculus (4 Credits)

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 MATH 120 or MATH 125. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 86 or higher, or ACT Math score of 23 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH131 Calculus I (4 Credits)

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: Next-Generation Accuplacer AAF score of 276 or higher or Classic Accuplacer College Math score of 103 or higher or ACT Math score of 24 or higher or completion of either MATH 125 or MATH 130 with a grade of C (2.0) or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH132 Calculus II (4 Credits)

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: MATH 131, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

MATH231 Ordinary Differential Equations (4 Credits)

This is a traditional introductory course in ordinary differential equations for students pursuing careers in engineering, mathematics and the sciences; the focus is primarily on lower order equations. Topics include the solution of linear equations with constant coefficients, homogeneous and nonhomogeneous equations, assorted methods such as undetermined coefficients, variation of parameters and Laplace transforms. Also studied are existence and uniqueness theorems, numerical approximations, operator methods and various applications to physical phenomena. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH233 Multivariable Calculus (4 Credits)

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: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH240 Elementary Linear Algebra (4 Credits)

This is a first course in linear algebra for students intending to go into engineering, mathematics, the sciences, economics, statistics and other technical fields. Among the topics covered are matrices, determinants, systems of linear equations, vector spaces, linear tranformations and characteristic value problems. Apart from the useful and practical topics considered, the course also serves as an introduction to the notion of mathematical proof. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

PHIL130 Logic (4 Credits)

In this course we will explore some of the methods and principles that distinguish logically correct from incorrect reasoning. We will also learn to use formal techniques to evaluate the cogency of everyday argumentation. Most of the semester will be spent becoming familiar with a variety of elementary logical techniques and rules: distinguishing inductive from deductive arguments, valid from invalid arguments, mastering the formal rules of inference, truth tables and the propositional logic. Some find this material fascinating in its own right. Others value logic for the light it casts on everyday argumentation, and for its uses in philosophy, mathematics, and computing. Logical skills are not only an important component of aptitude tests such as the GRE and LSAT, but are also valuable in almost any course or job that involves using analytical techniques. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

Goal Area 5 - History and Social Sciences

The following courses apply to MNTC Goal 5. To complete the goal, students must complete at least two courses from two different disciplines.

ANTH100 Introduction to Anthropology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

ANTH121 Cultural Anthropology (4 Credits)

This course will take an in-depth look into four different cultures. We will look at cultures from Band, Tribe, Chiefdom and State levels of political-social organization. The theoretical focus of anthropological thought in the class will be include; functionalism, structuralism, configuration-ism, neo-evolutionism and cultural materialism. This course will fulfill MNTC goal area 5 and 7. Reading 90 / 'C' or higher or an Accuplacer score of 78 are prerequisites for the class.

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

ETHN101 American Racial Minorities (3 Credits)

This course will introduce students to the importance and the understanding of the nature of race relations in the United States of America. Students will use the various sociological perspectives as a lens to examine the social construction of race, ethnicity and the evolving nature of race and ethnic relations in the U.S. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

GEOG100 Elements of Geography (3 Credits)

The course will answer the question "What is Geography?" Therefore, this course provides students with an introduction to the basic themes of geography. The scope and nature of geographic inquiry is used to explore topics about the physical and human characteristics of the Earth's surface. Special emphasis is placed on the significance of humans, environment, and cultural processes in the organization of space on the earth's surface. Natural and cultural landscapes are very important components of this course and students will examine physiographic regions, climates, demography, and urban areas. Also, different environmental issues will be discussed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

GEOG103 Introduction to Cultural Geography (3 Credits)

This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, services, urban patterns, and resource issues. Students will examine all of these and several other issues during the semester. Students will stress the variation in the cultural landscape and critically analyze several current problems facing modern society, such as overpopulation and differences between societies. Cultural geography is focused on those things that are human-created. Therefore, the basic theme addressed throughout the course will be to discover where and why human activities are located where they are found. Students will participate in the discussions and will exchange ideas that will help them to better understand the diversity of the cultural landscape and the similarities and differences between different social groups. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

GEOG200 Special Topics in Geography: (3 Credits)

Students will explore a region to learn its unique characteristics and how its physical geography and human geography are closely linked within that region. The focus will be on real-world and hands-on activities that will use an inquiry-driven approach to learning. When applicable, geographic tools, such as GIS (Geographic Information Systems), remote sensing, and map skills, will be presented. The course will have a research component. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History & Social & Behavioral Sciences)

HIST120 U.S. History I (4 Credits)

This course surveys the history of America from the contributions of the indigenous indian people 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

HIST121 U. S. History II (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

HIST160 World History I (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST161 World History II: The Rise of the West (4 Credits)

The history of world civilizations from 1500 C.E. through World War I, the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies and the connection between industrialization and imperialism as causes of World War I. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST162 World History III: The Twentieth Century (4 Credits)

This course will present a history of world civilizations from 1900 to the present. Course topics will include the

rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism and the rise of the United States as the only superpower at the end of the 20th century. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST205 Special Topics in History: (1 - 4 Credits)

Any HIST class has been specially designed by an SCC History instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisites: Any HIST course or instructor permission) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

POL 110 American Government (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

PSYC100 Introduction to Psychology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History/Social & Behavioral Sciences)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC140 Psychology of Positive Adjustment (4 Credits)

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

PSYC210 Social Psychology (4 Credits)

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, attraction, self, benevolence, attitude development and change, prejudice, etc. (Prerequisites: PSYC 100 or any other college-level psychology course) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

PSYC220 Health Psychology (4 Credits)

Health psychology is a subfield of psychology that addresses the mental, emotional, behavioral, and societal factors that influence the onset, duration, recovery, and prevention of illness and the promotion of wellness. Students will explore the theoretical foundations of health psychology and the role of psychological research and principles relevant to the field. Students will be exposed to a variety of topics including stress and coping, preventative behaviors and attitudes, treatment options, and management of pain and illness. Students will gain an understanding of the academic issues and a respect for the human experience related to health, illness, and disease. (Prerequisites: PSYC 100 Introduction to Psychology or any other college-level psychology course. Must have a score of 77.5 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5: History/Social & Behavioral Sciences)

PSYC230 Abnormal Psychology (4 Credits)

In this course, students will increase their awareness and understanding of mental illness and psychological disorders. Students will become familiar with the history of the field, clinical descriptions, classification, etiology, course of onset, and typical treatment regimens specific to various disorders and mental illness. Abnormal behavior will be explored from various theoretical perspectives including psychological, biological, and socio-cultural approaches. (Prerequisites: 8 credits of psychology or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC240 Child and Adolescent Psychology (4 Credits)

This course examines the development of children from conception through adolescence. The major areas of focus include physical, cognitive, language, moral, and social development. The developing child will be understood as an active participant in a world of biological, familial, social, and cultural influences that help shape his or her individual life path. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC250 Industrial Organizational Psychology (4 Credits)

Industrial-organizational (I/O) psychology is the scientific study of the workplace. Students will be introduced to a variety of issues of relevance to business and industry, including selection and placement of employees, the importance of training and development, organizational development and evaluation, employee motivation and productivity, and the importance of fostering work-life balance. Diversity among organizations and cultures in how they approach these issues will be emphasized. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC280 Special Topics in Psychology: (4 Credits)

This course is designed to provide students with a deeper understanding of a special topic within the field of psychology. Key theoretical and historical underpinnings will be presented to prepare a foundation of understanding. Attention will be focused on how the topic has or may add to the knowledge base of psychology and, if applicable, other academic disciplines. Students will explore the actual or potential applicability of the topic to self, others, and society at large. The course will have a research component. Course may address one of Goal Areas 7-10 depending on the topic. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5: History/Social & Behavioral Sciences)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

SOC 106 Introduction to Criminal Justice (4 Credits)

This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 110 Social Problems (3 Credits)

This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 201 Marriage and Family (3 Credits)

The Sociology of Marriage and Family will help students understand this dynamic institution as an important variable in our contemporary society. Students will be exposed to the various sociological perspectives, methods of study, and core concepts related to the institution of Marriage and Family. Simultaneously, students will also learn how the diverse institution of Marriage and Family continues to affect and inform the society at the local, national and global level. (Prerequisites: Must have a Next-Generation

Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 205 Special Topics in Sociology: (3 Credits)

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 206 Juvenile Delinquency (3 Credits)

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)

This course examines the central question of "who gets what and why?" in the contemporary world. In answering this question, the course focuses on the social arrangements of social stratification and inequality and their effects on society and individual lives. It critically examines the historical, theoretical, and empirical foundations, manifestations, and maintenance of social class difference, power and conflict. The course primarily examines the United States, but, because the U.S. is not isolated from world affairs, including global economic affairs, it will necessarily also tend to more global concerns. While cultivating a critical understanding of the nature of social stratification and inequalities, the course will explore alternatives and possibilities for a more equitable and humane society with both individual and structural levels of analysis. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

SOC 251 Criminology and Criminal Behavior (4 Credits)

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 259 Drugs and Society (3 Credits)

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOWK105 Social Welfare Services (3 Credits)

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: ENGL 100) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK110 Community Social Service Projects (3 Credits)

This course is a group-based, experiential learning course that will help students learn problem solving and critical thinking skills to help a target population. Students will learn how to work with action and target groups to assess a social issue, then research, design, implement, and evaluate a community social service project to help address a need that arose from that social issue. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK115 Social Welfare Services (4 Credits)

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: ENGL 100) (MnTC Goal Areas: 5, 7)

Goal Area 6 - Humanities and Fine Arts

The following courses apply to MNTC Goal 6. To complete the goal, students must select at least two courses from two different disciplines.

ART 100 Art Appreciation (3 Credits)

Art 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ART 110 Art Structure (3 Credits)

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)

ART 115 Three Dimensional Design (3 Credits)

This course is an introduction to creating art in three dimensions. It is designed to acquaint students with traditional and non-traditional 3D materials, techniques and concepts. Students will learn about the elements and principles of composition in three dimensions and the various ways this art can be used as a tool for aesthetic and conceptual understanding. Students will apply their understanding of these concepts through hands-on studio work as well as through evaluation and analysis in critiques and class discussions. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 120 Metal Art (3 Credits)
ART 125 Sculpture (3 Credits)

Sculpture will introduce students to the basic concepts, techniques, materials and methods used to create three-dimensional objects, installations and site-specific works. Students will explore three-dimensional form, and space while experimenting with fabrication, assemblage and carving techniques. Students will learn basic principles of design as they relate to sculpture and the three-dimensional environment. Extra learner supplies required. (Prerequisites: ART 110) (MNTC 6: Humanities and Fine Arts)

ART 130 Painting (3 Credits)

Painting is an introductory studio course in the elements of traditional and contemporary oil painting. Students will explore and discuss the various techniques and methods basic to the creation of paintings. Students will participate in the discussions and critiques of traditional and contemporary paintings and explore the creative process via the medium of oil paint. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 135 Introduction to Watercolor (3 Credits)

This course is an introduction to Watercolor and the various ways it can be used as a creative tool for aesthetic and conceptual understanding. Students will expand their skills in compositional design through the study and practice of the Elements of Art and the Principles of Organization: Line, Shape, Texture, Value, Color, Space, Balance, Emphasis, Rhythm, Scale/Proportion and Unity. Also examined and practiced in class are the painting techniques of watercolor, including the preservation of whites, transparencies, bleeds, dropping color, wet on wet technique, drybrush and lifting. Through lectures and visual references, historical and contemporary examples of watercolor will be explored and analyzed to expand students understanding of fine art and their own work within this context. In addition, students will learn how to discuss, analyze and evaluate their own work as

well as the work of their peers, through class discussions and critiques. Additional learner supplies will be required for this course. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 140 Digital Photography (3 Credits)

Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 145 Mixed-Media (3 Credits)

This course engages students in a three-dimensional art making experience that draws from a variety of studio practices. Students will participate in artistic endeavors involving traditional and non-traditional materials, techniques and concepts. Emphasis is placed upon the development of aesthetic, conceptual and technical skills to further personal artistic evolution. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 150 Drawing I (3 Credits)

This drawing course will further the students' understanding of the core elements of drawing: line, composition, perspective, proportion, texture, value, and shading. These drawing elements will be taught through both traditional and modern methods. The course will also include several short lectures to give examples of the work, and to expand art appreciation. There will be a strong emphasis on the student's ability to critique their own work along with their peers. The dialogue within the classroom will help to expand the student's skills and process. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 155 Visual Narrative (3 Credits)

This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ART 165 Public Art (3 Credits)

Public Art is a painting course focused on the creation of art through painting a large-scale mural. Students will work collaboratively to complete the site-specific work while developing and refining their painting and drawing skills. Through lectures and presentations, historical and contemporary examples of mural painting will be explored, giving students a sound basis for understanding the significance of murals in the historical and global context. Students will hone drawing skills while transferring the design onto the wall surface, learn to mix colors and to adapt painting techniques to the use of exterior latex paint. Students will also learn to work cooperatively with others on the completion of the project, and to align their work with one another in order to develop a cohesive single painting. They will critique the work on a weekly basis as the project progresses, keeping journals of their experience and using photographic documentation as a means of analyzing technical development. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 170 Digital Video Production (3 Credits)

This course introduces students to the fundamentals of digital video production. Students will learn how to produce digital video productions utilizing story-boarding, lighting and shooting techniques. Students will use video and audio editing software to import, assemble and edit clips, add transitions, create super-impositions and titles in finished video productions. In addition, they will learn hardware set-up, capturing techniques and video compression schemes as they output their work to various video formats. The course also examines the history and application of video in contemporary art, documentary, film and television production. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 180 Digital Photography 2 (3 Credits)
ART 201 Art History I (3 Credits)

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 202 Art History II (3 Credits)

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 240 Digital Photography 2 (3 Credits)

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: ART 140 or instructor approval) (MNTC 6: Humanities and Fine Arts)

ART 250 Drawing II (3 Credits)

This course builds upon the concepts of Drawing I (ART 150). Students will further their understanding of drawing issues by creating artwork that explores process, personal imagery, formal analysis, and conceptual goals. Historical and contemporary models will continue to be explored and discussed relative to the students' own artwork. (Prerequisite: ART 150) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 270 Digital Video Production 2 (3 Credits)

This course covers advanced digital video techniques including scripting, lighting, shooting, editing and the overall video/audio production sequence. Students will develop advanced skills for any profession that involves video production such as television, documentation, filmmaking, contemporary art, web design, multimedia communication, animation and computer gaming. Students will use advanced non-linear video and audio editing software. Final project is a video series or single production of substantial length within the field of artistic, commercial and/or documentary video. Students will examine and utilize advanced application of cinematic philosophy, production techniques and technologies in the fields of film, videography, documentary production, and multimedia. This course also covers the current visual culture and how it applies to a digital cinematic/video production. Students will participate as a member of a production crew on college productions when available. (Prerequisite: a grade of C or higher in ART 170 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL110 Introduction to Literature (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and the Fine Arts)

ENGL111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MnTC 6: Humanities and Fine Arts)

ENGL120 Human Diversity in Literature and Film (4 Credits)

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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ENGL130 World Literature and Film (4 Credits)

This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade

of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ENGL140 British Literature (4 Credits)

This is a one-semester course for students who are interested in the development of English thought and language from the days of the Anglo-Saxons to the present time. Students will examine the historical context of the literature as well as particular authors, ideas, and styles. Class time will be devoted to reading, discussing, and analyzing selected groups of writings representative of major historical periods in the development of British writing. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL150 Introduction to Poetry (4 Credits)

This course introduces students to various elements of the genre of poetry, including (but not limited to) word choice, images, figures of speech, symbols, sounds, patterns of rhythm, and poetic forms . Students will use literary criticism techniques as they study poets and poems from many times, places, and movements of literature. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL160 Introduction to Short Story (4 Credits)

This course introduces students to the genre of short story and literary analysis. Students will examine literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. They will also study the authors and the influence of history and place on the short story form. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL205 Special Topics in Literature & Film: (4 Credits)

All ENGL 205 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. Any ENGL 205 class has been specially designed by an SCC English instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: ENGL 100 or instructor permission.) (MNTC 6: Humanities and Fine Arts)

ENGL206 Children's Literature (4 Credits)

Children's Literature provides a survey of literature for children from through history to its place in contemporary society. The course introduces students to literature for children from birth to age 21, pairing literature with cognitive, emotional, and social development. Students will explore children's literature as real literature, examining literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. We will also study the individual aspects of culture(s) that generate the narratives covered in class and how children's literature can create its own version of history and reflect its culture. (Prerequisite: ENGL 100 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL208 African American Literature (4 Credits)

Surveys African American literature, including short stories, poetry, novels and criticism. Students will be thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

ENGL210 Introduction to Creative Writing (4 Credits)

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 instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL220 Creative Writing: Fiction (4 Credits)

For students who have been introduced to the study of creative writing, this course content will focus primarily on the development of fiction-writing skills through reading, evaluating, and practicing the form. Emphasis will be placed on elements of fiction such as character, setting, plot, theme, point of view, and narrative voice. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of literature, quizzes, and student presentations, as well as student creation of works of fiction. (Prerequisite: ENGL 210 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL230 Creative Writing: Screen Writing (4 Credits)

For students who are interested in the study of creative writing or film-making, this course content will focus primarily on the development of screen-writing skills through watching film clips, reading screenplays, evaluating story conveyance through the film medium, and practicing writing in the form. Emphasis will be placed on creating a story arc with a three-act sequence while incorporating elements of fiction such as character, setting, plot, theme, point of view, and elements of film such as scene set-up, camera angle, transitions, and primarily dialogue. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of film and literature, occasional quizzes, student presentations, discussion, as well as student creation of screenplay. (Prerequisite: ENGL 100) (MNTC 6: The Humanities and Fine Arts)

HUM 111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities & Fine Arts)

HUM 121 Introduction to the Humanities (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities & Fine Arts)

HUM 122 Introduction to Humanities II (4 Credits)

This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 130 China: Cultural Tradition and Change (3 Credits)

Students in this course study the expression of Chinese values through intellectual and artistic pursuits and their influence on humans throughout the world. By taking a panoramic view of Chinese culture and civilization, students develop an appreciation for the treasure of Chinese achievements and the wealth of Chinese contributions to humanity. This view will also provide a context for the study of specific topics such as artistic expression, language, key points in history, traditions, human rights and conditions, and philosophy of health. Beyond an appreciation for Chinese culture, this introductory course aims to increase our understanding of China's presence, which has risen to a dominant position in global economic and political affairs. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6 Humanities and Fine Arts and 8 Global Perspective).

HUM 150 Global Connections Travel Seminar (1 Credit)

The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 205 Special Topics in the Humanities: (1 - 4 Credits)

Any HUM class that has been specially designed by an SCC Humanities instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisite: All HUM 205 courses require a passing grade in ENGL 100 or instructor permission) (MNTC 6: Humanities & Fine Arts)

HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)

The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history,

geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

PHIL105 World Religions (4 Credits)

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHIL110 Philosophy and Popular Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

PHIL115 Global Philosophies (3 Credits)

This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing. Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6, 8)

PHIL205 Special Topics in Philosophy: (1 - 3 Credits)

All PHIL 205 courses will help students learn about other areas of philosophy which are important to the study of other disciplines and philosophy itself. Students will explore broader areas of philosophical concern such as metaphysics (free-will, truth, realism, universals, necessity/contingency, causation, mind, time, God, etc.); epistemology (skepticism, inferential justification, knowledge, internalism/externalism, a priori/a posteriori, closure, direct/indirect realism, memorial knowledge, etc.); meta-ethics (moral knowledge, oral realism/anti realism, ethical intuitionism, reductionisms such as utilitarianism, relativism, subjectivism, divine command theory, contractarianism, Aristotelianism/teleology, virtue ethics, etc.). Furthermore, students can also focus on political philosophy, philosophy of religion, and philosophy of science or specialize in some facet of the above topics. All PHIL 205 courses will emphasize the use of primary texts and the development of philosophical thought throughout history. These courses will focus on the most basic questions of human existence (this indeed is philosophy) such as truth, knowledge, free-will, moral rightness, justice, and so forth. We assume answers to these questions in every other study we partake in. For instance, science presupposes the legitimacy of inductive reasoning, the law of non-contradiction, the justification of using inference to the best explanation, the uniformity of nature, the reliability of perception, the nature and possibility of a posteriori knowledge and others. These courses will deal with the questions we presuppose answers to in discussing those things that matter to us. In the end, PHIL 205 courses will give philosophy instructors and students the opportunity to explore areas of philosophy which are of interest not only to the psychologist, historian, and novelist, but also to those who wish to pursue a career in philosophy or become competent in philosophical problems. As Socrates said, "the unexamined life is not worth living." These courses will help encourage others to avoid the unexamined life. (Prerequisite: Any 100 level PHIL course or instructor permission) (MNTC 6: Humanities and Fine Arts)

MUSC100 Music in the Global Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

MUSC121 Class Guitar (2 Credits)

This class will offer our students the chance to learn how to play the guitar at the beginners level. Students who take this class must provide their own guitar. There will be individual instruction with the student along with

class instruction. Students will start with the basics of how to tune their guitar both in standard tuning and alternate tunings. They will then create selected musical scale and learn how to play them on the guitar. They will then learn basic open-chords and bar-chords and how to play them in proper order. We will look at simple chord progressions of pop, rock and country music and will then learn how to play them on their guitar. Students will also learn the basics of a guitar solo. (Prerequisite: None) (MNTC 6: Humanities & Fine Arts)

MUSC131 Music Theory 1 (2 Credits)

Music Theory 1 focuses on written music notation skills including scales, tonality, key modes, intervals, transposition, chords, cadences, non-harmonic tones and melodic organization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

AND

MUSC141 Vocal Ensemble - Concert Choir (1 Credit)

Vocal Ensemble is a performing ensemble. Students will meet for rehearsals three times a week and learn a repertoire of both traditional and modern songs while practicing appropriate vocal techniques. After learning their music for several weeks in the semester, the vocal ensemble will perform at selected elderly and assisted care facilities in the area. (Prerequisite: None)

THTR100 Introduction to Theater (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

THTR110 Introduction to Acting I (3 Credits)

This course introduces the student to the fundamentals of acting and making the student a more informed observer of acting for performance on the stage. This will be accomplished through instruction and practice of acting methodologies and developing the student's inner resources of voice, body, and imagination. The class will explore basic theories of acting, as well as participate in physical and vocal routines, improvisation, and individual and group exercise. The course will also introduce the student to the fundamental rehearsal process culminating in the performances of selected scenes. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

Goal Area 7 - Human Diversity

The following courses apply to MNTC Goal 7. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)

Native American Perspectives introduces students to writings about Native American life. Students will become acquainted with some myths and legends as well as contemporary literature. Students will also explore Native American culture, with a special emphasis on the environmental impacts of colonization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 7, 10: Human Diversity, People & the Environment)

AIS 120 Dakota Culture, History and Language (3 Credits)

This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources will be brought in to explore the Dakota language. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility)

ANTH121 Cultural Anthropology (4 Credits)
ART 155 Visual Narrative (3 Credits)

This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students

will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ASL 101 American Sign Language 1 (3 Credits)

This course teaches the basics of American Sign Language. (Prerequisites: None) (MNTC 7: Human Diversity)

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

ENGL120 Human Diversity in Literature and Film (4 Credits)

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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ENGL208 African American Literature (4 Credits)

Surveys African American literature, including short stories, poetry, novels and criticism. Students will be thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

HIST120 U.S. History I (4 Credits)

This course surveys the history of America from the contributions of the indigenous indian people 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

HIST121 U. S. History II (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC230 Abnormal Psychology (4 Credits)

In this course, students will increase their awareness and understanding of mental illness and psychological disorders. Students will become familiar with the history of the field, clinical descriptions, classification, etiology, course of onset, and typical treatment regimens specific to various disorders and mental illness. Abnormal behavior will be explored from various theoretical perspectives including psychological, biological, and socio-cultural approaches. (Prerequisites: 8 credits of psychology or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC240 Child and Adolescent Psychology (4 Credits)

This course examines the development of children from conception through adolescence. The major areas of focus include physical, cognitive, language, moral, and social development. The developing child will be understood as an active participant in a world of biological, familial, social, and cultural influences that help shape his or her individual life path. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC250 Industrial Organizational Psychology (4 Credits)

Industrial-organizational (I/O) psychology is the scientific study of the workplace. Students will be introduced to a variety of issues of relevance to business and industry, including selection and placement of employees, the importance of training and development, organizational development and evaluation, employee motivation and productivity, and the importance of fostering work-life balance. Diversity among organizations and cultures in how they approach these issues will be emphasized. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOC 110 Social Problems (3 Credits)

This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 201 Marriage and Family (3 Credits)

The Sociology of Marriage and Family will help students understand this dynamic institution as an important variable in our contemporary society. Students will be exposed to the various sociological perspectives, methods of study, and core concepts related to the institution of Marriage and Family. Simultaneously, students will also learn how the diverse institution of Marriage and Family continues to affect and inform the society at the local, national and global level. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOWK105 Social Welfare Services (3 Credits)

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: ENGL 100) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK110 Community Social Service Projects (3 Credits)

This course is a group-based, experiential learning course that will help students learn problem solving and critical thinking skills to help a target population. Students will learn how to work with action and target groups to assess a social issue, then research, design, implement, and evaluate a community social service project to help address a need that arose from that social issue. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK115 Social Welfare Services (4 Credits)

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: ENGL 100) (MnTC Goal Areas: 5, 7)

Goal Area 8 - Global Perspective

The following courses apply to MNTC Goal 8. To complete the goal, students must complete one course.

ANTH100 Introduction to Anthropology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

ART 201 Art History I (3 Credits)

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 202 Art History II (3 Credits)

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ASL 101 American Sign Language 1 (3 Credits)

This course teaches the basics of American Sign Language. (Prerequisites: None) (MNTC 7: Human Diversity)

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

ENGL130 World Literature and Film (4 Credits)

This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

GEOG100 Elements of Geography (3 Credits)

The course will answer the question "What is Geography?" Therefore, this course provides students with an introduction to the basic themes of geography. The scope and nature of geographic inquiry is used to explore topics about the physical and human

characteristics of the Earth's surface. Special emphasis is placed on the significance of humans, environment, and cultural processes in the organization of space on the earth's surface. Natural and cultural landscapes are very important components of this course and students will examine physiographic regions, climates, demography, and urban areas. Also, different environmental issues will be discussed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

GEOG103 Introduction to Cultural Geography (3 Credits)

This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, services, urban patterns, and resource issues. Students will examine all of these and several other issues during the semester. Students will stress the variation in the cultural landscape and critically analyze several current problems facing modern society, such as overpopulation and differences between societies. Cultural geography is focused on those things that are human-created. Therefore, the basic theme addressed throughout the course will be to discover where and why human activities are located where they are found. Students will participate in the discussions and will exchange ideas that will help them to better understand the diversity of the cultural landscape and the similarities and differences between different social groups. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

GEOG105 World Regional Geography (3 Credits)

This course will allow students to examine the political, economic, cultural, and physical differences between the world's major regions. These differences will help foster a better understanding of how world citizens interact in the global age. Place-location literacy will be emphasized to enable students to apply information learned in this course beyond the confines of the classroom. Map and data interpretation skills will also be learned. An appreciation of world current events will be developed throughout the semester. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8, 10: Global Perspective, People & The Environment)

HIST160 World History I (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST161 World History II: The Rise of the West (4 Credits)

The history of world civilizations from 1500 C.E. through World War I, the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies and the connection between industrialization and imperialism as causes of World War I. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST162 World History III: The Twentieth Century (4 Credits)

This course will present a history of world civilizations from 1900 to the present. Course topics will include the rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism and the rise of the United States as the only superpower at the end of the 20th century. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST205 Special Topics in History: (1 - 4 Credits)

Any HIST class has been specially designed by an SCC History instructor to appeal to SCC students. The instructor has chosen the subject material related to

his/her interests, students' interests, or his/her teaching expertise. (Prerequisites: Any HIST course or instructor permission) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

HUM 122 Introduction to Humanities II (4 Credits)

This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 130 China: Cultural Tradition and Change (3 Credits)

Students in this course study the expression of Chinese values through intellectual and artistic pursuits and their influence on humans throughout the world. By taking a panoramic view of Chinese culture and civilization, students develop an appreciation for the treasure of Chinese achievements and the wealth of Chinese contributions to humanity. This view will also provide a context for the study of specific topics such as artistic expression, language, key points in history, traditions, human rights and conditions, and philosophy of health. Beyond an appreciation for Chinese culture, this introductory course aims to increase our understanding of China's presence, which has risen to a dominant position in global economic and political affairs. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6 Humanities and Fine Arts and 8 Global Perspective).

HUM 150 Global Connections Travel Seminar (1 Credit)

The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)

The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

MUSC100 Music in the Global Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHIL115 Global Philosophies (3 Credits)

This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing. Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6, 8)

PSYC210 Social Psychology (4 Credits)

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, attraction, self, benevolence, attitude development and change, prejudice, etc. (Prerequisites: PSYC 100 or any other college-level psychology course) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

PHIL105 World Religions (4 Credits)

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)

This course examines the central question of "who gets what and why?" in the contemporary world. In answering this question, the course focuses on the social arrangements of social stratification and inequality and their effects on society and individual lives. It critically examines the historical, theoretical, and empirical foundations, manifestations, and maintenance of social class difference, power and conflict. The course primarily examines the United States, but, because the U.S. is not isolated from world affairs, including global economic affairs, it will necessarily also tend to more global concerns. While cultivating a critical understanding of the nature of social stratification and inequalities, the course will explore alternatives and possibilities for a more equitable and humane society with both individual and structural levels of analysis. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

SOLA100 Somali Language I (4 Credits)

This course provides an introduction to Somali language and culture. Communication skills include: speaking, listening, reading & writing. Sensitivity to cultural differences is emphasized. Simple texts dealing with cultural topics are used to develop skill in speaking. The four skills - speaking, comprehending, reading, and writing - are developed simultaneously. This course is designed for students with very little or no previous experience with the Somali language. (Prerequisite: None) (MnTC Goal 8 Global Perspectives)

SOLA102 Somali Language II (4 Credits)

This course is a continuation of SOLA 100 with increased emphasis of Somali culture and language skills including speaking, listening, reading articles and elementary creative writing, as well as awareness of sensitivity to cultural. This course is interactive and taught in Somali. This course use text books and modern media including audio, video recordings, information printed on websites and news in Somali from across world. (Prerequisite: SOLA 100 or instructor permission) (MNTC 8: Global Perspective)

SPAN105 Elementary Spanish I (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 8: Global Perspective)

SPAN110 Elementary Spanish II (4 Credits)

The primary goal of the course is to refine the basic communication skills acquired in Elementary Spanish I emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in a number of more complicated situations in the target language as a way to build a basis for more advanced skills. In addition, students will have the opportunity to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 105 with a grade of C or higher or

a passing grade in the placement exam given on the first day of class)(MNTC 8: Global Perspective)

SPAN205 Intermediate Spanish (4 Credits)

The primary goal of the course is to refine the communication skills acquired in Elementary Spanish II emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in more complicated and specific situations in the target language and build a base of intermediate language skills. In addition, students will continue to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 110 with a grade of C or higher or a passing grade in the placement exam given on the first day of class) (MNTC 8: Global Perspective)

Goal Area 9 - Ethical and Civic Responsibility

The following courses apply to MNTC Goal 9. To complete the goal, students must complete one course.

AIS 120 Dakota Culture, History and Language (3 Credits)

This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources will be brought in to explore the Dakota language. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM150 Introduction to Mass Communication (4 Credits)

Introduction to Mass Communication explores the structures, functions, responsibilities, and effects of the media in contemporary society. Students will gain an understanding of the social, economic, and intellectual forces that help shape the media. The course presents concise historical perspectives of each major type of mass media. However, the primary focus is on the issues surrounding contemporary mass media with a strong emphasis on media literacy and ethical responsibility. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

ENGL115 Global Peace and Social Justice (4 Credits)

Using works of literature such as War is a Force that Gives us Meaning and The Things They Carried, 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. (MNTC 9: ETHICAL AND CIVIC RESPONSIBILITY) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

ETHN101 American Racial Minorities (3 Credits)

This course will introduce students to the importance and the understanding of the nature of race relations in the United States of America. Students will use the various sociological perspectives as a lens to examine the social construction of race, ethnicity and the evolving nature of race and ethnic relations in the U.S. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

ETHN110 The Immigrant Experience (3 Credits)

This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

MASS110 Introduction to Mass Communication (4 Credits)

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL210 Environmental Ethics (3 Credits)

This class explores the place of human beings within 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

PHIL215 Business Ethics (3 Credits)

The intent of this course is to show that the world of business traffics in the world of ethics. Business is not a neutral domain where one may do as one pleases. For instance, there is the question of what sorts of obligations businesses have toward their employees. Do businesses have a positive moral duty to promote social goods? Do they have a primary obligation or do their moral responsibilities comprise a set of different and equally important obligations? We will examine several views of the moral relation between businesses and others including the stockholder theory and the stakeholder theory. The goals of this course are to become acquainted with the architecture of morality, master the various moral theories and their unique implications for business, and to gain facility sliding between talk of each and applying each in various business contexts. We will examine various moral theories like utilitarianism and deontological type theories and then examine them in the context of applied business ethical issues. We will also look at broader issues about the nature of a just society and just economy in which the business is to function. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

POL 110 American Government (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

PSYC140 Psychology of Positive Adjustment (4 Credits)

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

SOC 106 Introduction to Criminal Justice (4 Credits)

This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 205 Special Topics in Sociology: (3 Credits)

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 206 Juvenile Delinquency (3 Credits)

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and

the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 251 Criminology and Criminal Behavior (4 Credits)

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 259 Drugs and Society (3 Credits)

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Goal Area 10 - People and the Environment

The following courses apply to MNTC Goal 10. To complete the goal, students must complete one course.

AIS 112 Native American Perspectives (4 Credits)

Native American Perspectives introduces students to writings about Native American life. Students will become acquainted with some myths and legends as well as contemporary literature. Students will also explore Native American culture, with a special emphasis on the environmental impacts of colonization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 7, 10: Human Diversity, People & the Environment)

BIOL101 Introduction to Ecology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL152 Tropical Rain Forest Ecology (4 Credits)

Tropical Rain Forest Ecology introduces students to fundamental ecological concepts, processes and dynamics within the tropical rain forest biome. Discussions of flora and fauna will be framed within the context of evolution with an emphasis on adaptations. A special focus will be made on the rain forests and culture of Costa Rica and the Galapagos Islands. This course includes a one-week study abroad to Costa Rica or the Galapagos Islands. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

GEOG101 Introduction to Physical Geography (3 Credits)

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & the Environment)

GEOG104 Introduction to Weather and Climate (3 Credits)

This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & The Environment)

GEOG105 World Regional Geography (3 Credits)

This course will allow students to examine the political, economic, cultural, and physical differences between the world's major regions. These differences will help foster a better understanding of how world citizens interact in the global age. Place-location literacy will be emphasized to enable students to apply information learned in this course beyond the confines of the classroom. Map and data interpretation skills will also be learned. An appreciation of world current events will be developed throughout the semester. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8, 10: Global Perspective, People & The Environment)

HHP 101 Health and the Environment (3 Credits)

This course will examine the impact of complex environmental challenges on human health. This course focuses on the ecological model of health and wellness, a framework that addresses the interrelationships between individuals and their environment, and how these relationships influence the choices that affect health. The course will address the impact of the environment on human risk for common health concerns, to include cancer, heart disease, mental health, infectious disease, and nutrition/fitness. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 10: People and the Environment)

PHIL210 Environmental Ethics (3 Credits)

This class explores the place of human beings within 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

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

2020-21 South Central College Academic Catalog

Multimedia Technology - Associate of Science

60 Credits AS 3284

Degree Description

The Multimedia Technology program at South Central College is a fast-paced technology- and culture-driven major. This program provides learners with design and software skills that will enable them to develop work that utilizes animation, graphics, illustration, videography, photography and user interactivity. Using a project-oriented approach, the Multimedia Technology program aims to develop and nurture the creativity, passion and industry knowledge required for meaningful employment in computer-aided multimedia design. Learners enrolled in this program will benefit from personalized attention, current computer labs, and work stations set in a comfortable and relaxed atmosphere for learning new design techniques and exploring new media elements.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Courses (6 Courses)

Complete the following courses:

GCC 1120 Graphic Software 1 (4 Credits)

This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the software for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1130 Layout and Typography (3 Credits)

Students will be introduced to the conceptual planning process used in layout and design. Students will understand that type as well as graphics are important design elements of a layout. It will be demonstrated how type interacts with graphics in a layout. Layout principles, color, proofing and preparing literature for output and printing will also be included in this course. (Prerequisites: Next Gen Accuplacer Reading score of 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC 1220 Graphic Software 2 (4 Credits)

Graphic Software 2 is a continuation of GCC 1120 Graphic Software 1. The course is taught in a hands-on atmosphere learning more advanced features of the page layout, vector and raster softwares. Students should already have the fundamentals of the tools, menus and panels within each of the software packages. More advanced topics, interactive features and animation software will be explored. (Prerequisite: GCC 1120 Graphic Software 1)

GCC 2150 Web/Interactive Media 2 (3 Credits)

This course covers the basic preparation, planning and software used for multimedia and web presentation. Students will learn planning procedures for web and interactive media. These procedures will include planning flowcharts, wireframes and storyboards. Students will also learn file formatting and file preparation for web and interactive media. (Prerequisites: GCC 1220 and COMP 1140)

GCC 2250 Web/Interactive Media 3 (3 Credits)

This course builds on the course work covered in GCC 2150. The capabilities of different web and interactive applications will continue to be explored. Students will finalize their webfolios, and design other various promotional web and interactive projects. (Prerequisite GCC 2150 Web/Interactive Media 2)

COMP1140 Web for Business (3 Credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

Complete two of the following courses: (2 Courses)

MKT 1810 Principles of Marketing (3 Credits)

This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of

marketing; product, price, place and promotion. (Prerequisite: None)

MKT 1820 Introduction to Business (3 Credits)

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.

MKT 1840 Principles of Advertising (3 Credits)

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.

Internship/Capstone (4 Credits)

Complete 4 credits of one or a combination of the following two courses:

MULT2295 Multimedia Technology Internship (1 - 4 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Multimedia Technology field. Each internship is an individualized experience. A 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. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1, OR instructor permission)

MULT2285 Multimedia Technology Capstone (1 - 4 Credits)

The student will propose and produce a project in their area of interest. This plan is based on the college's and the program's core competencies. One credit of Capstone is equal to 32 hours. (Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1, OR instructor permission)

Required Liberal Arts and Sciences (6 Courses)

To complete the Multimedia Technology AS Degree, students must complete 30 MNTC credits from 6 of the 10 MNTC Goal Areas. The following courses are required:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

OR

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

ART 140 Digital Photography (3 Credits)

Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 170 Digital Video Production (3 Credits)

This course introduces students to the fundamentals of digital video production. Students will learn how to produce digital video productions utilizing story-boarding, lighting and shooting techniques. Students will use video and audio editing software to import, assemble and edit clips, add transitions, create super-impositions and titles in finished video productions. In addition, they will learn hardware set-up, capturing techniques and video compression schemes as they output their work to various video formats. The course also examines the history and application of video in contemporary art, documentary, film and television production. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 240 Digital Photography 2 (3 Credits)

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: ART 140 or instructor approval) (MNTC 6: Humanities and Fine Arts)

ART 270 Digital Video Production 2 (3 Credits)

This course covers advanced digital video techniques including scripting, lighting, shooting, editing and the overall video/audio production sequence. Students will develop advanced skills for any profession that involves video production such as television, documentation, filmmaking, contemporary art, web design, multimedia communication, animation and computer gaming. Students will use advanced non-linear video and audio editing software. Final project is a video series or single production of substantial length within the field of artistic, commercial and/or documentary video. Students will examine and utilize advanced application of cinematic philosophy, production techniques and technologies in the fields of film, videography, documentary production, and multimedia. This course also covers the current visual culture and how it applies to a digital cinematic/video production. Students will participate as a member of a production crew on college productions when available. (Prerequisite: a grade of C or higher in ART 170 or instructor permission) (MNTC 6: Humanities and Fine Arts)

COMM150 Introduction to Mass Communication (4 Credits)

Introduction to Mass Communication explores the structures, functions, responsibilities, and effects of the media in contemporary society. Students will gain an understanding of the social, economic, and intellectual forces that help shape the media. The course presents concise historical perspectives of each major type of mass media. However, the primary focus is on the issues surrounding contemporary mass media with a strong emphasis on media literacy and ethical responsibility. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

OR

PHIL100 Ethics in Society (3 Credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

Liberal Arts and Sciences Electives

Select an additional 11-12 credits to fulfill three other MNTC Goal Areas (MNTC Goals 2,3,4,5,7,8,10).

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Nursing Assistant (Basic Nursing)

NA 3801: Academic Catalog 2019-2020

Degree Description

The Nursing Assistant-Home Health Aide Program prepares individuals to work in the hospitals, nursing homes and home care settings. Students learn to safely assist clients with basic physical and emotional needs.

Nursing Assistant is NOT a degree program at South Central College. Rather, it is a course designed to prepare you for the Nursing Assistant/Home Health Aide Competency Test.

This course may not be eligible for federal student aid if not taken as part of a designated program. See advisor for further information.

Minnesota law requires that all persons who provide services that involve direct contact with patients and residents at a health care facility be subject to a background study. A student who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a health care facility and will not be allowed to continue in the nursing program or Nursing Assistant Course. Students who have a disqualification that the Minnesota Commissioner of Health may consider setting aside will not be allowed to continue in the nursing program (an exception may be made for students enrolled in the Nursing Assistant Course).

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

(1 Course)

HCTC1886 Nursing Assistant (4 Credits)

This 4 credit course meets federal and state criteria for eligibility to take the state test to become a NA, R/HHA. 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)

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

2020-21 South Central College Academic Catalog

Practical Nursing - Diploma

40 Credits DIP 3304/2302

Degree Description

The South Central College Practical Nursing (PN) Diploma of Occupational Proficiency is approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

South Central College's **Practical Nursing (PN)** program prepares the student for the future licensed practical nurse role. The LPN role is valuable in working within the health care team to promote safe, quality care to clients from diverse populations across the lifespan. Employment is with clinics, long-term care and assisted living, home care, treatment facilities, and hospital depending on your location.

A Practical Nursing Diploma of Occupational Proficiency can be earned in two semesters after the Pre-Nursing requirements are completed. Once accepted into the Practical Nursing program, you will be able to enroll in nursing (NURS) classes. Successful completion of the Practical Nursing program provides eligibility to take the NCLEX-PN exam enabling you to obtain the LPN credential for entry level practice.

*National Council Licensure Examination (NCLEX) is a nationwide examination for licensure in the U.S. and Canada

Admitted Practical Nursing candidates are required to participate in a background study.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (11 Courses)

You must complete the following courses:

HC 1525 Health Care Core Foundations (1 - 4 Credits)

This variable credit course will focus on the requirements needed by healthcare professionals to effectively work in a variety of healthcare settings and explore workplace skills such as accountability and responsibility, workplace behavior, approaches to assist clients, and expectations of teams and team members. This course provides a framework for healthcare workers to interact with diverse clients and staff, including belief systems, cultural practices, and respect and sensitivity to cultural, gender, and age issues. Identifying elements of communication and how those elements can develop into effective communication within the healthcare setting is a key focus, as well as learning when and how to utilize those skills in challenging situations. Health care ethics will be addressed and target ethical decision-making and personal and professional values. Legal issues in healthcare will round out the course, concentrating on healthcare laws and social media in healthcare. Healthcare safety and standards precautions will be incorporated, as well as personal wellness for the healthcare professional. This variable credit course was designed as a part of the Minnesota Health Care Core Curriculum. (Prerequisites: None)

NURS1110 Foundation of Nursing (2 Credits)

This course introduces the student to the basic concepts in nursing. Students will discuss the role of the LPN as it relates to the nursing process and professionalism. Communication strategies will be applied for communication techniques, standardized communication, and documentation methods. Students will discuss cultural influences in health care. Legal and ethical aspects related to nursing will be discussed. Physical comfort, safety concerns, and nutrition are identified for health promotion using evidence-based practice concepts. Physical and psychological disorders are explained in the elderly population. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1150 Clinical Foundation (3 Credits)

This course provides an opportunity to integrate laboratory and actual clinical learning with supervised client care in a healthcare setting. Students utilize the nursing process to collect data, implement nursing interventions and administer medications, and begin the documentation process. Nursing care is individualized to meet each client's needs with consideration of the client's culture. Emphasis is placed on organization, critical thinking, therapeutic communication and a holistic approach to client care. Professional behavior is an expectation in this course. This course will also cover the characteristics of hazardous wastes and its

safe handling, storage, and disposal. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1175 Nursing Interventions (3 Credits)

This course provides students the opportunity to learn nursing procedures in a simulated supervised lab setting. Basic comfort and safety devices will be demonstrated. Body systems are reviewed with an emphasis on the neurological, respiratory, gastrointestinal and genitourinary systems. Infection control theories and infection preventative measures will be described. Demonstration of interventions and use of devices related to asepsis, oxygenation, and elimination will be achieved. Introduction to common conditions associated with assessments and interventions will be explored. Concepts for care of the elderly will be applied. Critical thinking and medical terminology are threaded throughout the course. Students will be required to demonstrate skills learned in the laboratory setting. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1275 Medication Administration (1 Credit)

This course introduces the student to the six rights of medication administration. The course will include non-parenteral administration routes including: oral, topical, nasal, rectal, eye, and ear. The course will also address safe medication administration utilizing the parenteral routes including: topical, intradermal, subcutaneous, intramuscular, and intravascular. Medication dosage calculations competency is expected. Medical terminology and abbreviations are threaded throughout the course. Best practices related to medication administration for the practical nurse will be used. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1220 Pharmacology for Practical Nurses (2 Credits)

This course will address basic concepts of pharmacology and the effects on the body. The course focuses on drug classifications as they apply to all body systems. Understanding the therapeutic and adverse drug effects and appropriate actions will be addressed. The student will describe federal regulations to guide practice. The role of the practical nurse for client medication administration will be discussed using credible resources. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1310 Application of Nursing (4 Credits)

This course introduces the student to disease processes of the body systems: integumentary, respiratory, gastrointestinal, genitourinary, endocrine, cardiovascular, hematological, lymphatic, immune, neurological, sensory, reproductive, and musculoskeletal. Students will recognize signs and symptoms, as well as identify diagnostic tests, medications, and nutrition in the study of body system diseases. The student will use the nursing process to select effective treatments and interventions specific to the altered body systems. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1350 Clinical Application (4 Credits)

Students will apply nursing theories for clients with a variety of health conditions and altered body systems. Application of knowledge includes client interaction across the lifespan in a variety of laboratory and actual health care settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The nursing process is implemented with an emphasis on critical thinking. Organizational skills are developed with an opportunity 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 health care team. Professional nursing behavior will be demonstrated. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1375 Laboratory Application (2 Credits)

This course facilitates preparation for the future role of a licensed practical nurse (LPN). Emphasis is placed on understanding concepts of organizational structure and managing care as it relates to the LPN role and practice. Students will demonstrate ability to function within a variety of simulated client situations across the lifespan. Information technology including evidence-based practice will be used to meet client needs. Time management, prioritization, and effective, professional communication will be used to manage client care, enhance teamwork, and provide accurate information as a member of the interdisciplinary team. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1410 Maternal Child Nursing (2 Credits)

The concepts of pregnancy, the fundamental principles of labor and delivery, and nursing care of the mother and newborn will be described and applied. The student is introduced to the fundamental concepts of growth and development. Common illnesses and disorders of the newborn and the child will be discussed. Throughout the course, maternal child nursing and pediatric care will include communication skills, specific medications, vaccinations, laboratory tests, assessments, nutrition, and cultural influences. Maternal child and pediatric quality care issues and current will be discussed. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1610 Psychosocial Nursing (2 Credits)

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. Clinical experience is included to reinforce theoretical concepts and quality client care. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

Required Liberal Arts & Sciences (3 Courses)

Complete the following courses:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

BIOL220 Human Anatomy (4 Credits)

This course takes an in-depth look at the anatomy of the human body systems. The course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is emphasized. This course includes a weekly three hour lab. Some labs include dissection. (Prerequisite: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading Comprehension score of 78 or higher or completion of either READ0090 or EAP 0090 with a grade of C or better or ACT Reading score of 21 or higher, or MCA Reading score of 1047 or higher.) (MNTC Goal Area 3)

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

Professional Nursing - Associate of Science Degree

64 Credits AS 3363/2317

Degree Description

The South Central College Professional Nursing Associate of Science in Nursing Degree (ASN) is approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

An **Associate of Science in Nursing (ASN)** Degree will prepare a student for the future registered nurse role. The RN role is important to leading a team and overseeing safe, high-quality care for diverse clients and families across the lifespan. Employment is with clinics, long-term care and assisted living, home care, treatment facilities, and hospitals.

The ASN degree can be earned in four semesters after the Pre-Nursing requirements are completed. Once accepted into the Professional Nursing program, you will be able to enroll in nursing (NURS) classes. Successful completion of the Professional Nursing program provides eligibility to take the NCLEX-RN exam enabling you to obtain the RN credential for entry level practice.

If already an LPN and interested in becoming a registered nurse, the Associate of Science in Nursing (ASN) degree is an option for you. This is accomplished by applying to the **LPN to RN Transition Plan** which is part of the ASN program. The LPN to RN Transition Plan grants advanced standing of four (4) credits to the future LPN to RN student. In your first semester of the nursing program, completion of one course, NURS 2200 LPN to RN Transition Role is required. The course is four (4) credits and a combination of theory, lab, and clinical to “transition” LPN students to the RN role. Subsequent semesters are with the traditional, non-degree ASN students.

*National Council Licensure Examination (NCLEX) is a nationwide examination for licensure in the U.S. and Canada

It is recommended students take as many of the required liberal arts and science courses as possible before beginning the Nursing program which is a full-time study.

Individuals earning an ASN Degree may transfer credits to a four-year institution to work towards a Bachelors of Nursing Degree. Learners will be required to take additional liberal arts and science courses, and should visit with whichever institution they wish to transfer to for further information.

Admitted Nursing candidates are required to participate in a background study.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (13 Courses)

Complete the following courses:

NURS2230 Semester 1 Pharmacology (2 Credits)

This course provides students the opportunity to learn pharmacology concepts and biological influences on body systems. Drug classifications will provide the foundation for learning medications within groups including desired and undesired effects. Standards for safe practice will be identified. Students will use the nursing process for medication management. Use of current pharmacology and technology resources will be identified. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2240 Fundamental Concepts (2 Credits)

This course introduces the student to the basic concepts in nursing. Topics include: nursing process, critical thinking, communication, cultural competence, professionalism, the multi-disciplinary team, scope of practice, nutritional concepts, and legal and ethical issues. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2275 Semester 1 Skills Lab (2 Credits)

This course provides students the opportunity to learn basic nursing procedures, equipment, and health assessments in the laboratory setting. The six rights of

medication administration and dosage calculation will be explained and practiced. Medical terminology, abbreviations, and documentation will be threaded throughout the course. Credible nursing resources will be identified. Competencies related to infection control, asepsis, patient safety, mobility, vital sign measurements, oxygenation, and elimination will be achieved. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2250 Semester 1 Clinical Practice (2 Credits)

This course provides an opportunity to integrate laboratory and supervised client care in the long-term health care setting. Students utilize the Nursing Process to collect data, implement nursing interventions and administer medications. Emphasis is placed on organization, critical thinking, therapeutic communication, and use of the EHR (electronic health record). Professional behavior will be modeled including ethics, maintaining confidentiality, and recognizing the hierarchy structure in health care. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2320 Semester 2 Med-Surg Basics (3 Credits)

This course will focus on the medical-surgical nursing basics for assessment and planning of the care for adult patient with common illnesses. The emphasis is on the following systems/conditions: cardiaovascular, respiratory, endocrine, neurological, musculoskeletal, gastrointestinal, and renal. Case studies, discussions, group projects, software programs, and exams will be utilized in identifying the patient's response to illness. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS2375 Semester 2 Skills Lab and Pharmacology (2 Credits)

Students will refine nursing skills including performing a health history, assessments, pharmacology, math competence, and advanced skills in the laboratory setting to enhance the acute care clinical experiences. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS2350 Semester 2 Clinical Practice (4 Credits)

Students apply theory related to alteration in body systems through observation, assessment and interaction with clients in laboratory and acute care settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The Nursing Process is implemented with an emphasis on critical thinking. Organizational skills are developed with opportunities to care for multiple clients. Students will demonstrate effective communication with other members of the multidisciplinary health care team. Professional nursing behavior will be demonstrated.This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS2420 Semester 3 Maternal-Child Health (2 Credits)

This course introduces the student to the specialty area of Maternal Child Health. It will explore the unique health care considerations of women, children and their families. Incorporating growth and development theories, culture, legal, and ethical implications, and family centered patient education.This course explores antepartum, intrapartum, postpartum, well-child care, and pediatric health issues and health promotion. The importance of family centered care is emphasized. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

NURS2430 Semester 3 Mental Health (2 Credits)

This course introduces the student to the specialty area of Mental Health. The Mental Health content will explore the unique health care considerations for persons with mental illness across the lifespan. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

NURS2455 Semester 3 Clinical Practice Specialty (3 Credits)

This course will focus on the client with specialized needs across the lifespan. Students will have the opportunity to explore the wonder of human gestation from conception to post-partum care of the newborn and mother. Pediatric nursing will be experienced in the clinical and simulation setting where theories of growth and development will be foundational in designing patient care. Family-centered care will be examined as the context of client development, response to illness and health promotion. External systems such as culture and religion will be considered as influencing client health and illness. Students will provide care for the client with complex multiple needs in the clinical setting. Concepts of mental health and illness will be explored in the clinical and simulation setting. Students will have the opportunity to observe, experience, and design nursing care for the hospitalized and community client with mental health needs. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

NURS2520 Semester 4 Leadership (1 Credit)

This course introduces concepts related to leadership skills and management for nurses within the multidisciplinary health care team. Healthcare policy and regulatory processes impact on nursing practice are analyzed. Ethical principles and diversity are reviewed. Quality improvement concepts in health care are examined. Community service and education projects are implemented. (Prerequisites: Successfully

complete all Semester 3 Courses in order to advance to Semester 4 Courses)

NURS2550 Semester 4 Clinical Practice (4 Credits)

This course offers opportunities to care for patients across the lifespan in a variety of medical-surgical settings. The student will have opportunity to apply theory to practice in complex clinical situations. Critical thinking is supported by best practice and threaded throughout the course. The leadership role is explored in clinical and simulated laboratory experiences.The student nurse will be mentored by a practicing Registered Nurse in the patient care setting. The student will establish learning outcomes and identify areas of growth. Students will demonstrate professionalism and accountability for their actions. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

NURS2560 Semester 4 Med Surg Advanced (3 Credits)

This course synthesizes knowledge from previous semesters to provide care for hospitalized patients with complex medical-surgical needs. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

Required Liberal Arts and Sciences (9 Courses)

To complete an A.S. Degree, student must complete 32 MNTC credits from 6 of the 10 MNTC Goal Areas. Complete the following required courses:

BIOL220 Human Anatomy (4 Credits)

This course takes an in-depth look at the anatomy of the human body systems. The course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is emphasized. This course includes a weekly three hour lab. Some labs include dissection. (Prerequisite: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading Comprehension score of 78 or higher or completion of either READ0090 or EAP 0090 with a grade of C or better or ACT Reading score of 21 or higher, or MCA Reading score of 1047 or higher.) (MNTC Goal Area 3)

BIOL230 Human Physiology (4 Credits)

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 is placed on normal physiology, but dysfunction will also be discussed. This course contains a weekly 3 hour laboratory component. (Prerequisites: BIOL 220 with a grade of C or better and CHEM 108, CHEM 110 or CHEM 120 with a grade of C or better) (MNTC Goal Area 3)

BIOL240 Pathophysiology (3 Credits)

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: BIOL 230 or 235) (MNTC 3: Natural Sciences)

BIOL270 Microbiology (4 Credits)

This course is an introduction to the general principles and methods used in the study of microorganisms. It includes a survey of prokaryotic and eukaryotic microorganisms emphasizing bacteria and viruses. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity and other selected applied areas. Laboratory techniques include isolating, culturing and identifying microorganisms. This course contains a three hour per week laboratory component. (Prerequisites: A grade of C or higher in BIOL115 OR BIOL225 OR BIOL220 AND CHEM108 OR CHEM110) (MNTC Goal Area 3)

CHEM110 Chemistry for the Health Sciences (4 Credits)

Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 2, 3: Critical Thinking, Natural Sciences)

OR

CHEM108 Introduction to Chemistry (4 Credits)

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: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA

Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

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

2020-21 South Central College Academic Catalog

Administrative Office Management - Associate of Science

60 Credits AS 3281/2281

Degree Description

Learners enrolled in the Administrative Office Management Associate in Science (A.S.) Degree are prepared to manage functions in the office environment. This degree option is recommended for experienced office professionals as well as entry-level administrative professionals who are looking to increase their potential for promotion. Graduates with this degree receive training in a variety of office management functions including those in communications, information resources, and management. Learners earn half of the required credits (30) in business-related courses and the other half (30) in business-related liberal arts and sciences classes. Learners may also choose to transfer this degree to Winona State University's Bachelor of Science Degree in Business Education - Teaching to prepare as a business educator or as a corporate trainer.

Program Learning Outcomes

1. Input data with speed and accuracy at industry standard.
2. Apply knowledge of application software and file management
3. Demonstrate oral and written business communications.
4. Demonstrate oral and written business communications.
5. Apply office organization principles.
6. Apply current office management procedures and techniques.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

NOTE: Basic Entrance Requirement

Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Technical Courses (8 Courses)

Select the following courses:

ACCT1810 Financial Accounting (4 Credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 Credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

OTEC1001 Computer Software for College (2 Credits)

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 Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

OTEC1820 Business English (3 Credits)

This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. (Prerequisite: None)

OTEC1822 Microsoft Excel (4 Credits)

This course prepares students to work with Microsoft Excel in a career setting or for personal use. It begins with the introduction of concepts such as creating, editing, and formatting worksheets in a uniform, attractive style. It includes inserting formulas, creating charts, and enhancing the display of worksheets of varying complexity. The course will move on to the advanced concepts and features of formatting, using functions, analyzing numerical data, and projecting outcomes to make informed decisions. Features of protecting workbooks, using macros, using pivot tables, and customizing the Excel environment are also included. Current communication needs will be met by including hyperlinks to external information, as well as importing, exporting, and sharing date. (Prerequisite: none)

OTEC1860 Microsoft Word (4 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft Word. It begins with the introduction of concepts such as file management, entering text, editing, terminology, spelling, and printing. It continues with the basic skills students need to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as macros, merging, and tables. (Prerequisites: None)

OTEC2820 Business Communications (3 Credits)

This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and digital media. 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. (Prerequisite: OTEC 1820)

OTEC2860 Office Management (3 Credits)

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. (Prerequisites: OTEC 1860 Microsoft Word, OTEC 2820 Business Communications)

Select 3 credits from the following courses: (3 Credits)

ACCT1700 Personal Financial Management (3 Credits)

The purpose of this course is to provide insight into personal financial decision making. This includes budgeting, banking, use of credit and credit cards, renting vs. owning a home, retirement investing, investment opportunities, insurance, income taxes, wills, and effects of financial distress on one's life. In addition, we will compare income levels for various occupations. Students will examine real life situations. There will be some professional guest speakers who will share their expertise with the students. (Prerequisites: None)

MKT 1810 Principles of Marketing (3 Credits)

This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of marketing; product, price, place and promotion. (Prerequisite: None)

Required Liberal Arts and Sciences (4 Courses)

To complete an AS degree, students must complete 30 MNTC credits from 6 of the 10 MNTC goal areas. You are required to complete MNTC Goal 6 by taking two courses from two disciplines. The following courses are required:

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in

order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ECON110 Principles of Macroeconomics (3 Credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

OR

ECON120 Principles of Microeconomics (3 Credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

Additional Required Liberal Arts and Sciences: (1 Course)

Choose one course from the following list of MNTC Goal Area 3 courses:

BIOL100 Introduction to Biology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

OR

BIOL101 Introduction to Ecology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

OR

CHEM108 Introduction to Chemistry (4 Credits)

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: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

OR

PHYS211 Principles in Physics I (4 Credits)

This is the first half of a one-year sequence in physics. It covers the general background in algebra-based physics. Topics include classical mechanics, fluid mechanics, wave and sound, thermal physics. Lecture and laboratory. (Prerequisites: MATH 120 and 125, or MATH 130) (MNTC: 3, Natural Sciences)

Additional required MNTC Goal Area 5 course: (1 Course)

Choose 1 additional History or Social Science course not in ECON.

Additional required MATH Course (1 Course)

Choose one course from the following list:

MATH120 College Algebra (4 Credits)

This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

OR

MATH130 Pre-Calculus (4 Credits)

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 MATH 120 or MATH 125. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 86 or higher, or ACT Math score of 23 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

OR

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

Additional required MNTC Goal 6 Courses

Choose TWO courses from TWO different disciplines in MNTC Goal 6.

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

2020-21 South Central College Academic Catalog

Administrative Office Specialist - Associate of Applied Science Degree

60 Credits AAS 3292/2255

Degree Description

This degree is designed to prepare learners for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. Other responsibilities may include the following: perform research, supervise or train others, record minutes at meetings, purchase equipment and supplies, and present data. After completion of this program, students will be proficient with verbal and written communications, as well as decision-making and problem-solving skills.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

NOTE: Basic Entrance Requirement
Students must either currently have or attain the skills in OTEC 1001 Computer Software for College and OTEC 1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Core Courses 11 Courses / 34 Credits (required for ALL emphasis areas)

Complete all of the following courses:

OTEC1820 Business English (3 Credits)

This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. (Prerequisite: None)

OTEC1822 Microsoft Excel (4 Credits)

This course prepares students to work with Microsoft Excel in a career setting or for personal use. It begins with the introduction of concepts such as creating, editing, and formatting worksheets in a uniform, attractive style. It includes inserting formulas, creating charts, and enhancing the display of worksheets of varying complexity. The course will move on to the advanced concepts and features of formatting, using functions, analyzing numerical data, and projecting outcomes to make informed decisions. Features of protecting workbooks, using macros, using pivot tables, and customizing the Excel environment are also included. Current communication needs will be met by including hyperlinks to external information, as well as importing, exporting, and sharing date. (Prerequisite: none)

OTEC1840 Microsoft PowerPoint (3 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft PowerPoint. It begins with the introduction of concepts such as creating a basic presentation with pictures, shapes, and WordArt, adding media and animation. It continues with the basic skills students need to acquire to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as customizing templates and handouts using masters, developing presentations with content from outside sources, and organizing slides and creating photo albums. (Prerequisites: None)

OTEC1860 Microsoft Word (4 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft Word. It begins with the introduction of concepts such as file management, entering text, editing, terminology, spelling, and printing. It continues with the basic skills students need to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as macros, merging, and tables. (Prerequisites: None)

OTEC2800 Office Keyboarding (3 Credits)

This course covers the continuing development of keyboarding speed and accuracy. Advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports,

columns, etc., will 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. (Prerequisite: A minimum keyboarding speed of 40 words per minute on a 3-minute timing, with 3 errors or less or advisor approval.)

OTEC2810 Computer Technology (3 Credits)

This course provides computer technical information that goes beyond the basics for college educated students. It covers not only hardware and software but the new, emerging technology trends that affect computing and everyday life. Topics such as networks, data security, personal privacy, online safety, digital rights, and Internet usage will be addressed. There will be an emphasis on social and ethical issues for thought-provoking course discussions. (Prerequisite: None)

OTEC2815 Employment Portfolio (3 Credits)

This course is a capstone course for the Office Administration and Technology program. This course will focus on developing knowledge that will serve as a foundation for the student's employment search process by assisting him/her in the development of successful marketing strategies for employment. As a capstone course, students are given an online assessment of the use of software and keyboarding skills to ensure competence prior to graduation. The Training Skills Assessment (TSA) -- NOCTI will be administered during this course. Students will develop distinctive portfolios to assist in their career search. Limited to final semester Office Administration and Technology program students. (Prerequisites: OTEC1860, OTEC2820)

OTEC2820 Business Communications (3 Credits)

This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and digital media. 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. (Prerequisite: OTEC 1820)

OTEC2850 Integrated Information Systems (3 Credits)

This is an intensive course that provides project-based learning with a business scenario setting utilizing critical thinking skills. The projects emphasize the integration of various computer applications to create professional documents. Students will incorporate time management, electronic communication, Internet searches, and current technology practices to be successful in an office work setting. (Prerequisites: OTEC 1822, OTEC 1840, OTEC 1860, OTEC 2870)

OTEC2870 Information Resource Management (3 Credits)

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 to manage information. Records management topics emphasize records control and retention, final disposition of records, and records management issues and trends. (Prerequisite: None)

OTEC2905 Internship (2 Credits)

This course is designed to provide the student with a purposeful occupational experience in the Office Administration and Technology field. The internship is an individualized experience. A 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. This plan is based on the college's and the program's core competencies. (Prerequisites: OTEC 1822, OTEC 1860, OTEC 2820 or Internship Coordinator's approval.)

Office Specialist Emphasis

Complete the following courses:

ACCT 1810 Financial Accounting (4 credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

MKT 1820 Introduction to Business (3 credits)

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.

MKT 1830 Customer Service (3 credits)

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.

Required Liberal Arts and Sciences for Office Specialist
16 credits from 3 MnTC Goal Areas

COMM 130 Intercultural Communication (3 credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

OR

COMM 140 Interpersonal Communication (3 credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL 100 Ethics in Society (3 credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

(Choose 10 more LAS credits in consultation with Advisor)

Office Specialist – Financial Emphasis

Complete the following courses:

ACCT 1810 Financial Accounting (4 credits)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT 1811 Managerial Accounting (4 credits)

This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT 1814 Payroll Accounting (3 credits)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

Required Liberal Arts and Sciences for Financial Emphasis
15 credits from 3 MnTC Goal Areas

COMM 130 Intercultural Communication (3 credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

OR

COMM 140 Interpersonal Communication (3 credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ECON 110 Principles of Macroeconomics (3 credits)

Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

OR

ECON 120 Principles of Microeconomics (3 credits)

Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

PHIL 100 Ethics in Society (3 credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

(Choose 6 more LAS credits in consultation with Advisor)

Office Specialist - Legal Emphasis

Complete the following courses:

LEGL 1602 Civil Litigation (Alexandria Technical College) (4 credits)

This course covers the substantive and procedural principles of civil litigation in state and federal courts. Students identify causes of action and defenses and are introduced to the Minnesota Rules of Court. Pretrial practice including discovery, pretrial motions, trial preparations, and alternative dispute resolutions are covered, in addition to the basics of a civil trial, post trial motions, and appeals. The principles learned are applied to practical exercises. Knowledge and skills necessary for preparation of legal documents are developed. Prerequisite: Strongly recommend prior completion of LEGL1601 and ADMN1513.

LEGL 1603 Criminal Procedures, Bus. Organization and Family Law (Alexandria Tech) (4 credits)

Students examine the Rules of Criminal Procedure and identify classes of crimes and criminal procedures including grand juries, bail procedures, arraignment, pretrial hearings, plea bargaining, trial procedures, and sentencing considerations. This course also covers domestic relations and business organizations. The learner develops knowledge of substantive and procedural Minnesota family law including the formation of the marital relationship, dissolution, child custody and support, adoption, paternity, domestic violence, child neglect, and surrogacy. Learners also explore the formation, operation, and dissolution of various kinds of business organizations including sole proprietorships, corporations, partnerships, and limited liability companies. Learners develop knowledge and skills necessary for preparation of legal forms and documents relating to Minnesota family law and business organization. Prerequisite: Strongly recommend prior completion of ADMN1513, LEGL1601, and LEGL1602.

LEGL 1614 Estate, Probate and Real Estate (Alexandria Technical College) (3 credits)

This course introduces students to the basic substantive law and procedural law of estate planning and probate including the goals and options of estate planning; it also provides an overview of post-mortem estate administration. Students examine the process of administering a decedent's estate, from opening the estate and appointment of a fiduciary to filing of the final

account and distribution of assets. Learners also develop substantive and procedural knowledge necessary to identify types of real estate descriptions and, given a real estate description, identify a land parcel. The learner examines and prepares documents relevant to land acquisition including purchase agreements, title opinions, deeds, well disclosure statements, certificates of real estate value, and closing documents. The course briefly examines quiet title actions and the Minnesota foreclosure process. Prerequisite: Strongly recommend prior completion of ADMN1513, LEGL1601 and LEGL1602.

Required Liberal Arts and Sciences for Legal Emphasis
15 credits from 3 MnTC Goal Areas

COMM 130 Intercultural Communication (3 credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

OR

COMM 140 Interpersonal Communication (3 credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL 100 Ethics in Society (3 credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

(Choose 9 more LAS credits in consultation with Advisor)

Office Specialist - Medical Emphasis

Complete the following courses:

HC 1000 Medical Terminology (3 credits)

This course is an introduction to the language of medicine that is used in the health care profession. The student will learn to spell, pronounce, define, and interpret medical terminology related to body structure, disease, diagnosis, and treatment. (Prerequisites: None)

HC 1525 Health Care Core Foundations (2 credits)

This variable credit course will focus on the requirements needed by healthcare professionals to effectively work in a variety of healthcare settings and explore workplace skills such as accountability and responsibility, workplace behavior, approaches to assist clients, and expectations of teams and team members. This course provides a framework for healthcare workers to interact with diverse clients and staff, including belief systems, cultural practices, and respect and sensitivity to cultural, gender, and age issues. Identifying elements of communication and how those elements can develop into effective communication within the healthcare setting is a key focus, as well as learning when and how to utilize those skills in challenging situations. Health care ethics will be addressed and target ethical decision-making and personal and professional values. Legal issues in healthcare will round out the course, concentrating on healthcare laws and social media in healthcare. Healthcare safety and standards precautions will be incorporated, as well as personal wellness for the healthcare professional. This variable credit course was designed as a part of the Minnesota Health Care Core Curriculum. (Prerequisites: None)

HC 1550 Electronic Health Records (2 credits)

With the implementation of the electronic health record in today's healthcare environment, it's essential for students entering the healthcare field to understand this technology and how it relates to work in the industry. This course is designed as an introduction to the history

of Electronic Health Records (EHRs) and concepts behind the structure of electronic medical recording systems. Additionally, it will provide students the opportunity to use multiple functions of an educational electronic health record. (Prerequisites: None)

MA 1020 Medical Office Procedures (3 credits)

This course will review administrative duties that are performed by a medical assistant. Emphasis will be on clerical functions, bookkeeping procedures, insurance claims, professional communications, medical coding, legal concepts, medical office operational functions including written and electronic. (Prerequisite: Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical)

Required Liberal Arts and Sciences for Medical Emphasis
16 credits from 3 MnTC Goal Areas

COMM 130 Intercultural Communication (3 credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

OR

COMM 140 Interpersonal Communication (3 credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL 100 Ethics in Society (3 credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

OR

PHIL 150 Medical Ethics (3 credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

(Choose 10 more LAS credits in consultation with Advisor)

Office Specialist - Technical Emphasis

Complete the following courses:

COMP 1140 Web for Business (3 credits)

This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

COMP 1200 PC Hardware and Software Essentials (4 credits)

PC Hardware and Software, 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. (Prerequisites: None)

COMP 1360 Intro to Data Comm. and Networking (4 credits)

This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

Required Liberal Arts and Sciences for Techical Emphasis
15 credits from 3 MnTC Goal Areas

COMM 130 Intercultural Communication (3 credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

OR

COMM 140 Interpersonal Communication (3 credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL 100 Ethics in Society (3 credits)

This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

(Choose 9 more LAS credits in consultation with Advisor)

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

2020-21 South Central College Academic Catalog

Administrative Office Specialist - Business Software - Certificate

17 Credits CERT3293/2256

Degree Description

The Administrative Office Specialist Business Software Certificate allows learners to upgrade their technology and software skills. Learners will learn the Microsoft Office applications including Word, Excel, and PowerPoint. Students may choose from a varied list of electives to tailor the certificate to their individual needs.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete the following courses:

OTEC1822 Microsoft Excel (4 Credits)

This course prepares students to work with Microsoft Excel in a career setting or for personal use. It begins with the introduction of concepts such as creating, editing, and formatting worksheets in a uniform, attractive style. It includes inserting formulas, creating charts, and enhancing the display of worksheets of varying complexity. The course will move on to the advanced concepts and features of formatting, using functions, analyzing numerical data, and projecting outcomes to make informed decisions. Features of protecting workbooks, using macros, using pivot tables, and customizing the Excel environment are also included. Current communication needs will be met by including hyperlinks to external information, as well as importing, exporting, and sharing date. (Prerequisite: none)

OTEC1840 Microsoft PowerPoint (3 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft PowerPoint. It begins with the introduction of concepts such as creating a basic presentation with pictures, shapes, and WordArt, adding media and animation. It continues with the basic skills students need to acquire to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as customizing templates and handouts using masters, developing presentations with content from outside sources, and organizing slides and creating photo albums. (Prerequisites: None)

OTEC1860 Microsoft Word (4 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft Word. It begins with the introduction of concepts such as file management, entering text, editing, terminology, spelling, and printing. It continues with the basic skills students need to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as macros, merging, and tables. (Prerequisites: None)

OTEC2800 Office Keyboarding (3 Credits)

This course covers the continuing development of keyboarding speed and accuracy. Advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., will 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. (Prerequisite: A minimum keyboarding speed of 40 words per minute on a 3-minute timing, with 3 errors or less or advisor approval.)

OTEC2810 Computer Technology (3 Credits)

This course provides computer technical information that goes beyond the basics for college educated students. It covers not only hardware and software but the new, emerging technology trends that affect computing and everyday life. Topics such as networks, data security, personal privacy, online safety, digital rights, and Internet usage will be addressed. There will be an emphasis on social and ethical issues for thought-provoking course discussions. (Prerequisite: None)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Administrative Office Specialist - Client Relations - Certificate

23 Credits CERT3294/2257

Degree Description

This program is designed to prepare learners for employment as a client relations specialist. Because client relations specialists answer questions from external and internal customers about the organization, they need to develop strong interpersonal and communication skills. Client relations specialists may be asked to perform general office responsibilities as well as client relations tasks.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Note: Keyboarding Prerequisite Requirement

Students must either currently have or attain the skills in OTEC1001 Computer Software for College and OTEC1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Required Technical Courses (7 Courses)

Complete all of the following courses:

MKT 1830 Customer Service (3 Credits)

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.

OTEC1820 Business English (3 Credits)

This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. (Prerequisite: None)

OTEC1822 Microsoft Excel (4 Credits)

This course prepares students to work with Microsoft Excel in a career setting or for personal use. It begins with the introduction of concepts such as creating, editing, and formatting worksheets in a uniform, attractive style. It includes inserting formulas, creating charts, and enhancing the display of worksheets of varying complexity. The course will move on to the advanced concepts and features of formatting, using functions, analyzing numerical data, and projecting outcomes to make informed decisions. Features of protecting workbooks, using macros, using pivot tables, and customizing the Excel environment are also included. Current communication needs will be met by including hyperlinks to external information, as well as importing, exporting, and sharing date. (Prerequisite: none)

OTEC1860 Microsoft Word (4 Credits)

This course is designed to build student skill at both a basic and advanced level in Microsoft Word. It begins with the introduction of concepts such as file management, entering text, editing, terminology, spelling, and printing. It continues with the basic skills students need to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as macros, merging, and tables. (Prerequisites: None)

OTEC2800 Office Keyboarding (3 Credits)

This course covers the continuing development of keyboarding speed and accuracy. Advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., will 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. (Prerequisite: A minimum keyboarding speed of 40 words per minute on a 3-minute timing, with 3 errors or less or advisor approval.)

OTEC2810 Computer Technology (3 Credits)

This course provides computer technical information that goes beyond the basics for college educated students. It covers not only hardware and software but the new, emerging technology trends that affect computing and everyday life. Topics such as networks, data security, personal privacy, online safety, digital rights, and Internet usage will be addressed. There will be an emphasis on social and ethical issues for thought-provoking course discussions. (Prerequisite: None)

OTEC2820 Business Communications (3 Credits)

This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and digital media. 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. (Prerequisite: OTEC 1820)

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

2020-21 South Central College Academic Catalog

Phlebotomy - Certificate

16 Credits CERT2306

Degree Description

The goals of the Phlebotomy program are to provide academic education for individuals to acquire the knowledge, skills, and attitudes necessary for becoming a specialist in obtaining blood specimens by venipuncture, arterial, and microtechniques, for the purpose of laboratory analysis. A phlebotomist must have knowledge of the healthcare system, the anatomy and physiology related to laboratory testing and phlebotomy, the collection and transport requirements for tests performed in all areas of the laboratory, documentation and patient records, and interpersonal skills needed to provide quality patient care.

Campus: Faribault

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (4 Courses)

Complete the following courses:

PHLE1400 Intro to Phlebotomy (4 Credits)

This course provides an orientation that familiarizes the student with a career in the field of Phlebotomy. The course will include a basic overview of the structure and function of the human body, various legal and ethical issues that affect a healthcare professional and specific phlebotomy topics. These topics include: program policies, certification, safety, infection control, quality control, specimen collection/handling/processing, good laboratory technique and maintaining the standards of a Phlebotomist based on industry criteria. (Concurrently with PHLE1450 & PHLE 1500 or Program Director permission)

PHLE1450 Phlebotomy Skills (3 Credits)

This course teaches students phlebotomy skills which will be further enhanced during the clinical internship. This course also cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKGs (electrocardiograms), CLIA'88 (Clinical Laboratory Improvement Amendment) waived procedures, and POCT (point-of-care-testing). (Concurrently with PHLE 1400 & PHLE 1500 or Program Director permission)

PHLE1500 Phlebotomy Internship (3 Credits)

This course constitutes the student's clinical rotation. It consists of 100 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. (Prerequisite: Completion of PHLE 1400 and PHLE 1450 with a grade of C or higher.)

HC 1000 Medical Terminology (3 Credits)

This course is an introduction to the language of medicine that is used in the health care profession. The student will learn to spell, pronounce, define, and interpret medical terminology related to body structure, disease, diagnosis, and treatment. (Prerequisites: None)

Required Liberal Arts and Sciences (1 Course)

Please complete the following course:

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

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

2020-21 South Central College Academic Catalog

Pre-Social Work Transfer Pathway - A.S.

60 Credits AS 3520/2520

Degree Description

The 60-credit Associate of Science in Pre-Social Work degree is a pathway for students who intend to complete a 4-year social work degree and will be accepted at any Minnesota State University that offers a bachelor's degree in social work. The university guarantees that a student transfers into a designated bachelor's program with a junior standing and may complete the bachelor's degree with an additional 60 credits.

Campuses: Faribault and North Mankato

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (6 Courses)

Please choose the following courses:

HSER1000 Introduction to Counseling (3 Credits)

This course provides students with an introduction to the skills of counseling. Students will learn how to identify and explore feelings, set up a positive environment, learn effective helping skills, and explore treatment issues. Emphasis will be placed on understanding the principles of interviewing and on the demonstrated application of these skills by the student. Students examine how these skills affect relationship building and therapeutic interventions. Guided encounters, discussions, presentations, and assigned projects will be utilized. (Prerequisites: None)

HSER1010 Disability and Person Centered Planning (4 Credits)

This course gives an overview of how service providers work with one another in order to assure the delivery of optimal supports. It will introduce you to a variety of strategies and techniques used to facilitate person centered planning for individualized and real life goals. Topics covered in the course include: the use of support teams (effective team work, team dynamics, communication skills and problem solving skills); working with families; direct service provider roles and responsibilities; diversity, confidentiality, and advocacy issues; the civil and disability rights movement; interdisciplinary team planning processes; and use of the Planning Alternate Tomorrows with Hope (PATH) planning system to promote minimally invasive care and support strategies. (Prerequisites: None)

HSER1020 Behavioral Interventions (3 Credits)

This course provides an in-depth look at positive supports and interventions for those with challenging behaviors, and reviews human development, learning styles, and teaching techniques. 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. Emphasis is placed on understanding and supporting an 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 relating to functional and specialized 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. (Prerequisites: None)

HSER1030 Poverty (3 Credits)

This course examines the causes and consequences of poverty. Students will learn the terminology and analyze the philosophical, conceptual, and theoretical frameworks utilized by diverse agents to understand and address poverty. Specific interventions are explored and analyzed. The goal of this course is to develop social work professionals who understand the problem of poverty from a variety of disciplines, understand key concepts, and will be prepared and willing to intervene regardless of area of practice. (Prerequisite: None)

HSER2000 Field Experience (4 Credits)

This course is designed to provide the student with a practical experience within the social services field. Each field experience is individualized and students will be placed within a social service agency by the instructor based on the student's interest, skill set, and agency availability. The focus of field experience is to give the students experience with a client population

and practice modeling social work values and ethics. Students will complete field experience their last semester. (Prerequisites: Instructor approval required)

SOWK100 Introduction to Social Work (3 Credits)

This course provides students with an introduction to the profession of social work using a generalist model to practice in a diverse society. Students will learn about the history of the profession, values and ethics, roles and tasks, and theories required for social work practice along with various fields of practice. Students will experience group work learning to develop critical thinking skills and professional communication. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.) (MnTC Goal Areas: None)

Required Liberal Arts and Sciences (10 Courses)

Please choose the following courses:

BIOL162 Human Biology (4 Credits)

This one-semester course is an introduction to the biology of the human body. Basic form and function of the body systems and their interactions will be emphasized. Other topics include: terminology, basic chemistry, cell biology genetics, molecular biology and nutrition as it relates to the human body. This course contains a laboratory portion. (Minnesota Transfer Curriculum goal area 3) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ETHN101 American Racial Minorities (3 Credits)

This course will introduce students to the importance and the understanding of the nature of race relations in the United States of America. Students will use the various sociological perspectives as a lens to examine the social construction of race, ethnicity and the evolving nature of race and ethnic relations in the U.S. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

GEOG101 Introduction to Physical Geography (3 Credits)

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

(MNTC 3, 10: Natural Sciences, People & the Environment)

OR

GEOG104 Introduction to Weather and Climate (3 Credits)

This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & The Environment)

MATH154 Elementary Statistics (4 Credits)

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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

POL 110 American Government (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

PSYC100 Introduction to Psychology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History/Social & Behavioral Sciences)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

Additional Required Liberal Arts and Sciences (6 Credits)

Please choose 6 credits from MnTC Goal Area 6.

ART 100 Art Appreciation (3 Credits)

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 Next-

Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ART 150 Drawing I (3 Credits)

This drawing course will further the students' understanding of the core elements of drawing: line, composition, perspective, proportion, texture, value, and shading. These drawing elements will be taught through both traditional and modern methods. The course will also include several short lectures to give examples of the work, and to expand art appreciation. There will be a strong emphasis on the student's ability to critique their own work along with their peers. The dialogue within the classroom will help to expand the student's skills and process. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 155 Visual Narrative (3 Credits)

This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ART 165 Public Art (3 Credits)

Public Art is a painting course focused on the creation of art through painting a large-scale mural. Students will work collaboratively to complete the site-specific work while developing and refining their painting and drawing skills. Through lectures and presentations, historical and contemporary examples of mural painting will be explored, giving students a sound basis for understanding the significance of murals in the historical and global context. Students will hone drawing skills while transferring the design onto the wall surface, learn to mix colors and to adapt painting techniques to the use of exterior latex paint. Students will also learn to work cooperatively with others on the completion of the project, and to align their work with one another in order to develop a cohesive single painting. They will critique the work on a weekly basis as the project progresses, keeping journals of their experience and using photographic documentation as a means of analyzing technical development. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 170 Digital Video Production (3 Credits)

This course introduces students to the fundamentals of digital video production. Students will learn how to produce digital video productions utilizing story-boarding, lighting and shooting techniques. Students will use video and audio editing software to import, assemble and edit clips, add transitions, create super-impositions and titles in finished video productions. In addition, they will learn hardware set-up, capturing techniques and video compression schemes as they output their work to various video formats. The course also examines the history and application of video in contemporary art, documentary, film and television production. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 180 Digital Photography 2 (3 Credits)
ART 201 Art History I (3 Credits)

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 202 Art History II (3 Credits)

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 240 Digital Photography 2 (3 Credits)

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will

emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: ART 140 or instructor approval) (MNTC 6: Humanities and Fine Arts)

ART 250 Drawing II (3 Credits)

This course builds upon the concepts of Drawing I (ART 150). Students will further their understanding of drawing issues by creating artwork that explores process, personal imagery, formal analysis, and conceptual goals. Historical and contemporary models will continue to be explored and discussed relative to the students' own artwork. (Prerequisite: ART 150) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 270 Digital Video Production 2 (3 Credits)

This course covers advanced digital video techniques including scripting, lighting, shooting, editing and the overall video/audio production sequence. Students will develop advanced skills for any profession that involves video production such as television, documentation, filmmaking, contemporary art, web design, multimedia communication, animation and computer gaming. Students will use advanced non-linear video and audio editing software. Final project is a video series or single production of substantial length within the field of artistic, commercial and/or documentary video. Students will examine and utilize advanced application of cinematic philosophy, production techniques and technologies in the fields of film, videography, documentary production, and multimedia. This course also covers the current visual culture and how it applies to a digital cinematic/video production. Students will participate as a member of a production crew on college productions when available. (Prerequisite: a grade of C or higher in ART 170 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ART 110 Art Structure (3 Credits)

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)

ENGL110 Introduction to Literature (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and the Fine Arts)

ENGL111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MnTC 6: Humanities and Fine Arts)

ENGL120 Human Diversity in Literature and Film (4 Credits)

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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ENGL130 World Literature and Film (4 Credits)

This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ENGL140 British Literature (4 Credits)

This is a one-semester course for students who are interested in the development of English thought and language from the days of the Anglo-Saxons to the present time. Students will examine the historical context of the literature as well as particular authors, ideas, and styles. Class time will be devoted to reading, discussing, and analyzing selected groups of writings representative of major historical periods in the development of British writing. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP

0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL150 Introduction to Poetry (4 Credits)

This course introduces students to various elements of the genre of poetry, including (but not limited to) word choice, images, figures of speech, symbols, sounds, patterns of rhythm, and poetic forms . Students will use literary criticism techniques as they study poets and poems from many times, places, and movements of literature. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL160 Introduction to Short Story (4 Credits)

This course introduces students to the genre of short story and literary analysis. Students will examine literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. They will also study the authors and the influence of history and place on the short story form. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL205 Special Topics in Literature & Film: (4 Credits)

All ENGL 205 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. Any ENGL 205 class has been specially designed by an SCC English instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: ENGL 100 or instructor permission.) (MNTC 6: Humanities and Fine Arts)

ENGL206 Children's Literature (4 Credits)

Children's Literature provides a survey of literature for children from through history to its place in contemporary society. The course introduces students to literature for children from birth to age 21, pairing literature with cognitive, emotional, and social development. Students will explore children's literature as real literature, examining literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. We will also study the individual aspects of culture(s) that generate the narratives covered in class and how children's literature can create its own version of history and reflect its culture. (Prerequisite: ENGL 100 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL208 African American Literature (4 Credits)

Surveys African American literature, including short stories, poetry, novels and criticism. Students will be thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

ART 115 Three Dimensional Design (3 Credits)

This course is an introduction to creating art in three dimensions. It is designed to acquaint students with traditional and non-traditional 3D materials, techniques and concepts. Students will learn about the elements and principles of composition in three dimensions and the various ways this art can be used as a tool for aesthetic and conceptual understanding. Students will apply their understanding of these concepts through hands-on studio work as well as through evaluation and analysis in critiques and class discussions. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ENGL210 Introduction to Creative Writing (4 Credits)

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 instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL220 Creative Writing: Fiction (4 Credits)

For students who have been introduced to the study of creative writing, this course content will focus primarily on the development of fiction-writing skills through reading, evaluating, and practicing the form. Emphasis will be placed on elements of fiction such as character, setting, plot, theme, point of view, and narrative voice. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of literature, quizzes, and student presentations, as well as student creation of works of fiction. (Prerequisite: ENGL 210 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL230 Creative Writing: Screen Writing (4 Credits)

For students who are interested in the study of creative writing or film-making, this course content will focus primarily on the development of screen-writing skills

through watching film clips, reading screenplays, evaluating story conveyance through the film medium, and practicing writing in the form. Emphasis will be placed on creating a story arc with a three-act sequence while incorporating elements of fiction such as character, setting, plot, theme, point of view, and elements of film such as scene set-up, camera angle, transitions, and primarily dialogue. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of film and literature, occasional quizzes, student presentations, discussion, as well as student creation of screenplay. (Prerequisite: ENGL 100) (MNTC 6: The Humanities and Fine Arts)

HUM 111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities & Fine Arts)

HUM 121 Introduction to the Humanities (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities & Fine Arts)

HUM 122 Introduction to Humanities II (4 Credits)

This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 150 Global Connections Travel Seminar (1 Credit)

The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 205 Special Topics in the Humanities: (1 - 4 Credits)

Any HUM class that has been specially designed by an SCC Humanities instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisite: All HUM 205 courses require a passing grade in ENGL 100 or instructor permission) (MNTC 6: Humanities & Fine Arts)

HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)

The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

MUSC100 Music in the Global Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 120 Metal Art (3 Credits)
MUSC121 Class Guitar (2 Credits)

This class will offer our students the chance to learn how to play the guitar at the beginners level. Students who take this class must provide their own guitar. There will be individual instruction with the student along with class instruction. Students will start with the basics of how to tune their guitar both in standard tuning and alternate tunings. They will then create selected musical scale and learn how to play them on the guitar. They will then learn basic open-chords and bar-chords and how to play them in proper order. We will look at simple chord progressions of pop, rock and country music and will then learn how to play them on their guitar. Students will also learn the basics of a guitar solo. (Prerequisite: None) (MNTC 6: Humanities & Fine Arts)

MUSC131 Music Theory 1 (2 Credits)

Music Theory 1 focuses on written music notation skills including scales, tonality, key modes, intervals, transposition, chords, cadences, non-harmonic tones and melodic organization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

MUSC141 Vocal Ensemble - Concert Choir (1 Credit)

Vocal Ensemble is a performing ensemble. Students will meet for rehearsals three times a week and learn a repertoire of both traditional and modern songs while practicing appropriate vocal techniques. After learning their music for several weeks in the semester, the vocal ensemble will perform at selected elderly and assisted care facilities in the area. (Prerequisite: None)

PHIL105 World Religions (4 Credits)

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHIL110 Philosophy and Popular Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

PHIL115 Global Philosophies (3 Credits)

This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing. Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6, 8)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL205 Special Topics in Philosophy: (1 - 3 Credits)

All PHIL 205 courses will help students learn about other areas of philosophy which are important to the study of other disciplines and philosophy itself. Students will explore broader areas of philosophical concern such as metaphysics (free-will, truth, realism, universals, necessity/contingency, causation, mind, time, God, etc.); epistemology (skepticism, inferential justification, knowledge, internalism/externalism, a priori/a posteriori, closure, direct/indirect realism, memorial knowledge, etc.); meta-ethics (moral knowledge, oral realism/anti realism, ethical intuitionism, reductionisms such as utilitarianism, relativism, subjectivism, divine command theory, contractarianism, Aristotelianism/teleology, virtue ethics, etc.). Furthermore, students can also focus on political philosophy, philosophy of religion, and philosophy of science or specialize in some facet of the above topics. All PHIL 205 courses will emphasize the

use of primary texts and the development of philosophical thought throughout history. These courses will focus on the most basic questions of human existence (this indeed is philosophy) such as truth, knowledge, free-will, moral rightness, justice, and so forth. We assume answers to these questions in every other study we partake in. For instance, science presupposes the legitimacy of inductive reasoning, the law of non-contradiction, the justification of using inference to the best explanation, the uniformity of nature, the reliability of perception, the nature and possibility of a posteriori knowledge and others. These courses will deal with the questions we presuppose answers to in discussing those things that matter to us. In the end, PHIL 205 courses will give philosophy instructors and students the opportunity to explore areas of philosophy which are of interest not only to the psychologist, historian, and novelist, but also to those who wish to pursue a career in philosophy or become competent in philosophical problems. As Socrates said, "the unexamined life is not worth living." These courses will help encourage others to avoid the unexamined life. (Prerequisite: Any 100 level PHIL course or instructor permission) (MNTC 6: Humanities and Fine Arts)

THTR100 Introduction to Theater (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

THTR110 Introduction to Acting I (3 Credits)

This course introduces the student to the fundamentals of acting and making the student a more informed observer of acting for performance on the stage. This will be accomplished through instruction and practice of acting methodologies and developing the student's inner resources of voice, body, and imagination. The class will explore basic theories of acting, as well as participate in physical and vocal routines, improvisation, and individual and group exercise. The course will also introduce the student to the fundamental rehearsal process culminating in the performances of selected scenes. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ART 125 Sculpture (3 Credits)

Sculpture will introduce students to the basic concepts, techniques, materials and methods used to create three-dimensional objects, installations and site-specific works. Students will explore three-dimensional form, and space while experimenting with fabrication, assemblage and carving techniques. Students will learn basic principles of design as they relate to sculpture and the three-dimensional environment. Extra learner supplies required. (Prerequisites: ART 110) (MNTC 6: Humanities and Fine Arts)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Small Business Management - Certificate

21 Credits CERT3144/2144

Degree Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (8 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (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)

SBMT1120 SBM Business Systems (3 Credits)
In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBMT1210 SBM Financial Systems (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)

SBMT1220 SBM Financial Management (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)

SBMT1230 SBM Financial Analysis (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: SBMT 1210)

SBMT1310 SBM Marketing Systems (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)

SBMT1320 SBM Marketing Management (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: SBMT 1310)

SBMT1410 SBM Personnel Systems (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)

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

2020-21 South Central College Academic Catalog

Small Business Management - Diploma

39 Credits DIP 3121/2109

Degree Description

The Small Business Management diploma provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. Additionally, elective classes allow the business owner or manager to focus on specific areas they feel are most important to their business.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (8 Courses)

Select all of the following courses:

SBMT1110 SBM Organizational Planning (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)

SBMT1120 SBM Business Systems (3 Credits)
In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBMT1210 SBM Financial Systems (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)

SBMT1220 SBM Financial Management (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)

SBMT1230 SBM Financial Analysis (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: SBMT 1210)

SBMT1310 SBM Marketing Systems (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)

SBMT1320 SBM Marketing Management (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: SBMT 1310)

SBMT1410 SBM Personnel Systems (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)

Required Technical Course Electives (18 Credits)

You must complete 18 credits of electives from the following lists.

SBMT2130 SBM Record Keeping (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)

SBMT2131 SBM Asset & Inventory Management (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)

SBMT2132 SBM A/R & A/P Management (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)

SBMT2133 SBM Reconciliation & Closing Accounts (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)

SBMT2134 SBM Payroll Systems (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)

SBMT2135 SBM Payroll Reports (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: SBMT 2134)

SBMT2136 SBM Year End Closing (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)

SBMT2240 SBM Organizational Structure (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)

SBMT2241 SBM Financial & Tax Planning (2 Credits)

In this class the student will begin the process of financial and tax planning for the company. (Prerequisites: SBMT 1230)

SBMT2242 SBM Risk Management (1 Credit)

In this class the student will learn various techniques for identifying and minimizing risk for their business. (Prerequisites: None)

SBMT2243 SBM Cost Analysis (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)

SBMT2244 SBM Pro-Forma Financial Statements (2 Credits)

In this class the student will learn how to construct pro-forma income and balance sheet statements and financial forecasts. (Prerequisites: SBMT 1230)

SBMT2330 SBM Sales & Marketing Analysis (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: SBMT 1310)

SBMT2331 SBM Marketing Research (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)

SBMT2332 SBM e-Business Sales (2 Credits)

In this class the student will examine business to customer sales transactions and applications for their business. (Prerequisites: None)

SBMT2333 SBM Customer Information Systems (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. (Prerequisities: SBMT 1310)

SBMT2334 SBM Customer Service (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.

SBMT2420 SBM Supervisory Skills 1 (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)

SBMT2421 SBM Supervisory Skills 2 (2 Credits)

In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: None)

SBMT2422 SBM Employee Compensation (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)

SBMT2531 SBM Business Communications (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)

SBMT2532 SBM Business Math (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)

SBMT2533 SBM Time Management Skills (1 Credit)

In this class the student will study time management skills as applied to a small business management position. (Prerequisite: None)

SBMT2534 SBM Stress Management Skills (1 Credit)

In this class the student will study stress management skills as applied to a small business management position. (Prerequisites: None)

SBMT2610 SBM Computerization-Accounting (3 Credits)

In this class the student will begin the process of computerizing the accounting records of their business. (Prerequisites: None)

SBMT2611 SBM Computerization-Sales & Marketing (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)

SBMT2612 SBM Computerization-Human Resources (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)

SBMT2700 SBM Going Into Business (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)

SBMT2900 SBM Special Projects (1 - 3 Credits)

Topics and projects will be assigned by the instructor. (Prerequisites: None)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Small Business Management Financial Management - Certificate

14 Credits CERT3142/2142

Degree Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (5 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (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)

SBMT1120 SBM Business Systems (3 Credits)

In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBMT1210 SBM Financial Systems (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)

SBMT1220 SBM Financial Management (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)

SBMT1230 SBM Financial Analysis (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: SBMT 1210)

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Small Business Management Human Resources - Certificate

12 Credits CERT3140/2140

Degree Description

The SBM Human Resources certificate provides a focus on HR skills needed by the small business owner or manager. Required classes cover the basics of small business management and personal or human resources management. Electives allow the business owner or manager to focus on areas of specific need or interest.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (3 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (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)

SBMT1120 SBM Business Systems (3 Credits)
In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBMT1410 SBM Personnel Systems (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)

Choose 4 credits from the following list: (4 Credits)

SBMT2420 SBM Supervisory Skills 1 (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)

SBMT2421 SBM Supervisory Skills 2 (2 Credits)
In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: None)

SBMT2422 SBM Employee Compensation (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)

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

Small Business Management Marketing - Certificate

14 Credits CERT3141: Academic Catalog 2019-2020

Degree Description

The SBM Marketing 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.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (4 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (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)

SBMT1120 SBM Business Systems (3 Credits)
In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBMT1310 SBM Marketing Systems (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)

SBMT1320 SBM Marketing Management (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: SBMT 1310)

Choose 5 credits from the following list: (5 Credits)

SBMT2330 SBM Sales & Marketing Analysis (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: SBMT 1310)

SBMT2331 SBM Marketing Research (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)

SBMT2332 SBM e-Business Sales (2 Credits)
In this class the student will examine business to customer sales transactions and applications for their business. (Prerequisites: None)

SBMT2333 SBM Customer Information Systems (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: SBMT 1310)

SBMT2334 SBM Customer Service (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.

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

2020-21 South Central College Academic Catalog

South Central COLLEGE

Small Business Management Record Keeping - Certificate

18 Credits CERT3143/2143

Degree Description

The SBM Record Keeping certificate provides a focus on record keeping skills needed by the small business owner or manager. Required classes cover the basics of small business management and record keeping. Electives allow the business owner or manager to focus on areas of specific need or interest.

Campuses: Faribault and North Mankato
Program Start Dates: Fall, Spring, and Summer Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (4 Courses)

Complete all of the following courses:

SBMT1110 SBM Organizational Planning (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)

SBMT1120 SBM Business Systems (3 Credits)
In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBMT1210 SBM Financial Systems (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)

SBMT1230 SBM Financial Analysis (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: SBMT 1210)

Choose 7 credits from the following list: (7 Credits)

SBMT2130 SBM Record Keeping (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)

SBMT2131 SBM Asset & Inventory Management (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)

SBMT2132 SBM A/R & A/P Management (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)

SBMT2133 SBM Reconciliation & Closing Accounts (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)

SBMT2134 SBM Payroll Systems (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)

SBMT2135 SBM Payroll Reports (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: SBMT 2134)

SBMT2136 SBM Year End Closing (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)

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

Visual Arts - Associate of Fine Arts

60 Credits AFA 3514

Degree Description

South Central College's Associate of Fine Arts Degree (AFA) in Visual Arts is a combination of liberal arts courses and foundation courses in Art and Art History. The AFA provides first and second year art courses leading to the Bachelor of Fine Arts degree. Students desiring a two-year AFA degree for job placement or enhancement, as well as those returning to school for enrichment purposes, will also benefit from this degree. Studio Art majors will graduate with experience across a substantial number of studio disciplines and develop a strong, creative direction of thier choosing. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

An articulation agreement exists providing direct transfer into the Bachelor of Fine Arts degree at Minnesota State University, Mankato.

Campus: North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Courses (14 Courses)

Complete the following courses:

ART 110 Art Structure (3 Credits)

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)

ART 115 Three Dimensional Design (3 Credits)

This course is an introduction to creating art in three dimensions. It is designed to acquaint students with traditional and non-traditional 3D materials, techniques and concepts. Students will learn about the elements and principles of composition in three dimensions and the various ways this art can be used as a tool for aesthetic and conceptual understanding. Students will apply their understanding of these concepts through hands-on studio work as well as through evaluation and analysis in critiques and class discussions. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 125 Sculpture (3 Credits)

Sculpture will introduce students to the basic concepts, techniques, materials and methods used to create three-dimensional objects, installations and site-specific works. Students will explore three-dimensional form, and space while experimenting with fabrication, assemblage and carving techniques. Students will learn basic principles of design as they relate to sculpture and the three-dimensional environment. Extra learner supplies required. (Prerequisites: ART 110) (MNTC 6: Humanities and Fine Arts)

ART 130 Painting (3 Credits)

Painting is an introductory studio course in the elements of traditional and contemporary oil painting. Students will explore and discuss the various techniques and methods basic to the creation of paintings. Students will participate in the discussions and critiques of traditional and contemporary paintings and explore the creative process via the medium of oil paint. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 135 Introduction to Watercolor (3 Credits)

This course is an introduction to Watercolor and the various ways it can be used as a creative tool for aesthetic and conceptual understanding. Students will expand their skills in compositional design through the study and practice of the Elements of Art and the Principles of Organization: Line, Shape, Texture, Value, Color, Space, Balance, Emphasis, Rhythm, Scale/Proportion and Unity. Also examined and practiced in class are the painting techniques of watercolor, including the preservation of whites, transparencies, bleeds, dropping color, wet on wet technique, drybrush and lifting. Through lectures and visual references, historical and contemporary examples of watercolor will be explored and analyzed to expand students understanding of fine art and their own work within this context. In addition, students will learn how to discuss, analyze and evaluate their own work as well as the work of their peers, through class discussions and critiques. Additional learner supplies

will be required for this course. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 140 Digital Photography (3 Credits)

Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 145 Mixed-Media (3 Credits)

This course engages students in a three-dimensional art making experience that draws from a variety of studio practices. Students will participate in artistic endeavors involving traditional and non-traditional materials, techniques and concepts. Emphasis is placed upon the development of aesthetic, conceptual and technical skills to further personal artistic evolution. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 150 Drawing I (3 Credits)

This drawing course will further the students' understanding of the core elements of drawing: line, composition, perspective, proportion, texture, value, and shading. These drawing elements will be taught through both traditional and modern methods. The course will also include several short lectures to give examples of the work, and to expand art appreciation. There will be a strong emphasis on the student's ability to critique their own work along with their peers. The dialogue within the classroom will help to expand the student's skills and process. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 201 Art History I (3 Credits)

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 202 Art History II (3 Credits)

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 250 Drawing II (3 Credits)

This course builds upon the concepts of Drawing I (ART 150). Students will further their understanding of drawing issues by creating artwork that explores process, personal imagery, formal analysis, and conceptual goals. Historical and contemporary models will continue to be explored and discussed relative to the students' own artwork. (Prerequisite: ART 150) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ENGL100 Composition (4 Credits)

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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

PHIL130 Logic (4 Credits)

In this course we will explore some of the methods and principles that distinguish logically correct from incorrect reasoning. We will also learn to use formal techniques to evaluate the cogency of everyday argumentation. Most of the semester will be spent becoming familiar with a variety of elementary logical techniques and rules: distinguishing inductive from deductive arguments, valid from invalid arguments, mastering the formal rules of inference, truth tables and the propositional logic. Some find this material fascinating in its own right. Others value logic for the light it casts on everyday argumentation, and for its uses in philosophy, mathematics, and computing. Logical skills are not only an important component of aptitude tests such as the GRE and LSAT, but are also valuable in almost any course or job that involves using analytical techniques. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

(MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

COMM110 Public Speaking (3 Credits)

Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

OR

COMM130 Intercultural Communication (3 Credits)

The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

OR

COMM140 Interpersonal Communication (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

MnTC Goal 3 Course (6 Credits)

Choose 6-7 credits from the following MnTC Goal Area 3 courses:

BIOL100 Introduction to Biology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

GEOG101 Introduction to Physical Geography (3 Credits)

This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & the Environment)

GEOG104 Introduction to Weather and Climate (3 Credits)

This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather

phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & The Environment)

MnTC Goal 5 Course (3 Credits)

Choose 3-4 credits from the following MnTC Goal Area 5 courses:

GEOG103 Introduction to Cultural Geography (3 Credits)

This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, services, urban patterns, and resource issues. Students will examine all of these and several other issues during the semester. Students will stress the variation in the cultural landscape and critically analyze several current problems facing modern society, such as overpopulation and differences between societies. Cultural geography is focused on those things that are human-created. Therefore, the basic theme addressed throughout the course will be to discover where and why human activities are located where they are found. Students will participate in the discussions and will exchange ideas that will help them to better understand the diversity of the cultural landscape and the similarities and differences between different social groups. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

GEOG200 Special Topics in Geography: (3 Credits)

Students will explore a region to learn its unique characteristics and how its physical geography and human geography are closely linked within that region. The focus will be on real-world and hands-on activities that will use an inquiry-driven approach to learning. When applicable, geographic tools, such as GIS (Geographic Information Systems), remote sensing, and map skills, will be presented. The course will have a research component. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History & Social & Behavioral Sciences)

HIST120 U.S. History I (4 Credits)

This course surveys the history of America from the contributions of the indigenous indian people 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

HIST121 U. S. History II (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

HIST160 World History I (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST161 World History II: The Rise of the West (4 Credits)

The history of world civilizations from 1500 C.E. through World War I, the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies and the connection between industrialization and imperialism as causes of World War I. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST162 World History III: The Twentieth Century (4 Credits)

This course will present a history of world civilizations from 1900 to the present. Course topics will include the rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism and the rise of the United States as the only superpower at the end of the 20th century. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST205 Special Topics in History: (1 - 4 Credits)

Any HIST class has been specially designed by an SCC History instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisites: Any HIST course or instructor permission) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

POL 110 American Government (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

PSYC100 Introduction to Psychology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History/Social & Behavioral Sciences)

ANTH100 Introduction to Anthropology (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

PSYC110 Lifespan Psychology (3 Credits)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC140 Psychology of Positive Adjustment (4 Credits)

The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or

higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

PSYC210 Social Psychology (4 Credits)

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, attraction, self, benevolence, attitude development and change, prejudice, etc. (Prerequisites: PSYC 100 or any other college-level psychology course) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

PSYC220 Health Psychology (4 Credits)

Health psychology is a subfield of psychology that addresses the mental, emotional, behavioral, and societal factors that influence the onset, duration, recovery, and prevention of illness and the promotion of wellness. Students will explore the theoretical foundations of health psychology and the role of psychological research and principles relevant to the field. Students will be exposed to a variety of topics including stress and coping, preventative behaviors and attitudes, treatment options, and management of pain and illness. Students will gain an understanding of the academic issues and a respect for the human experience related to health, illness, and disease. (Prerequisites: PSYC 100 Introduction to Psychology or any other college-level psychology course. Must have a score of 77.5 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5: History/Social & Behavioral Sciences)

PSYC230 Abnormal Psychology (4 Credits)

In this course, students will increase their awareness and understanding of mental illness and psychological disorders. Students will become familiar with the history of the field, clinical descriptions, classification, etiology, course of onset, and typical treatment regimens specific to various disorders and mental illness. Abnormal behavior will be explored from various theoretical perspectives including psychological, biological, and socio-cultural approaches. (Prerequisites: 8 credits of psychology or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC240 Child and Adolescent Psychology (4 Credits)

This course examines the development of children from conception through adolescence. The major areas of focus include physical, cognitive, language, moral, and social development. The developing child will be understood as an active participant in a world of biological, familial, social, and cultural influences that help shape his or her individual life path. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC250 Industrial Organizational Psychology (4 Credits)

Industrial-organizational (I/O) psychology is the scientific study of the workplace. Students will be introduced to a variety of issues of relevance to business and industry, including selection and placement of employees, the importance of training and development, organizational development and evaluation, employee motivation and productivity, and the importance of fostering work-life balance. Diversity among organizations and cultures in how they approach these issues will be emphasized. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC280 Special Topics in Psychology: (4 Credits)

This course is designed to provide students with a deeper understanding of a special topic within the field of psychology. Key theoretical and historical underpinnings will be presented to prepare a foundation of understanding. Attention will be focused on how the topic has or may add to the knowledge base of psychology and, if applicable, other academic disciplines. Students will explore the actual or potential applicability of the topic to self, others, and society at large. The course will have a research component. Course may address one of Goal Areas 7-10 depending on the topic. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5: History/Social & Behavioral Sciences)

SOC 101 Introduction to Sociology (3 Credits)

The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

SOC 106 Introduction to Criminal Justice (4 Credits)

This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites:

Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

ANTH121 Cultural Anthropology (4 Credits)

This course will take an in-depth look into four different cultures. We will look at cultures from Band, Tribe, Chiefdom and State levels of political-social organization. The theoretical focus of anthropological thought in the class will be include; functionalism, structuralism, configuration-ism, neo-evolutionism and cultural materialism. This course will fulfill MNTC goal area 5 and 7. Reading 90 / 'C' or higher or an Accuplacer score of 78 are prerequisites for the class.

SOC 110 Social Problems (3 Credits)

This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 201 Marriage and Family (3 Credits)

The Sociology of Marriage and Family will help students understand this dynamic institution as an important variable in our contemporary society. Students will be exposed to the various sociological perspectives, methods of study, and core concepts related to the institution of Marriage and Family. Simultaneously, students will also learn how the diverse institution of Marriage and Family continues to affect and inform the society at the local, national and global level. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC 205 Special Topics in Sociology: (3 Credits)

Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 206 Juvenile Delinquency (3 Credits)

This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 210 Social Stratification - Who Gets What and Why? (3 Credits)

This course examines the central question of "who gets what and why?" in the contemporary world. In answering this question, the course focuses on the social arrangements of social stratification and inequality and their effects on society and individual lives. It critically examines the historical, theoretical, and empirical foundations, manifestations, and maintenance of social class difference, power and conflict. The course primarily examines the United States, but, because the U.S. is not isolated from world affairs, including global economic affairs, it will necessarily also tend to more global concerns. While cultivating a critical understanding of the nature of social stratification and inequalities, the course will explore alternatives and possibilities for a more equitable and humane society with both individual and structural levels of analysis. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

SOC 251 Criminology and Criminal Behavior (4 Credits)

This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC 259 Drugs and Society (3 Credits)

This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures; drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOWK115 Social Welfare Services (4 Credits)

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: ENGL 100) (MnTC Goal Areas: 5, 7)

MnTC Goal 6 Course (3 Credits)

Choose 3-4 credits from MnTC Goal Area 6 that is NOT an ART course:

ART 100 Art Appreciation (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ART 150 Drawing I (3 Credits)

This drawing course will further the students' understanding of the core elements of drawing: line, composition, perspective, proportion, texture, value, and shading. These drawing elements will be taught through both traditional and modern methods. The course will also include several short lectures to give examples of the work, and to expand art appreciation. There will be a strong emphasis on the student's ability to critique their own work along with their peers. The dialogue within the classroom will help to expand the student's skills and process. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART 155 Visual Narrative (3 Credits)

This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ART 165 Public Art (3 Credits)

Public Art is a painting course focused on the creation of art through painting a large-scale mural. Students will work collaboratively to complete the site-specific work while developing and refining their painting and drawing skills. Through lectures and presentations, historical and contemporary examples of mural painting will be explored, giving students a sound basis for understanding the significance of murals in the historical

and global context. Students will hone drawing skills while transferring the design onto the wall surface, learn to mix colors and to adapt painting techniques to the use of exterior latex paint. Students will also learn to work cooperatively with others on the completion of the project, and to align their work with one another in order to develop a cohesive single painting. They will critique the work on a weekly basis as the project progresses, keeping journals of their experience and using photographic documentation as a means of analyzing technical development. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 170 Digital Video Production (3 Credits)

This course introduces students to the fundamentals of digital video production. Students will learn how to produce digital video productions utilizing story-boarding, lighting and shooting techniques. Students will use video and audio editing software to import, assemble and edit clips, add transitions, create super-impositions and titles in finished video productions. In addition, they will learn hardware set-up, capturing techniques and video compression schemes as they output their work to various video formats. The course also examines the history and application of video in contemporary art, documentary, film and television production. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 180 Digital Photography 2 (3 Credits)

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART 201 Art History I (3 Credits)

This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 202 Art History II (3 Credits)

This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 240 Digital Photography 2 (3 Credits)

This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: ART 140 or instructor approval) (MNTC 6: Humanities and Fine Arts)

ART 250 Drawing II (3 Credits)

This course builds upon the concepts of Drawing I (ART 150). Students will further their understanding of drawing issues by creating artwork that explores process, personal imagery, formal analysis, and conceptual goals. Historical and contemporary models will continue to be explored and discussed relative to the students' own artwork. (Prerequisite: ART 150) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART 270 Digital Video Production 2 (3 Credits)

This course covers advanced digital video techniques including scripting, lighting, shooting, editing and the overall video/audio production sequence. Students will develop advanced skills for any profession that involves video production such as television, documentation, filmmaking, contemporary art, web design, multimedia communication, animation and computer gaming. Students will use advanced non-linear video and audio editing software. Final project is a video series or single production of substantial length within the field of artistic, commercial and/or documentary video. Students will examine and utilize advanced application

of cinematic philosophy, production techniques and technologies in the fields of film, videography, documentary production, and multimedia. This course also covers the current visual culture and how it applies to a digital cinematic/video production. Students will participate as a member of a production crew on college productions when available. (Prerequisite: a grade of C or higher in ART 170 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ART 110 Art Structure (3 Credits)

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)

ENGL110 Introduction to Literature (4 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and the Fine Arts)

ENGL111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MnTC 6: Humanities and Fine Arts)

ENGL120 Human Diversity in Literature and Film (4 Credits)

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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ENGL130 World Literature and Film (4 Credits)

This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ENGL140 British Literature (4 Credits)

This is a one-semester course for students who are interested in the development of English thought and language from the days of the Anglo-Saxons to the present time. Students will examine the historical context of the literature as well as particular authors, ideas, and styles. Class time will be devoted to reading, discussing, and analyzing selected groups of writings representative of major historical periods in the development of British writing. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL150 Introduction to Poetry (4 Credits)

This course introduces students to various elements of the genre of poetry, including (but not limited to) word choice, images, figures of speech, symbols, sounds, patterns of rhythm, and poetic forms . Students will use literary criticism techniques as they study poets and poems from many times, places, and movements of literature. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL160 Introduction to Short Story (4 Credits)

This course introduces students to the genre of short story and literary analysis. Students will examine literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. They will also study the authors and the influence of history and place on the short story form. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL205 Special Topics in Literature & Film: (4 Credits)

All ENGL 205 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. Any ENGL 205 class has been specially designed by an SCC English instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: ENGL 100 or instructor permission.) (MNTC 6: Humanities and Fine Arts)

ENGL206 Children's Literature (4 Credits)

Children's Literature provides a survey of literature for children from through history to its place in contemporary society. The course introduces students to literature for children from birth to age 21, pairing literature with cognitive, emotional, and social development. Students will explore children's literature as real literature, examining literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. We will also study the individual aspects of culture(s) that generate the narratives covered in class and how children's literature can create its own version of history and reflect its culture. (Prerequisite: ENGL 100 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL208 African American Literature (4 Credits)

Surveys African American literature, including short stories, poetry, novels and criticism. Students will be thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

ART 115 Three Dimensional Design (3 Credits)

This course is an introduction to creating art in three dimensions. It is designed to acquaint students with traditional and non-traditional 3D materials, techniques and concepts. Students will learn about the elements and principles of composition in three dimensions and the various ways this art can be used as a tool for aesthetic and conceptual understanding. Students will apply their understanding of these concepts through hands-on studio work as well as through evaluation and analysis in critiques and class discussions. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ENGL210 Introduction to Creative Writing (4 Credits)

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 instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL220 Creative Writing: Fiction (4 Credits)

For students who have been introduced to the study of creative writing, this course content will focus primarily on the development of fiction-writing skills through reading, evaluating, and practicing the form. Emphasis will be placed on elements of fiction such as character, setting, plot, theme, point of view, and narrative voice. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of literature, quizzes, and student presentations, as well as student creation of works of fiction. (Prerequisite: ENGL 210 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL230 Creative Writing: Screen Writing (4 Credits)

For students who are interested in the study of creative writing or film-making, this course content will focus primarily on the development of screen-writing skills through watching film clips, reading screenplays, evaluating story conveyance through the film medium, and practicing writing in the form. Emphasis will be placed on creating a story arc with a three-act sequence while incorporating elements of fiction such as character, setting, plot, theme, point of view, and elements of film such as scene set-up, camera angle, transitions, and primarily dialogue. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of film and literature, occasional quizzes, student presentations, discussion, as well as student creation of screenplay. (Prerequisite: ENGL 100) (MNTC 6: The Humanities and Fine Arts)

HUM 111 Introduction to Film (4 Credits)

This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities & Fine Arts)

HUM 121 Introduction to the Humanities (4 Credits)

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 Next-

Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities & Fine Arts)

HUM 122 Introduction to Humanities II (4 Credits)

This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 150 Global Connections Travel Seminar (1 Credit)

The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM 205 Special Topics in the Humanities: (1 - 4 Credits)

Any HUM class that has been specially designed by an SCC Humanities instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisite: All HUM 205 courses require a passing grade in ENGL 100 or instructor permission) (MNTC 6: Humanities & Fine Arts)

HUM 250 Global Connections Travel Seminar II (1 - 3 Credits)

The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

MUSC100 Music in the Global Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART 120 Metal Art (3 Credits)

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)

MUSC121 Class Guitar (2 Credits)

This class will offer our students the chance to learn how to play the guitar at the beginners level. Students who take this class must provide their own guitar. There will be individual instruction with the student along with class instruction. Students will start with the basics of how to tune their guitar both in standard tuning and alternate tunings. They will then create selected musical scale and learn how to play them on the guitar. They will then learn basic open-chords and bar-chords and how to play them in proper order. We will look at simple chord progressions of pop, rock and country music and will then learn how to play them on their guitar. Students will also learn the basics of a guitar solo. (Prerequisite: None) (MNTC 6: Humanities & Fine Arts)

MUSC131 Music Theory 1 (2 Credits)

Music Theory 1 focuses on written music notation skills including scales, tonality, key modes, intervals, transposition, chords, cadences, non-harmonic tones and melodic organization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or

higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

MUSC141 Vocal Ensemble - Concert Choir (1 Credit)

Vocal Ensemble is a performing ensemble. Students will meet for rehearsals three times a week and learn a repertoire of both traditional and modern songs while practicing appropriate vocal techniques. After learning their music for several weeks in the semester, the vocal ensemble will perform at selected elderly and assisted care facilities in the area. (Prerequisite: None)

PHIL105 World Religions (4 Credits)

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHIL110 Philosophy and Popular Culture (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

PHIL115 Global Philosophies (3 Credits)

This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing. Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6, 8)

PHIL150 Medical Ethics (3 Credits)

This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL205 Special Topics in Philosophy: (1 - 3 Credits)

All PHIL 205 courses will help students learn about other areas of philosophy which are important to the study of other disciplines and philosophy itself. Students will explore broader areas of philosophical concern such as metaphysics (free-will, truth, realism, universals, necessity/contingency, causation, mind, time, God, etc.); epistemology (skepticism, inferential justification, knowledge, internalism/externalism, a priori/a posteriori, closure, direct/indirect realism, memorial knowledge, etc.); meta-ethics (moral knowledge, oral realism/anti realism, ethical intuitionism, reductionisms such as utilitarianism, relativism, subjectivism, divine command theory, contractarianism, Aristotelianism/teleology, virtue ethics, etc.). Furthermore, students can also focus on political philosophy, philosophy of religion, and philosophy of science or specialize in some facet of the above topics. All PHIL 205 courses will emphasize the use of primary texts and the development of philosophical thought throughout history. These courses will focus on the most basic questions of human existence (this indeed is philosophy) such as truth, knowledge, free-will, moral rightness, justice, and so forth. We assume answers to these questions in every other study we partake in. For instance, science presupposes the legitimacy of inductive reasoning, the law of non-contradiction, the justification of using inference to the best explanation, the uniformity of nature, the reliability of perception, the nature and possibility of a posteriori knowledge and others. These courses will deal with the questions we presuppose answers to in discussing those things that matter to us. In the end, PHIL 205 courses will give philosophy instructors and students the opportunity to explore areas of philosophy which are of interest not only to the psychologist, historian, and novelist, but also to those who wish to pursue a career in philosophy or become competent in philosophical problems. As Socrates said, "the unexamined life is not worth living." These courses will help encourage others to avoid the unexamined life.

(Prerequisite: Any 100 level PHIL course or instructor permission) (MNTC 6: Humanities and Fine Arts)

THTR100 Introduction to Theater (3 Credits)

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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

THTR110 Introduction to Acting I (3 Credits)

This course introduces the student to the fundamentals of acting and making the student a more informed observer of acting for performance on the stage. This will be accomplished through instruction and practice of acting methodologies and developing the student's inner resources of voice, body, and imagination. The class will explore basic theories of acting, as well as participate in physical and vocal routines, improvisation, and individual and group exercise. The course will also introduce the student to the fundamental rehearsal process culminating in the performances of selected scenes. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ART 125 Sculpture (3 Credits)

Sculpture will introduce students to the basic concepts, techniques, materials and methods used to create three-dimensional objects, installations and site-specific works. Students will explore three-dimensional form, and space while experimenting with fabrication, assemblage and carving techniques. Students will learn basic principles of design as they relate to sculpture and the three-dimensional environment. Extra learner supplies required. (Prerequisites: ART 110) (MNTC 6: Humanities and Fine Arts)

Choose one course from MnTC Goal Areas 7,9 or 10 (1 Course)

that is NOT in MnTC Goal Area 6. Course must be chosen in consultation with your Advisor.

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

2020-21 South Central College Academic Catalog

Welding - Certificate

16 Credits CERT3660/2460

Degree Description

The Welding Program at South Central College is designed to help you quickly develop technical knowledge and hands-on skills for a high demand job. You have the option to complete the full 16-credit program or take any individual class through the Center for Business and Industry (cbi.southcentral.edu/enroll). With these options, novices and advanced level students can benefit from the program.

Campuses: Faribault and North Mankato
Program Start Dates: Fall and Spring Semesters

The course requirements listed below are specific to the current school year (noted above). If you need to view the program from previous years view our Catalog Archive.

Required Technical Courses (7 Courses)

Complete all of the following courses:

WELD1007 Blueprint Reading for Welding (2 Credits)

This course will expand on basic blueprint reading by utilizing skills and knowledge about symbols, charts, and measurements to work more closely with blueprints specific to Welding. (Prerequisite: None)

WELD1011 Welding Safety (1 Credit)

Topics in this course include the basics of welding safety including proper equipment use and maintenance, machine guarding, bloodborne pathogens, safety and health programs, and overall welding safety. (Prerequisite: None)

WELD1025 Introduction to Shielded Metal Arc Welding (SMAW) (1 Credit)

This course will provide an introduction to Shielded Metal Arc Welding (SMAW) on carbon steel in various positions along with an introduction to welding safety, welding, and electrode compatability. Components of SMAW will be introduced, including selection of materials and steps necessary to complete tasks. Basic information about duty cycle, cable sizing, arc blow, and electrodes will also be presented. (Prerequisite: None)

WELD1035 Introduction to Gas Metal Arc Welding (GMAW) (2 Credits)

The course will cover gas metal arc welding process using short circuit and spray methods on carbon steel. (Prerequisites: None)

WELD1045 Introduction to Gas Tungsten Arc Welding (3 Credits)

This course is designed to instruct welders in welding safety and the Gas Tungsten Arc Welding process (GTAW-TIG). The student will learn fundamentals of GTAW (TIG) for steel, stainless steel and aluminum. Welding procedures are taught on aluminum, carbon and stainless steels. The training covers edge, corner, lap, and fillet welds in all positions. Welding is limited to regular thin flat material, which does not include thick plate, pipe or other irregular shapes. (Prerequisites: None)

WELD1055 Cutting and Brazing (3 Credits)

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. The course will demonstrate oxy-fuel welding and cutting safety procedures; identify and classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. (Prerequisite: None)

WELD1075 Advanced Welding Lab (4 Credits)

Advanced welding lab is a course designed to allow students to utilize all of their skills with capstone project based assignments that prepares students to get their American Welding Society credentials. Students can also focus on a particular skills of choice. (Corequisite: WELD 1011)

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

2020-21 South Central College Academic Catalog

Course List by Department

Academic Catalog 2019-2020

ABCT - Auto Body Collision Technology
ACCT - Accounting
AGBS - Agri-Business
AGCH - Ag Chemical Applicator Technician
AGEC - Agri-Business
AGME - Ag Business Mechanics
AGRI - Agri-Business
AIS - American Indian Studies
ANSC - Agri-Business
ANTH - Anthropology
ART - Art Studies
ASL - American Sign Language
AST - Auto Service Technology
BDET - Architectural Drafting & Design
BIOL - Biology
CAP - Capstone
CARP - Carpentry
CDEV - Child Development
ECE - Child Development
CHEM - Chemistry
CMAE - Advanced Manufacturing Core
COMM - Communication
COMP - Computer Careers
CP - Community Paramedic
CRTK - Critical Thinking
CTLS - Civil Engineering Technology
CULN - Culinary Arts
DA - Dental Assisting
EAP - English for Academic Purposes
CDEV - Early Childhood Ed.
ECON - Economics
ENGL - English
ETEC - Energy Technical Specialist
ETHN - Ethnic Studies
FBMA - Farm Business Management
FBMT - Farm Business Management
FCS - Family & Consumer Science
FYE - First Year Experience
GCC - Graphic Communications
GEOG - Geography
GIS - Geographic Information Systems
HC - Health Core
HCTC - Nursing-Nursing Assistant
HEMS - Emergency Medical Services
HHC - Health Courses (Hour Based)
HHP - Health & Human Performance
HIST - History
HLTH - Health
HSER - Human Services
HSS - Health Support Specialist
HUCF - Health Unit Coordinator
HUM - Humanities
HVAC - Heating/Air Conditioning
ICP - Intensive Care Paramedic
MA - Medical Assistant
MASS - Mass Communication
MATH - Math
MDLT - Medical Laboratory Technician
MEAG - Agri-Business
MECA - Mechatronics
MGT - Marketing
MKT - Marketing
MTT - Machine Tool Technology
MULT - Multimedia Technology
MUSC - Music
NURS - Nursing
OTEC - Office Technology
PHIL - Philosophy
PHLE - Phlebotomy
PHRM - Pharmacy Technician
PHYS - Physics
PLSC - Agri-Business
POL - Political Science
PSYC - Psychology
QFPR - Culinary Arts
READ - Reading
RNEW - Energy Technical Specialist
RSTM - Restaurant Management
SBMT - Small Business Management
SGAG - Agri-Business
SHA - Energy Technical Specialist
SOC - Sociology
SOLA - Somali
SOWK - Social Work
SPAN - Spanish
SWPR - Agri-Business
THTR - Theater
VITI - Viticulture
WELD - Welding
WELD - Welding

Subject Menu ^

ABCT - Auto Body Collision Technology

ABCT1801 Auto Body Lab I (4 credits)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

ABCT1802 Auto Body Lab II (4 credits)
This course will allow the students to develop and to practice skills needed in the auto body industry through hands-on experience.

ABCT1805 Auto Body Collision Technology Fundamentals (2 credits)
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. (Prerequisites: None)

ABCT1810 Sheet Metal I (3 credits)
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.

ABCT1820 Priming and Refinish System Preparation (3 credits)
This course teaches students refinishing safety, tools, equipment, surface preparation, and material application procedures.

ABCT1840 Auto Collision Mechanical I (3 credits)
This course covers the 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. (Prerequisites: None)

ABCT1850 Trim, Hardware and Glass (3 credits)
Students learn safe procedures for removal and replacement of stationery and movable glass. Also covered are various methods of trim and hardware attachments.

ABCT1860 Auto Body Welding (3 credits)
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.

ABCT1870 Refinishing (3 credits)
This course teaches panel, blending, and overall refinish procedures using single and multi-stage refinish products.

ABCT1880 Sheet Metal II (3 credits)
This course teaches advanced sheet metal repairs, replacement and sectioning on exterior cosmetic panels, panel adjustments, and fitting procedures.

ABCT2800 Damage Appraisal and Shop Management (3 credits)
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.

ABCT2803 Auto Body Lab III (4 credits)
This course will allow the students to develop and practice skills needed in the auto body industry through hands-on experience.

ABCT2804 Auto Body Lab IV (4 credits)
This course will allow the student to develop and to practice skills needed in the auto body industry through hands-on experience.

ABCT2805 Auto Body and Collision Air Conditioning (2 credits)
This course covers the principles of air conditioning. Various system types, collision damage analysis, 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: None)

ABCT2810 Appearance Matching (3 credits)
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.

ABCT2820 Composites (2 credits)
This course teaches students identification and safe repair of interior and exterior automotive plastics including sheet molded compound and fiberglass.

ABCT2830 Measuring and Pulling Systems (3 credits)
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.

ABCT2850 Structural Repair (3 credits)
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.

ABCT2870 Auto Collision Mechanical II (3 credits)
This course teaches collision service techniques for chassis, electronic components, steering and

suspension systems, antilock brake systems, air bags, and related vehicle safety systems.

ABCT2900 Auto Body Lab (1 - 4 credits)
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.

ABCT2910 Occupational Internship (1 - 9 credits)
Students will work in a sponsoring auto body facility. A training plan will be developed and utilized. (Prerequisite: Instructor Approval)

ABCT2920 Special Problems (1 - 6 credits)
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.

Subject Menu ^

ACCT - Accounting

ACCT1700 Personal Financial Management (3 credits)
The purpose of this course is to provide insight into personal financial decision making. This includes budgeting, banking, use of credit and credit cards, renting vs. owning a home, retirement investing, investment opportunities, insurance, income taxes, wills, and effects of financial distress on one's life. In addition, we will compare income levels for various occupations. Students will examine real life situations. There will be some professional guest speakers who will share their expertise with the students. (Prerequisites: None)

ACCT1800 Business Law (3 credits)
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)

ACCT1810 Financial Accounting (4 credits)
This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include an introduction to accounting and business, completing the accounting cycle, inventories, internal controls, receivables, cash flow statements and financial analysis. (Prerequisites: None)

ACCT1811 Managerial Accounting (4 credits)
This course focuses on current and long-term liabilities, partnerships, corporations, long-term investments, managerial accounting concepts, job costing, process costing, cost-volume-profit analysis, and capital budgeting. (Prerequisite: ACCT1810 with a grade of C or higher)

ACCT1814 Payroll Accounting (3 credits)
This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports. In addition, we will explore setting up and maintaining a payroll system using Quickbooks. (Prerequisite: None)

ACCT1834 Computerized Accounting I (3 credits)
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: None)

ACCT1835 Computerized Accounting II (3 credits)
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 advance functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes SAGE 50 and EXCEL Expert. (Prerequisite: ACCT 1834)

ACCT1870 Professional Accounting Careers (1 credits)
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)

ACCT2821 Intermediate Accounting I (3 credits)
This is the first of the two course intermediate accounting series. The content of this course covers an overview of the accounting process, the balance sheet, the income statement and statement of cash flows, the time value of money and other various components of the balance sheet. (Prerequisite: ACCT 1810)

ACCT2822 Intermediate Accounting II (3 credits)
This is the second of the two course intermediate accounting series. The content of the course covers operational assets, investments, current liabilities and contingencies, long-term debt, leases, accounting for income taxes, accounting changes and error corrections and other advanced accounting topics. (Prerequisites: ACCT 2821 or equivalent)

ACCT2827 Principles of Finance (3 credits)
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: ACCT 1810)

ACCT2847 Fraud, Auditing and Internal Controls (4 credits)
In this course students will learn about occupational fraud, basic auditing techniques and evaluation of internal controls. Covered topics include how and why fraud is committed, fraud detection, establishing and evaluating internal controls, and using internal auditing techniques to verify account balances. (Prerequisites: ACCT 1810)

ACCT2850 Accounting Internship (1 - 8 credits)
This course provides students with actual experiences in accounting careers. A competency-based internship plan will be developed for each student. The student can receive internship credit for participating in the Volunteer Income Tax Assistance (VITA) program at SCC in conjunction with the Internal Revenue Service, Minnesota Department of Revenue, and Minnesota Valley Action Council. (Prerequisite: Instructor approval)

ACCT2861 Cost Accounting I (4 credits)
This course covers managerial accounting cost concepts and behaviors. Examples of job order costing, process costing, and accounting for materials, direct labor, and factory overhead will be discussed. (Prerequisites: ACCT 1810, 1811 with a grade of C or higher)

ACCT2862 Cost Accounting II (3 credits)
This course is an extension of ACCT 2861. This course covers budgeting, standard costing, direct costing, differential analysis, capital planning, transfer pricing, and decision making under uncertainty. (Prerequisites: ACCT 2861 or equivalent)

ACCT2863 Fund/NonProfit Accounting (3 credits)
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: ACCT 1810)

ACCT2864 Income Tax I (4 credits)
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)

ACCT2865 Income Tax II (3 credits)
This course provides an explanation and interpretation of the Internal Revenue Code as applied to sole proprietorships, partnerships, and corporations. Topics include business income, expenses, business tax credits, withholding and payment of established estate and trust tax issues, taxes, installment sales, and inventories. (Prerequisites: ACCT 2864)

ACCT2900 Accounting Review (3 credits)
This course reviews financial accounting, ethics and professional conduct, business law, taxation and managerial accounting concepts. This course will prepare the student for the ACAT Comprehensive Examination for Accreditations in Accountancy. (Prerequisites: ACCT 1800, 2821, 2861, 2864)

Subject Menu ^

AGBS - Agri-Business

AGBS1100 Agricultural Selling Skills (3 credits)
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)

AGBS2015 Commercial Driver's License (1 credits)
Students prepare for the Commercial Motor Vehicles General Knowledge (written) Test, related required Endorsements (written) Test(s), related optional Endorsements (written) Test(s), and the Pre-Trip Inspection (skills) Examination. The goal in this course is to obtain a MN Class A CDL permit. (Prerequisites: None).

AGBS2150 Agribusiness Financial Management (4 credits)
This course covers major aspects of agribusiness from financial management through financial problem solving, analysis, and planning. Students will apply economic and financial concepts by creating balance sheets, income statements, cash flows, inventory controls, and budgets. Students will have the opportunity to apply what they have learned in a computerized farm supply business simulation. Students will also develop management skills needed to be an effective agribusiness manager. (Prerequisites: AGEC 1100)

AGBS2990 International Field Study (3 credits)
This international field study seminar introduces students to agricultural, food, and natural resource systems of other countries of the world. The course consists of two major components: a series of pre- and/or post-departure workshops and an in-depth short-

term structured international experience within a host country or countries. Students gain global perspective through exposure to international history, cultures, and socio-economic situations of the country or countries visited. Students explore, compare, and contrast food, fiber, and fuel systems of the country or countries visited. (Prerequisites: None)

AGBS2995 Individualized Study/Special Problems (1 - 6 credits)
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)

Subject Menu ^

AGCH - Ag Chemical Applicator Technician

AGCH1100 Fertilizer Industry Equipment (2 credits)
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)

AGCH1200 Herbicide Industry Equipment (2 credits)
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)

AGCH1300 Work Experience - Equipment Operation I (1 - 4 credits)
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.)

AGCH1305 Work Experience-Equipment Operation II (1 - 4 credits)
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)

Subject Menu ^

AGEC - Agri-Business

AGEC1100 Introduction to Agricultural Economics (3 credits)
This course is an introduction to agricultural economics. Economic concepts of the food, fiber, and fuel industry will be explored though problem solving exercises and graphical analysis. Consumer and business behavior will be analyzed under various market and regulatory conditions, with major focus spent on determining changes to equilibrium of aggregate supply and demand curves. Both microeconomic and macroeconomic factors will be defined and discussed in relation to global and local agribusiness value chains, including many factors affecting farmers in the American Midwest. (Prerequisite: None)

AGEC1200 Principles of Farm Records (3 credits)
This course covers types of records, setup and use of accounts through computerization of farm information. Discussion of the types of record keeping systems will be covered, a review of various record keeping systems and tools used to input, analyze and utilize the information from the farm business activity. Selection and implementation of a record keeping program will be required. Students will initiate records on a current farming operation. (Prerequisite: None)

AGEC2250 Farm Business Planning & Analysis (4 credits)
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: AGEC 1200)

AGEC2400 Commodity Marketing Principles (3 credits)
This course covers the principles of agricultural commodity marketing, including cash, forward, futures, and options contracts. Economic impacts on supply, demand, and equilibrium pricing for commodities will be explored. Students will participate in simulated marketing transactions and track local and terminal market pricing. (Prerequisite: AGEC 1100)

AGEC2450 Commodity Marketing Strategies (2 credits)
This course covers strategies of commodity marketing of agricultural products. Students will apply marketing principles in various market situations. Students will work with forward contracts, basis contracts, futures contracts, and option strategies in agriculture

commodities. Students will develop market plans for agribusiness marketing and input needs. (Prerequisites: AGEC 1100, AGEC 2400)

AGEC2500 Agribusiness Transfer & Law (2 credits)
This course covers farm estate planning and law topics with direct application to production agriculture. Topics include federal and state estate tax laws and their impact on the transfer of agriculture property. Estate planning options such as wills, life insurance and trusts will be explored. Other topics include farm partnerships and corporations, agricultural legal case studies, basic contracts, legal land descriptions, fence regulations, animal legalities, water rights, bankruptcy, gifting, and liability issues. (Prerequisite: None)

AGEC2600 Alternative Agriculture (2 credits)
One of the changes taking place in agriculture is an increasing interest in the production of alternative crop and animal enterprises. This class will examine and evaluate those enterprises. A look at the profitability, marketing and risks of producing a alternative product as well as the resources and information available to assist in developing a plan to produce an alternative product. The opportunities to produce a value-added product will be studied. A close look will be taken of producers currently raising and marketing alternative agriculture products.We will also examine the current factors driving the movement towards local foods and alternative enterprises. (Prerequisites: None)

Subject Menu ^

AGME - Ag Business Mechanics

AGME1801 Outdoor Power Equipment (3 credits)
This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment, and attachments are emphasized. (Prerequisites: None)

AGME1812 Equipment Assembly, Operation, Adjustment and Reconditioning I (2 credits)
This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1813 Equipment Assembly, Operation, Adjustment and Reconditioning II (2 credits)
This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a 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)

AGME1821 Precision Measuring Tools (1 credits)
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)

AGME1822 Gas/Diesel Engine Repair I (3 credits)
This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn 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: AGME 1821)

AGME1823 Engine Support Systems and Lab (3 credits)
This course covers cooling, lubrication, and intake/exhaust systems. The student will identify, troubleshoot, and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas/Diesel Engine Repair I. (Prerequisite: AGME 1821)

AGME1831 Tractor Power Trains (3 credits)
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)

AGME1861 Tractor Electrical Systems (3 credits)
This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

AGME1881 Parts Department Operation (1 credits)
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)

AGME1891 Hydraulic Theory (1 credits)
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)

AGME1923 Gas/Diesel Engine Repair II (4 credits)
This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Power Trains, 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. Students must be enrolled in the Agribusiness Service Technician program)

AGME1930 Ag Welding (2 credits)
This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

AGME2832 Hydraulic Assist/Hydrostatic Transmissions (2 credits)
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: AGME 1821, AGME 1831)

AGME2841 Air Conditioning (1 credits)
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)

AGME2852 Introduction to Diesel (1 credits)
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)

AGME2853 Diesel Injection (Pumps) (3 credits)
This course covers the operation, disassembly, repair, and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump, and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair, and adjust internal parts; reassemble the pump; and perform pump adjustments on the test bench. (Prerequisite: None)

AGME2863 Advanced Agricultural Electrical/Electronics (2 credits)
This course covers review, troubleshooting, and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME 1861)

AGME2882 Ag Tech Seminar (1 credits)
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)

AGME2892 Hydraulic Theory and Diagnosis (4 credits)
This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME 1891)

AGME2940 Agribusiness Service Technician Internship (1 - 7 credits)
This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technicians program and area dealership or industry, which allows the student an employment-like work experience. Application of competencies gained from previous coursework will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student

training plan. Variable credits 1-9 (Prerequisite: Enrolled in Agribusiness Service Technician Program)

AGME2945 Tractor/Equipment Repair I (3 credits)
This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME 1822, 1823, 1831, 1891, 1923)

AGME2946 Tractor/Equipment Repair II (4 credits)
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. (Prerequisite: AGME 2945)

AGME2947 Tractor/Equipment Diagnosis and Repair (4 credits)
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 compare their component repair time with flat rate. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. (Prerequisites: AGME 2945. Student must be enrolled in the Agribusiness Service Technician program)

Subject Menu ^

AGRI - Agri-Business

AGRI1800 Employer/Employee Relations (2 credits)
This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

AGRI1810 Intro to Sustainable Microfarming (1 credits)
This class is designed for individuals to enter agribusiness careers related to the growing demand by customers to purchase food produced locally. These operations tend to produce, manage, and market agricultural commodities differently than traditional agriculture models but have a tremendous potential in the new consumer marketplace. Students will be involved in all aspects of operation for a small farm to fork business model. Using a high tunnel as the form of production, this course will follow the growth process of vegetables on a local scale. Students will look at the ability to farm on a small scale, focusing on locally grown crops. They will evaluate the market for and ability to maintain production practices within a microfarming practice. (Prerequisite: None)

AGRI2700 Agricultural Technology Seminar (2 credits)
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, bio-technologies, 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. (AGEC 2400 or Instructor Permission)

AGRI2780 Agribusiness Internship (1 - 9 credits)
This course is a cooperative educational program between the student, faculty and the internship site/business. Students will apply competencies gained from previous coursework into an agribusiness industry workplace. Specific tasks to be completed by the student and will be identified in an individual training plan developed by the student, faculty and internship supervisor. Each training plan is specific to the individual student and business enterprise where the student is employed. (Prerequisite: Instructor Permission)

Subject Menu ^

AIS - American Indian Studies

AIS112 Native American Perspectives (4 credits)
Native American Perspectives introduces students to writings about Native American life. Students will become acquainted with some myths and legends as well as contemporary literature. Students will also explore Native American culture, with a special emphasis on the environmental impacts of colonization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 7, 10: Human Diversity, People & the Environment)

AIS120 Dakota Culture, History and Language (3 credits)
This course is an introduction to the language, history and culture of the Dakota nation. Students will gain cultural, historical, and sociological knowledge and understanding of the Dakota nation through readings, lectures, guest speakers, and media. Students will learn some basic Dakota language skills. Students will be encouraged to engage critically on historical and contemporary issues and be inspired towards activism as they participate in service learning opportunities within the Native population. Various outside resources

will be brought in to explore the Dakota language. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7: Human Diversity and 9: Ethical and Civic Responsibility)

Subject Menu ^

ANSC - Agri-Business

ANSC1100 Livestock Production Principles (3 credits)
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)

ANSC1105 Beef Production Management (3 credits)
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)

ANSC1200 Livestock Lab (2 credits)
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)

ANSC1305 Cattle Artificial Insemination (1 credits)
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)

ANSC2100 Principles of Animal Nutrition (3 credits)
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)

Subject Menu ^

ANTH - Anthropology

ANTH100 Introduction to Anthropology (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

Subject Menu ^

ART - Art Studies

ART100 Art Appreciation (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ART101 Art Appreciation (CONSORTIUM) (3 credits)
Consortium from Iowa Lakes Community College

ART110 Art Structure (3 credits)
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)

ART115 Three Dimensional Design (3 credits)
This course is an introduction to creating art in three dimensions. It is designed to acquaint students with traditional and non-traditional 3D materials, techniques and concepts. Students will learn about the elements and principles of composition in three dimensions and the various ways this art can be used as a tool for aesthetic and conceptual understanding. Students will

apply their understanding of these concepts through hands-on studio work as well as through evaluation and analysis in critiques and class discussions. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART125 Sculpture (3 credits)
Sculpture will introduce students to the basic concepts, techniques, materials and methods used to create three-dimensional objects, installations and site-specific works. Students will explore three-dimensional form, and space while experimenting with fabrication, assemblage and carving techniques. Students will learn basic principles of design as they relate to sculpture and the three-dimensional environment. Extra learner supplies required. (Prerequisites: ART 110) (MNTC 6: Humanities and Fine Arts)

ART130 Painting (3 credits)
Painting is an introductory studio course in the elements of traditional and contemporary oil painting. Students will explore and discuss the various techniques and methods basic to the creation of paintings. Students will participate in the discussions and critiques of traditional and contemporary paintings and explore the creative process via the medium of oil paint. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART135 Introduction to Watercolor (3 credits)
This course is an introduction to Watercolor and the various ways it can be used as a creative tool for aesthetic and conceptual understanding. Students will expand their skills in compositional design through the study and practice of the Elements of Art and the Principles of Organization: Line, Shape, Texture, Value, Color, Space, Balance, Emphasis, Rhythm, Scale/Proportion and Unity. Also examined and practiced in class are the painting techniques of watercolor, including the preservation of whites, transparencies, bleeds, dropping color, wet on wet technique, drybrush and lifting. Through lectures and visual references, historical and contemporary examples of watercolor will be explored and analyzed to expand students understanding of fine art and their own work within this context. In addition, students will learn how to discuss, analyze and evaluate their own work as well as the work of their peers, through class discussions and critiques. Additional learner supplies will be required for this course. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART140 Digital Photography (3 credits)
Introduction to the conceptual, technical and historical aspects of photography as a creative medium using digital technology within the fine arts context. Students study camera operation and techniques, composition and design, digital image capture, related software, and digital output. This class also utilizes the computer as a digital darkroom to enhance photographic images. Projects provide students with an understanding of how photographs function, not only technically, but also visually and conceptually. Students must have a digital camera; (variable F. Stop, and shutter recommended) Textbook and other supplies will also be required. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART145 Mixed-Media (3 credits)
This course engages students in a three-dimensional art making experience that draws from a variety of studio practices. Students will participate in artistic endeavors involving traditional and non-traditional materials, techniques and concepts. Emphasis is placed upon the development of aesthetic, conceptual and technical skills to further personal artistic evolution. (Prerequisite: none.) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART150 Drawing I (3 credits)
This drawing course will further the students' understanding of the core elements of drawing: line, composition, perspective, proportion, texture, value, and shading. These drawing elements will be taught through both traditional and modern methods. The course will also include several short lectures to give examples of the work, and to expand art appreciation. There will be a strong emphasis on the student's ability to critique their own work along with their peers. The dialogue within the classroom will help to expand the student's skills and process. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

ART155 Visual Narrative (3 credits)
This course is an introduction to the fundamentals of visual narrative and the various ways it can be used as a tool for aesthetic and conceptual expression. Students will expand their knowledge of storytelling in artistic practice by examining compositional design, symbolic imagery and sequential image making. While studying the methodology of narrative, students will create their own storyboard layout in preparation for a final, refined visual narrative presentation in the student's format of choice, (film/video, graphic novel, drawings/paintings, etc.) In addition, this course will also explore visual narratives from cultures that are not mainstream American culture. Included in this examination is the study of non-linear and multi-linear formats. Through the investigation of traditional and non-traditional visual narrative, students will be provided with the tools to express their own voice with new insight and perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ART165 Public Art (3 credits)
Public Art is a painting course focused on the creation of art through painting a large-scale mural. Students will work collaboratively to complete the site-specific work while developing and refining their painting and drawing skills. Through lectures and presentations, historical and contemporary examples of mural painting will be

explored, giving students a sound basis for understanding the significance of murals in the historical and global context. Students will hone drawing skills while transferring the design onto the wall surface, learn to mix colors and to adapt painting techniques to the use of exterior latex paint. Students will also learn to work cooperatively with others on the completion of the project, and to align their work with one another in order to develop a cohesive single painting. They will critique the work on a weekly basis as the project progresses, keeping journals of their experience and using photographic documentation as a means of analyzing technical development. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART170 Digital Video Production (3 credits)
This course introduces students to the fundamentals of digital video production. Students will learn how to produce digital video productions utilizing story-boarding, lighting and shooting techniques. Students will use video and audio editing software to import, assemble and edit clips, add transitions, create super-impositions and titles in finished video productions. In addition, they will learn hardware set-up, capturing techniques and video compression schemes as they output their work to various video formats. The course also examines the history and application of video in contemporary art, documentary, film and television production. (Prerequisite: None) (MNTC 6: Humanities and Fine Arts)

ART201 Art History I (3 credits)
This course provides an overview of visual culture from prehistory through the Middle Ages, including art and architecture from both Western and non-Western cultures. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART202 Art History II (3 credits)
This course provides an overview of visual culture, including art and architecture, from the Middle Ages to the present time.(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ART240 Digital Photography 2 (3 credits)
This course will introduce the student to both the practical and theoretical application of controlling the digital photographer's most important tool, light. The course will deal with, through the use of light modifying devices and software, how to control the direction, quantity, quality, ratio and color of light for both outdoor (natural) and indoor (existing) light. Students enrolled in this course will study advanced lighting techniques, contemporary practices and theories in digital photography. Students will work with intermediate and advanced digital imaging software. This course will emphasize the student's development of individual artistic voice applied in a portfolio of digital photographic images. Students enrolling in this course are required to supply their own digital camera, tripod, image editing software, and lighting equipment as specified in the course syllabus. Image editing software will also be available for use in the open computer lab at South Central College's North Mankato campus. (Prerequisite: ART 140 or instructor approval) (MNTC 6: Humanities and Fine Arts)

ART250 Drawing II (3 credits)
This course builds upon the concepts of Drawing I (ART 150). Students will further their understanding of drawing issues by creating artwork that explores process, personal imagery, formal analysis, and conceptual goals. Historical and contemporary models will continue to be explored and discussed relative to the students' own artwork. (Prerequisite: ART 150) (MNTC 6: The Humanities--The Arts, Literature and Philosophy)

ART270 Digital Video Production 2 (3 credits)
This course covers advanced digital video techniques including scripting, lighting, shooting, editing and the overall video/audio production sequence. Students will develop advanced skills for any profession that involves video production such as television, documentation, filmmaking, contemporary art, web design, multimedia communication, animation and computer gaming. Students will use advanced non-linear video and audio editing software. Final project is a video series or single production of substantial length within the field of artistic, commercial and/or documentary video. Students will examine and utilize advanced application of cinematic philosophy, production techniques and technologies in the fields of film, videography, documentary production, and multimedia. This course also covers the current visual culture and how it applies to a digital cinematic/video production. Students will participate as a member of a production crew on college productions when available. (Prerequisite: a grade of C or higher in ART 170 or instructor permission) (MNTC 6: Humanities and Fine Arts)

Subject Menu ^

ASL - American Sign Language

ASL101 American Sign Language 1 (3 credits)
This course teaches the basics of American Sign Language. (Prerequisites: None) (MNTC 7: Human Diversity)

Subject Menu ^

AST - Auto Service Technology

AST1112 Introduction to Auto Service (2 credits)
This course is a requirement for the Automotive Service program. The course includes the following topics: shop safety, shop practices and procedures, vehicle identification, use of electronic service information, proper use of hand tools, power tools, hoists and other shop equipment, fasteners, tires, and fluids. (Prerequisite: Admission to the Automotive Service program)

AST1121 Service Management (1 credits)
This course is designed for individuals who will be responsible for the operation of an automotive repair facility. It provides instruction in customer service, parts and service marketing, shop management, and business ethics in the automotive repair field. (Prerequisite: Admission into the Automotive Service program)

AST1130 Introduction to Hybrid Electric Vehicles (1 credits)
The course introduces the fundamentals of hybrid electric vehicles. The course includes hybrid vehicle classifications, high voltage safety, vehicle systems, components, operation, and basic diagnosis. (Prerequisite: Admission to the Automotive Service Program).

AST1212 Basic Electrical (2 credits)
This course covers the fundamentals of electricity. The battery, DC electrical circuits, circuit components, wiring diagrams, digital multimeter use, Ohm's law, Watt's law, and circuit testing will be presented in this course. (Prerequisite: Admission to the Automotive Service program)

AST1222 Advanced Electrical/Electronics (2 credits)
This course covers the operation and diagnosis of relays, motors, lighting systems, gauges, windshield wiper systems, power windows, power locks, solid state electronic components, and other automotive electrical systems. Prior knowledge gained by the successful completion of AST1212 is recommended for student success in this course. (Prerequisite: Admission to the Automotive Service program)

AST1233 Starting and Charging Systems (3 credits)
This course covers the operation and diagnosis of the starting and charging systems. Instruction in component identification and operation, circuit diagnosis, and component testing will be included. (Prerequisite: Admission to the Automotive Service Program)

AST1311 Engine Diagnosis (1 credits)
This course covers engine diagnosis using various types of test equipment. This course focuses on developing the skills needed to diagnose and analyze basic engine problems. Prior knowledge gained by the successful completion of AST 1712 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST1323 Lower Engine Service (3 credits)
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. Prior knowledge gained by the successful completion of AST 1311 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST1332 Upper Engine Service (2 credits)
This course covers testing and rebuilding the cylinder head. The student will analyze cylinder compression and leakage to determine if valve and valve seat service is necessary. Hands-on experience consists of valve refacing, valve guide service, valve seat reconditioning, valve spring testing, shim selection, and proper assembly and installation. Prior knowledge gained by the successful completion of AST 1311 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST1341 Engine Lab (1 credits)
This course is designed to allow students enrolled in the engine services sequence of courses, time to complete the assigned projects. Prior knowledge gained by the successful completion of AST 1323 and AST 1332 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST1412 Clutch & Drive Line (2 credits)
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. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST1423 Manual Transmission/Transaxle & 4X4 (3 credits)
This course covers the operation and the proper repair procedures for the types of manual transmissions/transaxles and transfer cases 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. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST1513 Suspension/Steering & Wheel Alignment (3 credits)
This course covers front and rear suspension systems, wheel balance, and steering systems and components. Students will be required to perform a front and rear wheel alignment. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST1613 Brakes (3 credits)
This course will cover the principles of friction and braking systems, disc and drum brakes, parking brakes, and power assist units. Emphasis will be placed on system operation, diagnosis, repair, and maintenance of various types of braking systems. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST1622 Advanced Brakes (2 credits)
This course will cover anti-lock brake systems. Emphasis will be placed on system operation and controls. Diagnosis, repair, and maintenance of the various types of systems will also be included. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST1712 Basic Tune-up (Non-computer) (2 credits)
This course covers the theory and principles of operation of automotive gasoline engines, fuel systems, ignition systems, and emission systems. Prior knowledge gained by the successful completion of AST 1212 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST1714 Introduction to Engine Operation (2 credits)
This course covers the theory of operation, basic diagnosis, and maintenance of the automotive gasoline engine, fuel system, ignition system, and emission system. Prior knowledge gained by the successful completion of AST1212 is recommended for student success in this course. (Prerequisite: Admission to the Automotive Service program)

AST2432 Rear Axle/Differential (2 credits)
This course will cover the operation and proper repair procedures of current differentials used on late model vehicles. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST2442 Automatic Transmission I (2 credits)
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. Prior knowledge gained by successful completion of AST 1112 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST2452 Automatic Transmission II (2 credits)
This course is a hands-on lab class in which various transmissions and transaxles are overhauled, adjusted, and bench tested. Basic overhaul techniques and special tool and gauge usage are included. Prior knowledge gained by successful completion of AST 1112 and AST 2442 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST2462 Automatic Transmission III (2 credits)
The student, after completing this course, will have a basic understanding of troubleshooting, repairs, and adjustments of conventional and electronic shift automatic transmissions. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST2723 Fuel Systems I (3 credits)
This course covers the principles of operation of the various types of automotive fuel systems. Fuel system component identification, operation, and testing is included in this course. Gasoline fuel system diagnosis and repair will be emphasized. (Prerequisite: Admission into the Automotive Service program)

AST2733 Introduction to Automotive Computers (3 credits)
This course covers the operating principles and testing of automotive computers, sensors, and control devices. (Prerequisite: Admission to the Automotive Service program)

AST2743 Fuel Systems II (3 credits)
This course covers fuel injection and emissions systems used with gasoline engines. This course focuses on the operation, diagnosis, and repair of automotive fuel injection and emissions systems. (Prerequisite: Admission to the Automotive Service program)

AST2752 Engine Performance & Drivability (2 credits)
This course emphasizes the accurate and efficient diagnosis and repair of drivability and emission concerns associated with all aspects of engine operation. Particular attention will be placed on computerized engine management systems. (Prerequisite: Admission into the Automotive Service program)

AST2812 Basic Air Conditioning (2 credits)
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, charging, and performance testing will be on actual systems. (Prerequisite: Admission into the Automotive Service program and AST1112 or instructor approval)

AST2822 Advanced Heating and Air Conditioning (2 credits)
This course covers automatic temperature control systems operation, testing and repairs of vacuum and electrical controls, air flow distribution, and heater system controls. (Prerequisites: Admission into the Automotive Service program and AST 2812 or instructor approval)

AST2911 Auto Lab I (1 credits)
This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on,

performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST2921 Auto Lab II (1 credits)
This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides shop time to complete projects required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. (Prerequisite: Admission to the Automotive Service Program)

AST2931 Auto Lab III (1 credits)
This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by successful completion of AST 1112 is required for student success in this class. (Prerequisite: Admission into the Automotive Service program)

AST2941 Auto Lab IV (1 credits)
This course is designed to provide students an opportunity to develop practical automotive repair skills. Auto Lab provides the student shop time to complete projects and lab assignments required in the Automotive Service program. This is a hands-on, performance based course where students work on diagnosing, maintaining and repairing vehicles. Prior knowledge gained by the successful completion of AST 1112 or concurrent enrollment in AST 1112 is required for student success in this course. (Prerequisite: Admission into the Automotive Service program)

AST2951 Individualized Study (1 - 8 credits)
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)

AST2961 Cooperative Occupational Experience (1 - 8 credits)
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)

Subject Menu ^

BDET - Architectural Drafting & Design

BDET1100 Introduction to Building Design and Energy Technology (1 credits)
Overview of academic preparation and career opportunities in the field of: Architectural, Mechanical-Electrical-Plumbing (MEP), structural, building design and energy technology. (Prerequisite: None)

BDET1110 Studio I (4 credits)
This is an introductory studio course for students interested in Building Design and Energy Technology. Studio I includes a combination of sketching and electronic drawing software applications. This course will cover, sketching techniques, dimensions, notations, organization, and measuring. This class advances into drawing a commercial wood-frame construction project while incorporating electronic drawing software into the design process. (Prerequisite: None)

BDET1120 Estimating Concepts (2 credits)
This course covers principles of quantity takeoffs, identification of symbols, and computation of materials from a set of commercial construction working drawings utilizing the CSI divisions. (Prerequisite: None)

BDET1130 Materials and Methods (3 credits)
The basic construction methods and materials used in building technologies are examined. Common building materials such as wood, masonry, concrete, and metals will be analyzed as it relates to commercial applications. The classification of materials and project delivery systems; application of principles of building science to construction sites; relationship between technology and sustainability will be addressed. (Prerequisite: None)

BDET1150 AutoCAD (2 credits)
This is an introductory 2D computer-aided drafting course that takes a practical hands-on approach to the use, operations, and methods of AutoCAD. It includes the following: drafting, line types, line widths, accuracy, and dimensioning, editing, drawing setup, scaling, and plotting. (Prerequisite: None)

BDET1210 Studio II (4 credits)
This course covers the materials, methods, and construction principles of a commercial project. Electronic drawing software and hand drawing will be utilized. Independent work, critical thinking, problem solving, and application are emphasized. A set of working drawings will be drawn incorporating construction documents. (Prerequisites: BDET 1110, 1150)

BDET1220 Building Analyst (3 credits)
This course will provide an understanding of technical standards for home performance and weatherization retrofit. The course will provide an introduction to building performance as it relates to the residential sector. The student will be introduced to the building shell components, combustion zone and blower door

testing. In addition, the student will be aware of the auditing process and customer relations. This course will follow the Building Performance Institute (BPI) standards and content for building analyst and envelop professional. (Prerequisites: BDET 1110, 1130)

BDET1230 Materials and Methods II (3 credits)
Construction methods and materials utilized in building technologies will be examined in detail. Building materials such as wood, masonry, concrete, and metals will be analyzed as it relates to commercial applications. This application will be by a single building material and/or as an assembly (e.g. wall section). The classification of materials and project delivery systems; application of principles of building science to construction sites; relationship between technology and sustainability will also be addressed. (Prerequisites: BDET 1130)

BDET1240 Construction Documents (2 credits)
This course provides an overview of construction documents including working drawings, specifications, and other contract documents. Emphasis on the development of project manual, legal and ethical aspects, and divisions of work. (Prerequisites: BDET 1110)

BDET1250 Revit (2 credits)
This is an introductory 3D computer-aided course that takes a practical hands-on approach to the use, operations, and methods of Revit. It includes the following: detailing and drafting views, construction documentation, and the basics of building modeling. (Prerequisites: BDET 1110, 1150)

BDET1260 Special Topics in Environmental Design (1 credits)
This course will provide an understanding of addressing surrounding environmental parameters. These parameters may result when devising plans, programs, policies, buildings or products. The course will also provide an introduction to the human-designed environment. This introduction will relate to interdisciplinary areas such as architecture, urban planning, and product design and sustainability issues. (Prerequisite: BDET 1110)

BDET1320 Internship (3 credits)
This course covers applying classroom knowledge to the workplace. Students are responsible for finding an appropriate program related job. Course requirements will be adapted to the type of work performed by the student. (Prerequisites: BDET 2210, Advisor approval)

BDET2110 Studio III (4 credits)
Building Information Modeling (BIM) will be incorporated. Construction methods & materials, LEED principles, design process, preparation of details, research, and incorporation of applicable codes and ordinances shall be major factors in developing this coordinated set of working drawings. The International Building Code (IBC) and the American Disability Act (ADA) will be determining factors in this commercial project. This class will continue to further the students knowledge of construction, materials, and applications of various architectural and engineering design principles. (Prerequisites: BDET 1210)

BDET2120 Statics and Strengths of Materials (3 credits)
This course covers an introduction to structural theory and calculation. It includes analysis of forces, vectors, calculations of forces, moments and internal stresses and strains in structural materials. It also includes tracing of load paths through the structure. (Prerequisites: MATH 125, BDET 1210)

BDET2130 MEP Systems (Mechanical, Electrical and Plumbing) (3 credits)
This course provides students with a fundamental knowledge of Mechanical, Electrical, and Plumbing systems. HVAC, lighting, plumbing, and communication systems will be analyzed in reference to their impact on commercial design, space planning, construction cost, and sustainable design. (Prerequisites BDET 1210)

BDET2140 Building Codes (2 credits)
The course will involve the current International Building Code (IBC), Chapter 1341 Minnesota Accessibility Code, International Residential Code, and Minnesota Energy Code. This class will address the understanding of the building codes as they relate to the residential and commercial sector. (Prerequisite: BDET 1210)

BDET2150 Revit II (3 credits)
This course enables students to expand their knowledge in setting up office standards with templates that include annotation styles, preset views, sheets and schedules as well as creating custom systems, in-place and component families. (Prerequisite: BDET 1250)

BDET2210 Studio IV (6 credits)
This capstone course will advance the students knowledge of commercial building design. Building Information Modeling (BIM) will be incorporated. CAD skills, construction methods & materials, preparation of details, research, and incorporation of applicable codes and ordinances shall be major factors in developing this coordinated set of working drawings. The International Building Code (IBC) and the American Disability Act (ADA) will be determining factors in this commercial project. This class will continue to further the students knowledge of construction, materials, and applications of architectural and engineering disciplines as they pertain to the construction of a commercial project. (Prerequisites: BDET 2110)

Subject Menu ^

BIOL - Biology

BIOL100 Introduction to Biology (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL101 Introduction to Ecology (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL106 Introduction to Cell Biology (3 credits)
This is an introductory cell biology course dealing with: the cell structure and organelles; basic chemistry and biochemical molecules; cell transport and energy concepts; cellular respiration; cell reproduction; patterns of inheritance; structure and function of DNA; how genes are controlled; DNA technology. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL110 Biology of Disease (3 credits)
This course is a survey of human disease including physiological and infectious diseases. Possible topics include infectious diseases, cancer, heart disease, disorders of the immune system, diabetes, etc. Prevention of disease through control of risk factors and early detection will be covered. Diagnosis and treatment will also be addressed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL115 General Biology I (4 credits)
This course covers biological processes at the cellular and molecular level. It serves as an introduction to macromolecules and metabolism, cell biology, Mendelian genetics, and gene expression. This course involves a weekly three hour lab. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND Next-Generation Accuplacer QAS score of 237 or Classic Accuplacer College Level Math score of 50 or higher or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC Area 3)

BIOL116 General Biology II (4 credits)
This course covers biology at the organismal, population and system level. It will emphasize organismal diversity, population and community ecology and ecosystems. Students will gain an understanding of how evolutionary advances have occurred among populations due to natural selection. This course involves a weekly three hour lab. (Prerequisites: Next-Generation Accuplacer score of 250 or above, or Classic Accuplacer Reading score of 78 or higher, or either ENGL 0090 or EAP 0095 with a C (2.0) or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher AND a Next-Generation Accuplacer QAS score of 237 or higher or Classic Accuplacer College Level Math score of 50 or higher, or either MATH 0085 or MATH 0095 with a C (2.0) or higher.) (MNTC area 3)

BIOL152 Tropical Rain Forest Ecology (4 credits)
Tropical Rain Forest Ecology introduces students to fundamental ecological concepts, processes and dynamics within the tropical rain forest biome. Discussions of flora and fauna will be framed within the context of evolution with an emphasis on adaptations. A special focus will be made on the rain forests and culture of Costa Rica and the Galapagos Islands. This course includes a one-week study abroad to Costa Rica or the Galapagos Islands. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People and the Environment)

BIOL162 Human Biology (4 credits)
This one-semester course is an introduction to the biology of the human body. Basic form and function of the body systems and their interactions will be emphasized. Other topics include: terminology, basic chemistry, cell biology genetics, molecular biology and nutrition as it relates to the human body. This course contains a laboratory portion. (Minnesota Transfer Curriculum goal area 3) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or

higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL211 Genetics (4 credits)
This is an introductory Genetics course which covers the study of biologically inherited traits. It will emphasize Medelian genetics as well as molecular genetics. Students will explore classical, population, and molecular genetics. Students will learn genetics through lecture, solving genetics problems, and demonstrating concepts from lecture through laboratory experimentation. (Prerequisites: BIOL 115. BIOL 116 is strongly recommended) (MNTC Goal Area 3)

BIOL215 General Ecology (4 credits)
This course examines interrelationships between organisms and their environment, with an emphasis on population, community and ecosystem dynamics. Ecological research methods are applied through hands-on activities in lab and in the field. While basic ecology is the focus, relationships between ecological research and current environmental issues will also be addressed. This course includes outdoor data collection and off-campus field trips. MNTC Goal Areas 3 and 10. (Prerequisites: BIOL 116)

BIOL220 Human Anatomy (4 credits)
This course takes an in-depth look at the anatomy of the human body systems. The course emphasizes structure and anatomical function at the cellular, tissue, organ and systemic level. Dysfunctions are included but the body in homeostasis is emphasized. This course includes a weekly three hour lab. Some labs include dissection. (Prerequisite: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading Comprehension score of 78 or higher or completion of either READ0090 or EAP 0090 with a grade of C or better or ACT Reading score of 21 or higher, or MCA Reading score of 1047 or higher.) (MNTC Goal Area 3)

BIOL225 Anatomy and Physiology I (4 credits)
Anatomy and Physiology I is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the first in a two course series. It will cover tissues, the integumentary, skeletal, and muscular systems, articulations, nervous tissue, spinal cord and nerves, brain and cranial nerves, anatomy of the heart, blood vessels and circulation and the lymphatic structures. It will also cover cellular biology, cellular transport, cell respiration, cell reproduction and basic review of biochemistry as it relates to the human body. This course contains a laboratory component which includes dissection. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: CHEM 108 or CHEM 110, and must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3: Natural Sciences)

BIOL230 Human Physiology (4 credits)
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 is placed on normal physiology, but dysfunction will also be discussed. This course contains a weekly 3 hour laboratory component. (Prerequisites: BIOL 220 with a grade of C or better and CHEM 108, CHEM 110 or CHEM 120 with a grade of C or better) (MNTC Goal Area 3)

BIOL235 Anatomy and Physiology II (4 credits)
Anatomy and Physiology II is an introduction to the structure and function of the human body under normal and abnormal conditions. It is the second in a two course series. It will cover the autonomic, endocrine, immune, respiratory, digestive urinary and reproductive systems. It will also cover fluid electrolyte, acid-base balance, blood, blood pressure regulation and functional characteristics of the heart, special senses, development and inheritance. This course also has a lab component in which students will perform hands on activities to reinforce some of the material taught in lecture. For Biology majors, please see BIOL 220 Anatomy and BIOL 230 Physiology. (Prerequisite: Completion of BIOL 225 with a grade of C or higher) (MNTC 3: Natural Sciences)

BIOL240 Pathophysiology (3 credits)
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: BIOL 230 or 235) (MNTC 3: Natural Sciences)

BIOL250 Biology Capstone (2 credits)
Biology Capstone is a course that is required before completion of an AS degree in Biology. It is a project based course in which students will demonstrate a culmination of the skills developed while at South Central College. The student enrolled in this course will complete a scientific research project and present the findings by writing a research paper and giving a poster presentation. In addition, students may be required to participate in all assessment activities as directed by the instructor and the Biology program. This course should be taken during the last semester before completion of an A.S. degree in Biology. (Prerequisite: Instructor permission)

BIOL270 Microbiology (4 credits)
This course is an introduction to the general principles and methods used in the study of microorganisms. It includes a survey of prokaryotic and eukaryotic microorganisms emphasizing bacteria and viruses. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of

microorganisms in disease, immunity and other selected applied areas. Laboratory techniques include isolating, culturing and identifying microorganisms. This course contains a three hour per week laboratory component. (Prerequisites: A grade of C or higher in BIOL115 OR BIOL225 OR BIOL220 AND CHEM108 OR CHEM110) (MNTC Goal Area 3)

Subject Menu ^

CAP - Capstone

CAP250 Associate of Arts Capstone Class (1 credits)
This course should be taken by students seeking the Associates of Arts degree during their final semester at SCC. It assesses fulfillment of the program's Learning Outcomes (Communication, Critical Thinking, Research Proficiency, Global Perspective and Social Responsibility), and allows students to demonstrate their readiness to take junior-level classes at a four-year institution. (Prerequisite: Unless instructor grants special permission, students must be in their last semester of the Associate in Arts program at SCC) (MNTC 2: Critical Thinking)

Subject Menu ^

CARP - Carpentry

CARP1110 Carpentry Tools and Safety (2 credits)
The course covers the safe operations of carpentry tools in the construction industry. Hand tools and stationary power tools will be covered. Job site safety, scaffolding, and ladders will be covered in depth. (Prerequisite: Declare Carpentry as a major)

CARP1121 Print Reading (2 credits)
This course will be an introduction to Residential Blue Print reading as well as Light Commercial Blue Print reading. Symbols, plans, details, and diagrams will be addressed along with other trades and their connections to the carpentry field. Each student will be required to read text assignments, answer questions from workbook and participate in classroom discussion and presentations. Different print types will be used in the instruction of materials as students look for specific details and answers to real life problems that arise on the job site. (Prerequisites: Declared major as carpentry)

CARP1123 Residential Principles I (5 credits)
This course will cover the initial framing of a residential building project. It may involve an addition or remodeling an existing residence. Students will construct basement bearing walls, knee walls, well openings, posts, and beams. Students will install the sill, sill seal, rim joists, floor framing, floor plywood, and wall construction. All types of floor systems and wall framing techniques will be covered and implemented where applicable. (Prerequisite: Declare Carpentry as a major)

CARP1130 Residential Principles II (5 credits)
This course will continue the residential building project started in Residential Principles I. Students will do layout for roof trusses, ceiling joists, or rafters. The roof will be installed on the residential project to match the existing structure according to building points. All types of roof construction and roof framing will be analyzed, discussed, and implemented where applicable. Roof plywood, roof edge, ice and water guard, along with tar paper, will be installed. Students will shingle and flash the roof according to manufacturer's recommendations and local building codes. Window installation on the project will also be completed in the course. (Corequisite: CARP 1123)

CARP1210 Introduction to Cabinetmaking (3 credits)
This course is designed to give students an understanding of kitchen design, cabinet sizes when purchasing factory cabinets and the importance of knowing appliance sizes. Students will read cabinet blueprints, build face frames and cabinet boxes. Students will use these new skills and build a base cabinet and upper cabinet. These skills could be incorporated into any number of larger cabinet projects. (Prerequisites: CARP 1110; CARP 1121; Carpentry as a major)

CARP1221 Commercial Print Reading (2 credits)
Commercial Blueprint Reading will get students into reading basic commercial blueprints. Students will study commercial plans and working drawings. (Prerequisite CARP 1110; CARP 1121; CARP 1130; Carpentry as a major)

CARP1226 Stairway Technology (2 credits)
This course covers all the aspects of stairway installation in residential construction. Students will learn the many code requirements involved with stairways. Students will layout, cut, and install a set of stairs. Stairs will also be constructed on the class residential building project. These stairways may be installed in the residence, off decks, or in the main entry. Skirt board, treads, risers, and handrails will be installed to finish a stairway to meet code requirements. (Prerequisites: CARP 1110; CARP 1121;CARP 2023)

CARP1229 Exterior Finish (2 credits)
This course covers the exterior finish of the student build residential project. This includes soffit and fascia, door and window trim, flashing, starter, corner boards, and siding. Many different types of siding will be discussed and studied from our text book and real world examples. Deck or patio construction would be completed at this time as well. (Prerequisites: CARP 1110)

CARP1232 Carpentry Lab (2 credits)
Carpentry Lab will encompass a wide variety of projects in the shop. The students could be involved in the construction of a fish house, yard shed, play house, or other construction project deemed appropriate for the course by the instructor. This lab time may also be used for extra practice or refresher on new skills learned.

This may involve wall framing, rafter layout, door hanging, and trim practice. If time allows, students may be introduced to cabinet construction. (Prerequisite: CARP 1110)

CARP1239 Interior Finish (4 credits)
This course is the completion of the inside of the residential building project constructed in earlier classes. This course covers the installation of doors, casing, window trim, and base. Students will install cabinets, counter tops, and all the details to finish a kitchen. This may include crown mold, base shoe, toe kick, and flooring. Students will also be involved in the finishing of closets, shelving, door bumpers, and door knobs. (Prerequisite CARP 1110; CARP 1130)

CARP2023 Advanced Principles I (4 credits)
Students will be constructing a house from the ground up. Students will be staking out a residential building project and assisting the excavator. Students will build and pour footings and the foundation. Students will continue building basement walls, Installing floor joists, erecting exterior and interior walls, and sheathing walls. (Prerequisites CARP 1110; CARP 1121; CARP 1130)

CARP2030 Advanced Principles II (5 credits)
Advanced Principles II is the continuation of the house project. Trusses will be set, the roof sheathed and shingled. Windows and doors will be installed along with house wrap. Students will be insulating the house and installing drywall. This is a big part of the program and all students will be expected to work as a team. (Prerequisites: CARP 1110; CARP 1121)

CARP2032 OSHA 30 For Construction (2 credits)
Students will be required to take our OSHA 30 class. Upon completion of the course this will give students their OSHA 30 card for construction. Many employers require employees to have this card to work on particular jobs.

CARP2100 Foundations and Footings (3 credits)
This course covers site preparation for a residence which involves property lines, setbacks, and compliance with local city or county ordinances. Students will stake out a house and assist in excavation while the hole for the house is dug. Many types and designs of foundations and footings will be discussed. Appropriate foundations and footings will then be formed and poured by the students. (Prerequisite: CARP 1130)

CARP2101 Commercial Construction Concepts (2 credits)
This course will be an exploration for carpenters into commercial construction. Students will build steel studded walls, hang steel door frames, and study other forms of commercial construction. Tours will be set up for students to visit commercial job sites and have the opportunity to compare the different types of construction. (Prerequisite: CARP 1130; CARP 2023)

CARP2103 Residential Roof Framing (2 credits)
This course covers the roof framing of the student-built home. Students will study many aspects of roof framing with varying techniques of residential construction. (Prerequisites: CARP 1110; CARP 1121; CARP 1130)

CARP2105 Job Site Experience (5 credits)
This course is the culmination of the second year project. Students will do a number of things to complete the house including patios, decks, sidewalks, garage doors and some finished floor installation. Students will also facilitate the return of tools and equipment back to college and lumber yard. The yard will be readied with appropriate landscape and the house will need to pass a final inspection. (Prerequisites CARP 2023; CARP 2030)

CARP2129 Advanced Exterior Finish (3 credits)
Second year students will apply exterior trim and siding to the house project. (Prerequisites CARP 1110; CARP 2023)

CARP2139 Advanced Interior Finish (4 credits)
Second year students will trim out the house project. Students will gain experience hanging doors, trimming windows, installing base and finishing the house. (Prerequisites CARP 1110; CARP 2030)

Subject Menu ^

CDEV - Child Development

CDEV1210 Child Growth and Development (3 credits)
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 developmental theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

CDEV1220 Health, Safety & Nutrition (3 credits)
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. (Prerequisites: None)

CDEV1230 Guiding Children's Behavior (3 credits)
This course examines positive child guidance techniques for individual and group situations. Emphasis on problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification. Examines ways to establish supportive relationships with children and

guide them in order to enhance learning, development, and well-being. (Prerequisites: None)

CDEV1240 Working with Diverse Families and Children (3 credits)
Examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

CDEV1260 Observation and Assessment 1 (1 credits)
This course introduces students to the most common observation methods used in early childhood programs. It will explore the fundamentals of using observation and evaluation techniques. (Prerequisites: None)

CDEV1270 Learning Environment & Curriculum (3 credits)
This course presents an overview of skills to provide appropriate learning environments for young children. It examines the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interests, and ways to implement the principles of developmentally appropriate practices. (Prerequisite: None)

CDEV1310 Infant-Toddler Development and Learning Experiences (3 credits)
This course will examine infant and toddler development as it applies to early childhood educational settings. Students will integrate strategies that support diversity and anti-bias perspectives, analyze development, correlate prenatal conditions with development, summarize child development theories, analyze the role of heredity and the environment, examine research-based curriculum models, and examine culturally and developmentally appropriate environments for infants and toddlers. (Prerequisite: CDEV 1210)

CDEV1312 Preschool Development and Learning Experiences (3 credits)
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)

CDEV2210 Observation and Assessment 2 (2 credits)
This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, multiple assessment tools and portfolios are explored. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing developmental characteristics and increasing the awareness of normal patterns of behavior. (Prerequisite: CDEV 1260)

CDEV2310 Children with Differing Abilities (3 credits)
This course examines the development of children with differing abilities. Students will integrate strategies that support diversity and anti-bias perspectives, providing inclusive programs for children, apply legal and ethical requirements including ADA and IDEA (Individuals with Disabilities Education Act). Exploration of differing abilities of children with physical, cognitive, health/medical, communication, and/or emotional/behavioral disorders, adapt curriculum to meet the needs of children with developmental differences, and cultivate partnerships with families who have children with differing abilities. (Prerequisites: CDEV 1210)

CDEV2510 Internship (3 credits)
This course is designed to provide the student with a purposeful occupational experience in the Child Development and Family Services 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. The focus of the Child Development program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisite: Instructor approval must be granted)

CDEV2520 Children with Challenging Behaviors (3 credits)
This course supports students' understanding of children's behavioral problems and identifies intervention strategies to prevent and resolve problem behaviors. Effective behavior modification techniques and designing behavior plans will be explored. (Prerequisite: CDEV 1230)

CDEV2530 Curriculum Planning (3 credits)
This course provides an advanced level of curriculum planning. Emphasis is on organizing, implementing, and evaluating developmentally appropriate curricula. (Prerequisite: CDEV 1270)

CDEV2550 Cognitive Development (3 credits)
This course provides an overview of cognitive and multimedia learning experiences in either home, school, 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. (Prerequisite: CDEV 1210)

CDEV2560 Language and Literacy Development (3 credits)
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. (Prerequisite: CDEV 1210)

CDEV2590 Social-Emotional Development and Learning (3 credits)
This course provides an overview of social-emotional learning experiences. 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, and social studies. (Prerequisite: CDEV 1210)

CDEV2940 Managing Multiple Sites (1 credits)
This course will examine challenges unique to managing multiple sites. It provides practical information and tools to help managers close the communication gaps created by distance, and get peak performance from employees they don't see everyday. (Prerequisites: CDEV majors only)

CDEV2990 Practicum Project (1 credits)
During this project you will gain a broad view of program quality in an early childhood setting from an organizational perspective, learn how to administer and score the Program Administration Scale, learn how to analyze the results of the PAS and structure program improvements based on these results. (Prerequisite: Instructor Approval)

Subject Menu ^

ECE - Child Development

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Subject Menu ^

CHEM - Chemistry

CHEM101 The Chemistry of Everything (3 credits)
A chemistry course for non-science major which explores the world from a chemical perspective. This course is designed to increase students' scientific literacy. A two-hour lab is included. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of READ 0080 and READ 0090 with a grade of C (2.0) or higher.) (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM108 Introduction to Chemistry (4 credits)
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: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 3: Natural Sciences)

CHEM110 Chemistry for the Health Sciences (4 credits)
Key concepts of general, organic, and biological chemistry are introduced in an integrated approach with applications from the medical fields. The course is designed to prepare students for Anatomy, Physiology, and Microbiology or to be utilized as a general Liberal Arts and Sciences course. Limited mathematical approach; this course does not meet the requirements of a prerequisite for CHEM 120. Lecture and a 2-hour lab are included. (Prerequisite: [Must have a Next-Generation Accuplacer Reading score of 250 or higher or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher] AND [ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher] AND [have a Next-Generation Accuplacer AAF score of 250 or higher or (Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 76 or higher) or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher or MCA Math score of 1158 or higher.] (MNTC 2, 3: Critical Thinking, Natural Sciences)

CHEM120 Principles of Chemistry I (5 credits)
This course introduces the student to the basic principles of chemistry including atomic and molecular structure, bonding, chemical reactions, solution chemistry, stoichiometry, thermochemistry, periodicity, and states of matter. Laboratory reinforces lecture concepts. (Prerequisites: Accuplacer College Level Math score of 103 or ACT Math score of 22 and CHEM 108 or MATH 120 and CHEM 108 or a grade of "C" or better in high school chemistry within the past 3 years.)

CHEM121 Principles of Chemistry II (5 credits)
Principles of Chemistry II is the second in a series of Chemistry courses designed for students who plan to major in a scientific or health related field. Topics include kinetics, chemical equilibria, acids and bases, buffers, precipitation reactions, thermodynamics, and electrochemistry. Lab topics reinforce lecture concepts. (Prerequisite: CHEM 120) (MNTC 3: Natural Sciences)

CHEM220 Organic Chemistry I (5 credits)
Organic Chemistry I is the first course in a two semester sequence which covers the structure, stereochemistry, physical properties, reactivity, reaction mechanisms and synthesis of carbon-containing compounds. Emphasis on alkanes, alkenes, alkynes, alcohols, alkyl halides, aldehydes, ketones, and carboxylic acids and their derivatives. Laboratory experiments will integrate green methods into common synthetic techniques and the preparation and reactions of functional groups. (Prerequisite: CHEM 121)

Subject Menu ^

CMAE - Advanced Manufacturing Core

CMAE1510 Print Reading (2 credits)
This course will give students an understanding of basic mechanical drawing principles. Topics include the alphabet of lines, arrangement of views, orthographic projections, scaling, dimensioning, tolerancing, and symbols. Students will read and interpret mechanical drawings. (Prerequisites: None)

CMAE1514 Safety Awareness (2 credits)
This course is designed to align with the National Skill Standard assessment and certification system for Safety Awareness. The course curriculum is based on federally-endorsed national standards for production workers. This course will introduce OSHA standards relating to personal protective equipment, Hazard Communication, tool safety, confined spaces, electrical safety, emergency responses, lockout/tagout, and others. (Prerequisites: None)

CMAE1518 Manufacturing Process and Production (2 credits)
This course is designed to align with the National Skill Standard assessment and certification system for Manufacturing Processes. The course curriculum is based on federally-endorsed national standards for production workers. The course emphasizes Just-In-Time manufacturing principles, basic supply chain management, communication skills, and customer service. (Prerequisites: None)

CMAE1522 Quality Practices (2 credits)
This course is designed to align with the National Skills Standard assessment and certification system for Quality Practices. The course curriculum is based upon federally-endorsed national standards for production workers. Emphasis is placed on continuous improvement concepts and how they relate to a quality management system. Students will be introduced to a quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product. (Prerequisites: None)

CMAE1526 Maintenance Awareness (2 credits)
This course is designed to align with the National Skills Standard assessment and certification system for Maintenance Awareness. The course curriculum is based upon federally-endorsed national standards for production workers. The Maintenance Awareness course introduces the concepts of Total Productive Maintenance and preventative maintenance. Students will be introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. (Prerequisites: None)

CMAE1528 Career Success Skills (1 credits)
This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

Subject Menu ^

COMM - Communication

COMM100 Introduction to Human Communication (3 credits)
This course is an introductory survey course of the communication discipline. It provides a sample of topics from interpersonal communication, intercultural communication, public speaking, small group communication, media, organizational communication, and interviewing. This course will offer students knowledge about communication and offer the opportunity to improve their skills. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM110 Public Speaking (3 credits)
Learners in this class develop (or improve) skills in creating, organizing, supporting, and delivering both informative and persuasive messages to peer audiences. Through this course, students will develop arguments and practice academic research skills in order to adequately support their messages and develop credibility and professionalism. Learners will practice critical thinking and listening skills, support fellow students while delivering impromptu and extemporaneous speeches, and provide peer feedback to ideas and speech development. This course stresses building confidence as public communicators so students may speak effectively at work, in their communities, and as citizens in a democracy. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher) (MNTC: Goal areas 1 and 9).

COMM120 Small Group Communication (3 credits)
This course helps students develop or improve their participation in small groups and teams using effective communication and critical thinking. Content of the course includes both knowledge and skills components. Students can develop an understanding of communication and group theory while applying their knowledge in small group discussions, cooperative projects, and other activities. The course curriculum emphasizes reflection and growth. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: Goals 1 and 2).

COMM130 Intercultural Communication (3 credits)
The focus of intercultural communication is to develop and improve the knowledge needed to understand culture, communication, how culture influences communication, and the process of communication between people from different cultures or co-cultures. The course also focuses on practicing the skills needed for effective intercultural interactions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 8: Human Diversity, Global Perspectives)

COMM140 Interpersonal Communication (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

COMM150 Introduction to Mass Communication (4 credits)
Introduction to Mass Communication explores the structures, functions, responsibilities, and effects of the media in contemporary society. Students will gain an understanding of the social, economic, and intellectual forces that help shape the media. The course presents

concise historical perspectives of each major type of mass media. However, the primary focus is on the issues surrounding contemporary mass media with a strong emphasis on media literacy and ethical responsibility. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

COMM160 Practicum in Forensics Competition (2 credits)
Forensics is an activity where students will be able to learn more about the process of human communication through actively engaging and performing in public address, oral interpretation, limited preparation and debate competition with colleges and universities from across the nation. Each week students will participate in lessons, workshops and coaching sessions that will assist them in preparing for intercollegiate competition. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) Permission of instructor is REQUIRED.

COMM190 Special Topics in Communication Studies (1 - 3 credits)
This special topics course provides students an opportunity to examine topics of interest in the field of communication studies. Topics in this course are specially designed by instructors at South Central College based on instructor interests, student interests, and/or the instructor's teaching expertise. Topics may or may not be equivalent to courses at other colleges and universities. Students may repeat the course under different topics. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) Meets MNTC goal 1).

Subject Menu ^

COMP - Computer Careers

COMP1120 Foundations of Computing (4 credits)
This course introduces the student to the world of information systems and technology. Students will explore the history of computing, career opportunities in information technology, computer concepts as they apply to a business environment, basic web page development, command-line interfaces, file management principles, computer numbering systems, and database principles. Students will also receive initial exposure to computer programming and algorithms through the use of problem analysis, pseudo-code and entry-level programming. (Prerequisites: None)

COMP1125 Spreadsheet/Database Integration (4 credits)
The focus of this course will be on the core competencies of spreadsheet and database software as the tools for storing and manipulating data. Topics covered in the spreadsheet portion of the course include formatting, creating formulas and using functions, and creating charts and pivot tables to analyze and interpret the data. Topics covered in the database portion include understanding the concepts, design, and construction of a relational database. The student will learn how to design, implement, and maintain a database using entity-relationship models, normalization, and Structured Query Language (SQL). Basic Windows navigation skills will be beneficial. (Prerequisites: None)

COMP1130 Programming Fundamentals (4 credits)
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 course uses both Alice and JavaScript to help the student meet these objectives. Alice is a 3-D programming environment from Carnegie Mellon University designed to teach programming concepts. It is an enjoyable and easy-to-user programming environment that assists the student in making 3-D, animated movies. JavaScript, is a popular language used for by web browsers to get input from the user. JavaScript teaches client-side scripting. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript. A minimum typing speed of 20-35 wpm is recommended. (Prerequisites: COMP 1120)

COMP1140 Web for Business (3 credits)
This course approaches developing web pages from a business point of view. It covers HTML5 and CSS3 markup languages used to create web pages. The course is intended for people wanting to learn how to create and publish web pages. No previous experience with HTML or programming is required. (Prerequisites: None)

COMP1200 PC Hardware and Software Essentials (4 credits)
PC Hardware and Software, 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. (Prerequisites: None)

COMP1360 Introduction to Data Communications and Networking (4 credits)
This course serves as a general introduction for students seeking 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 also included. The course is operating system independent and provides an introduction to several popular network operating systems. (Prerequisite: COMP 1200 or instructor approval)

COMP2145 Web Programming (4 credits)
This course covers the popular server-side language PHP and Drupal, a popular CMS (Content Management System). It includes important language concepts such as data types, control statements, debugging techniques, the use of SQL (Standard Query Language). PHP will give the student experience with LAMP (Linux, apache, MySQL, and PHP). (Prerequisites: COMP 1140 with a grade of C or higher, or a working knowledge of HTML, CSS, and FTP; COMP 1130 with a grade of C or higher, or a working knowledge of at least one programming language. It is strongly recommended that you have a minimum typing speed of at least 35 wpm as well as a working knowledge of Microsoft Access (COMP 1125).

COMP2150 Web Services (4 credits)
This course focuses on web services technologies used in person-to-computer and computer-to-computer communications. Students will understand the Service Oriented Architecture (SOA) and web services concepts. The students will be able to explain and employ Representational state transfer (REST) or RESTful architecture, the Hypertext Transfer Protocol (HTTP), and data exchange formats, including eXtensible Markup Language (XML) and JavaScript Object Notation (JSON). Through this course, learners will understand, design and implement scalable and secure RESTful Web APIs (Application Programming Interfaces), utilizing chosen server-side scripting language. The class includes the exploration of the Internet of Things (IOT) concept and web services impact on the embedded systems. (Prerequisites: COMP 1130 and COMP 1140 with a C [2.0] or better)

COMP2300 Java (4 credits)
This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, exceptions, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. Minimum typing speed of 35 wpm. You can test your typing speed at http://typingtest.com. (Prerequisites: Successful completion of COMP 1130 Programming Fundamentals (with a C grade or higher), or a working knowledge of another programming language.)

COMP2312 Software Development (4 credits)
Software Development covers common programming techniques used in writing applications as well as demonstrating how to use the current leading Integrated Development Environment. Topics include object-oriented programming, control statements, database programming, and producing web-based applications. The capstone project for this course involves creating an application for a real-life business program. (Prerequisite: Successful completion of COMP 1130 Programming Fundamentals with a C or higher, or instructor permission if the student has a working knowledge of at least one programming language.)

COMP2452 Information Storage and Management (4 credits)
This course is designed to provide the student with a strong understanding of underlying storage technologies. This course will cover the varied components of modern information storage infrastructure, including virtual environments. Students will learn about the architectures, features, and benefits of Intelligent Storage Systems; storage networking technologies such as FC-SAN, IP-SAN, NAS, Object-based and unified storage; business continuity solutions such as backup, replication, and archive; the increasingly critical area of information security; and the emerging field of cloud computing. It provides comprehensive learning of storage technology, allowing the student to make more informed decisions in an increasingly complex IT environment. (Prerequisite: COMP 1200)

COMP2453 Virtualization Technologies (4 credits)
The Virtualization Technologies course is designed to get students up to speed on one of the most important aspects of today's IT environment. This course covers the fundamental concepts, components, infrastructure, as well as security and privacy considerations for virtualization systems. Through lectures, discussions, demonstrations, and labs, students learn the skills and knowledge necessary to install, configure and manage virtual environments. Students will learn how to effectively plan, implement and manage Cloud Computing in virtual data centers and complete introductory coursework in Virtualization software. Topics will include creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. With additional effort, students can use this knowledge to pass the VCP Certification Exam. (Prerequisite: COMP 1200)

COMP2456 Cloud Technologies and Services (4 credits)
The Cloud Technologies and Services (CTS) course educates students about cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing. The course covers technologies required to build classic (traditional), virtualized, and public / private cloud data center environments. These technologies include storage, networking, desktop and application virtualization. Fundamental models such as Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), Infrastructure-as-a-Service (IaaS) are explored. Additional areas of focus are backup/recovery, business continuity, security, and management. Students will learn about the key considerations and steps involved in transitioning from the current state of a data center to a cloud computing environment. Upon completing this course, students will have the knowledge to make informed decisions about migrating to cloud infrastructure and choosing the best deployment model for an organization. (Prerequisite: COMP 1200)

COMP2460 Linux Administration (4 credits)
The Linux operating system is extremely popular in the world of servers and the internet and is gaining ground on the desktop. This course takes a student through the Linux operating system from learning how to use the command line and text-based shells through the administration of network services. Major topics include file management, user management, shell scripting and popular programming languages, system administration including print services and telnet, SSH, FTP, HTTP, NFS, and Samba services. (Prerequisites: COMP 1200, 1360)

COMP2462 Microsoft Administration (4 credits)
This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares them to perform server administration. The class is based on the requirements of the Microsoft Certified Professional (MCP) credential and teaches the skills to successfully implement, manage, and troubleshoot Microsoft-Windows-based operating environments. Students apply their knowledge through hands-on projects and case study assignments, and learn how to install and administer Active Directory services and manage Active Directory objects. In addition, they learn how to implement and configure core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Finally, students learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, and DNS. (Prerequisites: COMP 1360)

COMP2466 Routing & Switching (4 credits)
This course addresses the integration of routing and switching technologies to create efficient enterprise networks. Students will learn to design, build, and configure a network. Students will configure routing protocols and perform LAN, WAN, and VLAN troubleshooting using a structured methodology based on the OSI model. Upon completing this course, the learner will be able to select and implement the appropriate Cisco IOS services required to build a scalable, efficient, and highly available network. This course helps students prepare for the CCNA (Cisco Certified Network Administrator) exam. (Prerequisite: COMP 1360)

COMP2475 Security Basics (4 credits)
An introduction to the various technical and administrative aspects of Information Security (INFOSEC), this course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Students will be exposed to a wide spectrum of security activities, methods, methodologies, and procedures. The terminal objectives for this course as defined in NSTISSI Training Standards 4011 are: 1. Understand the threats to and vulnerabilities of information systems. 2. Recognize the need to protect data, information, and the means to process it. 3. Develop a working knowledge of INFOSEC principles and practices. 4. Design, execute, and evaluate INFOSEC security procedures and practices. (Prerequisites: COMP 1360)

COMP2496 Capstone - Software Development (1 - 4 credits)
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. It is also an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the rest of the student's academic experience. Students will work in teams under the supervision of faculty members who will act as project managers. (Prerequisite: Instructor Approval)

COMP2498 Capstone - Networking Services (1 - 4 credits)
This course is an opportunity for students to demonstrate that they have achieved the learning goals established by South Central College's Computer Careers Department. This course integrates learning from the courses in the major with the courses from the rest of the student's academic experience. It requires the application of that learning to a service learning project that meets the community need of providing technology assistance to lower income families. Students will gain real world experience using their troubleshooting skills to fix, upgrade and refurbish donated computers. These computers are then recycled back into the community to no-profit organizations and families in need. Students will have an opportunity for reflection through assignments that promote greater understanding of computer concepts and themselves.

Students are strongly encouraged to "pass it on," by sharing their computer skills and knowledge through a mentoring process of community members and volunteers. This course will provide an environment, where students can develop a good balance between their technical and "soft" skills. It will include concepts such as team dynamics, conflict management, thinking "outside the box", working with diverse populations and developing professional attitudes and habits. (Prerequisite: Instructor Approval)

COMP2500 Emerging Technologies (4 credits)
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COMP2605 Capstone Project/Internship (1 - 8 credits)
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)

COMP2610 Special Issues: (1 - 3 credits)
This course allows students to pursue special interest areas and to gain exposure to emerging technologies in Information Systems and Networking. (Prerequisite: Instructor Approval)

Subject Menu ^

CP - Community Paramedic

CP2500 Roles Advocacy and Outreach (2 credits)
This is an introduction to the role and function of the Community Paramedic (CP). The student will learn about the Community Paramedic's specific role and function as a member of the health care team and part of the community. The student will identify the components of the role, define it, and explain the "scope of practice" for the position of CP. Additionally, the student will learn about the role of the CP as an advocate for clients in the community. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

CP2505 Community Assessment (2 credits)
This course is designed to introduce the role of the Community Paramedic (CP) as a member of the health care team in community assessment. The student will map the community health care services, describe the demographics of the community and assess their impact on the health of the clients. Additionally, the student will gain understanding of community health services in order to give advice on health care needs in the community. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

CP2510 Care and Prevention Development Strategies (3 credits)
This course will introduce the responsibilities of the Community Paramedic (CP) for gathering appropriate patient/client information and maintaining accurate records, including documentation of encounters between the CP and the patient/client. The student will also learn about the CP's role in assessing health care needs and appraising health care conditions. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

CP2520 Community Paramedic Clinical (5 credits)
This course will provide the student with clinical training under the supervision of a medical director, physician, nurse practitioner, physician's assistant or public health provider. The student will recommend appropriate health and/or social care professionals for the patient, prioritize jobs, and provide both advice and care. The student's placement in the clinical is based on qualifications and past training and experience. (Prerequisite: Acceptance into the Community Paramedic Program. All CP courses must be taken concurrently)

Subject Menu ^

CRTK - Critical Thinking

CRTK100 Critical Thinking (3 credits)
This course helps students acquire and develop critical thinking skills. Focused on the practical application of the principles of good reasoning, it encourages them to cultivate cognitive virtues such as consistency, self-awareness, open-mindedness, fairness, and intellectual humility. Students will be taught how to: recognize (and make) good arguments, identify (and avoid) logical fallacies and cognitive biases, articulate ideas in a clear and precise way, understand the significance and limits of the scientific method, and critically evaluate sources in the media. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: 2 Critical Thinking)

Subject Menu ^

CTLS - Civil Engineering Technology

CTLS1110 Basic AutoCAD (3 credits)
This course covers the basic operations of AutoCAD. It includes drafting and editing, drawing setup, scaling and plotting. (Prerequisites: None)

CTLS1800 Construction Contract Documents (3 credits)
This course covers the concepts relating to Civil Engineering drawings, construction specifications, and legal documents as associated with the industry. (Prerequisite: ENGL 100)

CTLS1805 Civil Cad (3 credits)
This course covers the use of AutoDesk Civil 3D software in the design and drawing of Civil Engineering plans. (Prerequisite: CTLS 1110)

CTLS1810 Introduction to Surveying (4 credits)
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: Successful completion of MATH 0075 with a grade of C (2.0) or higher, or Next Generation Accuplacer Arithmetic score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher or MCA Math score of 1146 or higher.)

CTLS1815 Surveying 2 (4 credits)
This course covers the practices and techniques required in topographic, route, control, and construction surveys. It will also stress highway curves, cross-sections, and layout. The course will focus on the use, care, and maintenance of TopCon total stations and Trimble GPS. (Prerequisites: CTLS 1810)

CTLS1820 Materials Technology (4 credits)
This course covers the types of materials, construction methods, and quality control necessary in the construction of driven surfaces. The course examines basic geology with soil identification and classification for base construction, materials evaluation, testing methods for quality assurance in grading and base, bituminous surfacing, and concrete surfacing. This course is based on MnDOT certification requirements in the areas of Aggregate Production and Concrete Field 1. (Prerequisite: Must have a Next Generation Accuplacer Arithmetic score of 250 or higher; or Classic Accuplacer Arithmetic score of 56 or higher or MCA Math score of 1146 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

CTLS2110 Statics and Strengths of Materials (3 credits)
This course covers an introduction to structural theory and calculation. It includes analysis of forces, vectors, calculations of forces, moments and internal stresses and strains in structural materials. It also includes tracing of load paths through the structure. (Prerequisite: MATH 125)

CTLS2825 Civil Design (4 credits)
This course covers the general techniques and procedures used in the design of necessary infrastructure associated with highway design. Bentley's Microstation software is utilized throughout the course. (Prerequisites: CTLS 1110, 1815)

CTLS2830 Construction Estimating and Inspections (4 credits)
This course covers the study and performance of procedures necessary in estimating quantities and costs and construction inspection of heavy construction. Emphasis is placed on construction inspection through measurement of quantities, documentation, record keeping, and contract document interpretation. The equipment and materials utilized are also presented. (Prerequisite: CTLS 1110)

CTLS2835 Introduction to Land Surveying (3 credits)
This course covers the history of land surveying from the beginning advancement of the United States to modern day standards. Students will learn technical elements of writing legal land descriptions, basic fundamentals of platting land, and methods of researching property and property corners. (Prerequisite: CTLS 1110, CTLS 1810)

CTLS2845 Special Studies (1 - credits)
Students work independently or in groups on special problems or subjects relating to the industry. (Prerequisites: Instructor approval)

CTLS2846 Hydrology and Hydraulics (3 credits)
This course introduces the basic design of water treatment and distribution systems, wastewater treatment and collection systems, stormwater flow systems, stormwater detention facilities, erosion control, and stormwater pollution prevention plans. (Prerequisites: CTLS 1110, MATH 120)

CTLS2851 Internship (3 credits)
The internship/practicum requires a minimum of 144 hours of hands-on experience performing civil engineering technology duties, such as construction Inspection, surveys, roadway design, GIS, materials testing, and or other duties as requested. This course is designed to provide the student with a field experience to observe how procedures and/or policies are implemented and completed in civil engineering environments. (Prerequisites: None)

Subject Menu ^

CULN - Culinary Arts

CULN1100 Introduction to Foodservice (2 credits)
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)

CULN1101 Sanitation & Food Safety (2 credits)
This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment in the food service industry for the consumer. Also covered is an understanding of the laws and regulations related to sanitation in food service operations. (Prerequisites: None)

CULN1102 Culinary Math (1 credits)
Students will learn standard units of measurements and unit conversions, recipe scaling, percentages, rounding, and yield tests as they relate to the food service industry. (Prerequisite: Next Generation Accuplacer Arithmetic score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher of MCA Math score of 1146 or higher or completion of MATH 0075 with a grade of C (2.0) or higher)

CULN1103 Culinary Fundamentals 1 (4 credits)
Students will learn basic concepts and principles of cooking. Students will be introduced to mise en place. Students will identify herbs and spices and different cooking methods. They will demonstrate proper knife skills and basic vegetable cuts. Students will make basic stocks, mother sauces and soups. (Corequisites: CULN 1101 and CULN 1104)

CULN1104 Culinary Fundamentals 2 (4 credits)
Students will be introduced to all conventional and non-conventional cooking methods. They will convey knowledge and perform proper cooking of meats, poultry, fish, starches, and vegetables. They will expand their knowledge and skills in creation of sauces, from mother sauces to small sauces. In addition, they will create relishes, flavored oils, salsas, compotes, coulis, and purees. (Corequisite: CULN 1103)

CULN1105 Butchery (4 credits)
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 the storage of fresh meats and the operation and cleaning of meat processing equipment. (Corequisite: CULN 1101)

CULN1106 World Cuisine & Cultures (2 credits)
This course is designed to introduce students to world cuisines and their cultures. Students will prepare food from Europe, the Middle East, Africa, Asia and cuisines of the Americas. (Corequisite: CULN 1101)

CULN1200 Garde Manger 1 (3 credits)
Students will be introduced to Garde Manger: the art of cold foods. They will gain knowledge and demonstrate skills used for the creation of salads, dressings, and a variety of hot and cold sandwiches. (Prerequisite: CULN 1101) (Corequisite: CULN 1201)

CULN1201 Garde Manger 2 (3 credits)
Students will be introduced to the fine art of fruit and vegetable carvings, buffet presentations, appetizers, and hors d' oeuvres along with the art of charcuterie. (Corequisite: CULN 1200)

CULN1202 A la Carte Cooking & Production (4 credits)
Students will apply the foundation of cooking techniques and fundamentals in a la Carte and batch cooking. Students will work as a team as well as individually to demonstrate their skills. (Prerequisite: CULN 1104)

CULN1203 Baking 1 (2 credits)
This course covers 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. Students will be introduced to baking equipment, recipe conversions, and sanitation processes in a bakery. (Prerequisite: CULN 1101) (Corequisite: CULN 1204)

CULN1204 Baking 2 (4 credits)
This course covers baking terminology, function of ingredients and the preparation of finished products: quick breads, pies, cakes, cookies, dessert sauces, custards, puddings, classical desserts, and specialty cake decorating. (Corequisite: CULN 1203)

CULN1205 Hospitality Nutrition (2 credits)
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. (Prerequisite: CULN 1100)

CULN1300 Culinary Management (4 credits)
Students will learn of various management topics including: leadership, training, motivation, delegation, hiring, problem solving, and conflict resolution. Students will learn information and skills necessary to analyze and improve profitability. Other topics covered are income statements, forecasting sales, labor and food costs. They will also learn about the cycle of food purchasing. (Prerequisite: CULN 1100)

CULN1301 Advanced Culinary (4 credits)
This is the capstone culinary class where students demonstrate their advanced culinary abilities by creating a menu, developing a budget, planning and management of a team, menu preparation, and serving. (Prerequisites: CULN 1201, 1204)

CULN1302 Sustainable Foods & Organic Cooking (1 credits)
Students will be introduced to sustainable farming and why it is important. They will also explore organic versus conventional farming and the nutritional differences. (Prerequisite: CULN 1100)

Subject Menu ^

DA - Dental Assisting

DA1811 Dental Science I (2 credits)
Dental Science is designed to provide the student with the fundamental, anatomical,and physiological structures of the human body, All body systems will be

covered including embryology and histology. The focus of the course is to help students with no prior preparation in science to have a fundamental understanding of the structure and function of the human body with emphasis on the head and neck. The student will develop the necessary background knowledge to be a successful chairside and clinical assistant. (Prerequisite: Admitted to Dental Assisting program; AND have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.)

DA1812 Oral Anatomy (2 credits)
Dental anatomy is the fundamental study of permanent and primary dentition, including function, occlusion and annotation systems. The focus of this course is to provide the student with the knowledge to identify adult and children's dentition, distinguish occlusion, understand eruption patterns and developmental process. (Prerequisites: admission to Dental Assisting program; AND a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 21 or higher or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.)

DA1813 Preclinical Dental Assisting (2 credits)
Pre-Clinical Dental Assisting is designed to provide fundamental knowledge of microbiology and infection control measures. Emphasis will be placed on personal protection, risk management, sterilization, chemical disinfection, environment surface and equipment aseptic techniques. The student will develop the skills necessary to apply the techniques gained within the course to all clinical and laboratory courses. Standard precautions will be utilized throughout the entire curriculum, within all courses which apply. (Prerequisites: COMM 140; PHIL 100 or PHIL 150; HLTH 1950; HLTH 1952; Co-requisite: DA 1814)

DA1814 Chairside Dental Assisting I (4 credits)
Chairside Dental Assisting I provides laboratory and clinical knowledge and skills required for dental assisting clinical techniques and methods. Areas of emphasis are: clinical asepsis, safety, ergonomics, patient management and preparation, dental instruments and nomenclature, chairside assisting techniques, 4-6 handed dentistry, and treatment planning. (Prerequisites: COMM 140; PHIL 100 or PHIL 150; HLTH 1950; HLTH 1952; DA 1812; Co-requisite: DA 1813)

DA1815 Dental Materials (3 credits)
This course is designed to give students fundamental knowledge in dental materials, their purpose, composition, manipulation, properties, purposes, and storage as utilized in the dental practice and laboratory setting. The course includes both didactic and laboratory instruction for various material types including gypsum, impression materials, waxes, cements, and restorative materials. Safety in handling materials will be emphasized in laboratory. (Prerequisites: DA 1811, DA 1812)

DA1816 Radiology I (3 credits)
Radiology I is designed to provide knowledge and skills in radiation history, intra-oral and extra-oral radiographic techniques, image principles and techniques, radiographic equipment and image receptors, radiographic infection control, radiation exposure guidelines, patient and operator protection/safety, patient relations, education, and legal issues, anatomical landmarks and pathology, radiographic film mounting and viewing, radiographic interpretation, and record keeping. (Prerequisites: DA 1811, DA 1812, DA 1850)

DA1823 Dental Science II (2 credits)
This course is designed to provide basic knowledge in oral pathology and pharmacology. Emphasis will be placed on methods of application, classifications and usage of knowledge in clinical settings. (Prerequisites: DA 1811, DA 1812)

DA1825 Dental Assisting Expanded Functions (5 credits)
Dental Assisting Expanded Functions is designed to train chairside dental assistants in the Expanded Functions for an advanced level of skills and knowledge permitted to provide intra-oral patient care procedures beyond traditional dental assisting duties. Procedures emphasized will be those legally allowed by the Minnesota Board of Dentistry for Licensed Dental Assistants. (Prerequisites: DA 1814, 1815)

DA1826 Radiology II (3 credits)
This course is a continuation of Radiology I. This in-depth course will cover the history of radiation, radiation physics, and differing radiation characteristics. The course will also include patient exposures, patient management and quality assurance. Students will also learn film techniques and processing. (Prerequisities: DA 1816)

DA1827 Dental Nutrition (1 credits)
This course is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventative dental philosophies. Emphasis will be placed on preventative dentistry and nutrition benefits of dental health. The focus of this course is to provide the student with the knowledge to define nutrition, describe key nutrients, use dietary guidelines, food labeling, food pyramids, define dental diets. Emphasis will be placed on dental health and nutritional guidelines. (Prerequisite: Admitted to Dental Assisting program)

DA1828 Nitrous Oxide Sedation (1 credits)
Nitrous Oxide Sedation is designed to provide fundamental knowledge, elements, purposes, and uses of Nitrous Oxide sedation for the Dental Hygienist and Dental Assistant. (Prerequisites: DA 1814, HLTH 1950, HLTH 1952, CPR must be valid throughout the course.)

DA1830 Chairside Dental Assisting II (4 credits)
Chairside Dental Assisting II is a continuation of Chairside Dental Assisting I designed to provide knowledge of general and specialty dentistry with associated chairside dental assisting laboratory and clinical skills. Emphasis will be placed on general and specialty dental procedures, associated skills, dental armamentarium and supplies. (Prerequisites: DA 1814, 1815)

DA1845 Clinical Affiliations (8 credits)
This course is designed to give the dental assistant student practical experience in dental practices. The extra-mural experiences will be completed in local dental offers including specialty areas as available. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: Successful completion of all previous dental assisting courses. Valid Healthcare Provider CPR)

DA1850 Dental Business Technologies (3 credits)
The course is designed to introduce students to dental software and implement software skills in clinical courses. This course will also expose students to business management aspects including administrative, financial and records management. Basic computers skills are needed for successful completion of course (Prerequisites: Admission to the Dental Assisting program)

DA1855 Ethics and Jurisprudence (1 credits)
This course will focus on the rules and regulations found in the Minnesota Dental Practice Act. An understanding of ethical and legal implications for dental practitioners will prepare students to take the Minnesota Jurisprudence exam for dental practitioners. (Prerequisites: DA 1825 and DA 1830)

DA3000 Dental State Board Refresher (1 - credits)
Review of material for Dental registration exam.

Subject Menu ^

EAP - English for Academic Purposes

EAP0070 English for Introductory Algebra (2 credits)
This course provides specialized language and cultural support for multilingual students concurrently enrolled in any section of MATH 0075. Students whose first language is not English are explicitly instructed in American English mathematical terms related to Introductory Algebra, including the cultural context and language used in algebraic expressions, functions, polynomials, exponents, solving and graphing linear equalities and inequalities, interpreting data in graphical form, factoring polynomials, simplifying rational expressions, and solving and simplifying radical and rational equations. Students are encouraged to activate and build on previous learning by comparing the way they were taught math in their other languages with the way they are taught in the U.S. (Prerequisite: Classic Accuplacer ESL Reading Skills score of 0 -100) (Co-requisites: Concurrent enrollment in any section of MATH 0075)

EAP0075 English for Intermediate Algebra (2 credits)
This course provides specialized language and cultural support for multilingual students concurrently enrolled in any section of MATH 0085. Students whose first language is not English are explicitly instructed in American English mathematical terms related to Intermediate Algebra, including the cultural context and language used in equations and inequalities, linear functions, polynomial and rational functions, quadratic functions, equations involving radicals, and absolute values. Students are encouraged to activate and build on previous learning by comparing the way they are taught math in their other languages with the way they are taught in the U.S. (Prerequisite: Classic Accuplacer ESL Reading Skills score of 0-100) (Co-requisites: Concurrent enrollment in MATH 0085)

EAP0080 English for Academic Purposes: Reading and Oral Communication (4 credits)
EAP 0080 English for Academic Purposes: Reading and Oral Communication is equivalent to READ 0080 for multilingual students whose first language is not English. Special attention is given to skills and strategies for coping with college textbook reading assignments and lectures across the curriculum, by looking at course syllabi and excerpts of readings and lectures from major programs of high interest to the students, by listening to guest speakers, and by visiting and observing a variety of South Central College (SCC) courses. Students will also learn practical reading skills for navigating D2L as well as the SCC website, coping with online and digital readings and quizzes, accessing student support services, and attending SCC info sessions and events. Each student will develop a personalized approach to becoming an autonomous learner of academic vocabulary. The multicultural diversity in this course is a catalyst for thought and discussion, with readings and lectures by and about the students' heritage cultures. Together, the students will build an understanding of how SCC and the Minnesota State system compares to their previous sites of learning and/or systems of higher education in other countries. (Prerequisites: ESL Accuplacer Reading Skills score of 60 - 82)

EAP0085 English for Academic Purposes: College Writing and Grammar (4 credits)
EAP 0085 English for Academic Purposes: College Writing and Grammar is equivalent to ENGL 0080 for multilingual students whose first language is not English. This course is an introduction to academic

writing, grammar, and communication for students who need more instruction in and practice with English spelling, punctuation, pronunciation, simple and compound sentence structure, and paragraph structure. Special attention is given to English keyboarding skills and learning to navigate the D2L LMS, as well as the practical skills of using campus email and filling out forms and documents needed to maintain one¿s status as a student. Explicit instruction is also given in the academic expectations and speaking skills demanded in higher education in the U.S., such as communicating with instructors, peer and group discussions, seeking help from college staff, and giving short reports and presentations. A cross-cultural comparative approach is taken throughout this course, and students are encouraged actively and critically to think about, write about, and share their experiences and perspectives with the greater SCC community. (Prerequisites: Classic Accuplacer ESL Language Use score of 65-81).

EAP0090 English for Academic Purposes: Advanced Reading and Oral Communication (4 credits)
This course is equivalent to READ 0090 for multilingual students whose first language is not English. It offers a step-by-step approach to building the academic reading, listening, and study skills needed to successfully comprehend college-level textbook readings and lectures, take notes, and prepare for tests. Students apply what they learn to excerpts of college-level textbook readings and excerpts of actual videotaped lectures from SCC courses. Students also work on vocabulary acquisition through the study of academic words typically found in college-level reading materials. Special attention is given to increasing reading speed, navigating online learning management systems, and accessing student and academic support services. (Prerequisites: Classic Accuplacer ESL Reading Skills score of 83-100 or completion of EAP 0080 with a grade of C (2.0) or higher).

EAP0095 English for Academic Purposes: Advanced College Writing and Grammar (4 credits)
EAP 0095 English for Academic Purposes: Advanced College Writing and Grammar is equivalent to ENGL 0090 for multilingual students who speak English as a second language. This course offers instruction in complex sentence structure and strategies for learning and using vocabulary from the Academic Word List, within the context of writing academic essays, participating in discussions, and giving academic presentations. Students will develop their narrative, expository, and argument writing skills using a writing process that includes pre-writing, drafting, revising, and editing final drafts for proper spelling, punctuation, and grammar. In addition, students will analyze and practice strategies for interacting effectively with their instructors and classmates in class and on campus. (Prerequisites: Classic Accuplacer ESL Language Use score of 82-100 or completion of EAP 0085 with a grade of C (2.0) or higher.)

Subject Menu ^

CDEV - Early Childhood Ed.

ECE1205 Introduction to Early Childhood Education (3 credits)
This course provides an overview of the early childhood field, including theories, philosophies, missions, and regulations. It examines the roles and responsibilities of professionals in a variety of career settings. (Prerequisite: None)

ECE1210 Child Growth and Development (3 credits)
This course is the first in a series of courses that is required for a degree in Early Childhood Education and Family Services. This course encompasses multiple, interrelated areas of children's development - including both typical and atypical, for children from conception through age eight in the areas of physical, social, emotional, language, cognitive and aesthetic/creative development and is supported by coherent theoretical perspectives and by current research. The course emphasizes variations across cultures and interactions between maturational processes and environmental factors. (Prerequisite: None)

ECE1220 Health, Wellness & Nutrition (3 credits)
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. (Prerequisites: None)

ECE1230 Behavior Guidance (3 credits)
This course encompasses multiple, interrelated areas of positive child guidance techniques for individual and group situations - including problem prevention and positive guidance strategies, communication, setting limits, problem solving and behavior modification and is supported by coherent theoretical perspectives and by current research. This course emphasizes ways to establish supportive relationships with children and guide them in order to enhance learning, development, and well-being. (Prerequisite: None)

ECE1240 Diverse Children and Family Relations (3 credits)
This course examines how to work with many types of families. Investigates the importance of the family/school partnership, study methods of effectively communicating with families, and identify community organizations and networks that support families. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. (Prerequisites: None)

ECE1270 Creative Activities and Environments (3 credits)
The student will gain knowledge and skills related to providing age-appropriate learning experiences and learning environments for young children. The student will examine the role of the teacher in providing learning experiences to meet each child's needs, capabilities, and interest, and ways to implement the principles of developmentally appropriate practices. The student will practice language and literacy, social, emotional and sensory learning, art and creativity, and math and science learning experiences. (Prerequisite: None)

ECE1310 Infant-Toddler Development and Learning (3 credits)
This course provides an overview of infant-toddler theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods. (Prerequisite: ECE 1210 or CDEV 1210)

ECE2310 Introduction to Special Education (3 credits)
This course examines the development of children with differing abilities. Students will integrate strategies that support inclusive programs for children, apply legal and ethical requirements including, but not limited to, American Disabilities Act and Individuals with Disabilities Education Act. Differentiate between typical and atypical development, analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders. Explore strategies to adapt curriculum to meet the needs of children with developmental differences and cultivate partnerships with families. (Prerequisite: ECE 1210 or CDEV 1210)

ECE2510 ECE Internship (3 credits)
This course provides students an opportunity to demonstrate the early-childhood-teaching competencies explored in other classes while guided by a teacher in a licensed early-childhood program. These competencies include: developing active and developmentally appropriate environments accessible to the multiple needs of learners, positive behavior guidance strategies, communication skills, and development of professional skills such as communication and respectful interactions with families, colleagues, and other potential partners in the care and education of young children in their care. (Prerequisite: Instructor approval)

ECE2520 Children with Challenging Behaviors (3 credits)
This course supports students' understanding of children's behavioral problems and identifies intervention strategies to prevent and resolve problem behaviors. Effective behavior modification techniques and designing behavior plans will be explored. (Prerequisites: ECE 1210 or CDEV 1210 & ECE 1230 or CDEV 1230)

ECE2530 Curriculum Planning (3 credits)
This course provides an advanced level of curriculum planning. Emphasis is on organizing, implementing, and evaluating developmentally appropriate curricula. (Prerequisite: ECE 1270 or ECE 1270)

ECE2550 Cognitive Development (3 credits)
This course provides an overview of cognitive and multimedia learning experiences in either home, school, 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. (Prerequisite: ECE 1210 or CDEV 1210)

ECE2560 Introduction to Language and Literacy (3 credits)
This course is an introduction to children's language and literacy development from birth to age eight. Students will obtain skills in creating developmentally appropriate learning experiences that support both oral language and emerging literacy skills among children at all developmental levels. Students will be exposed to a wide range of instructional practices, approaches, methods, and curriculum materials to support children's language and literacy development. (Prerequisite: ECE 1210 or CDEV 1210)

ECE2580 Observation and Assessment (3 credits)
This course focuses on the appropriate use of observation and assessment strategies to document children's development, growth, play and learning, and to join with families and professionals in promoting children's success. The students will explore recording strategies, rating systems, multiple assessment tools, and portfolios. There will be a focus on increasing objectivity in observing and interpreting children's behavior, observing development characteristics, and increasing the awareness of normal patterns of behavior. (Prerequisites: ECE 1210 or CDEV 1210 and ECE 1230 or CDEV 1210.)

ECE2590 Introduction to Children's Mental Health (3 credits)
This course provides a deeper look at social-emotional learning experiences and the long-term effects of positive experiences. Students integrate knowledge of healthy child development, developmentally appropriate learning environments and teaching methods to promote positive emotional development, social development, self-concept, self-esteem, social skills, diversity awareness, resiliency, and attachment. (Prerequisite: ECE 1210 or CDEV 1210 and ECE 1230 or CDEV 1230)

Subject Menu ^

ECON - Economics

ECON110 Principles of Macroeconomics (3 credits)
Macroeconomics is the study of issues that affect whole economies including economic growth, employment levels, management of the money supply, international trade, and economic instability. The course will examine tools governments can use to stabilize and grow economies, as well as controversies surrounding their use. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This class satisfies MnTC Goal Area 5 (History and the Social and Behavioral Sciences) and MnTC Goal Area 9 (Ethical and Civic Responsibility).

ECON120 Principles of Microeconomics (3 credits)
Microeconomics is the study of how people, businesses, governments, and other institutions make economic decisions. Topics include market price determination, income determination, resource allocation, and impacts of government policies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) This course satisfies MnTC goal areas 5 (History and the Social and Behavioral Sciences) and 9 (Ethical and Civic Responsibility).

ECON130 Economics of Public Issues (3 credits)
Approaches used by economists to analyze controversial public policy issues will be introduced. In addition, students will read articles explaining or advocating contrasting sides to issues. A variety of topics will be studied, with the list changing in different semesters. Topic examples may include economic inequality, climate change, and remedies for the Great Recession. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical and Civic Responsibility)

Subject Menu ^

ENGL - English

ENGL0080 English and Writing I (4 credits)
This course offers a review in the use, basic study, and review of the Standard English language and an introduction to writing essays. The course emphasizes the development of narrative, expository, and argument writing skills using a writing process that includes pre-writing, drafting, revising, and editing final drafts for proper spelling, punctuation, and grammar. Minnesota K-12 Academic Standards in Writing and Language are indicated in parentheses after each competency on the Common Course Outline. (Prerequisites: Next-Generation Accuplacer Reading score of 224 to 236 or Classic Accuplacer Reading score of 36 to 55 or MCA Reading score of 1041 or below.)

ENGL0085 Writing and English I and II Modular (6 credits)
In this beginning and intermediate combination writing course, students practice basic grammar and sentence writing skills for two hours per week using a computer-based writing program. Students practice only the writing skills in which they are deficient. Deficiencies are identified by a diagnostic sentence skills test taken at the beginning of the course. While practicing basic sentence writing skills in a computer-based writing program, students concurrently expand and apply these writing skills in the intermediate section, ENGL 0090, which meets an additional four hours per week. The ENGL 0090 section takes place in a traditional classroom and utilizes writing textbooks, teacher instruction, and implementation of the writing process to apply the writing skills and concepts learned. Students must score 50-62 on the Reading Comprehension portion of the Accuplacer Test in order to enroll in this course. This course does not fulfill General Education requirements. Successful completion of this course is equivalent to successful completion of ENGL 0090. (Prerequisite: Must have a score of 50-62 on the Reading portion of the Accuplacer Test)

ENGL0090 Writing and English II (4 credits)
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 of this class will consist of developing, writing, and editing a persuasive essay. (Prerequisite: Next-Generation Accuplacer Reading score of 237 to 249 or Classic Accuplacer Reading score 56 to 77 or completion of ENGL 0080 with a grade of C (2.0) or higher).

ENGL100 Composition (4 credits)
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, analytic skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will complete research and write a research paper. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 1: Communication)

ENGL105 Composition I (CONSORTIUM) (3 credits)
Consortium Class - Iowa Lakes Community College

ENGL110 Introduction to Literature (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and the Fine Arts)

ENGL111 Introduction to Film (4 credits)
This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MnTC 6: Humanities and Fine Arts)

ENGL115 Global Peace and Social Justice (4 credits)
Using works of literature such as War is a Force that Gives us Meaning and The Things They Carried, 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. (MNTC 9: ETHICAL AND CIVIC RESPONSIBILITY) (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

ENGL120 Human Diversity in Literature and Film (4 credits)
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 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 7: Humanities and Fine Arts, Human Diversity)

ENGL130 World Literature and Film (4 credits)
This course introduces students to works of literature and film from a variety of world cultures. The course is designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. The course emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

ENGL140 British Literature (4 credits)
This is a one-semester course for students who are interested in the development of English thought and language from the days of the Anglo-Saxons to the present time. Students will examine the historical context of the literature as well as particular authors, ideas, and styles. Class time will be devoted to reading, discussing, and analyzing selected groups of writings representative of major historical periods in the development of British writing. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL150 Introduction to Poetry (4 credits)
This course introduces students to various elements of the genre of poetry, including (but not limited to) word choice, images, figures of speech, symbols, sounds, patterns of rhythm, and poetic forms . Students will use literary criticism techniques as they study poets and poems from many times, places, and movements of literature. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL160 Introduction to Short Story (4 credits)
This course introduces students to the genre of short story and literary analysis. Students will examine literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. They will also study the authors and the influence of history and place on the short story form. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

ENGL199 Independent Study: Research and Writing (2 credits)
This course is designed to offer the student an opportunity to do extensive research on a specific topic.

Students will complete research, write an in-depth research paper and put together a research portfolio. (Prerequisite: Instructor Permission)

ENGL205 Special Topics in Literature & Film: (4 credits)
All ENGL 205 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. Any ENGL 205 class has been specially designed by an SCC English instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: ENGL 100 or instructor permission.) (MNTC 6: Humanities and Fine Arts)

ENGL206 Children's Literature (4 credits)
Children's Literature provides a survey of literature for children from through history to its place in contemporary society. The course introduces students to literature for children from birth to age 21, pairing literature with cognitive, emotional, and social development. Students will explore children's literature as real literature, examining literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. We will also study the individual aspects of culture(s) that generate the narratives covered in class and how children's literature can create its own version of history and reflect its culture. (Prerequisite: ENGL 100 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL208 African American Literature (4 credits)
Surveys African American literature, including short stories, poetry, novels and criticism. Students will be thoroughly acquainted with a scope of African American authors, poets and recognize their contributions to the contextual fabric of America. Students will explore many historical benchmarks within African American history such as slavery, the Reconstruction, the Harlem Renaissance, and the Civil Rights movement. This course will situate literary works within these historic and cultural contexts, but will also emphasize close readings of the texts. (Prerequisites: This course requires a passing grade in ENGL 100 or instructor permission) (MNTC 6, 7: Humanities & Fine Arts, Human Diversity)

ENGL210 Introduction to Creative Writing (4 credits)
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 instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL220 Creative Writing: Fiction (4 credits)
For students who have been introduced to the study of creative writing, this course content will focus primarily on the development of fiction-writing skills through reading, evaluating, and practicing the form. Emphasis will be placed on elements of fiction such as character, setting, plot, theme, point of view, and narrative voice. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of literature, quizzes, and student presentations, as well as student creation of works of fiction. (Prerequisite: ENGL 210 or instructor permission) (MNTC 6: Humanities and Fine Arts)

ENGL230 Creative Writing: Screen Writing (4 credits)
For students who are interested in the study of creative writing or film-making, this course content will focus primarily on the development of screen-writing skills through watching film clips, reading screenplays, evaluating story conveyance through the film medium, and practicing writing in the form. Emphasis will be placed on creating a story arc with a three-act sequence while incorporating elements of fiction such as character, setting, plot, theme, point of view, and elements of film such as scene set-up, camera angle, transitions, and primarily dialogue. Constructive critique and revision will be practiced. Assignments may take the form of reading, written critical evaluations of film and literature, occasional quizzes, student presentations, discussion, as well as student creation of screenplay. (Prerequisite: ENGL 100) (MNTC 6: The Humanities and Fine Arts)

ENGL240 Technical Communication (4 credits)
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)

Subject Menu ^

ETEC - Energy Technical Specialist

ETEC2546 Power Plant Technology (St. Cloud TCC) (4 credits)
This course is offered through St. Cloud Technical & Community College. Please refer to the course description located at the SCTCC website: www.sctcc.edu

Subject Menu ^

ETHN - Ethnic Studies

ETHN101 American Racial Minorities (3 credits)
This course will introduce students to the importance and the understanding of the nature of race relations in the United States of America. Students will use the various sociological perspectives as a lens to examine the social construction of race, ethnicity and the evolving nature of race and ethnic relations in the U.S. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

ETHN110 The Immigrant Experience (3 credits)
This course is devoted to understanding controversial issues around immigration to the U.S. The United States is an immigrant country. No other land can challenge America's claim as the ultimate melting pot, although we can argue about whether or not we have really "melted together" to form a cohesive society. Immigrants play a significant role in enriching American culture and fueling economic growth. Yet at the same time, they are also regarded as an "unsettling force" and a burden on the taxpayers. As the numbers of legal as well as illegal, immigrants have climbed precipitously since the 1970s and 1980s, we have seen a backlash against immigration. Immigrants have always been a part of the American scene, but in some periods, more people have come than in others. Currently, immigration is a hot topic as many immigrants are coming from countries such as Somalia, Laos and Mexico. This course will explore questions such as: What is an "American"?; Where do "Americans" come from?; What kinds of immigration issues will affect the future of the United States?; What relevance does immigration have to my life? (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

Subject Menu ^

FBMA - Farm Business Management

FBMA2210 Current Issues in Farm Business Management (1 - 5 credits)
This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2211 Current Issues in Farm Business Management (1 - 5 credits)
This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2212 Current Issues in Farm Business Management (1 - 5 credits)
This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2220 Current Issues in Farm Business Management (1 - 5 credits)
This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2221 Current Issues in Farm Business Management (1 - 5 credits)
This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed

on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2222 Current Issues in Farm Business Management (1 - 5 credits)
This course is designed to assist students further develop their skills in business management. It provides an opportunity for students to investigate and apply tools that may be effective in improving risk management plans, strategic plans, and business plans in their farm business operations. Emphasis is placed on the research of business management alternatives to meet their business and personal needs. (Students may enroll in a range of one to five credits during each enrollment, depending on their individual needs at the time.) Student and instructor will determine credit load and current issue topic based on student need. (Prerequisite: None)

FBMA2930 Fundamentals of Financial Management as it Relates to Risk Management (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)

FBMA2931 Applied Financial Management as it Relates to Risk Management (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)

FBMA2932 Fundamentals of Financial Management/Strategic Planning Emphasis (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)

FBMA2933 Applied Financial Management/Strategic Planning Emphasis (3 credits)
This course will provide practical application of strategic planning skills. Application skills will be practiced upon and applied to the student's business and business plan. (Prerequisites: None)

FBMA2934 Fundamentals of Financial Mgmt/Business Plan Emphasis (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)

FBMA2935 Applications in Financial Management/Business Plans (3 credits)
This course will provide the necessary instruction to put together and implement a business plan for the farm business.

Subject Menu ^

FBMT - Farm Business Management

FBMT1112 Foundations for Farm Business Management (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)

FBMT1121 Preparation for Farm Business Analysis (4 credits)
This course will take the student through a step by step procedure to close out a complete year of farm business records. This 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)

FBMT1122 Implementing the System Management Plan (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)

FBMT1131 Managing and Modifying Farm System Data (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 areas: farm enterprise analysis, tax planning, data filing, and cash and liability checks. (Prerequisites: None)

FBMT1132 Interpreting and Using Farm System Data (4 credits)
This course provides an opportunity for the student to view the farm business and its various components through the application of balance sheets, farm

personal and managerial inventories, enterprise reports and historical data. (Prerequisite: None)

FBMT1170 Intro to Farm Commodity Marketing (3 credits)
This course is designed to introduce students to the various methods and tools to market farm commodities.

FBMT1173 Directed Study-Intro to Farm Commodity Marketing (2 credits)
This course provides the student with the opportunity to use the various marketing methods and tools. The students will use various types of marketing contracts and cash markets as well as recognizing the roles of brokers and market advisors. (Prerequisite: None)

FBMT1180 Applying Commodity Marketing Fundamentals (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.

FBMT1183 Directed Study-Applying Commodity Marketing Fundamentals (2 credits)
This course is designed to teach students to apply the various methods and tools to market farm commodities. The students will develop various marketing tools to enhance their farm business operations. (Prerequisite: None)

FBMT1190 Evaluating Farm Commodity Marketing Tools (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.

FBMT1193 Directed Study-Evaluating Farm Commodity Marketing Tools (2 credits)
This course is designed to teach students to implement the various farm marketing tools and to select the tool appropriate to the present marketing situation. The student will utilize marketing alternatives and apply to farm business marketing. (Prerequisite: None)

FBMT1211 Intro to Farm Business Management (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)

FBMT2141 Interpreting and Evaluation of Financial Data (4 credits)
This course continues to expand on preparation and evaluation of the farm business analysis. This course provides continued guidance and perfection of business record close out procedures, tax implications of management decisions, and continues to monitor farm business and family goals. (Prerequisites: None)

FBMT2142 Interpreting Trends in Business Planning (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)

FBMT2151 Strategies in Farm System Data Management (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 developing an accurate, usable business analysis. (Prerequisites: None)

FBMT2152 Integrating System Information for Financial Planning (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)

FBMT2161 Examination of the Context of Farm System Management (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)

FBMT2162 Refining Farm System Management (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)

FBMT2170 Monitoring Farm Commodity Marketing Plans (3 credits)
This course is designed to help students revise current farm commodity plans. Emphasis will be placed on current market conditions and pricing opportunities. The student will prioritize and evaluate marketing opportunities and risk. (Prerequisite: None)

FBMT2173 Directed Study-Monitoring Farm Commodity Marketing Plans (2 credits)
This course is designed to justify current farm commodity marketing plans. Emphasis will be placed on current conditions and pricing opportunities. The student will prioritize and evaluate marketing opportunities and risk. (Prerequisites: None)

FBMT2180 Strategies in Farm Commodity Marketing (3 credits)
This course is designed to plan marketing strategies

necessary to achieve farm business. The student will create a year round marketing plan utilizing a variety of marketing strategies to maximize farm income return. (Prerequisites: None)

FBMT2183 Directed Study-Strategies in Farm Commodity Marketing (2 credits)
This course is designed to plan marketing strategies necessary to achieve farm business. The student will implement a year round marketing plan utilizing a variety of marketing strategies to maximize farm income return. (Prerequisite: None)

FBMT2201 Special Topics-General Farm Management (1 credits)
Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2202 Special Topics-General Farm Management (1 credits)
Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2203 Special Topics-General Farm Management (1 credits)
Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2204 Special Topics-General Farm Management (1 credits)
Analysis of special topics in crop production for students actively engaged in the operation and management of a farm business. (Prerequisites: None)

FBMT2205 Special Topics-General Farm Management (2 credits)
This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2206 Special Topics-General Farm Management (2 credits)
This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2207 Special Topics-General Farm Management (2 credits)
This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2208 Special Topics-General Farm Management (2 credits)
This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2209 Special Topics-General Farm Management (2 credits)
This course focuses on the analysis of special topics in general farm management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Tax planning, balance sheet development, cash flow planning, analysis-whole farm, enterprise analysis, record keeping, bench marking, production yields, ration interpretation and goal setting. (Prerequisites: None)

FBMT2210 Special Topics-Marketing (1 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2211 Special Topics-Marketing (1 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2212 Special Topics-Marketing (1 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice,

sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2213 Special Topics-Marketing (1 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2214 Special Topics-Marketing (1 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2215 Special Topics-Marketing (2 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2216 Special Topics-Marketing (2 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2217 Special Topics-Marketing (2 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2218 Special Topics-Marketing (2 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2219 Special Topics-Marketing (2 credits)
This course focuses on the analysis of special topics in marketing management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best fit student needs: Small grains, corn, soybeans, pork, cattle, milk, canola, edible beans, vegetable crops, sugar beets, grass seed, forages, seed crops, wild rice, sunflowers, other commodities not listed and organic products. (Prerequisites: None)

FBMT2220 Special Topics-Crops (1 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2221 Special Topics-Crops (1 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2222 Special Topics-Crops (1 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2223 Special Topics-Crops (1 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2224 Special Topics-Crops (1 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass,

small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2225 Special Topics-Crops (2 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2226 Special Topics-Crops (2 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2227 Special Topics-Crops (2 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2228 Special Topics-Crops (2 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2229 Special Topics-Crops (2 credits)
This course focuses on the analysis of special topics in crop management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Corn, soybeans, alfalfa, mixed grass, small grains, specialty crops (sunflower, berries, seeds, trees, etc.), pasture, corn silage, cover crops and vegetable crops. (Prerequisites: None)

FBMT2230 Special Topics-Livestock (1 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2231 Special Topics-Livestock (1 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2232 Special Topics-Livestock (1 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2233 Special Topics-Livestock (1 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2234 Special Topics-Livestock (1 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2235 Special Topics-Livestock (2 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2236 Special Topics-Livestock (2 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2237 Special Topics-Livestock (2 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in

the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2238 Special Topics-Livestock (2 credits)
This course focuses on the analysis of special topics in livestock management for students actively engaged in the operation and management of a farm business. Student and instructor will choose from said topics to best serve student needs: Beef-cow/calf, dairy, swine, sheep, goat, turkey, chicken, dairy heifers, beef market and specialty livestock (organic, honey bees, deer, elk, etc.). (Prerequisites: None)

FBMT2239 Special Topics-Livestock (2 credits)
This course covers special topics of interest in livestock. (Prerequisites: None)

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FCS - Family & Consumer Science

FCS105 Nutrition and Healthy Living (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

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FYE - First Year Experience

FYE100 First Year Experience (1 credits)
First Year Experience is a course created to support students making the transition to college, to empower students to take control of their educational lives, and to help students be successful. The course will promote the development of critical thinking skills and positive educational values. Students will enhance their understanding of communication and learning styles, and lifestyle risks; learn to identify and use appropriate resources both on campus and within the community; acquire skills needed to promote study, personal wellness, goal setting and achievement; develop strategies to manage money, time and stress wisely; and in general develop the necessary skills to be a successful college student. (Prerequisite: None)

FYE999 FYE Waived (0 credits)
FYE Waived

Subject Menu ^

GCC - Graphic Communications

GCC1100 Introduction to Graphic Communications (4 credits)
This is an exploratory course covering many aspects of Graphic Communications. Hands-on projects will acquaint the learner with the various processes that encompass what graphic communications, industry jargon, industry tours and guest speakers are also part of this course. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading Score 36 or higher)

GCC1120 Graphic Software 1 (4 credits)
This course will be taught in a hands-on atmosphere, learning the basics of various software packages used within the industry. Students will work with the tools, menus and panels, and integrate the use of the software for print and non-print outputs. (Prerequisites: Next Gen Accuplacer Reading score 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC1130 Layout and Typography (3 credits)
Students will be introduced to the conceptual planning process used in layout and design. Students will understand that type as well as graphics are important design elements of a layout. It will be demonstrated how type interacts with graphics in a layout. Layout principles, color, proofing and preparing literature for output and printing will also be included in this course. (Prerequisites: Next Gen Accuplacer Reading score of 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC1141 Digital Image Exploration (3 credits)
This course is designed to cover basic topics which include input/output hardware and the software involved; basic scanning of graphics and photographs; basic digital camera usage; and file formats, size and resolution comparisons. Additionally, students will cover the basics of color theory and color management with practical knowledge for print and web. This course is taught in a hands-on atmosphere with the emphasis on the different methods of output to various devices and their effect on the digitized image. (Prerequisites: Next Gen Accuplacer Reading score of 224 or higher, or Classic Accuplacer Reading score of 36 or higher)

GCC1210 Drawing for Graphic Designers (3 credits)
This course covers basic drawing fundamentals and the use of drawing as a planning tool. Basic drawing techniques will be used to create thumbnail sketches, comprehensives and digital illustrations. Students will utilize traditional and computer drawing tools. (Prerequisite: GCC 1120)

GCC1220 Graphic Software 2 (4 credits)
Graphic Software 2 is a continuation of GCC 1120 Graphic Software 1. The course is taught in a hands-on atmosphere learning more advanced features of the page layout, vector and raster softwares. Students should already have the fundamentals of the tools, menus and panels within each of the software packages. More advanced topics, interactive features and animation software will be explored. (Prerequisite: GCC 1120 Graphic Software 1)

GCC1260 Printing Processes (4 credits)
This course is designed to acquaint the learner with the fundamentals of printing ink on various substrates. Coursework includes terminology, equipment and safety. The principles of offset lithography, screen, laser and inkjet printing are stressed in a hands-on laboratory atmosphere. Basic prep and post-press processes are also stressed in this course. (Prerequisites: GCC 1120 Graphic Software 1, GCC 1130 Layout and Typography)

GCC2110 Design and Illustration 1 (4 credits)
Students will learn planning procedures for advanced design, illustration and production principles on the board and in the use of various software. Projects may include brochure, package and logo design, variable data layouts, and product photography planning. Color, preflight, output and live industry work will also be covered in this course. The advanced use of industry-used software will be essential in all assignments. (Prerequisites: GCC 1210 Drawing for Graphic Designers, GCC 1220 Graphic Software 2)

GCC2120 Portfolio 1 (3 credits)
Students will design personal business logos and stationery ensembles which will include stationery, cover letters and resumes. Traditional portfolio page layouts will be designed and revised throughout the semester. Student work will be prepared for display in their portfolios. (Prerequisite: GCC 1220 Graphic Software 2)

GCC2150 Web/Interactive Media 2 (3 credits)
This course covers the basic preparation, planning and software used for multimedia and web presentation. Students will learn planning procedures for web and interactive media. These procedures will include planning flowcharts, wireframes and storyboards. Students will also learn file formatting and file preparation for web and interactive media. (Prerequisites: GCC 1220 and COMP 1140)

GCC2161 Production Work Flow 1 (3 credits)
This course is designed to introduce the Graphic Communications student to the workplace through tours, live projects, and special topics. Students will perform production tasks of design work of the student and/or live work of a customer within the college or non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production and finishing. Emerging technology and topics will also be discussed and researched as part of this course. (Prerequisites: GCC 1220 Graphic Software 2, GCC 1260 Printing Processes)

GCC2210 Design and Illustration 2 (4 credits)
This course is a continuation of GCC 2110 Design and Illustration 1. Students will work in a hands-on atmosphere with higher-level projects such as packaging layouts, multi-page layouts and large format printing. The advanced use of industry-used software will be essential in all assignments. (Prerequisite: GCC 2110 Design and Illustration 1)

GCC2220 Portfolio 2 (3 credits)
Students will continue to research potential employment sites and prepare for the interviewing process in the graphic communications field. The students will continue to research, update and expand their portfolios with projects from other Graphic Communications courses as they prepare for graduation and entering the job market. (Prerequisite: GCC 2120 Portfolio 1)

GCC2250 Web/Interactive Media 3 (3 credits)
This course builds on the course work covered in GCC 2150. The capabilities of different web and interactive applications will continue to be explored. Students will finalize their webfolios, and design other various promotional web and interactive projects. (Prerequisite GCC 2150 Web/Interactive Media 2)

GCC2261 Production Work Flow 2 (3 credits)
This course is a continuation of GCC2161 - Production Work Flow 1. Students will work on production projects that will incorporate all phases of graphic communications from design to workflow to production to finishing. Fourth semester Graphic Communications students prepare materials to promote their annual spring display of work through various communication methods. Students continue to formulate their problem-solving, teambuilding and lifelong learning skills through this course. (Prerequisites: GCC 2161 Production Work Flow 1)

GCC2275 Special Problems (1 - 4 credits)
The student will propose and produce a project in their area of interest. (Prerequisite: GCC 1220 Graphic Software 2 OR advisor approval)

GCC2290 Graphic Communications Internship (1 - 3 credits)
This course is designed to provide the student with a purposeful occupational experience in the Graphic Communications field. Each internship is an individualized experience. A 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. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; and GCC 1260 Printing Processes; OR advisor approval)

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GEOG - Geography

GEOG100 Elements of Geography (3 credits)
The course will answer the question "What is Geography?" Therefore, this course provides students with an introduction to the basic themes of geography. The scope and nature of geographic inquiry is used to explore topics about the physical and human characteristics of the Earth's surface. Special emphasis is placed on the significance of humans, environment, and cultural processes in the organization of space on the earth's surface. Natural and cultural landscapes are very important components of this course and students will examine physiographic regions, climates, demography, and urban areas. Also, different environmental issues will be discussed. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

GEOG101 Introduction to Physical Geography (3 credits)
This course is an introduction to physical geography that systematically examines the spatial patterns and interrelationships among physical elements at the earth's surface. Students will study the earth's physical environment, its systems, and the physical processes that drive them through study of weather, climate, natural vegetation, soil, and landforms. However, these topics are not just discussed independently since the course concentrates on understanding the integration of these areas of the natural world. Geography focuses on human activities, and so the course will highlight some of the basic interactions between human activity and the natural environment. Current issues will be discussed and a scientific foundation provided for understanding global warming and other critical environmental issues. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & the Environment)

GEOG103 Introduction to Cultural Geography (3 credits)
This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, services, urban patterns, and resource issues. Students will examine all of these and several other issues during the semester. Students will stress the variation in the cultural landscape and critically analyze several current problems facing modern society, such as overpopulation and differences between societies. Cultural geography is focused on those things that are human-created. Therefore, the basic theme addressed throughout the course will be to discover where and why human activities are located where they are found. Students will participate in the discussions and will exchange ideas that will help them to better understand the diversity of the cultural landscape and the similarities and differences between different social groups. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

GEOG104 Introduction to Weather and Climate (3 credits)
This course will serve as an introduction to the basic atmospheric processes described as weather. Topics including atmospheric pressure, winds, temperature patterns, humidity and precipitation, and severe weather phenomena will be examined. The spatial distribution of global climates and climate change will also be explored. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 3, 10: Natural Sciences, People & The Environment)

GEOG105 World Regional Geography (3 credits)
This course will allow students to examine the political, economic, cultural, and physical differences between the world's major regions. These differences will help foster a better understanding of how world citizens interact in the global age. Place-location literacy will be emphasized to enable students to apply information learned in this course beyond the confines of the classroom. Map and data interpretation skills will also be learned. An appreciation of world current events will be developed throughout the semester. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 8, 10: Global Perspective, People & The Environment)

GEOG200 Special Topics in Geography: (3 credits)
Students will explore a region to learn its unique characteristics and how its physical geography and human geography are closely linked within that region. The focus will be on real-world and hands-on activities that will use an inquiry-driven approach to learning. When applicable, geographic tools, such as GIS (Geographic Information Systems), remote sensing, and map skills, will be presented. The course will have a research component. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher,

or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History & Social & Behavioral Sciences)

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GIS - Geographic Information Systems

GIS2840 Introduction to Geographic Information Systems (4 credits)
This course covers the theory and use of computer software for the collection, analysis, and communication of geographic information. This course will use ArcGIS software, which was developed by Environmental Systems Research Institute, Inc. (ESRI) as a tool to create, manage and manipulate spatial data within a GIS. (Prerequisite: None)

GIS2841 Intermediate GIS (4 credits)
This course is a continuation of CTLS 2840 Introduction to Geographic Information systems, with emphasis placed on continued learning of the manipulation, and management of spatial data, and understanding of relationships between features and database attributes. In addition, this course will cover the development of web mapping components that can be used to communicate information to those who need access to spatial data via the internet. The primary software used in this course will be (Environmental Systems Research Institute, Inc.) ESRI ArcGIS Software and extensions. (Prerequisite: GIS 2840)

GIS2842 Field Mapping with GPS (4 credits)
This course covers the strategies of using mapping grade and survey grade GPS equipment and software to electronically collect spatial features for use in the development of GIS and CAD projects. (Prerequisite: GIS 2840 or consent of the Instructor)

GIS2843 GIS Practicum (1 - 4 credits)
This variable credit course expands upon the knowledge students gained in previous geospatial technology courses and serves to hone their GIS skills. Students will have the opportunity to design, develop, and implement a GIS-based solution in response to a defined problem and present their results. (Prerequisite: GIS 2841 or instructor consent)

GIS2844 GIS Internship (1 - 4 credits)
This variable credit course is one of the capstones of the GIS certificate program, where upon the students are provided a real world working atmosphere with area partners, such as state, county, and local governments, and consulting agencies. Students in this course work on assignments as requested by the governing agency and will be directed by the course instructor. (Prerequisite: GIS 2841 or consent of the Instructor)

GIS2845 Introduction to Remote Sensing (4 credits)
This course will introduce students to the basic concepts and fundamentals of remote sensing. Digital image processing techniques and aerial photo interpretation will be reviewed and applied to practical problems through the use of various lab activities. (Prerequisite: None)

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HC - Health Core

HC1000 Medical Terminology (3 credits)
This course is an introduction to the language of medicine that is used in the health care profession. The student will learn to spell, pronounce, define, and interpret medical terminology related to body structure, disease, diagnosis, and treatment. (Prerequisites: None)

HC1001 Advanced Medical Terminology (3 credits)
This course is the continuation of HC 1000. Review of medical terminology as it pertains to the body systems that were covered previously with emphasis on developing an understanding of the pathological terminology used in the language of medicine. Specialty areas within the allied health professional fields of respiratory therapy, physical therapy, pathology, radiology, anesthesia, pharmacology, and others will be introduced. (Prerequisite: HC 1000)

HC1500 Healthcare Foundation: Introduction to Health Careers (1 - 3 credits)
This course will focus on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings with a diverse population of clients. Students will explore workplace skills such as accountability and responsibility, standard of dress, workplace behavior, approaches to assist clients, and expectations of teams and team members. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness. In addition, students will examine the emotional, spiritual, and social needs of clients as well as the type of care needed by different populations. The course also provides a framework for healthcare workers to interact with diverse clients and staff. Included are belief systems, cultural practices, and respect and sensitivity to cultural, gender, and age issues. (Prerequisite: None)

HC1510 Special Topics in Healthcare (1 - 3 credits)
Special Topics in Healthcare will help students understand how various healthcare trends, policies, and procedures impact providers, healthcare professionals, and patients. Students will explore a broad range of healthcare concepts through specific topics of relevance. The instructor has chosen subject matter that relates to today's healthcare trends in areas such as technology, government and institutional policies, education, and treatment practices. This course is a variable credit course to accommodate the credit needs

of the student in various healthcare programs. (Prerequisite: None)

HC1525 Health Care Core Foundations (1 - 4 credits)
This variable credit course will focus on the requirements needed by healthcare professionals to effectively work in a variety of healthcare settings and explore workplace skills such as accountability and responsibility, workplace behavior, approaches to assist clients, and expectations of teams and team members. This course provides a framework for healthcare workers to interact with diverse clients and staff, including belief systems, cultural practices, and respect and sensitivity to cultural, gender, and age issues. Identifying elements of communication and how those elements can develop into effective communication within the healthcare setting is a key focus, as well as learning when and how to utilize those skills in challenging situations. Health care ethics will be addressed and target ethical decision-making and personal and professional values. Legal issues in healthcare will round out the course, concentrating on healthcare laws and social media in healthcare. Healthcare safety and standards precautions will be incorporated, as well as personal wellness for the healthcare professional. This variable credit course was designed as a part of the Minnesota Health Care Core Curriculum. (Prerequisites: None)

HC1550 Electronic Health Records (2 credits)
With the implementation of the electronic health record in today's healthcare environment, it's essential for students entering the healthcare field to understand this technology and how it relates to work in the industry. This course is designed as an introduction to the history of Electronic Health Records (EHRs) and concepts behind the structure of electronic medical recording systems. Additionally, it will provide students the opportunity to use multiple functions of an educational electronic health record. (Prerequisites: None)

HC1914 Anatomy & Physiology/Disease Conditions I (4 credits)
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. (Prerequisite: HC 1000)

HC1920 ICD-9-CM Coding I (3 credits)
This course is the first in the introduction of the coding rules and conventions for coding diseases and procedures and in-depth study of ICD-9-CM. This system is used in all health care facilities for diagnosis and in hospitals for coding of procedures. (Prerequisite: None)

HC1924 Anatomy & Physiology Disease Conditions II (4 credits)
This course is a continuation of HC 1914 Anatomy/Physiology/Disease Conditions I with emphasis on the pathophysiology of the human body. The student will apply previous knowledge in medical terminology and structure and function of the human body. This course prepares the student in understanding the abnormalities and diseases the affect the organs and organs systems. (Prerequisites: HC 1914, 1000)

HC1925 ICD-9-CM Coding II (3 credits)
This course is a continuation of HC 1920. The course covers the ICD-9-CM diagnostic and procedural coding in depth for both inpatient and outpatient facilities. It compares the reimbursement systems and for both facilities and introduces the compliance plans for both facilities and is a continuation of the coding conventions for inpatient and outpatient settings. (Prerequisites: HC 1000, 1920)

HC1928 CPT Coding I (3 credits)
This course is the introduction of CPT coding and provides and in-depth review of the coding and reimbursement system used in outpatient facilities and physician billing. The course reviews all CPT sections and sub-sections. The student will learn the importance of physician documentation and impact of CPT coding on reimbursement and for both the medical facility and the physician. The student will gain knowledge of medical procedures and services and the importance of understanding medical terminology. (Prerequisite: HC 1000)

HC1930 ICD-9-CM Coding III - CPT Coding II (4 credits)
This course is a continuation of HC 1920, 1925, 1928 with an emphasis on coding ICD-9-CM and CPT for physician billing/outpatient facilities and in-patient 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: HC 1000, 1001, 1914, 1920, 1925, 1928, 2930)

HC1934 Trained Medication Aide (2 credits)
This course includes the study of legal requirements concerning drugs in the medication administration process of the Trained Medication Aide (TMA). Information for oral and topical medications are studied. The medication administration process is applied to know drug action, usual doses, undesired effects, and special considerations for a variety of drugs associated with body systems. Terminology related to medication administration and reference sources (drug books) are used. Students will not administer medications to real clients but will learn basic guidelines for medication administration and practice using manikins. This course will include online content and laboratory practice to promote safe medication administration. (Prerequisite: Current in the Minnesota Department of Health Nursing Assistant Registry and must be 18 years old)

HC2930 Introduction to Health Care/Health Information (4 credits)
This course reviews the evolution of health care and the health insurance industry. The course will introduce the types of healthcare facilities and discusses concepts of healthcare finance. The student will gain knowledge of the major types of healthcare insurance, medical record systems, confidentiality, and the legal aspects of medical records and health care. The course reviews medical documentation and the standardization of forms used in the health record and will review both manual and electronic medical records (EMR) and how each provides the documentation of care provided to patients. (Prerequisites: None)

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HCTC - Nursing-Nursing Assistant

HCTC1886 Nursing Assistant (4 credits)
This 4 credit course meets federal and state criteria for eligibility to take the state test to become a NA, R/HHA. 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)

HCTC1889 Nursing Assistant Theory (3 credits)
This course meets federal and state criteria for eligibility to take the state test to become an NAR (Nursing Assistant, Registered). Additionally, the course meets the requirements for Basic Nursing 101, a prerequisite for the Practical Nursing Program. It introduces the concepts of basic human needs, the health/illness continuum and focuses on preparing the student to demonstrate basic nursing skills needed to function as a Nursing Assistant. After completion of HCTC 1889, the student is eligible to take the CNA (Certified Nursing Assistant) test to gain certification. Upon successful completion of the test, the student will be placed on the Minnesota Nursing Assistant Registry. The student in this course is NOT eligible to take the test for HHA (Home Health Aid), since it is not part of instruction in this course.

HCTC1890 Home Health Aid/Homemaker (1 credits)
This course prepares students to be eligible for employment at a home health agency, public health or assisted living facility. Successful completion prepares the student to practice at the Home Health Aide/Homemaker (HHA) level. Completion of the Minnesota Department of Health Nursing Assistant course is required before enrollment into the HHA course because this course builds upon knowledge gained from the Nursing Assistant course. The student will demonstrate a basic understanding of infection control; basic human needs; communication; personal cares; legal issues and care across the lifespan as it pertains to the home health setting. Upon satisfactory completion of the Home Health Aide course, the student is eligible to take the federal Home Health Aide Exam. (Prerequisites: Satisfactory completion of the Minnesota Department of Health Nursing Assistant course. 18 years of age or older)

Subject Menu ^

HEMS - Emergency Medical Services

HEMS1200 Emergency Medical Technician Initial (160 Hours) (7 credits)
This course will provide the participant the necessary didactic and cognitive skills to enter the Basic Life Support Ambulance occupation arena as an EMT. Upon successful completion of this course the participant will be able to take the National registry of Emergency Medical Technician written and practical examination, administered by the Minnesota EMS Regulatory Board. The course follows the guidelines established by the United States Department of Transportation and meets the requirements set forth by the Minnesota EMS Regulatory Board. This course is a requirement to progress into the Intensive Care Paramedic Program of study. (Prerequisite: Student must be 18 years of age by the start of the course.)

HEMS1202 EMT Practical Skills Review & Exam (1 - credits)
This course is designed for second year paramedic students who are using the 48 hour EMSRB continuing education option for recertification. This course will review the basic skills for the EMT practical exam and also test those skills.

HEMS1220 Emergency Medical Technician Refresher (24 Hours) (2 credits)
This course will provide the participant the necessary didactic and cognitive skills to continue in the Basic Life Support Ambulance occupation arena as an EMT. Upon successful completion of this course, the participant will be able to take the practical examination administered by the Minnesota EMS Regulatory Board. The course follows the guidelines established by the guidelines established by the United States Department of Transportation and meets the requirements set forth by the Minnesota EMS Regulatory Board.

HEMS1300 First Responder Initial (48 Hours) (2 credits)
This 48-hour course provides emergency care training to fire/rescue personnel, law enforcement officers, industrial safety personnel, especially when they are the first on the scene of injuries and medical problems. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective 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 credits)
This course is designed to provide the First Responder at the scene of a medical emergency the necessary knowledge and skills to manage patient care until the arrival of ambulance personnel. This course is for individuals who are currently First Responders needing to refresh to maintain certification. This course meets or exceeds the guidelines set forth by the United States Department of Transportation and the Minnesota EMS Regulatory Board.

HEMS1321 First Responder Refresher (16 Hours) (1 - credits)
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).

HEMS2825 3 Hr. Athletic Injuries (1 - credits)
This course will teach the learning more information about athletic injuries and how to treat them.

HEMS2830 8-Hour OSHA Emergency Care/First Aid (1 - credits)
This training course in emergency care includes topics for initial treatment of injuries and medical emergencies which may occur in the workplace. This course meets OSHA and MSHA standards and certification is issued for a two-year period. This course does not include any CPR training.

HEMS2831 3-Hour OSHA Emergency Care/First Aid (1 - credits)
Learn the proper immediate first steps of treating workplace injuries and medical emergencies. Covering those first-action topics; this course satisfies OSHA and MSHA standards with certification issued for a two-year period. The course does not include CPR training.

HEMS2838 8-Hour AHA CPR Instructor Initial (1 - credits)
This is the course you need to become an AHA instructor for CPR, AED and First Aid. This training expands your teaching methodologies, provides you with the background and in-depth understanding of the material you'll be teaching and sharpens your skills as an instructor for all of the AHA's Basic Life Support CPR courses. Prerequisites: 1) Must have a current AHA Healthcare Provider CPR card; 2) Must align with an AHA Training Center, purchase a BLS Instructor Manual, read the BLS Instructor Student Workbook; order and complete the online BLS Instructor Course Essentials, print the certificate of completion to provide a copy to the College to take the classroom portion of the class; 3) Must attend an in-person class with our AHA Training Center Faculty. Once you have completed this class, you will be monitored by Training Center Faculty as you teach your first course. Please note: The BLS Instructor Card is issued by the Training Center you are aligned with, and only after all steps and corresponding paperwork are completed.

HEMS2840 8-Hour AHA CPR Instructor Recertification (1 - credits)
This class provides a skills refresher for participants with a current Basic Life Support (BLS) CPR Instructor Certification. This class will enable you to renew your certification with the American Heart Association and your Training Center. You must have also taught four (4) classes in the previous recertification period and be in good standing with the AHA Minnesota Affiliate.

HEMS2841 6-Hour Healthcare Provider CPR Recertification (1 - credits)
Still CPR-certified but want a refresher? This course is for those certified during the previous two years and covers the current National CPR guidelines for adult, child and infant CPR, obstructed airway techniques and automatic defibrillation procedures. A new 2-year American Heart Association card will be issued.

HEMS2843 5-Hour Healthcare Provider CPR Recertification (1 - credits)
This course is designed as a refresher training for persons certified during the previous two years. Content includes current National CPR guidelines for Adult, Child and Infant CPR and obstructed airway techniques as well as automatic defibrillation procedures. A 2 year American Heart Association card will be issued upon course completion.

HEMS2845 3-Hour AdultSaver CPR (1 - credits)
This course will show you not only how to administer CPR, but to recognize the signs and symptoms of heart attack and stroke. Youll learn how to perform CPR, clear airway obstructions and use the automatic defibrillator. The course will also cover risk factors for heart disease and stroke. A 2-year American Heart Association card will be issued.

HEMS2855 8-Hour Healthcare Provider CPR - Initial (1 - credits)
Designed for emergency care/health care providers, this course covers the current national CPR guidelines for adult, child and infant CPR, obstructed airway techniques and automatic defibrillation procedures. A 2-year American Heart Association card will be issued.

HEMS2870 4-Hour Pediatric CPR (1 - credits)
This course includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of care for children. Participants receive a 2-year certification card upon successful completion.

HEMS2872 Pediatric CPR & 1st Aid (1 - credits)
This course will combine both CPR and first aid skills. The CPR portion includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of care for children. For the first aid portion, the course will also cover some basic first aid skills which would be needed for day care providers. Skills to include bleeding, shock, falls, seizures, heat & cold emergencies, and poisonings. Participants receive a 2-year certification card upon successful completion.

HEMS2873 Pediatric CPR & 1st Aid (1 - credits)
This course will combine both CPR and first aid skills. The CPR portion includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of care for children. For the first aid portion, the course will also cover some basic first aid skills which would be needed for day care providers. Skills to include bleeding, shock, falls, seizures, heat & cold emergencies, and poisonings. Participants receive a 2-year certification card upon successful completion.

HEMS2874 Tot Saver CPR & 1st Aid (1 - credits)
This course includes skills for CPR and relief of obstructed airways for infants 0-1 year old and children 1-8 years old. This course certification meets requirements for licensed daycare providers and also valuable for parents and others in charge of care for children. Participants receive a 2-year certification card upon successful completion.

HEMS2880 OSHA Emergency Care & First Aid w/ AdultSaver CPR (1 - credits)
This training course in emergency care includes topics for initial treatment of injuries and medical emergencies which may occur in the workplace. This course does not include any CPR training.

Subject Menu ^

HHC - Health Courses (Hour Based)

HHC2000 Trained Medication Aide Training (1 - credits)
This program, formerly medication administration for unlicensed personnel, is for training unlicensed persons to administer medications under the supervision of a licensed professional nurse. Meets MN Board of Nursing standards for TMA Program. Prerequisites for a TMA: - Must be a Registered Nursing Assistant - Must be 18 years of age when registering for certification - Must pass criminal background study

HHC3100 Mental Health Basics for Front Line Workers (1 - credits)
What Participants will Gain Skills for safely working with people with mental health issues as a front line worker. A greater understanding of mental health issues, types and treatments. Learn the basics of community based care and resources for mental illness. Gain information about cultural aspects of mental health care. Learn about the role of prevention and early intervention. 4 Continuing Education Hours provided.

HHC3105 Mental Health Basics for Front Line Workers (1 - credits)
What Participants will Gain Skills for safely working with people with mental health issues as a front line worker. A greater understanding of mental health issues, types and treatments. Learn the basics of community based care and resources for mental illness. Gain information about cultural aspects of mental health care. Learn about the role of prevention and early intervention. 8 Continuing Education Hours provided.

HHC5001 ICD-10 for Existing Coding Professionals - CODESMART (1 - credits)
This dynamic online training program will teach current medical coding professionals to be proficient with using the new ICD-10-CM/PCS coding systems. With the successful completion of this program, the individual will gain new knowledge and enhance their skill sets.

Subject Menu ^

HHP - Health & Human Performance

HHP100 Introduction to Health (3 credits)
This course introduces students to basic health information and the essential concepts of health which are necessary to improve health literacy. Students will work to develop the essential skills needed to adopt, practice and maintain health enhancing behaviors. Topics may include general health topics such as: drug use and misuse, nutrition and fitness basics, disease prevention, stress management, reproductive and sexual health, complementary and alternative medicine, and consumerism. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

HHP101 Health and the Environment (3 credits)
This course will examine the impact of complex environmental challenges on human health. This course focuses on the ecological model of health and wellness, a framework that addresses the interrelationships between individuals and their environment, and how these relationships influence the choices that affect health. The course will address the impact of the environment on human risk for common health concerns, to include cancer, heart disease, mental health, infectious disease, and nutrition/fitness.

(Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 10: People and the Environment)

HHP102 Introduction to Fitness and Wellness (3 credits)
This course will be an introduction to a path in fitness and wellness by exploring core concepts, real life student case studies, and action steps to help student develop a personal lifetime fitness and wellness program. The course concentrates on health-related physical fitness components with beneficial information about wellness. It also focuses on motivation and behavior modification with an emphasis on teaching individuals how to take control of their personal fitness, health, and lifestyle habits while exploring occupations in the fitness and wellness profession. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

HHP103 Nutrition in Exercise and Performance (2 credits)
This course provides the latest sports nutrition information that can help athletes and fitness enthusiasts achieve their athletic goals. This course covers the basics of sports nutrition, energy metabolism, the main nutrients, nutritional ergogenic aids and dietary supplements, and weight management. It also focuses on applying those basics to endurance athletes, strength/power athletes, team sports, and special populations. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

HHP104 Concepts of Fitness (2 credits)
This course will provide students with current information, tools, and guidelines to implement and adhere to a lifetime physical fitness and wellness program. The course will encourage students to take a critical look at their current behaviors in order to help them identify and abandon negative habits and adopt and maintain healthy behaviors. It also focuses on how to take control of personal lifestyles and make changes to promote overall health and wellness. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher)

HHP121 Topics in Aerobic Conditioning: (1 credits)
Students will participate in a variety of aerobic conditioning fitness activities that promote improved cardiovascular fitness. Topics may include but are not limited to: walking, running, kickboxing, step aerobics, dance-based aerobics and/or a combination of these activities. Students will learn the basic concepts related to fitness and health, and particularly those related to aerobic conditioning. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own cardiovascular fitness level. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing behaviors that promote a healthy lifestyle. This course may be repeated for credit. (Prerequisite: None)

HHP122 Topics in Mind/Body Fitness: (1 credits)
Students will participate in mind body fitness activities that promote increased flexibility, core strength as well as mental focus and relaxation. Topics may include but are not limited to: different styles of yoga, Pilates, tai chi, dance-based activities and/or a combination of these activities. Students will study and understand basic health and fitness concepts as well as concepts related to mind body fitness. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own core strength and flexibility fitness levels. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing fitness activities that promote a healthy lifestyle. This class can be repeated for credit. (Prerequisite: None)

HHP123 Topics in Strength Training: (1 credits)
Students will participate in a variety of strength training activities that promote improved muscular endurance and strength in major muscle groups. Topics may include but are not limited to: the use of resistance bands, free weights, weighted bars, body weight and/or a combination of these activities. Students will learn the basic concepts related to fitness and health, and particularly those related to safe and effective resistance training. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own muscular endurance and strength fitness level. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing behaviors that promote a healthy lifestyle. This course may be repeated for credit. (Prerequisite: None)

HHP124 Topics in Lifetime Fitness Activities: (1 credits)
Students will participate in lifetime fitness activities to promote maintenance of an active lifestyle throughout the lifecycle. Topics may include but are not limited to: bowling, tennis, soccer, volleyball, golf, skiing, softball, basketball, martial arts, etc. Students will learn the basic concepts related to fitness and health, and particularly those related to lifetime activities. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life. This course may be repeated for credit. (Prerequisite: None)

HHP126 Topics in Aerobic Conditioning - Cycling (1 credits)
Students will participate in cycling activities to promote improved cardiovascular fitness. Students will learn the basic concepts related to cycling, fitness, and health. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness and disability. Students will monitor and track their own cardiovascular fitness level. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing behaviors that promote a healthy lifestyle. There is no prerequisite for this course. This course may be repeated for credit. (Prerequisite: None)

HHP127 Topics in Mind/Body Fitness Pilates (1 credits)
Students will participate in mind body fitness activities that promote self-awareness, flexibility, core and overall strength, mental focus, and relaxation. Topics may include but are not limited to: Pilates, core conditioning, functional training, yoga, and other fitness activities. Students will understand basic health and fitness concepts related to mind body fitness and core strength. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness, and disability. Students will monitor and tract their own fitness and wellness levels. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing mind/body fitness activities that promote a healthy lifestyle. This class can be repeated for credit. Supplies needed for class include a Pilates mat. (Prerequisite: None)

HHP128 Topics in Mind/Body Fitness Yoga (1 credits)
Students will participate in mind body fitness activities that promote self-awareness, flexibility, strength, mental focus, and relaxation. Topics may include but are not limited to: different styles of yoga, Pilates, tai chi, and other mind/body activities. Students will understand basic health and fitness concepts related to mind body fitness. Students will be able to recognize behaviors that lead to a healthy lifestyle and prevent disease, illness, and disability. Students will monitor and track their own fitness and wellness levels. Students will incorporate a sense of appreciation for and a commitment to fitness and wellness in everyday life and create a personalized plan of action for continuing mind/body fitness activities that promote a healthy lifestyle. This class can be repeated for credit. Supplies needed for class include a yoga mat. (Prerequisite: None)

HHP205 Drug Education (3 credits)
This course provides an overview of drugs and drug use, as well as current issues and themes regarding both individual health and social function. Topics include drug use from a psychological, emotional, behavioral, pharmacological, legal, and medical perspective. This course also includes an analysis of the personal decisions regarding use/non-use of drugs to the topics of social norms, politics, economics, crime, prevention and treatment. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

HHP210 Stress Management (3 credits)
This course exposes students to a holistic approach to stress management. Students will learn the basic principles, theories, coping skills and relaxation techniques to effectively manage personal stress. Topics include: the effects of the stress response, the relationship between stress and health/disease, the identification of personal stress levels, the application of coping skills and relaxation techniques, and the understanding of the importance of personal responsibility for health. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

Subject Menu ^

HIST - History

HIST120 U.S. History I (4 credits)
This course surveys the history of America from the contributions of the indigenous indian people 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History & Social & Behavioral Sciences, Human Diversity)

HIST121 U. S. History II (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21

or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

HIST160 World History I (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST161 World History II: The Rise of the West (4 credits)
The history of world civilizations from 1500 C.E. through World War I, the rise of Europe, the age of revolutions, colonization and resistance to colonization, industrialization and its effects on people living in both imperialist and colonized societies and the connection between industrialization and imperialism as causes of World War I. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST162 World History III: The Twentieth Century (4 credits)
This course will present a history of world civilizations from 1900 to the present. Course topics will include the rise of national liberation movements beginning with the Boxer Rebellion of 1900, decolonization, total war, holocausts, globalization, the rise and fall of the Soviet Union, the Cold War, terrorism, fundamentalism and the rise of the United States as the only superpower at the end of the 20th century. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History & Social & Behavioral Sciences, Global Perspective)

HIST205 Special Topics in History: (1 - 4 credits)
Any HIST class has been specially designed by an SCC History instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisites: Any HIST course or instructor permission) (MNTC 5, 8: History & the Social & Behavioral Sciences, Global Perspective)

Subject Menu ^

HLTH - Health

HLTH1000 Medical Terminology (1 credits)
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)

HLTH1950 CPR (1 credits)
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 vascular disease are discussed. This meets the current criteria of the American Heart Association guidelines. (Prerequisites: None)

HLTH1952 First Aid (1 credits)
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 the course. This course is appropriate for anyone who may need to render immediate care. The topics covered do meet the course requirements for OSHA and MSHA first aid training.

HLTH1954 Safety (1 credits)
This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication Standard, bloodborne pathogens and substance use and abuse in the workplace are examples of topics covered in the course. The consequences of disregarding safety practices are explored. (Prerequisites: None)

Subject Menu ^

HSER - Human Services

HSER1000 Introduction to Counseling (3 credits)
This course provides students with an introduction to the skills of counseling. Students will learn how to identify and explore feelings, set up a positive

environment, learn effective helping skills, and explore treatment issues. Emphasis will be placed on understanding the principles of interviewing and on the demonstrated application of these skills by the student. Students examine how these skills affect relationship building and therapeutic interventions. Guided encounters, discussions, presentations, and assigned projects will be utilized. (Prerequisites: None)

HSER1010 Disability and Person Centered Planning (4 credits)
This course gives an overview of how service providers work with one another in order to assure the delivery of optimal supports. It will introduce you to a variety of strategies and techniques used to facilitate person centered planning for individualized and real life goals. Topics covered in the course include: the use of support teams (effective team work, team dynamics, communication skills and problem solving skills); working with families; direct service provider roles and responsibilities; diversity, confidentiality, and advocacy issues; the civil and disability rights movement; interdisciplinary team planning processes; and use of the Planning Alternate Tomorrows with Hope (PATH) planning system to promote minimally invasive care and support strategies. (Prerequisites: None)

HSER1020 Behavioral Interventions (3 credits)
This course provides an in-depth look at positive supports and interventions for those with challenging behaviors, and reviews human development, learning styles, and teaching techniques. 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. Emphasis is placed on understanding and supporting an 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 relating to functional and specialized 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. (Prerequisites: None)

HSER1030 Poverty (3 credits)
This course examines the causes and consequences of poverty. Students will learn the terminology and analyze the philosophical, conceptual, and theoretical frameworks utilized by diverse agents to understand and address poverty. Specific interventions are explored and analyzed. The goal of this course is to develop social work professionals who understand the problem of poverty from a variety of disciplines, understand key concepts, and will be prepared and willing to intervene regardless of area of practice. (Prerequisite: None)

HSER2000 Field Experience (4 credits)
This course is designed to provide the student with a practical experience within the social services field. Each field experience is individualized and students will be placed within a social service agency by the instructor based on the student's interest, skill set, and agency availability. The focus of field experience is to give the students experience with a client population and practice modeling social work values and ethics. Students will complete field experience their last semester. (Prerequisites: Instructor approval required)

Subject Menu ^

HSS - Health Support Specialist

HSS1000 Introduction to the Health Support Specialist (3 credits)
This course will provide students with an orientation to aging services role of the Health Support Specialist (HSS). The course will also focus on the history of aging services and the concept of Culture Change and Person Directed Living. Topics will include; implementing person directed living in the health care setting and participation in a mentorship and apprenticeship model of training. Effective communication skills needed to work with families, residents, and other healthcare workers will be explored. This course will provide an introduction to the computer skills used for the HSS curriculum. (Prerequisite: Acceptance into the program)

HSS1001 Health Support Specialist in Meaningful Activities (1 credits)
This activity course will provide direct caregivers with the fundamental skills, knowledge, and resources for engaging residents in meaningful activity programs, groups, and one to one's during their daily care giving routines. In this course student will also be given the opportunities for residents to engage in activities that meet their needs and interests which will provide quality of life and meaningful living for those living in a healthcare setting. (Prerequisites: Acceptance into the program)

HSS1002 Health Support Specialist in Memory Care (1 credits)
This course will explore the aging process as it relates to the resident who has memory loss and/or dementia related diagnosis. Topics will include; changes affecting communication skills and daily routines, recognizing common behaviors associated with memory loss, and implementing behavior interventions. The course will also introduce the student to methods for involving the family in decisions that provide purposeful living for the resident. (Prerequisites: Acceptance into the program)

HSS1003 Health Support Specialist in Culinary Care (1 credits)
This course will provide the student with basic culinary information that will help them purchase, plan, prepare and deliver a nutritionally adequate diet for the resident. Principles of infection control and basic nutrition will

also be covered. (Prerequisites: Acceptance into the program)

HSS1004 Health Support Specialist in Physiological Care (1 credits)
This course introduces the student to the basic body structure and function during the aging process. Each body system is explored for the influences and implication of aging, common disorders, completion of body functions and common disease processes. (Prerequisites: Acceptance into the program)

HSS1005 Health Support Specialist in Psychosocial Care (1 credits)
In this course student will develop greater awareness of the psychosocial and spiritual impact of aging and end-of-life care. Losses resulting from aging extend much deeper, are more challenging to measure and thus often go unnoticed or unattended. Students will examine the emotional, social and spiritual dimensions of holistic care as a HSS and how each can be influenced by transition and loss. Students will also explore ways to identify and support individual and family needs in each of these dimensions. (Prerequisites: Acceptance into the program)

HSS1006 Health Support Specialist in Environmental Services (1 credits)
This course will cover the basics in providing a clean and safe environment. Topics include basic housekeeping practices, laundering procedures and simple maintenance tasks required within the guidelines of facility policies and procedures and comply with OSHA, state and federal regulations. (Prerequisites: Acceptance into the program)

Subject Menu ^

HUCF - Health Unit Coordinator

HUCF1101 Introduction to Health Unit Coordinating (1 credits)
This course includes the study of health care facility office and communication skills for nonclinical functions. Information about working with nursing and medical staff, other department staff, patients and visitors to contribute to the patients'/clients'/residents' care and well-being is explored. Telephone, written, electronic, and interpersonal communication is discussed, along with an emphasis in clerical support duties such as scheduling, faxing, and using various electronic devices. This course will help prepare students for the National Association of Health Unit Coordinators certification exam. (Prerequisites: None)

HUCF1200 Health Unit Coordinator Fundamentals (2 credits)
This course includes the study of health care facility office and communication skills for nonclinical functions. Information about working with nursing and medical staff, other department staff, patients and visitors to contribute to the patients'/clients'/residents' care and well being is emphasized. Communication of many kinds, including telephone, written, electronic, and interpersonal is a focus of the course. Students will also learn about clerical support duties such as typing, scheduling, faxing, and using the computer. Chart creation and interaction are also explored, both in paper format and in the Electronic Health Record. (Prerequisite: None)

HUCF1201 Health Unit Coordinator Procedures (3 credits)
This course expands on the role and job duties of the Health Unit Coordinator. Students will work with medical terminology and information necessary to comprehend and process a variety of orders within a health care setting. Examples of various kinds of orders are studied and many opportunities for practicing procedures is provided. Interaction with the patient chart and the Electronic Health Record continue to be explored, and multiple types of entries are practiced by students. Also, an overview of basic anatomy as well as disease and disorders will be covered to enhance understanding of orders and other elements of working in a health care setting. This course will focus on preparing students for certification through the National Association of Health Unity Coordinators. (Prerequisite: None)

HUCF1202 Health Unit Coordinator Internship (3 credits)
This course is designed to provide the student with a purposeful occupational experience in the health unit coordinating field. Each internship is an individualized experience. A training plan is created for each student in conjunction with the training site to provide and experience related to the skills and knowledge acquired in the HUC training program. Students must have completed the Anatomy and Physiology Disease Conditions, Medical Terminology and Applied Medical Terminology courses and the HUCF Fundamentals course. (Prerequisites: HUCF 1200 or Instructor approval)

Subject Menu ^

HUM - Humanities

HUM100 Critical Thinking (3 credits)
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. (Prerequisites: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2: Critical Thinking)

HUM111 Introduction to Film (4 credits)
This course is designed to introduce and acclimate students to film as a significant artistic, rhetorical and cultural medium. Course content focuses on film as an element of popular culture, as well as film genres, cinematic techniques and cinematic conventions.

(Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 6: Humanities & Fine Arts)

HUM115 Global Connections Seminar (1 credits)
This seminar is designed to run concurrently with the 2010 Global Connections Conference at the North Mankato Campus of South Central College. Students will focus on preparing for the two-day conference in order to best utilize its learning opportunities. They will then attend and assist in the conference. Students will end the seminar by evaluating their learning experience. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 8: Global Perspective)

HUM121 Introduction to the Humanities (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities & Fine Arts)

HUM122 Introduction to Humanities II (4 credits)
This course is an overview of the principal trends in Western thought and artistic expression from the Middle Ages transition into the Renaissance to the modern world. 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM130 China: Cultural Tradition and Change (3 credits)
Students in this course study the expression of Chinese values through intellectual and artistic pursuits and their influence on humans throughout the world. By taking a panoramic view of Chinese culture and civilization, students develop an appreciation for the treasure of Chinese achievements and the wealth of Chinese contributions to humanity. This view will also provide a context for the study of specific topics such as artistic expression, language, key points in history, traditions, human rights and conditions, and philosophy of health. Beyond an appreciation for Chinese culture, this introductory course aims to increase our understanding of China's presence, which has risen to a dominant position in global economic and political affairs. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6 Humanities and Fine Arts and 8 Global Perspective).

HUM150 Global Connections Travel Seminar (1 credits)
The Global Connections Seminar is a one-credit course which prepares students for traveling with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

HUM205 Special Topics in the Humanities: (1 - 4 credits)
Any HUM class that has been specially designed by an SCC Humanities instructor to appeal to SCC students. The instructor has chosen the subject material related to his/her interests, students' interests, or his/her teaching expertise. (Prerequisite: All HUM 205 courses require a passing grade in ENGL 100 or instructor permission) (MNTC 6: Humanities & Fine Arts)

HUM250 Global Connections Travel Seminar II (1 - 3 credits)
The Global Connections Seminar is a three-credit course which travel with one or more instructors. Its specific content will be determined by the intended destination, and will include information on the history, geography, culture, art, and religion of that region. THE SEMINAR IS ONLY OPEN TO STUDENTS WHO HAVE SIGNED UP FOR THE TRIP. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities & Fine Arts, Global Perspective)

Subject Menu ^

HVAC - Heating/Air Conditioning

HVAC1000 Alternative Refrigeration Systems Lab I (1 credits)
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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC1200 Alternative Refrigeration Systems Lab II (2 credits)
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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2000 Electrical Circuits (2 credits)
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)

HVAC2010 IPH Motors and Auxiliary Controls (2 credits)
The course will introduce the student to the different types of single-phase and three phase AC motors used on HVAC/R equipment. Motor starting devices and motor protection devices for single-phase motors will also be covered in depth. From an electrical controls schematic the student will connect and wire motors in start-stop circuits, reversing circuits and three phase circuits. The student will learn to electrically troubleshoot motors and motor control circuits utilizing motor wiring schematics. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2100 Refrigeration Theory (2 credits)
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)

HVAC2110 Refrigeration Controls (2 credits)
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. This course will be offered concurrently with refrigeration theory and electrical circuits. (Prerequisites: None)

HVAC2120 Testing Refrigeration Systems (2 credits)
This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. This course will be offered concurrently with refrigeration controls. (Prerequisites: None)

HVAC2205 Coolers/Freezers Electrical Systems & Components (3 credits)
This course will cover both commercial coolers and freezers. The electrical components that are used in commercial coolers and freezers will be studied, analyzed, operated, and tested. A large portion of the class will be designated to the drawing and understanding of wiring schematics for the purpose of troubleshooting electrical failures. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and refrigeration controls. (Prerequisite: HVAC 2120)

HVAC2215 Coolers/Freezers Refrigeration Diagnostics & Operations (3 credits)
This course will cover both commercial coolers and freezers. We will discuss the operation of the refrigeration sealed system and analyze how to diagnose system failures and their causes. The student will learn the proper way to recover and charge a commercial refrigeration unit. The students will study and follow EPA regulations regarding the handling of refrigerants. Proper safety and troubleshooting techniques will be followed. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, and controls. (Prerequisite: HVAC 2120)

HVAC2220 Commercial Ice Makers (3 credits)
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. To be successful in this course, you should have knowledge in electrical circuits, refrigeration theory, controls and refrigeration sealed systems. (Prerequisites: None)

HVAC2230 Commercial Alternative Systems (1 credits)
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. To be successful in this course, you should have an understanding of the refrigeration sealed system components and how they work. (Prerequisites: None)

HVAC2240 Central Air Conditioning (2 credits)
This course covers the different central air conditioning systems found in residential and light commercial applications today. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2251 Brazing (2 credits)
This course covers brazing equipment and materials. Students will be introduced to the soldering and brazing process, terms, and personal safety. (Prerequisites: None)

HVAC2301 Indoor Air Quality (1 credits)
This course covers equipment that deals with today's problem with indoor air quality. Students will study, analyze the causes of poor IAQ in homes and the work place. Each student will give an oral report on a topic picked by the instructor. (Prerequisites: None)

HVAC2310 Hydronic Heat (2 credits)
This course covers systems that utilize fluid for the transfer of heat known as hydronic heating. The electrical and mechanical systems will be studied and analyzed along with troubleshooting system fluid problems, air infiltration and proper operating pressures. The students will identify fluid control components, and demonstrate knowledge of each component's purpose in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2320 Gas Heat (3 credits)
This course covers the forced air gas heating systems found in residential and light commercial applications. The electrical and mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting techniques for testing electrical and mechanical operations in the lab. To be successful in this class the student should take HVAC 2000 and HVAC 2100 before or concurrent. (Prerequisite: None)

HVAC2325 Commercial Package Heat/Cool Units (2 credits)
This course covers the different commercial packaged heating and cooling systems found in residential, commercial and industrial applications. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The principle and operation of economizers and their controls will be discussed in class. The student will then take this knowledge and apply it in the lab. To be successful in this class the student will need to be enrolled in the HVAC program and be in their second or third semester. (Prerequisites: None)

HVAC2330 Alternative Heating Systems (2 credits)
This course covers a variety of alternative heating systems, some of the systems included will be oil heating systems, a variety of electrical heating systems, heat pump systems and alternative fuel sources will be discussed. Electrical and mechanical systems will be explored along with safety, troubleshooting and equipment performance. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2240, and HVAC 2320 or concurrent. (Prerequisites: None)

HVAC2340 Sheet Metal Ductwork Fabrication (3 credits)
The course will introduce the student to the layout and fabrication of sheet metal ductwork in both commercial and residential applications. The student will fabricate fittings including reducers, transitions, takeoffs, ogee offsets and radius elbows. Residential duct design and sizing methods will be discussed along with heat loss/heat gain calculations with related computer software applications. The student will be exposed to blue print reading and related specification books. (Prerequisites: None)

HVAC2400 Advance Central A/C Lab 1 (1 credits)
This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None)

HVAC2410 Advanced Central Air Conditioning Lab II (2 credits)
This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and take HVAC 2240 before or concurrent. (Prerequisites: None) ,

HVAC2420 Air Conditioning Internship I (1 credits)
This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship 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. To be successful in this course, you must have knowledge in electrical circuits, refrigeration

theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

HVAC2430 Air Conditioning Internship II (2 credits)
This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an internship 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. To be successful in this course, you must have knowledge in electrical circuits, refrigeration theory, controls, refrigeration sealed systems or concurrently taking HVAC 2240. (Prerequisites: None)

HVAC2440 Advanced Refrigeration Lab I (1 credits)
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. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2450 Advanced Refrigeration Lab II (2 credits)
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. To be successful in this course, you must be knowledgeable in the following areas: electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2460 Refrigeration Internship I (1 credits)
This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls, and sealed systems. (Prerequisites: None)

HVAC2470 Refrigeration Internship II (2 credits)
This course covers household or commercial refrigeration work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in the areas of electrical circuits, refrigeration theory, controls and sealed systems. (Prerequisites: None)

HVAC2500 Advance Heating Lab I (1 credits)
This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and taken HVAC 2320. (Prerequisites: None)

HVAC2510 Advanced Heating Lab II (2 credits)
This course is designed to give the student a more hands on learner guided course work. The student will be required to work on additional lab projects provided by the instructor, industry or the student themselves. Manufacturer instillation guides will be studied and a detailed final project will be handed in. The student will practice troubleshooting techniques and get involved in helping fellow students in the lab area to sharpen their communication skills. To be successful in this class the student will need to be enrolled in the HVAC program, be in their second or third semester and have already taken HVAC 2320. (Prerequisites: None)

HVAC2520 Heating Internship I (1 credits)
This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

HVAC2530 Heating Internship II (2 credits)
This course covers heating work related experiences. Each student taking this course will be required to fill-out an internship 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. In order to be successful in this course, you must be knowledgeable in electrical circuits, controls or concurrently taking HVAC 2320. (Prerequisites: None)

Subject Menu ^

ICP - Intensive Care Paramedic

ICP1000 Introduction to Paramedicine (3 credits)
The Paramedic has a variety of duties. This course demonstrates the difference between the various levels of the Emergency Medical Technician 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, etc. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP1005 Applied Anatomy and Physiology for EMS (3 credits)
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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP1010 EMS Skills (5 credits)
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, cardiac skills, and other invasive techniques. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP1020 Pharmacology for EMS (3 credits)
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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP1040 Cardiac Care in EMS (4 credits)
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/central circulation. The interpretation of cardiac dysrhythmias receives much emphasis in this course. ACLS Provider certification may be included. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP1050 Trauma Care (3 credits)
This course deals with the many aspects of trauma, including kinematics, evaluation, management, packaging, and transport. Advanced ITLS certification may be obtained. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP1060 Pathophysiology in EMS (5 credits)
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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2010 EMS Advanced Skills (5 credits)
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 & 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. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2030 Critical Care I (3 credits)
This courses orients students to the emergency room, intensive care unit, cardiac intensive care, telemetry unit and critical care departments. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2040 Critical Care II (3 credits)
Clinical areas may include: Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics. (Prerequisite: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2050 Field Internship I (3 credits)
This internship involves experiences with an advanced life support system provided by a fire service, municipal, hospital or other. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2060 Field Internship II (3 credits)
This internship involves experiences with and advanced life support system provided by a private service. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2070 Special Populations (5 credits)
This course covers medical considerations in areas such as geriatrics, obstetrics, gynecology, neonates, pediatrics, behavior disorders, and patients with special needs. PALS certification may be obtained. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2080 Paramedic Refresher (3 credits)
This course is a comprehensive review of the technical courses and designed to prepare the candidate to challenge the National Registry Exam. It also meets the requirements for the 48-hour refresher. (Prerequisites: Admission into the Paramedic Program. All classes must be taken in sequence.)

ICP2090 Hazardous Materials (1 credits)
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. (Prerequisite: Permission of the Instructor)

Subject Menu ^

MA - Medical Assistant

MA1000 Medical Assisting Orientation (3 credits)
This course covers an overview of the healthcare team and the role of the medical assistant in an ambulatory care setting. Emphasis is on professionalism, communication, attitude, behaviors, and duties in the medical environment. (Pre/Corequisites: None)

MA1020 Medical Office Procedures (3 credits)
This course will review administrative duties that are performed by a medical assistant. Emphasis will be on clerical functions, bookkeeping procedures, insurance claims, professional communications, medical coding, legal concepts, medical office operational functions including written and electronic. (Prerequisite: Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical)

MA2000 Pharmacology for Medical Assistants (3 credits)
In this course students will learn topics essential for the Medical Assistant to thoroughly understand drug sources, herbs and supplements, legislation relating to drugs, drug references and drug classifications. Students will also gain knowledge in basic principles for administering different types of medications and the universal precautions and standards related to the role of a Medical Assistant. (Prerequisites: HC 1001, 1914, MA 2010)

MA2010 Laboratory Skills for Medical Assistants (3 credits)
This course is designed to teach laboratory fundamentals of medical assisting in a clinical office setting. Students will learn aspects of standard precautions, laboratory safety, venipuncture, collection of patient specimens, perform CLIA waived laboratory testing along with identification of infectious agents. (Prerequisites: None)

MA2015 Clinical Skills I (3 credits)
This course introduces skills utilized in a clinical setting for Medical Assistants. Using primary care as the framework students will apply their critical thinking skills and skills for assisting with health exams, obtaining vital signs, assisting with procedures and treatments within the ambulatory care setting. Infection control techniques will be studied and sued in the clinical setting. The student will discuss the MA role in emergency preparedness and use first aid procedures. (Corequisites: MA 2010)

MA2020 Clinical Skills II (3 credits)
This course builds on the skills obtained in Clinical Skills I for Medical Assistants. Using medical specialties as the framework students will utilize their critical thinking skills to learn specific health testing, procedures and treatments in medical specialty departments within the ambulatory care setting (Prerequisites: MA 2015)

MA2030 Radiography Skills for Medical Assistants (3 credits)
This course is a comprehensive look at the skills and process needed to obtain a limited scope of practice certificate in radiography. Students will learn information regarding, radiation protection, image production and evaluation, equipment operation and quality control, patient care and education, as well as radiographic procedures for each anatomical region. (Prerequisites: HC 1000, 1914)

MA2040 Medical Assistant Internship (5 credits)
Students will engage in a non paid medical assisting internship within an ambulatory health care setting. In actual work situations, students will perform administrative and clinical competencies. Administrative competencies may include and are not limited to, clerical functions, performing bookkeeping tasks and scheduling appointments. Clinical competencies may include and are not limited to, specimen collection, diagnostic testing and patient care. Students will participate in mandatory campus meetings where the student will learn job search and interview techniques along with participation in test preparation for their National Certification Exam. (Prerequisites: MA 2000, 2020)

Subject Menu ^

MASS - Mass Communication

MASS100 Introduction to Newspaper Writing (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC: None, will be used as an elective)

MASS110 Introduction to Mass Communication (4 credits)
This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 2, 9: Critical Thinking, Ethical and Civic Responsibility)

Subject Menu ^

MATH - Math

MATH0075 Introductory Algebra (4 credits)
This course is designed to provide students with a review of basic fundamentals of algebra and mathematics. Topics include: algebraic expressions, functions, polynomials, exponents, solving and graphing linear equalities and inequalities, interpreting data in graphical form, factoring polynomials, simplifying rational expressions, and solving and simplifying radical and rational equations. Students needing foundational level improvement are highly encouraged to gain this first and/or concurrently with this course. Minnesota K-12 Academic Standards in Mathematics indicated in parenthesis after each competency on the Common Course Outline. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 220 to 249 or Classic Accuplacer Arithmetic score of 30 to 55 or MCA Math score of 1145 or below.)

MATH0085 Intermediate Algebra (4 credits)
This course is function - based. It starts with a general overview of equations and inequalities. It then proceeds to cover linear functions, polynomial and rational functions, quadratic functions, equations involving radicals, and absolute values. Minnesota K-12 Academic Standards in Mathematics are indicated in parentheses after each competency on the Common Course Outline. (Prerequisites: Next-Generation Accuplaccer Arithmetic score of 250 to 300 and Next-Generation QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher and Classic Accuplacer Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher or MCA Math score of 1146 to 1149.)

MATH0095 Elementary and Intermediate Algebra (6 credits)
This course is function - based. It starts with a brief overview of the number system and continues through equations and inequalities. It then proceeds to cover linear functions, polynomial and rational functions, quadratic functions, equations involving radicals, and absolute values. This course includes the latter part of Math 0075 and all of Math 0085. Minnesota K-12 Academic Standards in Mathematics are indicated in parentheses after each competency on the Common Course Outline. (Prerequisite: Next-Generation Accuplacer Arithmetic score of 235 or higher or Classic Accuplacer Arithmetic score of 36.)

MATH100 Elementary Algebra (CONSORTIUM) (3 credits)
Consortium Course Iowa Lakes Community College

MATH1050 Mathematics for Technical Careers (3 credits)
Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: Next-Generation Accuplacer Arithmetic score of 250 to 300 and a Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher or completion of MATH 0075 with a grade of C (2.0) or higher.)

MATH115 Concepts in Math (4 credits)
Concepts in Mathematics is a general education survey course designed to spotlight the field as an important component of our cultural heritage. It introduces a broad range of topics from classical as well as modern mathematics. The emphasis is on problem solving and developing the logical skills to successfully defend solutions, while at the same time showing how mathematics is a creative human endeavor influencing how we perceive the world. Among the major topics considered are logic, set theory, axiomatic systems, number theory, number systems, analytic geometry, algebra, combinatorics, and elementary probability. (Prerequisites: Next-Generation Accuplacer QAS score of 237 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.) (MNTC 4: Math/Logical Reasoning)

MATH120 College Algebra (4 credits)
This course is mainly concerned with functions, most of which are algebraic. It begins with general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher AND a Classic Accuplacer College Math score of 50 or higher, or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 22 or higher or MCA Math score of 1158 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH121 College Algebra (CONSORTIUM) (4 credits)
Consortium Course Iowa Lakes Community College

MATH125 Trigonometry (3 credits)
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, exponential and logarithmic functions. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 63 or higher or Completion of MATH 120 with a grade of C (2.0) or higher or ACT Math score of 22 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH130 Pre-Calculus (4 credits)
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 MATH 120 or MATH 125. (Prerequisites: Next-Generation Accuplacer AAF score of 250 or higher or Classic Accuplacer College Math score of 86 or higher, or ACT Math score of 23 or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH131 Calculus I (4 credits)
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: Next-Generation Accuplacer AAF score of 276 or higher or Classic Accuplacer College Math score of 103 or higher or ACT Math score of 24 or higher or completion of either MATH 125 or MATH 130 with a grade of C (2.0) or higher.) (MNTC 4: Mathematical/Logical Reasoning)

MATH132 Calculus II (4 credits)
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: MATH 131, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

MATH154 Elementary Statistics (4 credits)
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: Next-Generation Accuplacer QAS score of 250 to 300; or Classic Accuplacer Arithmetic score of 56 or higher AND Classic Accuplacer Elementary Algebra score of 76 or higher; or completion of either MATH 0085 or MATH 0095 with a grade of C (2.0) or higher or ACT Math score of 19 or higher.)

MATH231 Ordinary Differential Equations (4 credits)
This is a traditional introductory course in ordinary differential equations for students pursuing careers in engineering, mathematics and the sciences; the focus is primarily on lower order equations. Topics include the solution of linear equations with constant coefficients, homogeneous and nonhomogeneous equations, assorted methods such as undetermined coefficients, variation of parameters and Laplace transforms. Also studied are existence and uniqueness theorems, numerical approximations, operator methods and various applications to physical phenomena. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH233 Multivariable Calculus (4 credits)
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: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

MATH240 Elementary Linear Algebra (4 credits)
This is a first course in linear algebra for students intending to go into engineering, mathematics, the sciences, economics, statistics and other technical fields. Among the topics covered are matrices, determinants, systems of linear equations, vector spaces, linear tranformations and characteristic value problems. Apart from the useful and practical topics considered, the course also serves as an introduction to the notion of mathematical proof. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

Subject Menu ^

MDLT - Medical Laboratory Technician

MDLT1810 Laboratory Techniques and Orientation (3 credits)
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)

MDLT1815 Hematology I (3 credits)
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)

MDLT1820 Coagulation (2 credits)
This course covers the basic principles of the hemostasis, the clotting system of the body. The course of study includes the coagulation factors and their cascade sequence, vascular and platelet components, fibrinolysis, thrombosis, anticoagulant therapy and quality control. Abnormalities of the coagulation system will also be covered. (Prerequisite: MDLT 1810, & MDLT 1815 with a grade of C or higher.)

MDLT1825 Urinalysis/Body Fluids (3 credits)
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. (Prerequisite: MDLT 1810 & MDLT 2818 with a grade of C or higher.)

MDLT1830 Hematology II (3 credits)
This course is a continuation of MDLT 1815 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. (Prerequisite: MDLT 1810 & MDLT 1815 with a grade of C or higher.)

MDLT1835 Immunology (2 credits)
This course is a basic overview of the immune system. Laboratory instruction is designed to instruct the students in basic immunology testing methods for the correlation of immunologic disorders. (Preqrequisite: MDLT 1810 & MDLT 2818 with a grade of C or higher.)

MDLT2806 Immunohematology I (2 credits)
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: MDLT 1810, & MDLT 1815 with a grade of C or higher.)

MDLT2807 Immunohematology II (2 credits)
This course is a continuation of MDLT 2806 Immunohematology I. The student will receive further basic training and practical instruction on 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: MDLT 1810 and MDLT 2806 with a grade of C.)

MDLT2811 Microbiology I (3 credits)
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. (Prerequisite: MDLT 1810 may be taken concurrently or with Program Director permission)

MDLT2817 Chemistry I (4 credits)
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: MDLT 1810 may also be taken concurrently or with Program Director permission)

MDLT2818 Chemistry II (3 credits)
This course is a continuation of MDLT 2817 Chemistry I and includes the theory and clinical correlations of acid/base balance, liver function, cardiac function, gastrointestinal function, pancreatic function, endocrinology, therapeutic drug monitoring, toxicology, tumor markers, nutritional assessment, biochemical assessment during pregnancy, and point-of-care testing, 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: MDLT 1810 & MDLT 2817 with a grade of C or higher.)

MDLT2821 Microbiology II (3 credits)
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. (Prerequisite: MDLT 1810 and MDLT 2811 with a grade of C or higher.)

MDLT2825 Clinical Practice & Orientation (1 credits)
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: MDLT 1825, MDLT 1835, and MDLT 2807)

MDLT2826 Clinical: Hematology & Coagulation (2 credits)
During the clinical hematology and coagulation experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2827 Clinical: Chemistry & Immunology (2 credits)
During the clinical chemistry and immunology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2828 Clinical: Immunohematology (2 credits)
During the clinical immunohematology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2829 Clinical: Microbiology (3 credits)
During the clinical microbiology experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807.)

MDLT2830 Clinical: Urinalysis/Body Fluids (1 credits)
During the clinical urinalysis/body fluids experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2831 Clinical: Phlebotomy (1 credits)
During the clinical phlebotomy experience, the student is assigned to an affiliated hospital/clinic laboratory for the purpose of acquiring practical experience in a laboratory setting while under direct supervision. The experience allows the student to apply knowledge learned in the didactic phase of their training with practical hands-on experience for preparation of employment in a clinical laboratory. Students practice basic laboratory procedures/techniques, and phlebotomy. (Prerequisites: MDLT 1825, 1835, 2807)

MDLT2900 Clinical: Hematology (3 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2901 Clinical: Chemistry (3 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology,

Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2902 Clinical: Urinalysis and Body Fluids (2 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2903 Clinical: Immunohematology (4 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2904 Clinical: Immunology (1 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2905 Clinical: Microbiology (3 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2906 Clinical: Coagulation (1 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2907 Clinical: Urinalysis and Body Fluids (1 credits)
In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and general education courses OR Program Director permission) Clinical sequence courses consist of the following: Hematology, Chemistry, Urinalysis and Body Fluids, Immunohematology, Immunology, Microbiology, and Coagulation.

MDLT2990 Special Topics (1 - 6 credits)
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)

Subject Menu ^

MEAG - Agri-Business

MEAG1206 Precision Agriculture Equipment (3 credits)
This class is an introduction to many of the equipment systems involved in precision agriculture. The areas covered will include equipment used for steering and guidance, fertilizer and chemical application, and harvest data collection. Basic understanding of DC electrical systems and basic hydraulics will be reviewed along with computer skills needed for upgrading system components. Instruction will include offsite tours and demonstrations to assure current information is available. (Prerequisites: None)

MEAG1207 Precision Agriculture Software (3 credits)
This course will provide hands-on training in Spatial Management System (SMS) precision agriculture software including yield monitoring, planting, spraying, and more. It will cover an introduction of basic SMS systems used in agriculture, software troubleshooting, data collection and analysis. Students will also be exposed to complex mapping systems including field bordering, zone mapping, and yield mapping. (Prerequisite: PLSC 1205)

MEAG1500 Facility Maintenance (3 credits)
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 included. Students will be wiring circuits according to code. Plumbing processes of Polyvinyl Chloride (PVC) and copper will be included. Another component of this class includes; OxyAcetylene welding, gas torch and/or plasma cutting and several forms of Arc welding. Students will spend time in the welding lab completing the required welds. Electrical and welding safety will be stressed. (Prerequisites: None).

MEAG1510 Facility Operations Maintenance (3 credits)
This course includes a detailed look at maintenance and servicing of production facilities: electrical, plumbing, and mechanical equipment. Trouble shooting of ventilation, plumbing, feed lines, curtain controls, and electric motors will be discussed. Included also in the course are practical 120/240 volt wiring, electrical safety, device selection, and installation methods that apply to workers in livestock and production facilities. This course will also cover maintenance of heaters, waste handling, and facility equipment used in livestock facilities. (Prerequisites: None)

MEAG1610 Ag Equipment Maintenance (3 credits)
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)

MEAG1700 Agricultural Industry Machinery Maintenance (3 credits)
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 maybe accomplished on demonstration units, operator manual examples or on actual industry equipment. The course will also cover chemical, fertilizer, pesticide handling considerations. (Prerequisites: None)

MEAG2200 Planning Farmstead Environments (3 credits)
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)

MEAG2300 Ag Equipment Maintenance I (4 credits)
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)

Subject Menu ^

MECA - Mechatronics

MECA1000 Introduction to Mechatronics (3 credits)
Introduction to Engineering Design is a foundation course in the Mechatronics program. By exploring various technology systems and manufacturing processes, students will learn how technicians use technology in manufacturing and production settings.

Theoretical and hands-on problem-solving activities are emphasized. This course will also engage the student to the proper and safe use of hand and shop tools. Hands-on labs and software are used as learning tools for students to design and produce projects related to industry. Students should take this as the first course in the sequence of Mechatronics courses. This course will also provide an overview of decision-making techniques and the application and benefits of decision-making using the Value Method process. (Prerequisites: None)

MECA1110 Solidworks (2 credits)
This course is designed to teach the student the use of Solidworks mechanical design automation software. The student will make drawings of parts and assemblies related to the field of Mechatronics. (Prerequisites: None)

MECA1122 Electricity - Devices and Circuits I (3 credits)
This course provides an exploration of the basics in electricity and electronics. Topics include an overview of direct current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

MECA1131 Computer Applications (3 credits)
This course is designed to provide students programs enrolled in technical programs an understanding of how the computer can be used as a tool to address a variety of applications utilizing input and output sources common to industry. Activities will also include, but are not limited to browser usage, word processing, spreadsheets, graphing capabilities, engineering scheduling applications and modeling and simulation software. (Prerequisites: None)

MECA1140 Introduction to Geometric Dimensioning & Tolerancing (1 credits)
Students receive step-by-step instruction in Geometric Dimensioning & Tolerancing (GD&T) fundamentals with detailed explanations of each topic, GD&T symbols and definitions. Practice exercises are used throughout the instruction to provide additional discussion and learning opportunities. Students also learn to apply GD&T to industry-standard drawings. (Prerequisite: None)

MECA1150 Boiler Operation Principles (1 credits)
This course is designed for anyone who needs to understand fundamental boiler operation in order to improve efficiencies and safety at their industrial plants or large building facilities. This course can also help students prepare for Boiler Operating Licensing exams. Individuals involved with residential hot water systems will also find this course extremely valuable. (Prerequisite: None)

MECA1210 Digital Electronics (3 credits)
This course explores the general fundamentals of digital electronic circuits. To learn the theory and operation of digital electronics, students will get hands-on experience with basic logic gates; sequential logic circuits, such as flip-flops, counters, and shift registers; and combinational logic circuits that include encoders, decoders, multiplexers, and arithmetic devices. A variety of measurement equipment will be used to test and troubleshoot solid state and digital circuits created on breadboards during lab sessions. Teamwork, critical thinking skills, and practical applications of circuits will be emphasized. (Prerequisite: None)

MECA1220 Mechanical Systems (3 credits)
This course includes an introduction to mechanical drive systems, power transmission systems, chain drives, v-belt and, multiple shaft drives, linear motion assemblies, and auxiliary control functions. The student will study the application of spur, helical, bevel and worm gears as well as the use of keys, pins, and splines to attach gears to shafts. Machine elements such as; displacement, velocity, acceleration, springs, power screws, brakes and clutches will also be topics covered. Computer simulation and 3D software will be used throughout the course. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: PHYS 101 or comparable with approval of Instructor)

MECA1222 Electricity - Devices and Circuits II (3 credits)
This course provides an exploration of the basics in electricity and electronics. Topics include an overview of alternating current, circuit laws, components, and use of test equipment. Students learn the basic technique of troubleshooting electric circuits, including measurement techniques, analysis of faults, and repair procedures. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: MECA 1122))

MECA1223 Mechanical Systems 1 (3 credits)
This course includes an introduction to mechanical drawings, Geometric Dimensioning & Tolerancing and simple machines. The student will study the application and kinematic motion of simple machines elements. In addition, lab work will emphasize the safe use of hand tools, portable power tools and mechanical measuring tools and instruments. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA1230 Automated Process Measurement (1 credits)
This course covers applications of virtual measurement tools for industrial applications. Topics include basic virtual tool programming concepts, experiment setup and result presentation. (Prerequisites: MECA 1130 or instructor permission required)

MECA1240 Quality Concepts in Manufacturing (2 credits)
This is an introductory course to quality for students who are pursuing careers in technical fields. Topics include fundamentals of statistics, control chart variables and attributes, reliability and quality costs. This course also introduces the student to the requirements of ISO 9000, Lean concepts, Value Stream Mapping and 5S philosophies, principles and techniques of managing quality. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or Instructor approval)

MECA1250 Mechatronics Systems Operations I (3 credits)
This course will provide the student with the principles of programmable logic controllers (PLC) hardware and fundamental sequence control systems. The student will gain essential knowledge necessary to create and edit basic PLC programs that will include timers, counters and special function blocks. As well as gaining an understanding of interfacing discrete input-output (I/O). The student will also perform fundamental PLC troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122)

MECA1260 Microprocessor Systems (3 credits)
This course will provide students with the knowledge required to understand, program, and apply microcontrollers using 8 and 16 bit microcontrollers. The student will learn the basics of interfacing embedded system hardware and software by programming and interfacing simple peripheral circuitry using microprocessor development boards, programming environments, and peripheral application modules. Topics will include introduction to programming in assembler and C programming, applying C coding standards, controlling inputs and outputs, human interface devices such as displays and key pads, and motion control. Technical writing skills, embedded coding standards, and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1122, 1125, 1130)

MECA1270 Modeling and Simulation (3 credits)
This course will provide students with the understanding of the interaction of the parts of a system, and of the system as a whole. A unified approach to modeling of dynamic systems using computer simulation and model validation is used. Emphasis will be on modeling and simulation of mechanical parts and assemblies, electronic circuits, fluid power systems and PLC controlled automation systems. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisites: MECA 1131)

MECA2110 Sensors and Control (3 credits)
This course will provide students with the principles of measurement and control systems. The student will gain an understanding of different sensor technologies used to measure and detect physical properties used in a variety of electro mechanical, electro hydraulic and electro pheumatic systems. The student, through lab work, will also learn how to use and troubleshoot sensors used in open and closed loop control systems. Technical writing skills and safety procedures will be implemented throughout the course. This course assumes the student understands basic electrical, mechanical, and programming concepts. (Prerequisites: MECA 1122)

MECA2115 SolidWorks II (3 credits)
Student will advance their SolidWorks skills beyond core concepts of parts, assemblies and drawings. Learning outcomes are designed to prepare students in the more advanced concepts evaluated in the Certified SolidWorks Associate Exam in areas such as: Advanced Parts, Advanced Assemblies, Advanced Surfacing, Sheet Metal, Routing and Simulation. (Prerequisite: None)

MECA2120 Fluid Power 1 (3 credits)
This course provides the basics of fluid powered devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to apply basic laws of fluid mechanics to design and specify characteristics of a pneumatic system; select and size actuators and control valves, and match the pneumatic components with its American National Standards Institute (ANSI) symbol. Upon completion of this course, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of pneumatic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: None)

MECA2123 Mechanical Systems 2 (3 credits)
This course includes an introduction to mechanical drives, bearing mechanisms, shaft alignment, shaft coupling, clutches and brakes. Also included is an introduction to industrial rigging using slings, hoists, cranes, scaffolds and ladders. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1223 and PHYS 101 or equivalent)

MECA2130 Fluid Power II (3 credits)
This course provides the basics of hydraulically operated devices and systems found in modern industrial machinery and automation. Topics include proper safety procedures, basic laws of fluid mechanics, standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. At the completion of this course, the student will be able to design and specify characteristics of a hydraulic system, select and size actuators, and match the hydraulic component name with its American National Standards Institute (ANSI)

symbol. Additionally, the student should be able to identify long-term symptoms associated with a lack of preventive maintenance of hydraulic components while demonstrating good safety practices including lock out procedures. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2120)

MECA2150 Mechatronics Systems Operations II (3 credits)
This course will focus on advanced principles of Programmable Logic Controllers (PLC). The student will become familiar with interfacing input and output with automation motion control systems used in manufacturing. Introduction of analog inputs and outputs, internal registers and tables, comparison functions, computational functions, data move functions, subroutines, data manipulation and sequencing functions, high speed counting, analog functions, trigonometric and advanced math functions. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1250)

MECA2220 Micromechanical Measurement and Positioning (4 credits)
This course will provide students with the principles of measurement, control and monitoring systems. The student will gain an understanding of different measurement and tracking tools such as vision systems, RFID tags and sensor technologies used to measure, detect and track the physical properties used in a variety of mechanical and fluid power systems. The student, through lab work, will also learn how to implement this knowledge in control systems. Technical writing skills and safety procedures will be implemented throughout the course. This course assumes the student understands basic electrical, mechanical, and programming concepts. (Prerequisites: MECA 2120, and 2150, or Instructor approval)

MECA2230 Robotics (4 credits)
This course will provide students with the principles of programming and control of automated systems and multi-axis robotic systems in an industrial environment. The student will gain the ability to simulate program, and implement various types of automated machine systems, integrate actuators and sensors commonly found in robotic systems, and setup an automated robotic work cell. The student will also perform fundamental automated system troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. This course builds on the student's understanding of basic electrical, mechanical, pneumatic, and programming concepts. (Prerequisite: MECA 2150)

MECA2235 Robotics (3 credits)
This course will provide students with the principles of programming and control of multi-axis robotic systems used in an industrial environment. The student will gain the ability to program FANUC Robots and setup an automated robotic work cell. The student will also perform fundamental automated system troubleshooting procedures. Technical writing skills and safety procedures will be implemented throughout the course. This course builds on the student's understanding of basic electrical, mechanical and programming concepts. (Prerequisites: MECA 2110 Sensors and Controls and MECA 2150 Mechatronics System Operation II)

MECA2240 Senior Project (1 - 5 credits)
The Senior Project at South Central College (SCC) is an opportunity for students to demonstrate what they know and to showcase their achievement. The project must be successfully completed as a component of the Mechatronics program, which is a required course for all graduating seniors. The Senior Project is a fitting conclusion to a student's education because through this endeavor, one is able to demonstrate accumulated skills in reasoning, research, problem solving, human interaction, organization, and public speaking. This course may also include an internship and will follow the SCC internship guidelines. This course may also be taken in variable increments of 1 to 5 credits. (Prerequisite: MECA 2150 - Mechatronics Systems Operations I or consent of Instructor)

MECA2250 Mechatronics Systems Operations III (3 credits)
This course will focus on advanced principals of Programmable Logic Controllers (PLC). The student will become familiar with interfacing input and output with automation motion control systems used in manufacturing. Introduction of PLC networking, Supervisory Control and Data Acquisition (SCADA), Proportional - Integral - Derivative (PID) Control and the use of Human Machine Interface (HMI) in a Control System. Troubleshooting exercises, technical writing assignments and safety procedures will be implemented throughout the course. (Prerequisite: MECA 2150)

Subject Menu ^

MGT - Marketing

MGT2800 Sales Management (3 credits)
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: MKT 1800)

MGT2810 Retail Management (3 credits)
This course focuses on the changing demographics of retail marketing, the growth of new retail formats and the use of information technology to enable quick responses to market dynamics through customer service, vendor-retailer partnering and employee diversity. (Prerequisites: None)

MGT2820 Introduction to Management Information Systems (3 credits)
This course is an introduction to management information systems (MIS) and involves the interactions between technology and business practices. The

course involves the planning, organizing and controlling of information technologies related to organizational objectives. Specific attention will be given to database management with a focus on contact management. The course also involves the use of spreadsheet applications, collaborative tools, and other technologies utilized in the business environment. (Prerequisites: None)

MGT2830 Retail Operations (3 credits)
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.

Subject Menu ^

MKT - Marketing

MKT1800 Introduction to Sales (3 credits)
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 content covers the role of sales, steps of the selling process, the importance of communication skills and a positive attitude. In addition, special attention is devoted throughout the course on how the salesperson is viewed as an ambassador for the company that they represent. (Prerequisite: None)

MKT1810 Principles of Marketing (3 credits)
This course introduces the student to the dynamic field of marketing. The course will examine the different strategies and techniques used by business today to market their products and services to the consumer. The major emphasis will revolve around the four "P's" of marketing; product, price, place and promotion. (Prerequisite: None)

MKT1817 Internship (3 credits)
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)

MKT1820 Introduction to Business (3 credits)
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.

MKT1830 Customer Service (3 credits)
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.

MKT1840 Principles of Advertising (3 credits)
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.

MKT1850 Professional Development I (1 credits)
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.

MKT1860 Marketing and Business Management Practicum (2 credits)
This course is designed to assist Marketing and Business Management Students in learning more about actively giving back to the community through student learning projects and participating in internationally affiliated competitions through Collegiate DECA. Students will experience volunteer opportunities and professional growth opportunities through classroom projects and by attending professional development conferences in and outside of the state of Minnesota. Students will have the opportunity to meet and compete against similar two and four year institutions to improve personal and professional growth in the field of Marketing and Business Management. (Prerequisite: None)

MKT1875 Internet Marketing (2 credits)
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.

MKT1900 Principles of Management (3 credits)
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. (Prerequisites: None)

MKT1910 Entrepreneurship (3 credits)
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. (Prerequisites: None)

MKT1920 Marketing Research (3 credits)
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.

MKT1930 Human Resource Management (3 credits)
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. (Prerequisites: None)

MKT1940 Leadership Strategies (3 credits)
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.

MKT1950 Special Topics in Marketing (2 credits)
All Special Topics in Marketing courses help students understand how marketing is part of and impacts consumers, business and society. Students will explore broad marketing concepts such as products, price, distribution and promotion through a specific topic of relevance. Any Special Topics in Marketing offering will be specially designed by an SCC Marketing instructor to appeal to SCC students. The instructor has chosen the subject material related to his or her interests, students' interests, or his or her teaching expertise. (Prerequisite: None)

MKT2817 Internship (3 credits)
This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

MKT2827 Marketing Management Internship (1 - 3 credits)
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)

Subject Menu ^

MTT - Machine Tool Technology

MTT1110 CNC Milling Level I (5 credits)
This course provides the student an introduction to basic milling operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC) milling practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT1120 CNC Turning Level I (5 credits)
This course provides the student an introduction to basic lathe operations. Upon completion of this course the student will have an understanding of manual and Computer Numerical Control (CNC lathe turning practices as well as gain knowledge in tooling, machining practices and applied mathematics. Teamwork, critical thinking, and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT1130 Job Planning, Benchwork and Layout Level I (3 credits)
This course provides an exploration of the basics of hand tools, understanding drawings, manual machines and layout. Upon completion of this course the student will be able to interpret drawing information, describe basic symbols and notation and interpret basic Geometric Dimensioning and Tolerancing (GD&T) feature control frames. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisites: Declare MTT as a major)

MTT1140 Measurement, Materials and Safety Level I (3 credits)
This course provides an exploration of the basics in machining, raw materials, use of hand tools, safety and maintenance. Topics include an overview of measurement techniques, materials, safety, machine tool math, quality control and maintenance. Teamwork, critical thinking and problem solving are emphasized. Hands-on experience and practical applications are included. (Prerequisite: Declare MTT as a major)

MTT1210 Concept Engineerin I (4 credits)
In this course, students will continue developing their understanding of machining and use of tools. Their

skills are more fully developed in terms of lathe, milling, grinding and drill press. Hands-on experience and practical application opportunities allow students to increase proficiency with machine tools. (Prerequisites: MTT 1130 and MTT 1140)

MTT1220 CNC Programming I (4 credits)
This course prepares students to become an introductory (Computer Numerical Control (CNC) machine operator. The topics include machine safety, proper tool setup, tool/work offsets and CNC controller layout. This also includes a basic introduction to Mastercam. (Prerequisites: MTT 1110 and MTT 1120)

MTT1230 Quality Assurance I (2 credits)
This course combines the use of precision inspection equipment, calibration of inspection equipment, methods of use for inspection equipment, print clarification and the basics of Geometric Dimensioning and Tolerancing (GD&T). (Prerequisites: MTT 1130 and MTT 1140)

MTT1240 Applications I (3 credits)
In this course, students will have the opportunity to continue to develop their skills on the lathe and mill with practical hands-on experiences in a lab setting. A continuation of set-up, operation and safety of lathe and mill will be reinforced in this course. (Prerequisites: MTT 1110 and MTT 1120)

MTT2110 Concept Engineering II (4 credits)
This course is an introduction to the grinding process as it pertains to machining. This includes an understanding of using pedestal grinders and an introduction to surface grinding. Fundamentals of grinding, such as appropriate wheel identification and use, will be addressed. Proper set-up, operation and safety of the bench, pedestal and surface grinders will be introduced in a lab setting. (Prerequisite: MTT 1210)

MTT2120 CNC Programming II (4 credits)
This course provides students with continuing opportunities to work with computer numerical control (CNC) programming, building on what was learned in the previous programming course. Topics include lathe programming, program downloading, editing and advanced set-ups and operations. (Prerequisite: MTT 1220).

MTT2130 Quality Assurance II (2 credits)
This course expands on the other courses concerning usage of prints and drawings in machining. Students will be provided with more learning opportunities, including continued hands-on interaction with symbols, notations, Geometric Dimensioning and Tolerancing (GD&T), inspection equipment and continuous process improvement. (Prerequisite: MTT 1230)

MTT2140 Applications II (3 credits)
This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications course. Additional material is also introduced: topics include machining with carbide, producing heat treated parts and basic surface grinding. (Prerequisite: MTT 1240)

MTT2210 Concept Engineering III (4 credits)
The purpose of this course is to present the fundamentals of mold construction, processes involved in using molds and die casting. The knowledge and skills presented in this course will introduce the machinist to various terminologies and functions of Solidworks through 3D solid modeling and blueprint creation. (Prerequisite: MTT 2110)

MTT2220 CNC Programming III (4 credits)
This course provides students with continuing opportunities to work with CNC programming, building on what was learned in the previous programming course. Additional material includes alternative work holding and advanced tooling set-up and operation for production of an advanced project. (Prerequisite: MTT 2120).

MTT2230 Quality Assurance III (2 credits)
This course is a continuation of Quality Assurance II. New topics include more alternative measuring techniques and final inspection of advanced project. (Prerequisites: MTT 2130)

MTT2240 Applications III (3 credits)
This course is a continuation of Applications, new topics include alternative work holding and advanced tooling set-up and operation for production of capstone projects. (Prerequisite: MTT 2140)

MTT2250 MTT Capstone (4 credits)
This course provides students with continuing opportunities to work on applying their skills, building on what was learned in the previous Applications courses. Additional material is also introduced: topics include advanced grinding techniques. This is a variable credit course. (Prerequisites: MTT 2130 and MTT 2140)

Subject Menu ^

MULT - Multimedia Technology

MULT2285 Multimedia Technology Capstone (1 - 4 credits)
The student will propose and produce a project in their area of interest. This plan is based on the college's and the program's core competencies. One credit of Capstone is equal to 32 hours. (Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1, OR instructor permission)

MULT2295 Multimedia Technology Internship (1 - 4 credits)
This course is designed to provide the student with a purposeful occupational experience in the Multimedia Technology field. Each internship is an individualized experience. A 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. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1, OR instructor permission)

Subject Menu ^

MUSC - Music

MUSC100 Music in the Global Culture (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

MUSC121 Class Guitar (2 credits)
This class will offer our students the chance to learn how to play the guitar at the beginners level. Students who take this class must provide their own guitar. There will be individual instruction with the student along with class instruction. Students will start with the basics of how to tune their guitar both in standard tuning and alternate tunings. They will then create selected musical scale and learn how to play them on the guitar. They will then learn basic open-chords and bar-chords and how to play them in proper order. We will look at simple chord progressions of pop, rock and country music and will then learn how to play them on their guitar. Students will also learn the basics of a guitar solo. (Prerequisite: None) (MNTC 6: Humanities & Fine Arts)

MUSC131 Music Theory 1 (2 credits)
Music Theory 1 focuses on written music notation skills including scales, tonality, key modes, intervals, transposition, chords, cadences, non-harmonic tones and melodic organization. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.)

MUSC141 Vocal Ensemble - Concert Choir (1 credits)
Vocal Ensemble is a performing ensemble. Students will meet for rehearsals three times a week and learn a repertoire of both traditional and modern songs while practicing appropriate vocal techniques. After learning their music for several weeks in the semester, the vocal ensemble will perform at selected elderly and assisted care facilities in the area. (Prerequisite: None)

Subject Menu ^

NURS - Nursing

NURS1110 Foundation of Nursing (2 credits)
This course introduces the student to the basic concepts in nursing. Students will discuss the role of the LPN as it relates to the nursing process and professionalism. Communication strategies will be applied for communication techniques, standardized communication, and documentation methods. Students will discuss cultural influences in health care. Legal and ethical aspects related to nursing will be discussed. Physical comfort, safety concerns, and nutrition are identified for health promotion using evidence-based practice concepts. Physical and psychological disorders are explained in the elderly population. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1150 Clinical Foundation (3 credits)
This course provides an opportunity to integrate laboratory and actual clinical learning with supervised client care in a healthcare setting. Students utilize the nursing process to collect data, implement nursing interventions and administer medications, and begin the documentation process. Nursing care is individualized to meet each client's needs with consideration of the client's culture. Emphasis is placed on organization, critical thinking, therapeutic communication and a holistic approach to client care. Professional behavior is an expectation in this course. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1175 Nursing Interventions (3 credits)
This course provides students the opportunity to learn nursing procedures in a simulated supervised lab setting. Basic comfort and safety devices will be demonstrated. Body systems are reviewed with an emphasis on the neurological, respiratory, gastrointestinal and genitourinary systems. Infection control theories and infection preventative measures will be described. Demonstration of interventions and use of devices related to asepsis, oxygenation, and elimination will be achieved. Introduction to common conditions associated with assessments and interventions will be explored. Concepts for care of the elderly will be applied. Critical thinking and medical terminology are threaded throughout the course. Students will be required to demonstrate skills learned in the laboratory setting. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1220 Pharmacology for Practical Nurses (2 credits)
This course will address basic concepts of pharmacology and the effects on the body. The course focuses on drug classifications as they apply to all body systems. Understanding the therapeutic and adverse drug effects and appropriate actions will be addressed.

The student will describe federal regulations to guide practice. The role of the practical nurse for client medication administration will be discussed using credible resources. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1275 Medication Administration (1 credits)
This course introduces the student to the six rights of medication administration. The course will include non-parenteral administration routes including: oral, topical, nasal, rectal, eye, and ear. The course will also address safe medication administration utilizing the parenteral routes including: topical, intradermal, subcutaneous, intramuscular, and intravascular. Medication dosage calculations competency is expected. Medical terminology and abbreviations are threaded throughout the course. Best practices related to medication administration for the practical nurse will be used. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS1310 Application of Nursing (4 credits)
This course introduces the student to disease processes of the body systems: integumentary, respiratory, gastrointestinal, genitourinary, endocrine, cardiovascular, hematological, lymphatic, immune, neurological, sensory, reproductive, and musculoskeletal. Students will recognize signs and symptoms, as well as identify diagnostic tests, medications, and nutrition in the study of body system diseases. The student will use the nursing process to select effective treatments and interventions specific to the altered body systems. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1350 Clinical Application (4 credits)
Students will apply nursing theories for clients with a variety of health conditions and altered body systems. Application of knowledge includes client interaction across the lifespan in a variety of laboratory and actual health care settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The nursing process is implemented with an emphasis on critical thinking. Organizational skills are developed with an opportunity 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 health care team. Professional nursing behavior will be demonstrated. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1375 Laboratory Application (2 credits)
This course facilitates preparation for the future role of a licensed practical nurse (LPN). Emphasis is placed on understanding concepts of organizational structure and managing care as it relates to the LPN role and practice. Students will demonstrate ability to function within a variety of simulated client situations across the lifespan. Information technology including evidence-based practice will be used to meet client needs. Time management, prioritization, and effective, professional communication will be used to manage client care, enhance teamwork, and provide accurate information as a member of the interdisciplinary team. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1410 Maternal Child Nursing (2 credits)
The concepts of pregnancy, the fundamental principles of labor and delivery, and nursing care of the mother and newborn will be described and applied. The student is introduced to the fundamental concepts of growth and development. Common illnesses and disorders of the newborn and the child will be discussed. Throughout the course, maternal child nursing and pediatric care will include communication skills, specific medications, vaccinations, laboratory tests, assessments, nutrition, and cultural influences. Maternal child and pediatric quality care issues and current will be discussed. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS1610 Psychosocial Nursing (2 credits)
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. Clinical experience is included to reinforce theoretical concepts and quality client care. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS2200 LPN to RN Role Transition (4 credits)
This course is intended to assist students to transition from the role of the Licensed Practical Nurse to the Associate Degree Nurse. Learning opportunities will occur in lecture, laboratory, and clinical settings. Transitional topics include differences in the scope of practice between the licensed practical nurse and the registered nurse. The nursing process is used as a framework for critical thinking and problem solving. Current and future trends in healthcare will be explored. Legal and ethical issues as they relate to nursing are discussed. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2220 Semester 1 Fundamentals (1 credits)
This course introduces the student to the basic concepts in nursing. Topics include: nursing process, critical thinking, communication, cultural competence, professionalism, the multi-disciplinary team, scope of

practice, nutritional concepts, and legal and ethical issues. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2230 Semester 1 Pharmacology (2 credits)
This course provides students the opportunity to learn pharmacology concepts and biological influences on body systems. Drug classifications will provide the foundation for learning medications within groups including desired and undesired effects. Standards for safe practice will be identified. Students will use the nursing process for medication management. Use of current pharmacology and technology resources will be identified. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2240 Fundamental Concepts (2 credits)
This course introduces the student to the basic concepts in nursing. Topics include: nursing process, critical thinking, communication, cultural competence, professionalism, the multi-disciplinary team, scope of practice, nutritional concepts, and legal and ethical issues. (Prerequisites: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2250 Semester 1 Clinical Practice (2 credits)
This course provides an opportunity to integrate laboratory and supervised client care in the long-term health care setting. Students utilize the Nursing Process to collect data, implement nursing interventions and administer medications. Emphasis is placed on organization, critical thinking, therapeutic communication, and use of the EHR (electronic health record). Professional behavior will be modeled including ethics, maintaining confidentiality, and recognizing the hierarchy structure in health care. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2275 Semester 1 Skills Lab (2 credits)
This course provides students the opportunity to learn basic nursing procedures, equipment, and health assessments in the laboratory setting. The six rights of medication administration and dosage calculation will be explained and practiced. Medical terminology, abbreviations, and documentation will be threaded throughout the course. Credible nursing resources will be identified. Competencies related to infection control, asepsis, patient safety, mobility, vital sign measurements, oxygenation, and elimination will be achieved. (Prerequisite: Acceptance into Nursing Program is required in order to register for Nursing Courses)

NURS2320 Semester 2 Med-Surg Basics (3 credits)
This course will focus on the medical-surgical nursing basics for assessment and planning of the care for adult patient with common illnesses. The emphasis is on the following systems/conditions: cardiaovascular, respiratory, endocrine, neurological, musculoskeletal, gastrointestinal, and renal. Case studies, discussions, group projects, software programs, and exams will be utilized in identifying the patient's response to illness. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS2350 Semester 2 Clinical Practice (4 credits)
Students apply theory related to alteration in body systems through observation, assessment and interaction with clients in laboratory and acute care settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The Nursing Process is implemented with an emphasis on critical thinking. Organizational skills are developed with opportunities to care for multiple clients. Students will demonstrate effective communication with other members of the multidisciplinary health care team. Professional nursing behavior will be demonstrated.This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS2375 Semester 2 Skills Lab and Pharmacology (2 credits)
Students will refine nursing skills including performing a health history, assessments, pharmacology, math competence, and advanced skills in the laboratory setting to enhance the acute care clinical experiences. (Prerequisites: Successfully complete all Semester 1 Courses in order to advance to Semester 2 Courses)

NURS2420 Semester 3 Maternal-Child Health (2 credits)
This course introduces the student to the specialty area of Maternal Child Health. It will explore the unique health care considerations of women, children and their families. Incorporating growth and development theories, culture, legal, and ethical implications, and family centered patient education.This course explores antepartum, intrapartum, postpartum, well-child care, and pediatric health issues and health promotion. The importance of family centered care is emphasized. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

NURS2430 Semester 3 Mental Health (2 credits)
This course introduces the student to the specialty area of Mental Health. The Mental Health content will explore the unique health care considerations for persons with mental illness across the lifespan. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

NURS2450 Semester 3 Clinical Practice (4 credits)
This course will focus on the client with specialized needs across the lifespan. Students will have the opportunity to explore the wonder of human gestation from conception to post-partum care of the newborn and mother. Pediatric nursing will be experienced in the

clinical and simulation setting where theories of growth and development will be foundational in designing patient care. Family-centered care will be examined as the context of client development, response to illness and health promotion. External systems such as culture and religion will be considered as influencing client health and illness. Students will provide care for the client with complex multiple needs in the clinical setting. Concepts of mental health and illness will be explored in the clinical and simulation setting. Students will have the opportunity to observe, experience, and design nursing care for the hospitalized and community client with mental health needs. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

NURS2455 Semester 3 Clinical Practice Specialty (3 credits)
This course will focus on the client with specialized needs across the lifespan. Students will have the opportunity to explore the wonder of human gestation from conception to post-partum care of the newborn and mother. Pediatric nursing will be experienced in the clinical and simulation setting where theories of growth and development will be foundational in designing patient care. Family-centered care will be examined as the context of client development, response to illness and health promotion. External systems such as culture and religion will be considered as influencing client health and illness. Students will provide care for the client with complex multiple needs in the clinical setting. Concepts of mental health and illness will be explored in the clinical and simulation setting. Students will have the opportunity to observe, experience, and design nursing care for the hospitalized and community client with mental health needs. This course will also cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. (Prerequisites: Successfully complete all Semester 2 Courses in order to advance to Semester 3 Courses)

NURS2520 Semester 4 Leadership (1 credits)
This course introduces concepts related to leadership skills and management for nurses within the multidisciplinary health care team. Healthcare policy and regulatory processes impact on nursing practice are analyzed. Ethical principles and diversity are reviewed. Quality improvement concepts in health care are examined. Community service and education projects are implemented. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

NURS2530 Semester 4 Med-Surg Acute (4 credits)
This course synthesizes knowledge from previous semesters to provide care for hospitalized patients with complex medical-surgical needs. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

NURS2540 Semester 4 Med-Surg Acute (3 credits)
This course synthesizes knowledge from previous semesters to provide care for hospitalized patients with complex medical-surgical needs. (Prerequisites: NURS 2410, 2450, BIOL 270, COMM 130)

NURS2550 Semester 4 Clinical Practice (4 credits)
This course offers opportunities to care for patients across the lifespan in a variety of medical-surgical settings. The student will have opportunity to apply theory to practice in complex clinical situations. Critical thinking is supported by best practice and threaded throughout the course. The leadership role is explored in clinical and simulated laboratory experiences.The student nurse will be mentored by a practicing Registered Nurse in the patient care setting. The student will establish learning outcomes and identify areas of growth. Students will demonstrate professionalism and accountability for their actions. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

NURS2560 Semester 4 Med Surg Advanced (3 credits)
This course synthesizes knowledge from previous semesters to provide care for hospitalized patients with complex medical-surgical needs. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 Courses)

Subject Menu ^

OTEC - Office Technology

OTEC0100 Computer Basics (2 credits)
The Computer Basics course is designed for students with little or no computer experience. In a small group setting, students will learn the basics of using a computer. Students will apply the information learned through a lecture to a hands-on, in-class experience lead by a knowledgeable instructor. (Prerequisites: None)

OTEC1001 Computer Software for College (2 credits)
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 Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

OTEC1725 Transactional Law (3 credits)
This course will include an in-depth discussion and hands on experience in creation of documents for Minnesota real estate, probate, and corporate Law.

Students will create documents and proofread for accuracy. Emphasis will be on Minnesota Law. (Prerequisites: Students must type at least 35 words per minute and have a working knowledge of Microsoft Word)

OTEC1730 Civil Procedures (3 credits)
This course will include an in depth discussion and hands on experience in creation of documents for the Minnesota and federal court systems, civil litigation and appeal procedures. Students will create documents and proofread for accuracy. This course will emphasize Minnesota procedures. (Prerequisites: Students must type at least 45 words per minute and have a working knowledge of Microsoft Word)

OTEC1790 Keyboarding for College (2 credits)
This course covers the development of basic keyboarding techniques using the touch-typing method of the computer. Emphasis will be on learning the touch-typing method of typing alphabetic, number and symbol keys. The keyboarding goal will be to attain a minimum rate of 35 words per minute with accuracy. (Prerequisites: None)

OTEC1815 Keyboarding for Speed and Accuracy (2 credits)
This course follows the basic keyboarding techniques using the touch method. Emphasis is on building speed and accuracy on a computer keyboard. It will require extensive and systematic skill building to achieve and improve speed and accuracy. (Prerequisite: A minimum speed of 35 words per minute on a 3-minute timed writing, with 3 errors or less)

OTEC1820 Business English (3 credits)
This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. (Prerequisite: None)

OTEC1822 Microsoft Excel (4 credits)
This course prepares students to work with Microsoft Excel in a career setting or for personal use. It begins with the introduction of concepts such as creating, editing, and formatting worksheets in a uniform, attractive style. It includes inserting formulas, creating charts, and enhancing the display of worksheets of varying complexity. The course will move on to the advanced concepts and features of formatting, using functions, analyzing numerical data, and projecting outcomes to make informed decisions. Features of protecting workbooks, using macros, using pivot tables, and customizing the Excel environment are also included. Current communication needs will be met by including hyperlinks to external information, as well as importing, exporting, and sharing date. (Prerequisite: none)

OTEC1840 Microsoft PowerPoint (3 credits)
This course is designed to build student skill at both a basic and advanced level in Microsoft PowerPoint. It begins with the introduction of concepts such as creating a basic presentation with pictures, shapes, and WordArt, adding media and animation. It continues with the basic skills students need to acquire to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as customizing templates and handouts using masters, developing presentations with content from outside sources, and organizing slides and creating photo albums. (Prerequisites: None)

OTEC1860 Microsoft Word (4 credits)
This course is designed to build student skill at both a basic and advanced level in Microsoft Word. It begins with the introduction of concepts such as file management, entering text, editing, terminology, spelling, and printing. It continues with the basic skills students need to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as macros, merging, and tables. (Prerequisites: None)

OTEC2000 Employment Search Skills (2 credits)
This course introduces students to a process for developing self-awareness - considering career opportunities, constraints, choices, and consequences - identifying career related goals - and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources.

OTEC2735 Family and Criminal Law (3 credits)
This course will include an in depth discussion and hands on experience in creation of documents for the Minnesota family law and criminal procedures. Students will create documents using word processing and proofread for accuracy. Minnesota procedures will be emphasized. (Prerequisite: OTEC 1730)

OTEC2740 Legal Editing and Proofreading (3 credits)
This course covers transcription of dictated 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: OTEC 2735)

OTEC2800 Office Keyboarding (3 credits)
This course covers the continuing development of keyboarding speed and accuracy. Advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., will 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. (Prerequisite: A minimum keyboarding speed of 40 words per minute on

a 3-minute timing, with 3 errors or less or advisor approval.)

OTEC2810 Computer Technology (3 credits)
This course provides computer technical information that goes beyond the basics for college educated students. It covers not only hardware and software but the new, emerging technology trends that affect computing and everyday life. Topics such as networks, data security, personal privacy, online safety, digital rights, and Internet usage will be addressed. There will be an emphasis on social and ethical issues for thought-provoking course discussions. (Prerequisite: None)

OTEC2815 Employment Portfolio (3 credits)
This course is a capstone course for the Office Administration and Technology program. This course will focus on developing knowledge that will serve as a foundation for the student's employment search process by assisting him/her in the development of successful marketing strategies for employment. As a capstone course, students are given an online assessment of the use of software and keyboarding skills to ensure competence prior to graduation. The Training Skills Assessment (TSA) -- NOCTI will be administered during this course. Students will develop distinctive portfolios to assist in their career search. Limited to final semester Office Administration and Technology program students. (Prerequisites: OTEC1860, OTEC2820)

OTEC2820 Business Communications (3 credits)
This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications not just to make them correct but also to make them better. Types of communications may include letters, memos, e-mail, announcements, instructions, form letters, and digital media. 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. (Prerequisite: OTEC 1820)

OTEC2830 Microsoft Publisher (3 credits)
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. Microsoft Publisher 2013: Complete is intended for a first course on Publisher 2013. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. (Prerequisites: None)

OTEC2850 Integrated Information Systems (3 credits)
This is an intensive course that provides project-based learning with a business scenario setting utilizing critical thinking skills. The projects emphasize the integration of various computer applications to create professional documents. Students will incorporate time management, electronic communication, Internet searches, and current technology practices to be successful in an office work setting. (Prerequisites: OTEC 1822, OTEC 1840, OTEC 1860, OTEC 2870)

OTEC2860 Office Management (3 credits)
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. (Prerequisites: OTEC 1860 Microsoft Word, OTEC 2820 Business Communications)

OTEC2865 Special Problems (1 - 4 credits)
This course allows the student to pursue special projects or areas of interest. The topics and the number of credits must be agreed upon by instructor prior to registration.

OTEC2870 Information Resource Management (3 credits)
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 to manage information. Records management topics emphasize records control and retention, final disposition of records, and records management issues and trends. (Prerequisite: None)

OTEC2905 Internship (2 credits)
This course is designed to provide the student with a purposeful occupational experience in the Office Administration and Technology field. The internship is an individualized experience. A 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. This plan is based on the college's and the program's core competencies. (Prerequisites: OTEC 1822, OTEC 1860, OTEC 2820 or Internship Coordinator's approval.)

Subject Menu ^

PHIL - Philosophy

PHIL100 Ethics in Society (3 credits)
This course studies the foundations for moral beliefs and values and the part they play in practical ethical judgments. After providing a general introduction to moral concepts and theories, the course covers a wide range of social problems through an analysis of power, privilege, and justice. The class is organized by overarching themes of race, social class, gender, and global concerns and addresses issues involving criminal justice, economic inequality, gender differences, and sexuality. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 7, 9)

PHIL105 World Religions (4 credits)
This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. It also explores related issues in the Philosophy of Religion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6, 8: Humanities and Fine Arts, Global Perspective)

PHIL110 Philosophy and Popular Culture (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

PHIL115 Global Philosophies (3 credits)
This course provides a practical introduction to the discipline of philosophy. In addition to exploring what philosophy has meant in Western society, this course will survey perspectives on philosophy in non-Western cultures -- including Indian, Chinese and indigenous traditions. It will explore how different philosophical schools have answered several "essential questions" regarding human nature, the purpose of life, and how society should be structured to maximize human flourishing. Special emphasis will be placed on philosophies which offer practical guidance for living, and students will be encouraged to develop and articulate their own philosophical perspective. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 6, 8)

PHIL130 Logic (4 credits)
In this course we will explore some of the methods and principles that distinguish logically correct from incorrect reasoning. We will also learn to use formal techniques to evaluate the cogency of everyday argumentation. Most of the semester will be spent becoming familiar with a variety of elementary logical techniques and rules: distinguishing inductive from deductive arguments, valid from invalid arguments, mastering the formal rules of inference, truth tables and the propositional logic. Some find this material fascinating in its own right. Others value logic for the light it casts on everyday argumentation, and for its uses in philosophy, mathematics, and computing. Logical skills are not only an important component of aptitude tests such as the GRE and LSAT, but are also valuable in almost any course or job that involves using analytical techniques. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

PHIL150 Medical Ethics (3 credits)
This course examines the moral problems confronting medical providers and surveys the broader field of bioethics. After providing a general introduction to ethical concepts and theories, it focuses on specific issues relating to the American health care system, including access to care, inequality, obesity, reproductive rights, end-of-life care, disability, organ transplantation, and alternative medicine. Emphasis is placed on practical application of moral principles and critical analysis of case studies. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 2, 9)

PHIL205 Special Topics in Philosophy: (1 - 3 credits)
All PHIL 205 courses will help students learn about other areas of philosophy which are important to the study of other disciplines and philosophy itself. Students will explore broader areas of philosophical concern such as metaphysics (free-will, truth, realism, universals, necessity/contingency, causation, mind, time, God, etc.); epistemology (skepticism, inferential justification, knowledge, internalism/externalism, a priori/a posteriori,

closure, direct/indirect realism, memorial knowledge, etc.); meta-ethics (moral knowledge, oral realism/anti realism, ethical intuitionism, reductionisms such as utilitarianism, relativism, subjectivism, divine command theory, contractarianism, Aristotelianism/teleology, virtue ethics, etc.). Furthermore, students can also focus on political philosophy, philosophy of religion, and philosophy of science or specialize in some facet of the above topics. All PHIL 205 courses will emphasize the use of primary texts and the development of philosophical thought throughout history. These courses will focus on the most basic questions of human existence (this indeed is philosophy) such as truth, knowledge, free-will, moral rightness, justice, and so forth. We assume answers to these questions in every other study we partake in. For instance, science presupposes the legitimacy of inductive reasoning, the law of non-contradiction, the justification of using inference to the best explanation, the uniformity of nature, the reliability of perception, the nature and possibility of a posteriori knowledge and others. These courses will deal with the questions we presuppose answers to in discussing those things that matter to us. In the end, PHIL 205 courses will give philosophy instructors and students the opportunity to explore areas of philosophy which are of interest not only to the psychologist, historian, and novelist, but also to those who wish to pursue a career in philosophy or become competent in philosophical problems. As Socrates said, "the unexamined life is not worth living." These courses will help encourage others to avoid the unexamined life. (Prerequisite: Any 100 level PHIL course or instructor permission) (MNTC 6: Humanities and Fine Arts)

PHIL210 Environmental Ethics (3 credits)
This class explores the place of human beings within 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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 9, 10: Ethical and Civic Responsibility, People and the Environment)

PHIL215 Business Ethics (3 credits)
The intent of this course is to show that the world of business traffics in the world of ethics. Business is not a neutral domain where one may do as one pleases. For instance, there is the question of what sorts of obligations businesses have toward their employees. Do businesses have a positive moral duty to promote social goods? Do they have a primary obligation or do their moral responsibilities comprise a set of different and equally important obligations? We will examine several views of the moral relation between businesses and others including the stockholder theory and the stakeholder theory. The goals of this course are to become acquainted with the architecture of morality, master the various moral theories and their unique implications for business, and to gain facility sliding between talk of each and applying each in various business contexts. We will examine various moral theories like utilitarianism and deontological type theories and then examine them in the context of applied business ethical issues. We will also look at broader issues about the nature of a just society and just economy in which the business is to function. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 2, 9: Critical Thinking, Ethical & Civil Responsibility)

Subject Menu ^

PHLE - Phlebotomy

PHLE1000 Anatomy & Physiology (2 credits)
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: MDLT 1810)

PHLE1100 Legal/Ethical Issues for Phlebotomists (1 credits)
This course familiarizes the student with various legal and ethical issues that affect their activities as a healthcare professional. The topics of instruction include, but are not limited to, confidentiality, patient bill of rights, right of privacy, and patient consent. (Prerequisites: MDLT 1810)

PHLE1200 Multiskilling for Phlebotomists (3 credits)
This course cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKGs, CLIA'88 waived procedures, and POCT (point-of-care-testing). (Prerequisites: MDLT 1810 or Program Director permission)

PHLE1300 Internship (5 credits)
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)

PHLE1400 Intro to Phlebotomy (4 credits)
This course provides an orientation that familiarizes the student with a career in the field of Phlebotomy. The course will include a basic overview of the structure and function of the human body, various legal and ethical issues that affect a healthcare professional and specific phlebotomy topics. These topics include: program policies, certification, safety, infection control, quality control, specimen collection/handling/processing, good laboratory technique and maintaining the standards of a Phlebotomist based on industry criteria. (Concurrently with PHLE1450 & PHLE 1500 or Program Director permission)

PHLE1450 Phlebotomy Skills (3 credits)
This course teaches students phlebotomy skills which will be further enhanced during the clinical internship. This course also cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKGs (electrocardiograms), CLIA'88 (Clinical Laboratory Improvement Amendment) waived procedures, and POCT (point-of-care-testing). (Concurrently with PHLE 1400 & PHLE 1500 or Program Director permission)

PHLE1500 Phlebotomy Internship (3 credits)
This course constitutes the student's clinical rotation. It consists of 100 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. (Prerequisite: Completion of PHLE 1400 and PHLE 1450 with a grade of C or higher.)

Subject Menu ^

PHRM - Pharmacy Technician

PHRM1110 Pharmacy Technician Orientation (1 credits)
In this course students will gain a historical perspective of the pharmacy profession along with an understanding of the role of the pharmacy technician. Emphasis is placed upon the duties and responsibilities of the pharmacy technician along with an introduction to the various pharmacy practice settings. Students will also be required to complete the required paperwork for the pharmacy technician program. This course is intended to satisfy goals 23 and 41 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisite: None)

PHRM1111 Pharmacy Law and Ethics (1 credits)
This course will give students a general understanding of the laws and regulations that govern pharmacy practice. This course will also cover the ethical principles governing the pharmacy technician and the roles they play in a practice setting. This course is intended to satisfy goals 2, 3, 6, 7, 11, 14, 17 and 29 of the model curriculum for pharmacy technician training, developed by the American Society of Health System Pharmacists. (Prerequisite: None)

PHRM1112 Retail Pharmacy (2 credits)
This course is designed to give students an in-depth understanding of the retail pharmacy. Emphasis is placed on the role and responsibilities of the pharmacy technician in the retail pharmacy environment. Students will be given opportunities to apply these skills as active participants in the mock retail pharmacy environment. This course is intended to satisfy goals 1, 2, 3, 5, 8, 9, 10, 24, 26 and 27 of the model curriculum for pharmacy technician training developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 1110, 1111)

PHRM1113 Pharmacy Math (4 credits)
In this course students will learn basic terminology, abbreviations and units necessary to perform pharmacy calculations. Pharmaceutical measuring systems and conversions will be addressed as well as a review of calculations pertinent to pharmacy practice. Students will learn to calculate the correct oral and parenteral dosages of drugs and other ingredients using information from prescriptions, medication orders, and drug labels. During the laboratory portion of the course, students will be given an opportunity to demonstrate a practical application of concepts. This course is intended to satisfy goals 2, 3, 15, 25 and 27 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisites: CHEM 108, PHRM 1110)

PHRM2114 Pharmacology (4 credits)
Students will gain knowledge of pharmacology, including a systematic approach to the classifications of medications, their indications and contraindications, mechanisms of action, side effects, drug interactions, and methods of administration. This course is intended to satisfy goals 1, 24, 25, 26, and 34 of the model curriculum for pharmacy technical training, developed by the American Society of Health-System Pharmacist. (Prerequisites: HC 1000, 1914, PHRM 1110)

PHRM2115 Pharmacy Non-Sterile Compounding (2 credits)
This course will enable students to learn general preparation of non-sterile pharmaceutical dosage forms. Practical experience in the manipulative and record keeping functions associated with compounding and the dispensing of compounded prescriptions will be provided. This course is intended to satisfy goals 3, 11, 12, and 35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 1113)

PHRM2116 Institutional Pharmacy (4 credits)
In this course, students will learn general practices associated with institutional pharmacy services. The student will also acquire knowledge of aseptic technique through both demonstrations and hands on experiences in the preparation of sterile compounds and IV

admixtures. This course covers the preparation, calculations, and procedures for intravenous drug admixtures, TPN compounding, and critical care admixtures. Students will also have the opportunity to participate in various pharmacy technician duties using the Pyxis Medstation. This course is intended to satisfy goals 2, 3, 5, 10, 12, 26, 27, 30, and 35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisite: PHRM 1113)

PHRM2117 Community Pharmacy Internship (4 credits)
In this course students will take part in a pharmacy practice experience in the community setting to refine skills necessary for employment as a pharmacy technician. Students will participate in their internship experience along with on-line and in-class participation. This course is intended to satisfy goals 1, 2, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 29, 31, 32, 33, and 35 of the model curriculum for pharmacy technician training developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 1112, 1113, 2114)

PHRM2118 Pharmacy Technician Seminar (1 credits)
This course is designed for students to discuss pertinent topics related to the internship experiences as well as their futures as pharmacy technicians. This course is also designed to aid the student in the review of materials prior to the PTCE exam. This course is intended to satisfy goals 1-35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisite: None)

PHRM2119 Institutional Pharmacy Internship (4 credits)
This course will offer an intense pharmacy practice experience in an institutional setting with the purpose of refining skills introduced in previous coursework that are necessary to pursue a career as a pharmacy technician. Students will participate in their internship experience along with on-line and in-class participation. This course is intended to satisfy goals 1, 3, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 24, 25, 26, 27, 29, 30, 31, 32, 33, and 35 of the model curriculum for pharmacy technician training, developed by the American Society of Health-System Pharmacists. (Prerequisites: PHRM 2116)

Subject Menu ^

PHYS - Physics

PHYS101 Introductory Physics (3 credits)
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. (Prerequisites: Next-Generation Accuplacer Arithmetic score of 250 to 300 AND Next-Generation Accuplacer QAS score of 200 to 236 or Classic Accuplacer Arithmetic score of 56 or higher AND Elementary Algebra score of 0 to 75 or completion of MATH 0075 with a grade of C (2.0) or higher.) (MNTC 3: Natural Sciences)

PHYS211 Principles in Physics I (4 credits)
This is the first half of a one-year sequence in physics. It covers the general background in algebra-based physics. Topics include classical mechanics, fluid mechanics, wave and sound, thermal physics. Lecture and laboratory. (Prerequisites: MATH 120 and 125, or MATH 130) (MNTC: 3, Natural Sciences)

PHYS212 Principles in Physics II (4 credits)
This second course will provide students with the principles of algebra based physics. The course will cover basic principles of waves, electricity and magnetism, light and optics, and topics in modern physics. (Prerequisite: PHYS 211) (MNTC 3: Natural Sciences)

PHYS221 General Physics I (4 credits)
This course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of mechanics including kinematics, statics, equilibrium and dynamics of particles, work and energy, rotational motion, gravitation, and oscillation. (Prerequisites: High School Physics, PHYS 101 or 211, MATH 131 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

PHYS222 General Physics II (4 credits)
This second course will provide students with the principles of calculus based physics. The course has been designed for students who plan advanced study of science and/or engineering. The course will cover basic principles of waves in light and sound; temperature, heat, and the First Law of Thermodynamics; electric charge; electric fields; Gauss' Law; electric potential; capacitance; resistance; electrical circuits; magnetic fields; induction; electromagnetic oscillations; and Maxwell's Equations. (Prerequisites: PHYS 221 with a grade of "C" or better, MATH 132 with a grade of "C" or better or by instructor permission) (MNTC: 3, Natural Sciences)

Subject Menu ^

PLSC - Agri-Business

PLSC1100 Soils I (3 credits)
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)

PLSC1105 Forages and Pasture Management (2 credits)
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)

PLSC1200 Soils II (3 credits)
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: PLSC 1100)

PLSC1205 Precision Agriculture (3 credits)
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.

PLSC1300 Agronomy I (2 credits)
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)

PLSC1400 Agronomy II (3 credits)
This course considers the characteristics and identification of noxious and common weeds and weed seeds, methods of control, evaluation of herbicide performance and tolerance to herbicides. Topics on herbicide characteristics, formulations and application methods will be taken into account in determining the most economic method of weed control. (Prerequisite: PLSC 1300)

PLSC2000 Commercial Pesticide License Training (1 credits)
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)

PLSC2100 Agronomy Lab (2 credits)
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)

PLSC2700 Advanced Agronomy (3 credits)
This course includes units of instruction on management practices in the production of corn & soybeans, the economic and environmental aspects of soil damage systems, nutrient management recommendations for nitrogen and phosphorus, and current topics in the agronomy field. Classes will include speakers from the agricultural industry to address the current topics. The lab portion of the course will include grading corn and soybean samples as well on labs as plant genetics.(Prerequisites: PLSC 1300 and PLSC 1400)

Subject Menu ^

POL - Political Science

POL110 American Government (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

Subject Menu ^

PSYC - Psychology

PSYC100 Introduction to Psychology (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading

score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5: History/Social & Behavioral Sciences)

PSYC110 Lifespan Psychology (3 credits)
This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC140 Psychology of Positive Adjustment (4 credits)
The Psychology of Positive Adjustment introduces students to the scientific literature on positive adjustment to modern life. We will examine the questions: What is well-being and happiness? Who achieves it? Why does it elude some people? Which practices foster well-being and happiness? We will draw from the research in social psychology, neuroscience, personality psychology, cognitive psychology and sociocultural psychology. The course will incorporate the concepts of ethical living, values clarification, and civic responsibility as part of the mature development of psychological well-being. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

PSYC210 Social Psychology (4 credits)
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, attraction, self, benevolence, attitude development and change, prejudice, etc. (Prerequisites: PSYC 100 or any other college-level psychology course) (MNTC 5, 8: History/Social & Behavioral Sciences, Global Perspective)

PSYC220 Health Psychology (4 credits)
Health psychology is a subfield of psychology that addresses the mental, emotional, behavioral, and societal factors that influence the onset, duration, recovery, and prevention of illness and the promotion of wellness. Students will explore the theoretical foundations of health psychology and the role of psychological research and principles relevant to the field. Students will be exposed to a variety of topics including stress and coping, preventative behaviors and attitudes, treatment options, and management of pain and illness. Students will gain an understanding of the academic issues and a respect for the human experience related to health, illness, and disease. (Prerequisites: PSYC 100 Introduction to Psychology or any other college-level psychology course. Must have a score of 77.5 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher) (MNTC 5: History/Social & Behavioral Sciences)

PSYC230 Abnormal Psychology (4 credits)
In this course, students will increase their awareness and understanding of mental illness and psychological disorders. Students will become familiar with the history of the field, clinical descriptions, classification, etiology, course of onset, and typical treatment regimens specific to various disorders and mental illness. Abnormal behavior will be explored from various theoretical perspectives including psychological, biological, and socio-cultural approaches. (Prerequisites: 8 credits of psychology or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC240 Child and Adolescent Psychology (4 credits)
This course examines the development of children from conception through adolescence. The major areas of focus include physical, cognitive, language, moral, and social development. The developing child will be understood as an active participant in a world of biological, familial, social, and cultural influences that help shape his or her individual life path. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC250 Industrial Organizational Psychology (4 credits)
Industrial-organizational (I/O) psychology is the scientific study of the workplace. Students will be introduced to a variety of issues of relevance to business and industry, including selection and placement of employees, the importance of training and development, organizational development and evaluation, employee motivation and productivity, and the importance of fostering work-life balance. Diversity among organizations and cultures in how they approach these issues will be emphasized. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

PSYC280 Special Topics in Psychology: (4 credits)
This course is designed to provide students with a deeper understanding of a special topic within the field of psychology. Key theoretical and historical underpinnings will be presented to prepare a foundation of understanding. Attention will be focused on how the topic has or may add to the knowledge base of psychology and, if applicable, other academic disciplines. Students will explore the actual or potential applicability of the topic to self, others, and society at large. The course will have a research component. Course may address one of Goal Areas 7-10 depending on the topic. (Prerequisites: PSYC 100 or consent of instructor) (MNTC 5: History/Social & Behavioral Sciences)

Subject Menu ^

QFPR - Culinary Arts

QFPR1842 Stocks, Sauces and Soups (3 credits)
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)

QFPR1846 Introduction to Breakfast and Pantry (3 credits)
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)

QFPR1850 Basic Baking (4 credits)
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)

QFPR1880 Quality Assurance (2 credits)
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)

Subject Menu ^

READ - Reading

READ0080 Reading I (4 credits)
This college reading course offers a step-by-step approach to building the reading skills needed to successfully comprehend college-level textbook readings. Students practice reading comprehension skills and strategies, and then apply them to college-level textbook readings. Students also work on vocabulary acquisition through the study of academic words typically found in college-level reading materials. Minnesota K-12 Academic Standards in Reading are indicated in parentheses after each competency on the Common Course Outline. (Prerequisites: Next-Generation Accuplacer Reading score of 224 to 236 or Classic Accuplacer Reading score of 36 to 55 or MCA Reading score between 750 - 1041)

READ0085 Reading and Critical Thinking I and II Modular (6 credits)
In this beginning and intermediate combination reading course, students first practice basic reading strategies using a computer-based reading program. They practice only the reading skills in which they are deficient. Deficiencies are identified by a diagnostic reading test taking at the beginning of the course. After practicing basic reading strategies in a computer-based reading program, students then expand and apply these reading strategies in Reading and Critical Thinking II, the application section of the course. The application section takes place in an actual classroom, and utilizes reading textbooks and supplemental literature in the application of reading strategies and concepts learned. Students must score 50-62 on the Reading Comprehension portion of the Accuplacer Test in order to enroll in this course. A grade of "C" or better is required for successful completion of this course. This course does not fulfill General Education requirements. This course is equivalent to READ 0090. (Prerequisites: Must have a score of 50-62 on the Reading portion of the Accuplacer test)

READ0090 Reading and Critical Thinking II (4 credits)
This intermediate-to-advanced reading course focuses on applying the reading strategies, concepts, and skills learned in Reading I. This application course utilizes college-level texts of all genres in the application of reading comprehension strategies, concepts, and skills. A grade of "C" or better is required for successful completion of this course. This course does not fulfill General Education requirements. (Prerequisites: Next-Generation Accuplacer Reading score of 237 to 249 or Classic Accuplacer Reading score of 56 to 77 or MCA Reading score of 1042 to 1046 or completion of READ 0080 with a grade of C (2.0) or higher).

Subject Menu ^

RNEW - Energy Technical Specialist

RNEW1100 Process Dynamics (MN West) (3 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RNEW1101 Ethanol Process Fundamentals (MN West) (2 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RNEW1102 Biodiesel Process Fundamentals (MN West) (2 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RNEW1115 Mechanical Fundamentals (MN West) (3 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RNEW1175 Industrial Water Treatment (MN West) (2 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RNEW1195 Feedstock, Technology & Regulations (MN West) (2 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RNEW1300 Introduction to Traditional/Renewable Energy (MN West) (3 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

RNEW2120 Ethanol Separation Technology (MN West) (2 credits)
This course is offered through Minnesota West Community & Technical College. Please refer to the course description located at the MN West website: www.mnwest.edu

Subject Menu ^

RSTM - Restaurant Management

RSTM2819 Restaurant Management (3 credits)
This course is designed to be industry specific; covering a wide range of restaurant management topics. Emphasis will include information on security measures, cash register operation, cash flow, crisis outbreak management, food service franchising, training, scheduling and legal topics unique to the food industry. The focus of the course will be on food retailing and management concepts.

Subject Menu ^

SBMT - Small Business Management

SBMT1110 SBM Organizational Planning (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)

SBMT1120 SBM Business Systems (3 credits)
In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

SBMT1210 SBM Financial Systems (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)

SBMT1220 SBM Financial Management (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)

SBMT1230 SBM Financial Analysis (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: SBMT 1210)

SBMT1310 SBM Marketing Systems (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)

SBMT1320 SBM Marketing Management (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: SBMT 1310)

SBMT1410 SBM Personnel Systems (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)

SBMT1900 Introduction to Small Business Management (1 credits)
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)

SBMT2130 SBM Record Keeping (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)

SBMT2131 SBM Asset & Inventory Management (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)

SBMT2132 SBM A/R & A/P Management (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)

SBMT2133 SBM Reconciliation & Closing Accounts (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)

SBMT2134 SBM Payroll Systems (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)

SBMT2135 SBM Payroll Reports (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: SBMT 2134)

SBMT2136 SBM Year End Closing (1 credits)
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)

SBMT2240 SBM Organizational Structure (1 credits)
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)

SBMT2241 SBM Financial & Tax Planning (2 credits)
In this class the student will begin the process of financial and tax planning for the company. (Prerequisites: SBMT 1230)

SBMT2242 SBM Risk Management (1 credits)
In this class the student will learn various techniques for identifying and minimizing risk for their business. (Prerequisites: None)

SBMT2243 SBM Cost Analysis (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)

SBMT2244 SBM Pro-Forma Financial Statements (2 credits)
In this class the student will learn how to construct pro-forma income and balance sheet statements and financial forecasts. (Prerequisites: SBMT 1230)

SBMT2265 Small Business Recordkeeping Applications IV (2 credits)
This course covers the analysis of, and the procedures in, making adjusting entries for accounts receivable, accounts payable, general journal and general ledgers. (Prerequisities: SBMT1160, 1265, 1266)

SBMT2265 Small Business Recordkeeping Applications IV (2 credits)
This course covers the analysis of, and the procedures in, making adjusting entries for accounts receivable, accounts payable, general journal and general ledgers. (Prerequisities: SBMT1160, 1265, 1266)

SBMT2330 SBM Sales & Marketing Analysis (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: SBMT 1310)

SBMT2331 SBM Marketing Research (1 credits)
In this class the student will learn how to conduct some primary and secondary market research as it relates to their business. (Prerequisites: None)

SBMT2332 SBM e-Business Sales (2 credits)
In this class the student will examine business to customer sales transactions and applications for their business. (Prerequisites: None)

SBMT2333 SBM Customer Information Systems (1 credits)
In this class the student will learn the process of collecting and compiling customer information for increased sales opportunities and improved customer service. (Prerequisities: SBMT 1310)

SBMT2334 SBM Customer Service (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.

SBMT2420 SBM Supervisory Skills 1 (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)

SBMT2421 SBM Supervisory Skills 2 (2 credits)
In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: None)

SBMT2422 SBM Employee Compensation (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)

SBMT2531 SBM Business Communications (1 credits)
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)

SBMT2532 SBM Business Math (1 credits)
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)

SBMT2533 SBM Time Management Skills (1 credits)
In this class the student will study time management skills as applied to a small business management position. (Prerequisite: None)

SBMT2534 SBM Stress Management Skills (1 credits)
In this class the student will study stress management skills as applied to a small business management position. (Prerequisites: None)

SBMT2610 SBM Computerization-Accounting (3 credits)
In this class the student will begin the process of computerizing the accounting records of their business. (Prerequisites: None)

SBMT2611 SBM Computerization-Sales & Marketing (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)

SBMT2612 SBM Computerization-Human Resources (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)

SBMT2700 SBM Going Into Business (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)

SBMT2900 SBM Special Projects (1 - 3 credits)
Topics and projects will be assigned by the instructor. (Prerequisites: None)

Subject Menu ^

SGAG - Agri-Business

SGAG1000 Ag Orientation (1 credits)
Students will become oriented to the careers in agriculture related to the specific filed 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)

Subject Menu ^

SHA - Energy Technical Specialist

SHA1600 Introduction to Industrial Safety & Health (Hibbing CC) (2 credits)
This course is offered through Hibbing Community College. Please refer to the course description located at the HCC website: www.hibbing.edu

Subject Menu ^

SOC - Sociology

SOC101 Introduction to Sociology (3 credits)
The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC Goal Areas 5 & 8: History and Social Sciences, Global Perspective)

SOC106 Introduction to Criminal Justice (4 credits)
This course provides an overview of the criminal justice system in the United States, including the foundations, role, structure, and realities of the police, courts, and corrections. Sociological perspectives are applied to an analysis of crime and victimization, ethics, and the concept of justice. Students will also learn about current issues facing the criminal justice system. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC110 Social Problems (3 credits)
This course is a survey of the sociology of a selected set of social problems in the U.S. and globally, e.g. crime and violence, poverty, unemployment, war and terrorism, environmental degradation, and population growth. The social-structural and cultural sources of these problems are critically analyzed, and structural and cultural solutions following from such analyses are examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or

completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC201 Marriage and Family (3 credits)
The Sociology of Marriage and Family will help students understand this dynamic institution as an important variable in our contemporary society. Students will be exposed to the various sociological perspectives, methods of study, and core concepts related to the institution of Marriage and Family. Simultaneously, students will also learn how the diverse institution of Marriage and Family continues to affect and inform the society at the local, national and global level. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 7: History/Social & Behavioral Science, Human Diversity)

SOC205 Special Topics in Sociology: (3 credits)
Special Topics in Sociology is a course that is used to cover a specific sociological area that is not otherwise covered by the other sociology courses offered. This course will explore the basic principles, theories, methodologies, and contemporary research and issues of the topic indicated in the course title on the registration page. Students should expect this course to be a survey of topics in the given sociological sub-discipline. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC206 Juvenile Delinquency (3 credits)
This course will provide a survey of sociological perspectives on juvenile delinquency. Juvenile delinquency has only existed as a distinct subdiscipline of criminology for about 100 years. The change in ideas reflects the unique challenges in dealing with delinquents: children commit different kinds of crimes in different ways, their motivations differ from adults, and the effective correction of these behaviors is distinct and separate from adult corrections. This course will survey sociological perspectives of these issues, how delinquents develop, how to identify delinquents and target them for interventions, as well as various "best practices" when it comes to dealing with delinquents. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC210 Social Stratification - Who Gets What and Why? (3 credits)
This course examines the central question of "who gets what and why?" in the contemporary world. In answering this question, the course focuses on the social arrangements of social stratification and inequality and their effects on society and individual lives. It critically examines the historical, theoretical, and empirical foundations, manifestations, and maintenance of social class difference, power and conflict. The course primarily examines the United States, but, because the U.S. is not isolated from world affairs, including global economic affairs, it will necessarily also tend to more global concerns. While cultivating a critical understanding of the nature of social stratification and inequalities, the course will explore alternatives and possibilities for a more equitable and humane society with both individual and structural levels of analysis. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 8: History/Social & Behavioral Science, Global Perspective)

SOC251 Criminology and Criminal Behavior (4 credits)
This course is designed to develop an understanding of criminally deviant behavior and how it is studied within the discipline of sociology. Students will study criminological theories, theories of causation of crime, as well as the current "trends" in crime coupled with an exhaustive profile of criminals engaging in a given area of crime. Topics of study include the pathology of murder and violent crime, rape, burglary, larceny, white collar crimes such as embezzlement, corporate crime, cybercrime, organized crime, street gangs, and other areas. Public policy implications and considerations from the local to national levels will be examined. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

SOC259 Drugs and Society (3 credits)
This course focuses on drug use and abuse as a social rather than as a medical or psychopathological phenomenon. Specifically, the course deals with the history of drug use and regulatory attempts in the United States and around the world; the relationship between drug use and race/social class; pharmacology and use patterns related to specific drugs; perspectives on the causes of drug abuse; AIDS prevention and harm reduction interventions; drug-using subcultures;

drug policy, drug dealing and street gangs, drug legislation, and drug enforcement; and the promotion and condemnation of drug activities in the mass media. Each week, students can expect to discuss one of these issues and also view an episode of a program from the popular media used as a basis for discussion. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 5, 9: History/Social & Behavioral Science, Ethical & Civic Responsibility)

Subject Menu ^

SOLA - Somali

SOLA100 Somali Language I (4 credits)
This course provides an introduction to Somali language and culture. Communication skills include: speaking, listening, reading & writing. Sensitivity to cultural differences is emphasized. Simple texts dealing with cultural topics are used to develop skill in speaking. The four skills - speaking, comprehending, reading, and writing - are developed simultaneously. This course is designed for students with very little or no previous experience with the Somali language. (Prerequisite: None) (MnTC Goal 8 Global Perspectives)

SOLA102 Somali Language II (4 credits)
This course is a continuation of SOLA 100 with increased emphasis of Somali culture and language skills including speaking, listening, reading articles and elementary creative writing, as well as awareness of sensitivity to cultural. This course is interactive and taught in Somali. This course use text books and modern media including audio, video recordings, information printed on websites and news in Somali from across world. (Prerequisite: SOLA 100 or instructor permission) (MNTC 8: Global Perspective)

Subject Menu ^

SOWK - Social Work

SOWK100 Introduction to Social Work (3 credits)
This course provides students with an introduction to the profession of social work using a generalist model to practice in a diverse society. Students will learn about the history of the profession, values and ethics, roles and tasks, and theories required for social work practice along with various fields of practice. Students will experience group work learning to develop critical thinking skills and professional communication. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 or ENGL 100 with a grade of C (2.0) or higher.) (MnTC Goal Areas: None)

SOWK105 Social Welfare Services (3 credits)
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: ENGL 100) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK110 Community Social Service Projects (3 credits)
This course is a group-based, experiential learning course that will help students learn problem solving and critical thinking skills to help a target population. Students will learn how to work with action and target groups to assess a social issue, then research, design, implement, and evaluate a community social service project to help address a need that arose from that social issue. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher AND completion of either ENGL 0090 or EAP 0095 with a grade of C (2.0) or higher.) (MNTC 5, 7: History/Social & Behavioral Sciences, Human Diversity)

SOWK115 Social Welfare Services (4 credits)
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: ENGL 100) (MnTC Goal Areas: 5, 7)

Subject Menu ^

SPAN - Spanish

SPAN105 Elementary Spanish I (4 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 8: Global Perspective)

SPAN110 Elementary Spanish II (4 credits)
The primary goal of the course is to refine the basic communication skills acquired in Elementary Spanish I emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in a number of more complicated situations in the target language as a way to build a basis for more advanced skills. In addition, students will have the opportunity to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 105 with a grade of C or higher or a passing grade in the placement exam given on the first day of class)(MNTC 8: Global Perspective)

SPAN205 Intermediate Spanish (4 credits)
The primary goal of the course is to refine the communication skills acquired in Elementary Spanish II emphasizing reading, writing, speaking and listening. Students will work to improve speaking and listening skills to communicate in more complicated and specific situations in the target language and build a base of intermediate language skills. In addition, students will continue to expand their knowledge about the cultures of the Spanish-speaking world. (Prerequisites: SPAN 110 with a grade of C or higher or a passing grade in the placement exam given on the first day of class) (MNTC 8: Global Perspective)

Subject Menu ^

SWPR - Agri-Business

SWPR1000 Introduction to U. S. Pork Production (2 credits)
This course will provide an overview and introduction to the current U.S. Pork Industry. The course will cover industry trends and statistics, production systems, ethical production principles, Good Production Practices (GPP), and support systems. The course will also focus on health concerns, alternative production systems, production records and financial analysis. Additionally, a discussion on meat quality and consumer issues related to food safety and animal welfare will be addressed. Current industry issues related to the Show and Seed Stock businesses will be covered as well. (Prerequisites None)

SWPR1050 Swine Artificial Insemination (1 credits)
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)

SWPR1200 Swine Breeding Stock Management (3 credits)
This course will provide a comprehensive study of the swine breeding herd. It will focus on the technical aspects of the breeding, gestation, and farrowing departments in a swine operation. Topics include the conditioning, care and management of gilts, sows and boars, breeding schedules, breeding methods, stock replacement, herd integration, replacement strategies, gestation management, Lactation management, reproductive health considerations, and care of piglets prior to weaning. (Prerequisite: None)

SWPR1300 Nursery Finish Management (3 credits)
This course covers the requirements of the growing and finishing phases of swine to maximize production and efficiency. An overview of the technical and theoretical aspects of nursery, grower and finishing stages will be covered in this course. Production efficiency will be emphasized, as well as the humane treatment of animals. The discussion of social stress, nutritional stress and housing requirements will be included as well. The course will also cover scheduling of facilities, animal marketing, environmental considerations, animal observations and proper animal husbandry skills. (Prerequisites: None)

SWPR1500 Swine Diseases (2 credits)
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)

SWPR2000 Swine Records and Analysis (3 credits)
This course covers recordkeeping systems for wide range of swine enterprises with an emphasis on interpretation, terms, and accuracy factors. Swine record use and analysis to maintain efficient productivity in all aspects of the swine enterprise is stressed. Computerized record systems are compared and students have an opportunity to utilize PigChamp or Pigcare record information, as well as other computerized records in swine production systems. Students will explain industry benchmarks and factors that impact obtaining business production goals. (Prerequisites: None)

Subject Menu ^

THTR - Theater

THTR100 Introduction to Theater (3 credits)
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 Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

THTR110 Introduction to Acting I (3 credits)
This course introduces the student to the fundamentals of acting and making the student a more informed observer of acting for performance on the stage. This will be accomplished through instruction and practice of acting methodologies and developing the student's inner resources of voice, body, and imagination. The class will explore basic theories of acting, as well as participate in physical and vocal routines, improvisation, and individual and group exercise. The course will also introduce the student to the fundamental rehearsal process culminating in the performances of selected scenes. (Prerequisites: Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.) (MNTC 6: Humanities and Fine Arts)

Subject Menu ^

VITI - Viticulture

VITI1111 Introduction to Viticulture and Vineyard (3 credits)
This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control and vine disease control. Field practicum sessions consisting of 32 hours of hands-on experience will be scheduled in area vineyards. (Prerequisites: None)

VITI1112 Botanical Viticulture (4 credits)
This course is designed to provide students with an overview of the plant kingdom and to examine grapevine form and function from a botanical perspective. Topics to be covered include the specific characteristics of plants that distinguish them from other forms of life, divisions within the plant kingdom with representative members of each, and plant classification. Plant cells, tissues, life cycles, structures and functions, especially as applied to grapevines will also be discussed, along with various aspects of plant and grapevine physiology, such as photosynthesis, respiration, nutrition, cold acclimation and hardiness, and dormancy. (Prerequisite: None)

VITI1113 Winter Viticulture Technology (2 credits)
This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. (Prerequisites: VITI 1111-- or instructor permission)

VITI1114 Spring Viticulture Technology (2 credits)
This course is designed to provide students initiated in the field of viticulture practical experience in spring vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. (Prerequisites: VITI 1111 or instructor permission).

VITI1115 Summer/Fall Viticulture Technology (2 credits)
Coursework will focus on fundamental viticulture issues related to the grape maturation process. Students will be introduced to the knowledge and practical skills required to control and monitor grape berry growth and development as it relates to successful commercial production of both table and wine grapes adapted to the continental climate of the Mid-Western United States.Students are required to partner with an approved vineyard to participate in a field practicum portion of the course, which will provide hands-on work experience for those seeking employment in the field of commercial viticulture. (Prerequisite: VITI 1111 or instructor permission).

VITI1190 Viticulture Safety (1 credits)
This course is an introduction to the hazards and safety issues in grape-growing.This course will include an overview of general agricultural safety and health,ergonomics, personal protective equipment, Occupational Safety and Health Administration (OSHA) rules and regulations, and other issues unique to viticulture. (Prerequisites: None)

VITI1211 Integrated Pest Management (2 credits)
Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural practices such as planting, fertility, harvesting, and pruning as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems. (Prerequisites: None)

VITI1213 Regional Vineyard Management (2 credits)
This course is a general survey of vineyard management in the general wine growing regions in the Continental United States. The course covers management of the mature vineyard from region to

region and builds on the topics covered prerequisite courses. (Prerequisites: VITI 1111 and one of the following VITI 1113, VITI 1114, VITI 1115)

VITI1293 Soils for Viticulture (3 credits)
The course will explore soil properties and behavior and their influence on vine growth and wine grape characteristics. The course focuses not only on growth and production, but on the long-term effects of viticulture on soil quality and the wider environment. Upon completion of the course students will be able to select sites for a new vineyard, and help manage soils in existing vineyards. (Prerequisites: None)

Subject Menu ^

WELD - Welding

WELD1005 Blueprint Reading (1 credits)
This course provides an understanding of blueprints used within welding technology settings. Skills for reading, understanding, and interpreting welding symbols will be developed. (Prerequisites: None)

WELD1007 Blueprint Reading for Welding (2 credits)
This course will expand on basic blueprint reading by utilizing skills and knowledge about symbols, charts, and measurements to work more closely with blueprints specific to Welding. (Prerequisite: None)

WELD1010 OSHA 10 Hour and Welding Safety (1 credits)
This course is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. An emphasis is placed on safety issues that exist in the welding environment. (Prerequisite: None)

WELD1011 Welding Safety (1 credits)
Topics in this course include the basics of welding safety including proper equipment use and maintenance, machine guarding, bloodborne pathogens, safety and health programs, and overall welding safety. (Prerequisite: None)

WELD1020 Introduction to Stick Welding (1 credits)
This course will cover shielded metal arc welding on carbon steel in various positions. (Prerequisite: None)

WELD1025 Introduction to Shielded Metal Arc Welding (SMAW) (1 credits)
This course will provide an introduction to Shielded Metal Arc Welding (SMAW) on carbon steel in various positions along with an introduction to welding safety, welding, and electrode compatability. Components of SMAW will be introduced, including selection of materials and steps necessary to complete tasks. Basic information about duty cycle, cable sizing, arc blow, and electrodes will also be presented. (Prerequisite: None)

WELD1026 Shield Metal ARC Welding II (1 credits)
This course will expand on information introduced in SMAW I and will provide more practice time with electrodes: types, selection, discussion of power sources. Types of SMAW will be used in various ways, including selection of materials and steps necessary to complete tasks. Duty cycle, cable sizing, arc blow are expanded upon and advantages, limitations, vertical-up and vertical down are explored. Additionally, this course will prepare for AWS D 1.1 Certification. (Prerequisites: WELD 1025)

WELD1030 Introduction to MIG Welding (1 credits)
This course will cover gas metal arc welding process using short circuit transfer on carbon steel in various positions. (Prerequisite: None)

WELD1035 Introduction to Gas Metal Arc Welding (GMAW) (2 credits)
The course will cover gas metal arc welding process using short circuit and spray methods on carbon steel. (Prerequisites: None)

WELD1036 Gas Metal Arc Welding II (1 credits)
This course will reinforce concepts introduced in GMAW I, including circuits, spray arcs, and effects of shielding gasses. More practice time will be dedicated to mastery of gas metal arc welding. Additionally, this course will prepare for American Welding Society D 1.1 certification. (Prerequisites: WELD 1035)

WELD1045 Introduction to Gas Tungsten Arc Welding (3 credits)
This course is designed to instruct welders in welding safety and the Gas Tungsten Arc Welding process (GTAW-TIG). The student will learn fundamentals of GTAW (TIG) for steel, stainless steel and aluminum. Welding procedures are taught on aluminum, carbon and stainless steels. The training covers edge, corner, lap, and fillet welds in all positions. Welding is limited to regular thin flat material, which does not include thick plate, pipe or other irregular shapes. (Prerequisites: None)

WELD1055 Cutting and Brazing (3 credits)
An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. The course will demonstrate oxy-fuel welding and cutting safety procedures; identify and classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. (Prerequisite: None)

WELD1065 Metallurgy (1 credits)
Students will learn how metal discoveries and uses have impacted human history. The course will also include an introduction to the internal structure of

metals, how alloys are made, and how metals are affected in the welding process. (Prerequisite: None)

WELD1075 Advanced Welding Lab (4 credits)
Advanced welding lab is a course designed to allow students to utilize all of their skills with capstone project based assignments that prepares students to get their American Welding Society credentials. Students can also focus on a particular skills of choice. (Corequisite: WELD 1011)

WELD1085 Welding Capstone (2 credits)
This course is an opportunity to put welding skills to work. The Capstone will build on what was learned in the certificate program. Students keep current with welding skill through designing a project and welding the final project. The Welding Capstone may also include an internship. A learning contract will be developed between the student, college, and worksite to identify the types of specific skills covered through this experiential learning opportunity. Students will gain industry workplace experience while practicing the knowledge and skills learned in class. (Prerequisite: Instructor permission required)

WELD1101 Welding Fundamentals (2 credits)
This course includes introduction and skill development in Oxy/Fuel welding, cutting, brazing, and torch cutting, Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), metal preparation and safe operation of machines involved in the above applications. (Prerequisites: None)

South Central College Student and Academic Policies

Policies on Record: Apr. 10, 2019

- Academic Achievement Policy #3000.08
- Academic Awards Policy 4000.01
- Academic Dishonesty Policy #4000.02
- Academic Forgiveness Policy #4000.03
- Access, Accommodations, and Rights for Individuals with Disabilities #3000.14
- Admission Policy #3000.01
- Admission Procedure #3000.01.1
- Attendance Procedure #3000.02.1
- Attendance Policy #3000.02
- Audit Policy #3000.07
- Campus Closing
- Campus Crime Awareness and Security Policy & Protection
- Class Cancellation Policy #4000.04
- College Fees
- Complaint / Grievance Policy #3000.04
- Complaint / Grievance Procedure 3000.04.1
- Course Drops and Withdrawals Policy #3000.05
- Course Drops and Withdrawals Procedure #3000.05.1
- Credit for Prior Learning (CPL) Policy #4000.07
- Credit for Prior Learning (CPL) Procedure #4000.07.1
- Credit Hour Policy #4000.05
- Credit Life Span #4000.08
- Crime Victims' Rights
- Data Privacy
- Degree Requirements
- Drug Free College Policy
- Education Abroad Policy #4000.12
- Education Abroad Procedure #4000.12.1
- Electronic Equipment Checkout Policy DoIT – SCC Students
- Emergency Procedures
- Eye Safety Policy #3000.16
- Faculty Professional Development Plan Policy #4000.20
- Faculty Professional Development Plan Procedure #4000.20.1
- Grading Policy #4000.09
- Grading Procedure #4000.09.01
- Graduation Policy #3000.06
- Harassment/Nondiscrimination in Employment & Education Policy
- Immunization Policy #3000.07
- Immunization Procedure #3000.07.1
- Incomplete Grades Policy #4000.10
- Incomplete Grades Procedure #4000.10.1
- IT Policies & Procedures
- Maximum Class Size Policy and Procedure #4000.06
- Maximum Credit Load Policy #4000.11
- Official Student Email Policy
- Parking Fee & Regulations

- Post Secondary Enrollment Options (PSEO) Policy #3000.09
- Post-Secondary Enrollment Options Procedure #3000.09.1
- Program Development Policy #4000.19
- Program Development Procedure #4000.19.1
- Program Review Policy #4000.17
- Program Review Procedure #4000.17.1
- Satisfactory Academic Progress Policy #4000.13
- Senior Citizens #4000.14
- Service Animal Policy #3000.38
- Sexual Violence Policy and Procedure for Students and Employees
- Star Alert System
- Student Background Policy (Health and Child Care Majors)
- Student Code of Conduct Policy #3000.10
- Student Code of Conduct Procedure # 3000.10.1
- Student Drug and Alcohol Use Policy #4000.16
- Student Rights & Responsibilities #3000.12
- Student Safety & Health Policy #3000.37
- Tobacco Use Policy
- Transfer Credit Policy #4000.15
- Transfer Credit Procedure #4000.15.1

Academic Achievement Policy #3000.08

Purpose: To recognize students who have achieved above average academic progress.

Applicability: The Dean's List indicates above average performance and is announced and published each term. To be eligible for the Dean's List, students must meet satisfactory academic progress standards, have earned 12 credits and achieved a GPA of 3.500 or above, per term.

To be eligible for the President's List, students must successfully complete at least 24 credits and earn a cumulative GPA of 3.8 or higher. The President's List is announced and published. There is no list for Summer.

Date & Subject of Last Revisions: April 20, 2018

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Academic Awards Policy 4000.01

Purpose: To establish standards, processes and conditions that enable consistent implementation of academic program policy.

Applicability: These procedures implement Policy 3.36 Academic Programs.

Undergraduate Certificate: An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate may have an occupational outcome or address a focused area of study. An undergraduate certificate shall not have emphases. At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college or university. An undergraduate certificate less than 9 or more than 30 credits in length may be approved when the academic program prepares an

individual for employment and the length or the designation as a certificate is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board, or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

Diploma: A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses. A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases. A diploma may be individualized according to the standards outlined in Part 5. Subpart C, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings. At least one-third of the credits in the diploma shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college. A diploma of more than 72 credits in length may be approved when the academic program prepares an individual for employment and the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board, or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

Associate of Arts Degree: An associate of arts degree is awarded upon completion of a 60 credit academic program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting college or university.
An associate of arts degree requires completion of at least a 40 credit curriculum that fulfills the Minnesota Transfer Curriculum goal areas.
The associate of arts degree program is named Liberal Arts and Sciences. An associate of arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields, provided there is an articulation agreement with a related baccalaureate major offered by one or more system universities.
At least 15 credits in the associate of arts degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

Associate of Fine Arts Degree: An associate of fine arts degree is a named degree awarded upon completion of a 60 credit academic program in particular disciplines in the fine arts. An associate of fine arts degree is designed to transfer in its entirety to a related fine arts
discipline baccalaureate degree program. An articulation agreement with a related baccalaureate degree program at a regionally accredited university is required. A system college shall pursue an articulation agreement with a system university before establishing an articulation agreement with a non-system university. An associate of fine arts degree program may be individualized according to the
standards outlined in Part 5, Subpart F. Associate of fine arts individualized studies degree programs do not require an articulation agreement. An associate of fine arts degree requires a minimum of 24 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. Requirements for the following disciplines have been adopted.

- Art. An associate of fine arts degree in art requires the minimum of 24 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.
- Music. An associate of fine arts degree in music requires at least 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.
- Theatre Arts. An associate of fine arts degree in theatre arts requires completion of the entire Minnesota Transfer Curriculum with a minimum of 40 credits.

An associate of fine arts degree shall not have emphases. An associate of fine arts degree program may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific academic or occupational goals that cannot be met by current program offerings.

At leave 15 credits in the associate of fine arts degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university. A waiver may be granted to exceed a length of 60 credits when (1) the waiver

criteria in Part 3, Subpart C, are met and (2) an articulation agreement specifies the transfer of a greater number of credits.

Associate of Science Degree: An associate of science degree is awarded upon completion of a 60 credit academic program in scientific, technological, or other professional fields.

The associate of science degree is designed to transfer in its entirety to one or more related baccalaureate degree programs. A college shall pursue an articulation agreement with one or more system universities before establishing an articulation agreement with a non-system university.

An associate of science degree program may be individualized according to the standards outlined in Part 5, Subpart F. Associate of science individualized studies programs do not require an articulation agreement.

An associate of science degree may address a single specialty or a set of allied specialties such as, but not limited to, (1) agriculture, (2) business, (3) computer and information sciences, (4) education, (5) engineering, (6) engineering technologies, (7) environmental sciences, (8) health sciences, and (9) natural sciences.

The associate of science degree requires a minimum of 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

An associate of science degree shall not have emphases.

An associate of science degree may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least 15 credits in an associate of science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Part 3, Subpart C, are met and (2) an articulation agreement specifies the transfer of a greater number of credits.

Associate of Applied Science Degree: An associate of applied science degree is awarded upon completion of a 60 credit academic program in a named field of study in scientific, technological or other professional fields. An associate of applied science degree prepares students for employment in an occupation or range of occupations. An associate of applied science degree may also be accepted in transfer to a related baccalaureate program.

An associate of applied science degree requires a minimum of 15 credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

An associate of applied science degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.

An associate of applied science degree program may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least 15 credits in an associate of applied science shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Part 3, Subpart C, are met and (2) an articulation agreement, where applicable, specifies the transfer of a greater number of credits.

Definitions: Available in MnSCU Board Policy 3.36.1

Date & Subject of Last Revisions: **March 23, 2018**

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Academic Dishonesty Policy #4000.02

Purpose: To define academic dishonesty and outline consequences for students who engage in academic dishonesty.

Definitions:

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

Applicability: When a faculty or staff member encounters an incident of academic dishonesty they will submit the Academic Dishonesty Report form to the academic dean responsible for the course, which details the alleged incident, and provides evidentiary documentation. The Dean will determine whether other incidences of academic dishonesty have been reported by requesting such information from the Office of the Vice President of Student and Academic Affairs. Violations will be tracked in the dean's office and in the office of the Vice President of Student and Academic Affairs.

Sanctions: If a violation of the code for academic dishonesty is established by a preponderance of evidence the following sanctions will apply:

1. For the first violation: the faculty member will impose sanctions which could include, but are not limited to, a written notice to the student, grade adjustment, additional academic assignments, or course failure. The Dean will inform the student in writing of the evidence and sanctions, and will attach a copy of the academic dishonesty policy. The Dean will set a meeting date with the student to discuss the violation.
2. For the second violation: Failure of the course in which the academic dishonesty occurs. The Dean will issue a written reprimand which becomes part of the permanent student record.
3. For the third violation: college expulsion-permanent separation of the student from the college will be imposed upon the approval of the Vice President of Student and Academic Affairs.

Date & Subject of Revisions: **January 22, 2016**

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Academic Forgiveness Policy #4000.03

Purpose: The purpose of this policy is to outline the requirements for academic forgiveness.

Applicability: This policy is available to all SCC students providing they meet the policy requirements.

Definitions:
Academic Forgiveness provides students who have not studied at South Central College for a period of at least three calendar years a one-time opportunity to establish a new grade point average (GPA). This policy will not apply if a student has earned a degree, diploma or certificate from SCC for the period in which they are asking forgiveness.

Policy: Students who request academic forgiveness under this policy must meet the following conditions:

- The student must not have been enrolled for any credit classes at South Central College for a minimum of three calendar years prior to the point of academic forgiveness.
- The student must be readmitted to SCC and must complete at least 12 credits in consecutive terms (summer term not required) with a 2.0 term GPA and 67% completion before academic forgiveness will be considered.

The student must submit a request for academic forgiveness to the Registrar. The student must indicate the semester at which academic forgiveness would begin. All semesters prior to the selected date will be impacted. Academic forgiveness will be considered on a semester basis only; course-by-course considerations will not be given.

There will be no financial refunds associated with academic forgiveness. All financial obligations to the college must be satisfied.

Academic forgiveness at SCC will only be granted once in a student's academic career.

Procedure: The student must request the academic forgiveness by completing the form in the Registrar's Office.

The Registrar will review the request and make the determination if the eligibility requirements have been met. The student will be notified by email to their SCC email account whether or not the request for academic forgiveness has been granted.

If the request for academic forgiveness is granted, the Registrar will make the following adjustments to the student's transcript:

- The student transcript will be separated into two sections indicating the point of academic forgiveness. *Academic Forgiveness* will be noted on the student transcript.
- No credit will be granted for any course completed at SCC prior to the point of academic forgiveness. Excluded courses cannot be used to satisfy any academic requirement to include degree or graduation requirements. The courses will no longer impact the cumulative grade point average (GPA). The courses will no longer impact the cumulative completion percentage. The course titles and grades will remain visible on the student transcript.
- Federal financial aid regulations do not recognize academic renewal.
- Transfer institutions may not honor SCC's Academic Forgiveness Policy.

Date & Subject of Revisions: April 20, 2018

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Access, Accommodations, and Rights for Individuals with Disabilities #3000.14

Purpose: This policy outlines South Central College's commitment to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The College recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the College's programs, services and activities.

Definitions:

An individual with a disability:

1. Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities.
2. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

Qualified individual with a disability: An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Personal devices and services: This may include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

Part 1. General Access Policy.
The college shall provide access to programs, services, materials, and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

Part 2. Availability and Notice.
The college shall post notices to the public in an accessible format stating 1) prohibition against discrimination on the basis of disability, and 2) contact information for the person designated to provide information about or respond to requests for reasonable accommodation.

Part 3. Reasonable Accommodations.

Subpart A. Programs, Services, and Activities. The college shall make reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the programs, services, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to: rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal

devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or an undue financial or administrative burden.

To review, the ADA or its interpretive regulations, ask questions about your rights and accommodations 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 Marilyn Weber, Academic Support Center Director, 507-389-7339 and 1-800-722-9359.

Subpart B. Employment. System Procedure 1B.0.1, Reasonable Accommodations in Employment, applies to accommodation requests by employees and applicants for employment. Contact Dawn Pearson, Human Resources Director, 507-389-7219 or 1-800-722-9359.

Part 4. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities.
South Central College has a responsibility to provide a qualified student with a disability access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. SCC will make available to qualified students with disabilities:

1. support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services;
2. academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, course work assistance, testing assistance and modification, and tutoring; and
3. coordination services that may include personnel who act on the student's behalf and serve as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

Part 5. Process.
South Central College has established a process for an individual with a disability to request an accommodation to access the institution's programs, services, or activities consistent with state and federal laws. The process for individuals with disabilities who are requesting an accommodation includes the following:

a. Provide the requesting individual with a copy of Board Policy 1B.4 and the SCC procedure.
b. The Academic Support Center Director and Disability Coordinator are responsible for making a determination about the request for accommodation and the delivery of services.
c. SCC provides a process for appealing a denial of a request for accommodation.

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Admission Policy #3000.01

Admission Policy

Purpose: The purpose of this policy is to articulate college admission requirements.

Part 1. Definitions: The following definitions apply for purposes of this policy.

A. **Admission.** Admission means a student's initial entrance as a candidate for a certificate, diploma or degree.

B. **Academic or Career Program.** Academic or career program means a major leading to an academic credential.
C. **International student.** International student means a student who is required to be registered under the federal Student and Exchange Visitor Information System (SEVIS).
D. **Ability to Benefit.** Students who do not have a high school diploma or GED are not eligible for federal financial aid funds. Students must pass an independently administered test approved by the U.S. Secretary of Education to be eligible for state financial aid funds. Students are restricted to courses in specific programs.
E. **Visiting Student.** A visiting student has not been admitted to South Central College.

Part 2. Admissions. South Central College considers all applicants for admission regardless of age, race, sex, color, religion, sexual orientation, disability or national origin. Admission to the college is open to all students meeting the College's admission requirements. South Central College shall provide clear, accessible information to potential students regarding requirements for appropriate level of academic preparation necessary for success in specific courses or programs of study. Admission to the College does not automatically qualify a student for all college-level courses and programs. Some programs also require special prerequisites and requirements.

Part 3. Admissions Requirements. Admission to the college is open to all students meeting the College's admission requirements.

1. Any individual who has graduated from an accredited high school or successfully completed a General Education Development (GED) examination is eligible for admission or
2. Current high school students who meet requirements for Postsecondary Enrollment Options (PSEO) program or
3. Applicants without a high school diploma, or GED who meet the "Ability to Benefit" standards.

Part 4. Exceptions.

A. **Students Suspended for Academic Reasons.** Students with an active suspension are required to submit an Academic Financial Aid Reinstatement Appeal Form after completing the admissions process. Admission will not be granted unless the appeal is approved.
B. **Students Suspended for Disciplinary Reasons.** Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission.
C. **Financial Holds.** South Central College may admit a student who has a financial hold at another college or university but shall not allow the student to enroll in courses until the financial hold has been removed.

Part 5. Visiting Students. Financial aid through South Central College and academic credentials are not awarded to visiting students.

A. **Students Not Admitted to a MnSCU institution.** Total enrolled credits may not exceed 22 credits in any semester.
B. **Students Admitted to a MnSCU institution.** Total number of enrolled credits at all MnSCU institutions shall not exceed 22 in any semester.

List related policies, procedures or plans here ***(if any)*****:** Senior Citizens; MnSCU Board Policy 3.4
SCC Post-Secondary Enrollment Options Policy (PSEO) #3000-35; SCC Satisfactory Academic Progress Policy #4000-03; SCC Credit Life Span Policy #3000-12; SCC Transfer Policy #3000-49; SCC Senior Citizen Policy #4000-03

Date & Subject of Revisions: April 22, 2016

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Admission Procedure #3000.01.1

Part 1. Purpose. This procedure provides clear, accessible information to students regarding admissions requirements to the college as well as the appropriate level of academic preparation necessary for success in specific programs of study.

Part 2. Application Form and Fee.

A. Application Fee: South Central College will charge a one-time, non-refundable application fee. An admission decision will not be communicated until the application fee has been paid or waived, and admission requirements have been met.
B. Application Form: All applicants must submit a MnSCU online application form or a South Central College paper application.
C. Application Deadlines:
    1. New applicants must meet posted international application deadlines.
    2. Transfer students from another U.S. institution must adhere to international transfer student deadlines.

Part 3. International Admission. A person enrolling at the college as an international student must submit the following to the Admissions Office:

A. Completed International Student Admission Application
B. Proof of academic achievement as documented by official high school or college transcripts (English or English translation)
C. Applicants must submit a notarized, current, original bank statement showing the required dollar amount in U.S. currency for adequate financial support to cover all educational and living expenses to fund one academic year (tuition and fees, books, housing, food, transportation, medical insurance, and other expenses).
    1. If using a financial sponsor, the financial sponsor must submit an Affidavit of Support (I-134) and a notarized, current, original bank statement in U.S. currency.
    2. The bank statement must be in English, certified by a bank official, and not less than two (2) months old at the time of application.
D. Proof of English proficiency based on one of the following tests:
    1. TOEFL – minimum score of 500 on the Paper-Based Test (PBT) or 61 on the internet-Based Test (iBT)
    2. Michigan Test – minimum score of 75
    3. ELS – Academic level 109 completed
E. Proof of visa status if currently residing in U.S, or copy of Form I-20 for F-1 visa holders
F. Purchase mandatory college-sponsored medical insurance plan

Part 4. Admission to a Program of Study. Specific programs may have standards for admission that exceed or are in addition to the requirements for admission to the institution.

Part 5. Visiting Student Provisions.

1. Visiting students shall satisfy course prerequisites.
2. Enrollment may be denied to a student with a hold due to conduct or Satisfactory Academic Progress, at any institution.
3. Students who have a financial hold on their records from another MnSCU college or university will be denied the ability to register for courses at South Central College. An exception may be considered if a 3rd party is paying for the course (e.g. employer, Workforce Center, etc.) in which case a hold may

temporarily be removed to allow for registration and then the hold will be re-applied to the students account.
4. A registration window for visiting students will provide them with a reasonable opportunity to register for courses.
5. South Central College may limit enrollment in historically high demand courses.

Part 6. Immunizations. Documentation of Immunization as per Minnesota State Statute (M.S.135A.14) must be received no later than 45 class days after the semester begins. Students are allowed to register for their initial term without complete immunization information on file. A registration hold will limit future registration to one course if the immunization form is not received.

Part 7. Appeals. Students denied admission or enrollment as a visiting student may appeal. Appeals of denial of admission or enrollment based on financial holds shall not be accepted.

Date of Final Approval / Policy Adoption: April 22, 2016

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Attendance Procedure #3000.02.1

Purpose: To provide students with consistent guidelines regarding attendance at South Central College.

Part 1: Student Attendance: Students are expected to attend all classes and are responsible for all instruction and coursework.
Subpart A: Failure to fulfill course obligations because of illness, accident or other unavoidable circumstances must be discussed with instructors.
Subpart B: Whenever possible, arrangements to make up work should be made in advance.
Subpart C: Students should understand that some faculty members consider participation when determining final grades.
Subpart D: Faculty members are not obligated to provide instruction, make alternate arrangements nor accept late coursework from students who miss class for any reason.
Subpart E: Faculty expectations of student attendance which are laid out in the course syllabus are the responsibility of the student to read, understand, and follow.

Part 2: Last Day of Attendance
Subpart A: Federal regulations require faculty to report attendance information for students who have stopped attending class or those who never attended. A student who is reported to have stopped attending will be assigned a grade of FW for that class, and a student who is reported to have never attended will be assigned a grade of FN. Financial aid may be reduced or cancelled based on student attendance information. Prior to the course withdrawal deadline, students may visit the Records Office to change an FN, FW grade to a W (withdrawal). The last date of attendance that was reported by faculty will remain unchanged, so the impact on the student's financial aid award for that semester will remain unchanged, as well.

Part 4: Accommodation of Religious Observation
South Central College strongly supports the diversity of the beliefs and religions represented by our student body. The College will provide reasonable flexibility when religious observances occasionally conflict with academic obligations such as class attendance, activities, assignments, examinations and other course requirements.

Students must inform instructors of such conflicts in advance and in a timely manner. Students remain responsible for all class work and other academic obligations missed as a result of their absence.

Part 5: Cancellation of Classes
Class meetings may be cancelled because of weather or other unforeseen circumstances or because of an instructor's illness, emergency or professional development activities.
When faculty absences are known in advance, instructors will notify students during class periods, through email, D2L, and may give alternate assignments.
For unplanned absences, a note will be posted outside the classroom informing students that the class will not be held, and posted on college monitors.

Related policies, procedures or plans:

- Policy: 3000.02 STU Attendance

Date of Final Approval / Policy Adoption: April 21, 2017

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Attendance Policy #3000.02

Purpose: To provide students with consistent guidelines regarding attendance at South Central College.

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

Attendance in a classroom is allowed only:

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

Date of Final Approval / Policy Adoption: January 24, 2014

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Audit Policy #3000.07

Purpose: To provide the framework for which an individual can seek course instruction without academic obligation while compensating the College for human and organizational resources provided.

Applicability: 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. 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.

Date & Subject of Revisions: October 14, 2016

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Campus Closing

It is the policy of the College to be open for educational purposes. If it is determined by the college administration or the governor that emergency conditions have developed which change normal operating times, an announcement will be made via radio and television broadcasts. Whenever possible, this will be aired before 6:00 a.m. over the following stations: KTOE (AM 1230), KEEZ (FM 99.1), KXLP (FM 93), KNUJ (AM860), KDOG (FM 96.7), KSTP-TV (Channel 5), KEYC-TV (Channel 12), KDHL (AM 920), KQCL (FM 95.9) and WCCO-Minneapolis (AM 830). This also will be announced via the STAR Alert System. All school closings are campus specific. Please note that announcements closing all area or district schools refers to public schools K-12 only. This does not include South Central College.

AASC 11/18/11

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Campus Crime Awareness and Security Policy & Protection

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

SCC monitors criminal activity and maintains a three-year statistical history on both the Faribault and North Mankato campuses. All criminal activity will be recorded in a separate category.

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

SCC encourages accurate and prompt reporting of all crimes to the appropriate Law Enforcement Agency as well as the SCC Security Director. When requested, the SCC Security Director will assist in reporting an occurrence to the appropriate law enforcement agency.

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

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

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

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

Criminal Reports: On the Faribault campus, all criminal actions occurring on campus shall be directed to the SCC Security Director; on the North Mankato campus, all criminal actions occurring on campus shall be directed to the SCC Security Director. The report may be presented orally or in written form.

Procedures and Assistance: Authorized college personnel will assist in reporting the occurrence to appropriate police authorities immediately, or in a timely manner, following receipt of the information. In the event that no college staff members are available, the individual reporting the occurrence is encouraged to contact local law enforcement agency directly by dialing 911 for emergencies. Authorized personnel can also assist with contacting sexual assault services and safe centers if requested using the following numbers:

Faribault

Emergency - Police, Fire, Medical 911

Non-Emergency (City Police) 334-4305

Hope Center 1-800-607-2330 or 332-0882

North Mankato

Emergency - Police, Fire, Medical 911

Non-Emergency (City Police)

Business Hours 625-4141

Non-Business Hours 931-1570

CADA House Crisis/Shelter 1-800-477-0466 or 625-7233

Sexual Assault Services 1-800-630-1425

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

The complete report of Campus Crime is available online at www.southcentral.edu; click on student portal; click on resources.

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Class Cancellation Policy #4000.04

Applicability:

On occasion, it may be necessary for an instructor to cancel a class. Faculty will email the appropriate Dean and notify their students. These cancellations will be posted on classroom/lab doors, monitor, D2L and the SCC website as quickly as possible.

Date & Subject of Revisions: December 8, 2017

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College Fees

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

Parking Fee: The parking fee will be assessed on a per credit basis. with a limit not to exceed the fulltime employee rate. Parking fees are dedicated to the maintenance, improvement and monitoring of SCC parking lots. By statute, neither tuition nor state appropriation dollars may be used for these purposes. This fee is assessed per credit on all credit valued classes.

MSCSA Fee: The Minnesota State Colleges Student Association fee is currently $0.31 per credit.

Student Health Fee: the Student Health Advisory Committee is composed of a majority student representatives from both campuses with faculty and staff support. It investigates and recommends to the President the most effective uses of the student health fee to meet student needs for mental and emotional support counseling. This fee is assessed per credit on all credit valued classes.

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

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Complaint / Grievance Policy #3000.04

Resources

Concerns & Complaint Information
Quick Reference List for Student Concerns
Complaint Form
Complaint/Grievance Procedure

Purpose: In accordance with Minnesota State Colleges and Universities Board Policy 3.8, a student has the right to seek remedy for a dispute or disagreement through a complaint or grievance procedure.

Applicability: This policy address a student's right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. South Central College (SCC) encourages students to use available informal means to have decisions reconsidered before filing a complaint or grievance.

1. The Student Complaints and Grievance Procedure does not supersede existing college or system policies or procedures that include an appeal or grievance process, such as a grade appeal or a discrimination or harassment complaint.
2. Upon completion of the Student Complaint process, and if the complaint is not resolved, students have the ability to submit a formal grievance with South Central College.
3. No retaliation of any kind will be taken against a student for participation in a complaint or grievance. Complaints and grievance procedures are protected under data privacy rights.
4. Out of State Student Complaint Process: South Central College has a formal Student Complaint Policy and Procedure. If your issue can't be resolved using this policy and procedure at South Central College you may contact the Minnesota Office of Higher Education. If you reside in another state here is a list of state contacts.

Definitions:

1. **Complaint -** A verbal or written claim concerning a college issue alleging improper, unfair, or arbitrary treatment.
2. **Grievance -** A written claim raised by a student alleging improver, unfair, or arbitrary action by an employee involving the application of a college or board policy or procedure.
3. **Retaliation -** Retribution taken against a student for participating or not participating in a complaint or grievance. Retaliation of any kind is prohibited.
4. **Student -** An individual or group of individuals enrolled at South Central College.

List related policies, procedures or plans here:

- SCC Complaint/Grievance Procedures
- Minnesota State Colleges and Universities Board Policy:
  - 3.8 Student Complaints and Grievances Policy
  - 3.8.1 Student Complaints and Grievances Procedure

Date & Subject of Revisions: December 14, 2018

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Complaint / Grievance Procedure 3000.04.1

Resources

Concerns & Complaint Information
Quick Reference List for Student Concerns
Complaint Form
Complaint/Grievance Policy

Part 1. Informal Complaint process.

A student is encouraged to discuss or submit a complaint directly with the college employee (s) whose actions give rise to the complaint and/or with the supervisor to whom the employee(s) report(s) in order to clarify and/or resolve the complaint.

Part 2. Formal complaint process.
If no resolution can be reached in the informal complaint process between the student and staff member, the student may complete the *SCC Student Complaint form*. If a student is unable to complete this form, they are encouraged to seek assistance from Student Affairs.
If a complaint is submitted, it will be designated to a reviewer within two business days.

- Academic complaints (grades, program requirements, faculty concerns, etc.) will be routed to the appropriate academic dean.
- Business operations complaints (tuition, parking, building and grounds) will be routed to the Vice President of Finance and Operations.
- Student Affairs department complaints (Admissions, Financial Aid, Registration, Advising, Academic Support, etc.) will be routed to the Dean of Student Affairs.
- Student Code of Conduct and Academic Dishonesty complaints will be addressed in accordance with Student Code of Conduct and Academic Dishonesty policies (see related policies).
- Other complaints will be routed to the appropriate supervisor.

After designation, the student will receive a response from the reviewer within five business days.

If the complaint cannot be resolved with the reviewer, the student may proceed to the written grievance procedure.

Grievance Procedure
Students who believe they have not received fair treatment or a suitable outcome may file a written grievance with the Vice President for Student and Academic Affairs.

Upon verification that the requirements of the formal complaint procedure has been followed, the Vice President will refer the grievance to the SCC grievance committee.

- Membership of the Grievance Committee consists of:
- Vice President of Academic Affairs
- Representatives include: faculty members selected from a list of volunteers on file with the Vice President and will not be from the program in which the student is enrolled
- Staff representing the appropriate college departments
- Affirmative Action Officer or designee.
- The grievance will be reviewed at a grievance hearing within ten (10) days (days when classes are in session) of receiving the grievance.
- The complainant and respondent will be allowed to appear and have third party representation at the grievance hearing. Third party participants will only play an advisory role.
- The Grievance Committee will review all relevant facts presented by the parties listed and will issue a written majority decision on its findings to the complainant, respondent, and President of the College.

Appeal Procedure
SCC will follow Minnesota State Board System Procedure: 3.8.1 Student Complaints and Grievances, Subpart C - Appeals
Related Policies and Procedures:
Minnesota State Board 3.8 Student Complaints and Grievances Policy
Minnesota State Board 3.8.1 Student Complaints and Grievances Procedure
SCC Complaint/Grievance Policy
SCC Student Code of Conduct

Date & Subject of Revisions: December 14, 2018

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Course Drops and Withdrawals Policy #3000.05

Purpose: To comply with Minnesota State College and University Board policy for the refund of tuition and fees and for the period in which a student may drop or withdraw from a class.

Applicability:
Students can drop from a course until the 5th day of a standard term. Withdrawal from a course will be allowed after the 5th day of the standard term and until the 60th day of the term or until 80 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.

Part 1: Definitions
Subpart A. **Course drop.** A course drop is the removal of a class from a student's record to show no record of enrollment. Course drop deadlines are established each term in accordance with Minnesota State College and University Board policy.

Subpart B. **Course withdrawal.** A course withdrawal is the official way for a student to remove them self from a class they do not intend to complete. The course withdrawal period follows the course drop period. Course withdrawal deadlines are established each term in accordance with Minnesota State College and University Board policy.

Withdrawn courses remain on a student's record with a grade of W.

Subpart C. **College-initiated course drop or withdrawal.** College administration may initiate a course drop or withdrawal according to policies established by the College and Minnesota State Colleges and Universities Board of Trustees.

Part 2: Financial Implications of a Course Drop or Withdrawal
Subpart A. A student who drops a course or withdraws from all courses may be entitled to a refund or partial refund of tuition and fees.

Subpart B. A student who drops or withdraws from a course after the semester disbursement of financial aid may be subject to the cancellation of a portion or all of the financial aid the student received.

The student may be obligated to return financial aid overages disbursed to them and may be required to pay the tuition and fee charges that were previously covered by the student's aid award.

Part 3: Academic Implications of a Course Drop or Withdrawal
Subpart A. A student who drops or withdraws from a class, or who has been administratively dropped or withdrawn from a class, is no longer eligible to participate in that class.

Subpart B. A dropped course is no longer considered enrolled credits, effective first day of the term. A withdrawn class is no longer considered enrolled credits, effective from the date of withdrawal.

Subpart C. Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress.

List related policies, procedures or plans here:

- 4000.13 ACA Satisfactory Academic Policy
- Minnesota State Colleges and Universities Board Policy:
- 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
- 5.11 Tuition and Fees
- 3. 34.1 Official Academic Semester Start Dates

Date & Subject of Revisions: November 18, 2016

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Course Drops and Withdrawals Procedure #3000.05.1

Purpose: To comply with Minnesota State Colleges and University Board policy for the refund of tuition and fees and for the period in which a student may drop or withdraw from a class.

Part 1: Course Drops or Withdrawals
Subpart A: During the first five days of the fall and spring semesters and the first five days of the first summer session, students may drop a class (remove it from their academic record). For late-starting classes, weekend classes and other classes that do not meet the full length of the term (including classes that begin after the fifth day of the first summer session), students can drop through the end of the business day following the first class meeting (or online course begin date).

Subpart B: The course withdrawal period immediately follows the course drop period. Course withdrawal allowed until the 60th day of the term or until 80 percent of the course has been held. The College's student information system automatically calculates the withdrawal deadline. Withdrawal deadlines are published in eServices, and published course schedule. Withdrawn courses remain on a student's record with a grade of W.

Subpart C: College administration may initiate a course drop or withdrawal as a result of the student's failure to pay tuition, failure to attend classes, failure to meet course prerequisites, failure to meet the standards of satisfactory academic progress, violations of the code of conduct and other situations.

Part 2: Financial Implications
Subpart A. Students who drops a course or withdraws from all courses may be entitled to a refund or partial refund of tuition and fees.

Subpart B. Students who drops or withdraws from a course after the semester disbursement of financial aid may be subject to the cancellation of a portion or all of the financial aid the student received. A student may be

obligated to return financial aid overages disbursed and may be required to pay the tuition and fee charges previously covered by the aid award.

Subpart C: A student who has been administratively removed from a class may not be eligible for a refund of tuition or fees.

Subpart D: Financial aid recipients who completely withdraw from or stop attending a term prior to the 60% point of that term are subject to the Federal Return of Title IV fund rules for any federal aid not earned. Students are also subject to the Minnesota Office of Higher Education refund calculation for Minnesota State grant, scholarship or loan aid. If the student received financial aid, a portion of the refund will be returned to the grant or loan program from which it was received and the student may owe the college for a portion of the tuition and fees.

The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a return of Title IV aid if the student received federal financial aid and withdrew or stopped attending all classes on or before completing 60% of the semester. The percentage of Title IV aid to be returned (that which is unearned) is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. Scheduled breaks of more than 4 consecutive days are excluded. After 60% of the semester, the student has earned all financial aid and is not subject to the return of funds.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is allocated among the Title IV programs, before the student's share, in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, and Federal SEOG. Any remaining unearned aid is the responsibility of the student, must be collected from the student, and then must be allocated among the Title IV programs in the order indicated above.

Official Withdrawal: The date the student officially withdraws from all courses is used to determine the portion of the Federal Title IV aid earned to be used to pay institutional charges.

Unofficial Withdrawal: Students who stop attending and receive failing grades in all courses are assumed to be an unofficial withdrawal. The date of withdrawal for the Return of Title IV calculation is determined by the last date of attendance as recorded by faculty at the time of grade submission.

Post Withdrawal Disbursement: A student may withdraw from all courses before disbursement. Title IV grant funds will be applied to any unpaid tuition and fees balance for the term, once determined that the student began attendance in all courses and qualified for earned aid. The student is notified of their eligibility and right to return funds within 45 days of notification. If Title IV loan funds are part of a post-withdrawal disbursement, the student (or parent, in the case of a Direct PLUS loan) will be contacted in writing to approve or decline any post-withdrawal disbursement amount. Accepted loan funds will be disbursed within 180 days of the date the school determined the student withdrew. If the post-withdrawal disbursement creates excess financial aid on the student's account, the funds will be disbursed to the student in the manner selected within 4 days of the funds being applied to the account.

The college will calculate its share of unearned Title IV funds and notify the student no later than 30 days after it determines that the student withdrew (official or unofficial) and will return the funds within 45 days. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. The college allows the student to repay unearned aid attributable to a grant under a payment arrangement satisfactory to the college. The student need not repay any grant calculation that is $50 or less.

Part 3: Academic Implications

Subpart A. A dropped course is no longer considered enrolled credits, effective from day one of the term. A withdrawn class is no longer considered enrolled credits, effective from the date of withdrawal.

Subpart B. Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress.

Subpart C: After 80% of term, withdrawals will not be allowed and student will be graded according to their performance in the course.

List related policies, procedures or plans:

- 4000.03 Satisfactory Academic Policy ACA
- Minnesota State College and Universities Board Policy:
  - 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
  - 5.11 Tuition and Fees
  - 3.34.1 Official Academic Semester Start Dates

Date & Subject of Revisions: November 18, 2016

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Credit for Prior Learning (CPL) Policy #4000.07

Purpose: To create guidelines, standards, and procedures that enable students to enrich or accelerate their programs of study by eliminating duplication of learners' educational efforts through the awarding of credit for prior learning.

Applicability: All Students

Part 1. Authority
This policy is issued pursuant to the Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure). The South Central College Academic Affairs and Standards Council (AASC) will provide direction regarding Credit for Prior Learning.

Part 2. Definition
CPL evaluation opportunities are available to learners who demonstrate knowledge, skills and abilities. These may be acquired through work, professional training, military training, and other learning domains which are assessed by academically sound and rigorous processes. Credentialed faculty in each discipline will establish the course criteria and assess fulfillment to determine credit awarded.

Part 3. Guiding Principles

- CPL credits will be applicable to a course or academic award offered at South Central College.
- Assessment of prior learning, including the course criteria, is the responsibility of credentialed faculty in the academic discipline of the course(s) or academic award.
- Students initiate the CPL process by documenting how their learning achieves course competencies.
- While CPL is typically pursued prior to enrolling in a course, upon non-successful completion of a course, CPL may be pursued. If CPL credit is approved after non-successful course completion, it will be recorded on the transcript as a repeated course per SCC Repeating a Course policy.
- CPL credits should be awarded only for college-level learning that balances theory and practical application.
- Current best practices will be used in assessing prior learning.
- CPL assessment will be officially documented to ensure academic integrity, consistency and transparency.

- Information, criteria and processes for CPL will be available and easily accessible.
- Students and faculty will evaluate the CPL process in support of continuous improvement; results will be publicly available.
- CPL assessment may be limited by availability of credentialed faculty, space, lab, and materials.

Part 4. Standards and Criteria

Subpart A. Standards
Participating faculty, program leaders and division chairs will use the following standards for assessing CPL credits:

- CPL credit will be awarded only for learning and not for experience.
- CPL credit will be awarded only for college−level learning.
- CPL credit will be awarded only for learning that matches the competencies of a current course in a student's declared program of study.
- CPL credit recommendations must be made by credentialed faculty in the academic discipline of the course(s) or academic award and approved by academic deans.
- CPL credit will be awarded only for non-credit learning which has occurred outside of college coursework.
- All material submitted for review of CPL will be considered the property of the College.

Subpart B. Criteria

- **Admittance/Enrollment:**
- A student must be fully admitted to South Central College before any Credit for Prior learning can be awarded.
- CPL credits will not count toward the enrollment of a specific term, nor will credit be counted in determining part−time or full−time student enrollment status.
- **Type of credits:**
- CPL may be applied toward courses in certificate, diploma and degree programs only for the purpose of satisfying graduation requirements.
- **Number of credits:**
- The maximum number of CPL credits awarded will be determined on a programmatic basis not to exceed two-thirds of the program award requirements.
- **Grading/Grade Point Average:**
- Letter grades will be assigned by SCC credentialed faculty for each CPL credit course per SCC Grading and Grade Change Policy consistent with the current grading method of the course.
- Credit granted for Standardized Examinations will be recorded as a passing grade (P).
- CPL credits are not included in calculating a student's GPA.
- **Cost/Tuition Structure:**
- Fees charged for CPL should be based on the services performed in the process and not determined by the amount of credit awarded.
- Fees allocated to the maintenance of the CPL program may include costs of administration, marketing, transcription services and compensation for the assessment of the credit.
- A fee shall not be charged for analysis and awarding of credit for training delivered by the United States military as found in MnSCU Board Policy 5.11 and Procedure 5.11.1 Tuition and Fees.
- **Financial Assistance:**
- Assessments completed by institution faculty and recorded as resident credits may qualify for financial aid, according to laws governing federal financial aid.

- **Residency:**
- CPL credits awarded through internal assessment will count for institutional residency and toward graduation residency requirements as found in MnSCU Board Policy 3.36 and Procedure 3.36.1 Academic Programs.
- **Challenges:**

- If the evaluation for competency demonstration is unsuccessful, the student may challenge the decision as soon as the next semester. Students are limited to two attempts at CPL per course.
- **Other:**
- The CPL process may be initiated at any time.

Part 5. Procedures and Practices
Procedures and practices pursuant to this policy shall be developed, maintained and publicized and be consistent with this policy and MnSCU Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).

Part 6. Transferability
SCC will accept the transfer of CPL credits earned at another regionally accredited institution so long as those credits apply to a requirement of the student's academic award.

Part 7. Acceptance of Prior Learning Transfer Credits
South Central College will allow the transfer of credits earned through Prior Learning Assessment at another Minnesota State College and University (MnSCU) institution so long as those credits correlate to a specific course that is required for the student's program major, and given that the course in question is equivalent to a required South Central College course.

Part 8. Compliance with Legislation
South Central College shall grant credit for prior learning for a veteran's military training or service in compliance with Subd.2 of Minnesota Statute 197.775 Higher Education Fairness.

Part 9. Data Collection and Reporting
SCC will collect, track, evaluate and report the awarding of CPL.

Part 10. Information Dissemination
SCC will provide accessible and timely information to prospective and admitted students regarding opportunities for credit for prior learning.

Part 11. Faculty and Staff Development
Personnel involved in CPL will receive preparation for engagement with the institution's CPL Program Policies and Procedures. Professional development will include benefits, opportunities, assessment tools, and associated processes of SCC credit for prior learning.
Part 12. Policy Review
This policy will be reviewed and modified as appropriate through the Academic Affairs and Standards Council process.

List related policies, procedures or plans here *(if any)***:**

- Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).
- MnSCU Board Policy 5.11 and Procedure 5.11.1 Tuition and Fees.
- College and University Transcripts (3.29 and 3.29.1)
- MnSCU Board Policy 3.36 and Procedure 3.36.1 Academic Programs. Resident credit
- Transfer of Credit (3.37 and 3.37.1 and MN Transfer Curriculum 3.21 and 3.21.1)
- College-Level Examination Program 3.33
- SCC Grading Policy
- SCC Credit by Examination/Test Out
- SCC Advanced Standing
- SCC Advanced placement
- SCC Recording of Credit granted

Date & Subject of Revisions: 5/11/16

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Credit for Prior Learning (CPL) Procedure #4000.07.1

Purpose: These procedures define the requirements for implementation of Policy #3000.50 to enable students to enrich or accelerate their programs of study by eliminating duplication of learners' educational efforts through the awarding of credit for prior learning.

Applicability: All Students

Part 1. Authority
This procedure is issued pursuant to the Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).

Part 2. Methods of Assessing Credit for Prior Learning and Definitions
The assessment of CPL includes the use of a broad range of tools for demonstration of competence that includes, but is not limited to: nationally recognized and locally developed examinations; individual assessments; portfolio review; non-college education and training and industry recognized credentials.

1. **Standardized Exams**
    i. **Advanced Placement (AP)** is a program that offers college level courses at high schools followed by an examination.
    ii. **College Level Examination Program (CLEP)** is a series of examinations that test an individual's college level knowledge.
    iii. **DANTES Subject Standardized Test (DSST)** is a series of 37 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate course examinations in liberal arts and sciences subject areas.
    iv. **Excelsior College Examinations (UExcel)** is a credit by examination program offered in a computer-based format at thousands of test centers globally. These exams include the Excelsior College Examination or UExcel exams and their predecessors, the Regents College Examination and the ACT Proficiency Exam Program.
    v. **International Baccalaureate (IB)** is an educational program and examination administered in English, French, or Spanish.
    vi. **New York University Foreign Language Proficiency (NYUFLP)** tests three skills - listening, reading, and writing in over 50 languages.
    vii. **National Occupational Competency Testing Institute (NOCTI)** delivers assessments or standardized tests for students studying career and technical programs.
    viii. **Thomas Edison College Examination Program (TECEP®)** exams are similar to final exams for college courses. College credit is awarded based on scores earned on the Thomas Edison State College Examination Program.
2. **Challenge Exams/Credit by Examination (Test Out)**
    i. A challenge exam is an opportunity for a student to demonstrate college-level learning through course-specific institutional examination designed by college faculty who teach the course.
3. **Individual Assessments**
    i. **Portfolio Assessment** is a method of prior learning assessment that includes, but is not limited to: documentation review; candidate interview; performance assessment; product review; written narrative; a combination of these methods; or other means.

ii. **Skill Simulation or Demonstration** is an assessment of a student's performance or demonstration of a specific skill or competency.
iii. **Interview-based Assessment** is an evaluation of responses given during a structured interview on the subject matter.

4. **Evaluation of Non-College Education and Training**
   i. **ACE Military – Training, Occupations and Other Military Credit** utilizes the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Forces which recommends college credit for formal courses offered by all branches of the military and for military occupations. These recommendations appear on the service member's Joint Services Transcript (JST) for the Army/National Guard, Navy/Coast Guard, Marine Corps, and Air Force. Other Military Credit refers to SCC's evaluation of military training or experience which has not been recommended by the American Council on Education.
   ii. **ACE CREDIT – Education, Workplace and Training** utilizes the American Council on Education's Guide to College Credit for Workforce Training which recommends college credit for non-accredited general education, corporate, workplace and (non-military) training.
   iii. **NCCRS Workplace and Volunteer Training** utilizes the recommendations of the National College Credit Recommendation Service.
   iv. **Technical or Professional Certification/Credential** is a review of technical or professional certification or industry recognized credential.
   v. **Technical or Professional Apprenticeship** is a review of apprenticeship programs. Credit is considered for a combination of comprehensive on-the-job training and related instruction of theoretical and practical aspects of highly skilled occupations.
   vi. **Technical or Professional Licensure** is a review of technical or professional licensure programs.
   vii. **Digital badges** are an online validation of proof of skills, achievement, outcome, competency or completion of a course that a student has earned.
5. **Other**
   i. **Minnesota Articulated College Credit (Tech Prep)** is an opportunity for students to explore careers and earn college credit before graduating from high school.
   ii. **Assessment of previous education** includes, but is not limited to, non-equivalent and/or non-transferrable education, hour-based, expired credits, and discontinued programs.
   iii. **Evidence of prior learning that does not fit within the other categories** but aligns with a SCC program.

Part 3. General Credit for Prior Learning Procedures

Admitted students who feel they have mastered the content of a college course may apply for Credit for Prior Learning (CPL). This process may be initiated at any time.

1. Students review the CPL information found on the www.southcentral.edu/cpl website to gain an overview of the process and to self-assess eligibility for CPL. CPL credit will be awarded for learning that matches the competencies of a current course in a student's declared program of study.
2. Students submit the following to the CPL Coordinator, at CPL@southcentral.edu:
   A. CPL Assessment Request form
   B. Current resume and/or brief summary that explains learning experiences (see Career and Counseling Center for resume assistance)
3. Student and the CPL Coordinator discuss what potential options for CPL are available to the student and the feasibility of documenting skills and knowledge, based on course competencies and learning objectives.
4. When credit can be attained through methods other than CPL, the student will be referred directly to the Transfer Coordinator.
5. The Academic Dean will identify the credentialed faculty to conduct the assessment.
6. The faculty will confer with the student to determine appropriate assessment method(s), CPL method expectations, and timeframe. If agreed upon, the student and faculty sign the CPL Assessment Confirmation form.

7. The faculty submits the CPL Assessment Confirmation form to the Academic Dean for approval, and then it's routed to the CPL Coordinator. The CPL Coordinator documents approval and forwards to the business office to charge the student account.
8. The student is charged a non-refundable fee based on the CPL assessment method.
9. Once the fee has been paid, the student submits paid student account information and appropriate assessment materials to the CPL Coordinator, who verifies payment to faculty and routes materials to the faculty reviewer, if applicable. Students are encouraged to make a complete copy of assessment materials for their own use before submittal. Submitted assessment materials become the property of South Central College.
10. Faculty conducts the assessment of the student's submission and may request further information from the student.
11. Faculty determine whether a student's prior learning demonstrated the equivalency of the course based on meeting 75% of the learning outcomes. Faculty will specifically state what outcomes are met and what outcomes are not met to clearly illustrate whether or not the stated goal of 75% equivalency has or has not been met. If the student met a portion of learning outcomes, the faculty may consider other CPL options or credit awards (for example: partial credit award and/or an independent study).
12. Faculty will complete the CPL Evaluator Response form for each course where credit was requested signifying approval and a corresponding letter grade or denial of the credit request with a sufficient explanation. The CPL Evaluator Response form will be forwarded to the CPL Coordinator.
13. The CPL Coordinator will review the CPL Evaluator Response form, document completion by faculty, verify payment for the CPL assessment, and make appropriate entries to the student transcript. The CPL Coordinator will notify the Registrar, Faculty, and the Dean's Administrative Assistant of process completion.
14. Credits shall be transcribed according to Minnesota State System Policy.
15. The CPL Coordinator will notify the student in writing of the final outcome of their CPL Assessment Request.
16. If the evaluation outcome is a denial of credit, the student may attempt a second time, upon approval of the faculty. Students are limited to two attempts at CPL per course.
17. If a student disagrees with the CPL evaluation outcome, an appeal process is available from the CPL Coordinator. The student must submit an appeal within six months of notification of the CPL assessment decision.

Part 4. Standardized Exams General Procedure and Specific Exam Procedures

Subpart A. Standardized Exams General Procedure

Credit for prior learning can be earned through standardized exams administered by nationally recognized testing organizations.

1. Admitted students must have an official score report sent directly to South Central College, Attn: CPL Coordinator; 1920 Lee Boulevard, North Mankato, MN 56003.
2. When a standardized examination outcome covers substantially similar material to course competencies, SCC will award equivalent course credit.
3. When a standardized examination outcome is deemed to be college-level, but is not substantially similar to an existing course, elective course credits may be granted in a program area and/or in a Minnesota Transfer Curriculum (MnTC) goal area(s).
4. There is no limit to the total number of credits a student may earn through standardized or national exams so long as the total earned credits apply to their academic program and do not exceed the academic program credit limit.
5. Credits earned through standardized exams are not resident credits and may not be used to satisfy resident credit requirements for graduation nor do the credits count toward financial aid calculations.
6. The list of available standardized and national exams and the number of credits granted at SCC is available on the SCC website at www.southcentral.edu/cpl.

Subpart B. Specific Exam Procedures

1. **Advanced Placement Exam (AP)**
   Advanced Placement is a program of the College Entrance Examination Board through which secondary student's 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:
   - A score of 3 shall be the minimum for credit awards
   - AP testing information can be found at www.collegeboard.org/AP
2. **College Level Examination Program (CLEP)**
   Credits may be awarded through the successful completion of CLEP 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.

   SCC will award credit for the completion of CLEP with a score of 50 or higher with the exception of Level 2 foreign language examinations for which a minimum score of 63 for German language, 62 for French language, and 66 for Spanish language is required.
   i. To register for a CLEP exam and select a test center near you, visit www.CLEP.Collegeboard.org
   ii. The number of credits granted at SCC is available on the SCC website at www.southcentral.edu/cp
3. **DANTES Subject Standardized Test (DSST)**
   DSST exams are available to anyone who is seeking college credit outside the traditional classroom, including college students, adult learners, high school students, and military personnel. Credit may be awarded in subject areas such as social sciences, math, applied technology, business, physical sciences, and humanities.
   i. Students who desire to complete DSST Exams should visit: www.getcollegecredit.com
4. **Excelsior College Examinations (UExcel)**
   UExcel Excelsior College Examination Program is a credit by examination program offered in a computer-based format. Credit may be awarded in subject areas such as business, education, humanities, natural sciences & mathematics, nursing, social sciences/history, technology, and business ethics.
   i. Students who desire to complete UExcel Exams should visit: www.excelsior.edu/exams
5. **International Baccalaureate (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 an official IB diploma or a certificate recognizing specific higher level or subsidiary level test scores for consideration.

   SCC will grant credit for IB examinations according to the following:

   1. IB diploma.
      i. Students who attain an IB diploma will be granted six (6) lower division course credits for scores of 4 or higher on each higher level IB examinations and two (2) lower division course credits for scores of 4 or higher on each standard level IB examination.
   2. Individual IB examinations.
      i. Higher level examinations. A student will receive three (3) or more course credits for scores of 4 or higher on individual higher level IB examinations.
      ii. Standard level examinations. A student shall receive two (2) or more credits for scores of 4 or higher on individual standard level IB examinations.
   3. IB testing information can be found at www.ibo.org
6. **New York University Foreign Language Proficiency (NYUFLP)**
   The NYU School of Professional Studies offers more than 50 different language-testing examinations to evaluate knowledge of a foreign language.

    i. Students who desire to complete NYUFLP Exams should visit: http://www.scps.nyu.edu/academics/departments/foreign-languages/testing.html
7. **National Occupational Competency Testing Institute (NOCTI)**
   SCC may grant credit to students who have met or exceeded national average scores on the NOCTI assessments for specific skill sets in specific program areas.
    i. Students are responsible to provide documentation to support their request
8. **Thomas Edison College Examination Program (TECEP)**
   TECEP® exams are similar to final exams for college courses and are available to adults who have acquired college-level knowledge outside the classroom. Credit may be awarded in subject areas such as English composition, humanities, social sciences, natural sciences/mathematics, business and management, computer science technology, and applied science and technology.
    i. Students who desire to complete TECEP Exams should visit TECEP at: www.tesu.edu/degree-completion/Testing.cfm

Part 5. Challenge Exams/Credit by Examination (Test Out)
A Challenge Exam is developed by SCC credentialed faculty in the academic discipline that offers the course. Credit is granted for demonstrated proficiency of course-specific requirements by the student through successful completion of the examination.

1. Students may not enroll in the course for which they plan to attempt a Challenge Examination
2. A Challenge Examination may not be attempted for a course in which the student is currently enrolled, has previously taken (earned a grade, failed or withdrawn), or has transferred from another institution
3. Students are limited to two challenge examination attempts per course. After two unsuccessful examination attempts, students should enroll in the course
4. Credits earned through Challenge Examination count toward institutional residency requirements

Part 6. Individual Assessments

1. **Portfolio Assessment**
   A CPL Portfolio is a collection of information gathered by the student and presented in a systematic format that validates the prior learning.

   The assessment of prior learning will be based on the documentation presented. After meeting with the assigned faculty evaluator and agreeing to the portfolio assessment method, expectations, and timeline, the student will submit portfolio materials and any additional documentation requested by the assigned faculty evaluator. Please refer to the portfolio template for assistance with portfolio structure, documentation and writing. If the portfolio is returned for minor revisions, a date of return will be listed on the Evaluator Response Form. Before submitting your portfolio, it is recommended that you make a copy for your own records.

Minimum requirements for the content of a portfolio:

- Cover page
- Table of contents
- Executive summary
- Chronological autobiography
- Current resume
- Course competencies matrix
- Learning narrative
- Documentation
- Appendices
- Evaluator response form(s)

i. **Cover page:** Include your name, SCC student I.D. number, address, phone number, and e-mail address.

ii. **Table of contents:** Include an itemized list of documents and corresponding page numbers.
iii. **Executive summary**: A summary to justify your request and reference your documentation. The summary succinctly links your experiences and learning to the course outcomes.
iv. **Chronological autobiography:** Prepare an essay that summarizes the significant prior learning in your life, and defines your educational and career goals.
v. **Current resume:** Include education, work and volunteer experiences. Detail significant activities, exact dates, accomplishments in the workplace, and other non-work related learning.
vi. **Course competencies matrix:** Organize, categorize and tie your prior learning experiences directly to the course and the specific course competencies for which credit is being requested. For each course competency identify the documentation you provided and briefly summarize how your prior learning demonstrates achievement of each competency.
vii. **Learning narrative:** Develop an essay to summarize your prior learning based on the course description and competencies. This narrative is a detailed explanation of how your knowledge applies to the course competencies.
viii. **Documentation:** Provide verification (evidence) for each learning experience and competency specific to the course.
ix. **Appendices:** Documentation of additional materials such as references used in citation.
x. **Assessment form(s):** Include one form for each course. The portfolio is reviewed by a faculty evaluator who determines whether there is sufficient explanation and documentation to assess learning and award credit.

1. **Skill Simulation or Demonstration**
   A skills demonstration is used to assess a wide range of practical based learning outcomes including applied skills and knowledge, such as laboratory skills, interpersonal skills or oral language skills. Sufficient evidence must be made available from the skills demonstration for verification and authentication of learning.

   After meeting with the assigned faculty evaluator and agreeing to the skills demonstration assessment method and expectations, the student and faculty agree to the skill demonstration schedule and parameters for assessment:
   i. Student receives clear instructions and guidelines on how the assessment will proceed and what will be assessed.
   ii. Necessary equipment and/or materials are made available to the student.
   iii. Student is observed performing tasks required within a specified timeframe.
2. **Interview-based Assessment**
   An interview-based assessment is used to evaluate a wide range of learning outcomes such as interpersonal skills or oral language skills. Sufficient evidence must be made available in the interview for verification and authentication of learning.

   After meeting with the assigned faculty evaluator and agreeing to the interview-based assessment method and expectations, the student and faculty agree to the interview schedule and parameters for assessment:
   i. Student receives clear instructions and guidelines on how the assessment will proceed and what will be assessed.
   ii. Necessary materials are made available to the student.
   iii. Student responds to interview questions in order to demonstrate learning related to course competencies.

Part 7. Evaluation of Non-College Education and Training

1. **ACE Military – Training, Occupations and Other Military Credit**
   SCC awards applicable credit for validated military service training, experience, or coursework that is recognized by the American Council on Education (ACE) in accordance with Minnesota Statutes §197.775, Subdivision 2, Recognition of Courses. Boot camp, basic training, officer training school, and other courses offered by the military may be eligible for college credit.

The ACE Guide to the Evaluation of Educational Experience in the Armed Services will be used as the evaluation tool. For further information see *A Transfer Guide: Understanding Your Military Transcript and ACE Credit Recommendations* at www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx

To see how your military training may apply to a specific SCC program, visit the Veterans Education Transfer System (VETS) site at www.minnstate.edu/college-search/public/military

In order to seek credit for military training, complete the following:

i. Obtain your military transcript:
   a. Air Force (CCAF) transcripts go to www.au.af.mil/au/barnes/ccaf/transcripts.asp
   b. Army, Navy, Marine Corps, Coast Guard - Joint Services Transcript (JST) go to jst.doded.mil/
ii. If military transcripts are unavailable, you may submit DD Form 214 (Certificate of Release or Discharge from Active Duty) in addition to Military Occupational Specialty (MOS) and copies of non-commissioned officer enlisted evaluations
iii. Submit your military transcript(s) and, if needed, supplemental materials to SCC's CPL Coordinator at CPL@southcentral.edu

2. **ACE CREDIT – Education, Workplace and Training**

The American Council on Education (ACE) College Credit Recommendation Service helps adults gain access to academic credit for formal courses and examinations taken outside traditional academic programs.

To find out if an organization or company you've trained with has a recommended credit award, visit the ACE Guide at www2.acenet.edu/credit/?fuseaction=browse.main. This guide will give you the credit equivalence that you can use to discuss earning credit with SCC's CPL Coordinator.

In order to seek credit for ACE recommended education, workplace and training, complete the following:

i. Have an official ACE transcript sent directly to South Central College, Attn: CPL Coordinator; 1920 Lee Boulevard, North Mankato, MN 56003.
ii. To request an ACE transcript go to www2.acenet.edu/credit/?fuseaction=transcripts.main##

3. **NCCRS Workplace and Volunteer Training**

NCCRS (National College Credit Recommendation Service) evaluates training and education programs that are offered outside of the traditional college classroom setting and translates them into college credit equivalency recommendations.

In order to seek credit for NCCRS Workplace and Volunteer Training Credit complete the following:

i. Have an official transcript from the NCCRS official transcript source sent directly to South Central College, Attn: CPL Coordinator; 1920 Lee Boulevard, North Mankato, MN 56003.
ii. To request a NCCRS transcript go to www.nationalccrs.org

4. **Technical or Professional Certification/Credential**

A certification is a designation earned by a person ensuring the individual is qualified to perform a task or job. Certification is often an employment qualification but not a legal requirement for that profession and can be earned through classes or tests. If you have earned any certifications or industry recognized credentials that align with SCC's programs you may be able to earn college credit.

The following conditions apply:

i. Certifications and industry credentials will be checked for validity through the issuing body
ii. Certification/Industry Credential may need to be verified through demonstration of continuation of the knowledge and skill required
iii. Certification/ Industry Credentials must be current as of the last day of the awarding semester

iv. Faculty may award credit for multiple courses, dependent upon the content of the Certification/ Industry Credential

In order to seek credit for Technical or a Professional Certification or Industry Credentials complete the following:

i. Provide official documentation of current certification or industry credential(s)

5. **Technical or Professional Apprenticeship**
Students who have completed or are currently enrolled in a Technical or Professional Apprenticeship Program that aligns with an SCC program may be eligible to earn college credit.

The following conditions apply:

i. Technical or Professional Apprenticeship will be checked for validity
ii. Apprenticeship knowledge and skill may need to be verified through demonstration
iii. Faculty may award credit for multiple courses, dependent upon the content of the Technical or Professional Apprenticeship

In order to seek credit for a Technical or Professional Apprenticeship complete the following:

1. Provide official documentation of the Technical or Professional Apprenticeship. Documentation must include:
   - Occupation and the total hours completed for the apprenticeship
   - Processes learned in the apprenticeship and the hours spent at each process
   - Number of hours spent by the apprentice in related and supplemental instruction
   - Journeymen certificate if applicable
   - Employer contact information for validation

1. **Technical or Professional Licensure**
Licensure is a means by which "permission to practice" is regulated and is a qualification required by law. If you have earned a Technical or Professional Licensure that aligns with SCC's programs, you may be able to earn college credit.

The following conditions apply:

i. Licensure will be checked for validity
ii. Licensure may need to be verified through demonstration of continuation of the knowledge and skill required
iii. Licensure must be current as of the last day of the awarding semester
iv. Faculty may award credit for multiple courses, dependent upon the content of the licensure

In order to seek credits for a Professional Licensure complete the following:

i. Provide official documentation of the Licensure
ii. Provide contact information for the issuing organization

1. **Badges**
A badge is an online representation of a skill, mastery of skill and/or recognition of expertise, as well as verification of a technical competence through projects, programs, courses, assessments, and other activities. Badges enable academic institutions and professional associations to recognize professional and experimental learning achievement in a way that can be verified and shared online.

If you have earned a Badge(s) that aligns with SCC's programs you may be able to earn college credit.

The following conditions apply:

i. Badges will be checked for validity
ii. Badges may need to be verified through demonstration of the knowledge and skill acquired

In order to seek credits for a Badge(s) complete the following:

i. Provide evidence of each Badge

ii. Provide criteria for earning each badge from the issuing organization
iii. Provide contact information for the issuing organization

Part 8. Other

1. **Minnesota Articulated College Credit (Tech Prep)**
   CTECreditMN is a consortium of high schools and colleges who work together to provide students a pathway from high school to college. Students may earn college credits (Articulated College Credit) for high school courses completed in 10, 11, 12 grades.

   Visit www.ctecreditmn.com/schools.php to see what high schools and colleges are participating in Minnesota Articulated College Credit.

   In order to seek credits for a Minnesota Articulated College Credit complete the following:
   - Student must be admitted and enrolled in SCC
   - Provide a valid articulated college credit record which lists South Central College
2. **Assessment of previous education** includes, but is not limited to, non-equivalent and/or non-transferrable education, hour-based, expired credits, and discontinued programs.

   The following conditions apply:
   - Knowledge and skill may need to be verified for currency and/or relevancy
   - Student may be required to provide additional information as per program faculty request
3. **Evidence of prior learning that does not fit within the other categories** but aligns with a SCC Program.

Part 9. Fee Schedule
SCC will charge a student fee for the evaluation of prior learning according to the annually established fee schedule.

In accordance with Minnesota legislation and System Procedure 5.11.1 Tuition and Fees, Part 5, Subpart B., "A fee shall not be charged for analysis and awarding of credit for training delivered by the United States military."

Part 10. CPL Transcription
SCC shall record the credit earned through Credit for Prior Learning on the official student transcript in compliance with MnSCU Board Policy 3.29 and Procedure 3.29.1, College and University Transcripts.

When equivalent credit is awarded through Credit for Prior Learning, a letter grade will be recorded for each CPL credit course per SCC Grading and Grade Change Policy consistent with the current grading method for the course. CPL credits that apply as residential credit will be recorded the same as any other SCC resident credit.

Documentation will be maintained on file for each CPL assessment. Such documentation will provide evidence of expected learning outcomes, assessment method(s) used, and standards for award of credit.

Part 11. Transparency and Information Dissemination

- **Transparency:**
  i. Requests should be directed to the Credit for Prior Learning Coordinator in the Student Affairs Office.
  ii. The www.southcentral.edu/cpl website will include links to CPL forms, minimum standardized test score information, orientation information, self-assessment checklist, list of courses eligible for CPL, fee information by CPL method, sample portfolio templates and more.
- **Information Dissemination:**
  i. SCC shall provide timely and readily accessible information to prospective and admitted students regarding opportunities for CPL in official publications, such as the college catalog,

www.southcentral.edu/cpl web site, through advisors, faculty, advising materials and at SCC events such as orientation.

Part 12. Transferability of Credit for Prior Learning Credits
South Central College does not guarantee that another college or university will accept CPL credit in transfer. Students planning to transfer to a college or university should contact the receiving institution to determine the acceptability of transferring CPL.

Part 13. Faculty and Staff Development
Personnel involved in CPL will receive preparation for engagement with the institution's CPL Program Policies and Procedures. Professional development will include benefits, opportunities, assessment tools, and associated processes of SCC credit for prior learning.

Part 14. Data Tracking and Reporting
SCC will track and report CPL credits by category and method. The benefits of CPL and its relationship to student persistence, degree completion, and time to degree will be evaluated.

Credit awarded for CPL will be coded indicating the category and method of prior learning assessment used with the following codes:

i. SNE = Standardized/National Exams (e.g. AP, CLEP, IB)
ii. CE = Challenge Exam/Credit by Examination (i.e. Test Out)
iii. IA = Individual Assessment (i.e. Portfolio, Skill Simulation, Interview)
iv. NET = Non-College Education and Training (e.g. Military, ACE, Industry Credential)
v. O = Other (e.g. Tech Prep, Previous SCC Education)

Part 15. Procedure Review
This procedure will be reviewed and modified as appropriate through the Academic Affairs and Standards Council process.

List related policies, procedures or plans here *(if any)***:**

- Minnesota State College and University (MnSCU) System Policy 3.35 (Credit for Prior Learning Policy) and Procedure 3.35.1 (Credit for Prior Learning Procedure).
- MnSCU Board Policy 5.11 and Procedure 5.11.1 Tuition and Fees.
- College and University Transcripts (3.29 and 3.29.1)
- MnSCU Board Policy 3.36 and Procedure 3.36.1 Academic Programs. Resident credit
- Transfer of Credit (3.37 and 3.37.1 and MN Transfer Curriculum 3.21 and 3.21.1)
- College-Level Examination Program (CLEP) 3.33
- SCC Grading and Grade Change Policy
- SCC Credit by Examination/Test Out
- SCC Advanced Standing
- SCC Advanced placement
- SCC Recording of Credit granted

Date & Subject of Revisions: October 14, 2016

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Credit Hour Policy #4000.05

Purpose: The purpose of this policy is to ensure South Central College's assignment of credit hours is consistent with the federal definition of the credit hour and with the Higher learning Commission Policy 3.10, **Credits, Program Length and Tuition**, and conforms to the commonly accepted practices in higher education.

Part I. Definitions

A. Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than the following:

1. **One lecture (taught) or seminar (discussion) credit hour** represents 1 hour per week of scheduled class/seminar time and 2 hours of out-of-class preparation.
2. **One laboratory credit hour** represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and 2 hours of student out-of-class preparation.
3. **One practice credit hour** (supervised clinical rounds, visual or performing art studio, supervised student teaching, field work, etc.) represents 3-4 hours per week of supervised practice. This represents between 45 and 60 hours of work per semester.
4. **One independent study** hour is calculated similarly to practice credit hours.
5. **Internship or apprenticeship credit hours** are determined by the needs of the program and the internship site(s) and calculated similarly to practice credit hours.

B. Clock Hours

Non-degree programs subject to clock hour requirements (an institution is required to measure student progress in clock hours for federal or state purposes or for graduates to apply for licensure) are not subject to the credit hour definition per se but will need to provide conversions to semester or quarter hours for Title IV purposes. For clock-hour institutions, Federal regulations require that a semester hour must include at least 37.5 clock hours of instruction, and a quarter hour must include at least 25 clock hours of instruction.

C. Alternative Modes of Delivery

Alternative modes of delivery refers to any course that is provided through modes other than the traditional face-to-face model of one hour per week per each credit hour. This includes but is not limited to:

1. **Accelerated.** Courses with the same seat time as the traditional fact-to-face model but in a more compressed timeframe than a traditional semester course length. May be termed late start or early end.
2. **Hybrid.** Courses with reduced seat time where at least 30% of course is delivered face-to-face and the remainder through distance or online education. These courses have the same outcomes as traditional face-to-face courses.
3. **Distance.** Courses where instructors interact with students completely through distance

Delivery. These courses have the same outcomes as traditional face-to-face courses.

D. Federal Definition of Distance Education

Distance education/course means education that uses one or more of the [following]: technologies to deliver instruction to students who are separated from the instructor

1. To support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include:
2. the internet,
3. one-way and two-way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices,
4. audio conferencing, videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies above.

E. Credit for Prior Learning
Credits assigned after demonstration that course outcomes have been completed and documented. Refer to MnSCU Board Policy 3.35.

Part II. Course Credit Assignments

Establishment of new courses
Each new credit course shall be brought through the Curriculum Committee (AASC designated committee) approval process as though it were a traditional face-to-face course. Each course proposal shall include the number of credits assigned as well as the number of lecture hours per week and lab hours per week. Each course proposed shall also include a Common Course Outline with specified content to be covered and learning outcomes. Assigned course credits requested shall conform to the federal credit hour definition as specified above.

Part III. Implementation

A. Dissemination of information to faculty
It is the responsibility of the Dean or designee (e.g., chair) to direct faculty members to the Common Course Outline (CCO). All faculty are expected to follow the CCO for their courses.

B. Dissemination of information to students
Common course outlines shall be available to students through a link from the College catalog.

C. Delivery of courses/alternative modes of delivery
All faculty teaching the same course are expected to address, at minimum, the learning outcomes outlined in the common course outline, regardless of mode of delivery.

D. Evaluation of Credit Hour Designation
As part of the Curriculum Committee process, course material, outcomes, will be reviewed to see if outcomes are consistent with the standard expectations for any course of that credit designation.

Date & Subject of Revisions: March 17, 2017

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Credit Life Span #4000.08

Purpose: The purpose of this policy is to establish an acceptable limit for credits to apply toward degree requirements.

Liberal Arts & Sciences credits shall have an indefinite life span; however, there may be a restricted time frame on specific Liberal Arts courses in specific academic programs.

Technical credits shall have a life span of 5 years from the time the course was completed. Exceptions to this policy may be requested and must be approved by the program advisor and Academic Dean.

Program exceptions to this policy may be requested by a program faculty and be approved by Academic Affairs and Standards Council (AASC).

Crime Victims' Rights

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

The Minnesota Crime Victims Reparations Board:

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

The Office of Crime Victims Ombudsman:

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

Criminal Offenses:

SCC monitors and records, through local police agencies, criminal activities in which students in student organizations are engaged in activities, at off-campus locations. Additionally, the SCC Security Director compiles campus reports of criminal offenses. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These records include offenses that were reported to SCC Administration and other College officials who have significant responsibilities for student and campus activities.

Campus Report of Criminal Activity:

The categories and number of items on the report are alleged criminal activities and do not necessarily constitute an arrest of conviction, and are only an allegation of wrongdoing.

The campus report of criminal activity can be viewed at: http://ope.ed.gov/security

A complete report of all criminal offenses may be obtained by request through the South Central College Security Director Al Kluever via email at al.kluever@southcentral.edu or via phone at (507) 389-7412.

Campus Criminal Offenses (2009 North Mankato and Faribault Campuses):

Murder & Non-Negligent Manslaughter..... 0

Negligent Manslaughter..... 0

Forcible Sex Offenses..... 0

Non-forcible Sex offenses..... 0

Robbery..... 0

Aggravated Assault..... 0

Burglary..... 0

Motor Vehicle Theft..... 0

Arson..... 0

Public Property Surrounding the North Mankato and Faribault Campuses Criminal Offenses (2009):

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

Murder & Non-Negligent Manslaughter..... 0

Negligent Manslaughter..... 0

Forcible Sex Offenses..... 0

Non-forcible Sex offenses..... 0

Robbery..... 0

Aggravated Assault..... 0

Burglary..... 0

Motor Vehicle Theft..... 0

Arson..... 0

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

A complete report of all criminal offenses may be obtained through the Security Director at South Central College by calling: 507-389-7412.

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Data Privacy

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

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

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

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

Students Rights, Responsibilities and Authorizations for the Collection and Release of Data
South Central College maintains records about you in various places within the institution. For example, the admissions office maintains records about you, as does the registrar. Under federal and state law, you have certain rights concerning the records which SCC maintains.

Should you have questions concerning your rights, please contact Student Affairs Center at 507 389-7220.

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, program major, dates of attendance, honors and student status (enrolled, graduated, withdrew, part-time, full-time) may be released to the public without prior consent. If you wish to

exercise your right to suppress the release of directory information please fill out a Data Privacy Request form and submit to the Advising & Registration Center.

Limited Directory Information
Limited Directory information includes address, telephone number, email address, STAR ID and student ID number. Email address and STAR ID are approved for use in the Office 365 Global Address list. Note that full functionality of Office 365 may not be available when Limited Directory Data are suppressed.

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 Student Affairs Center at 507 389-7220.

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

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

For example, FERPA and the MGDPA permit disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by the College/University in an administrative, supervisory, academic or support staff position, a person or company with whom the College/University has

contracted, a student serving on official College/University committees, a person serving on the Board of Trustees or in the Office of the Chancellor, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Notice: If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University System ("System"), your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you seek or intend to enroll at another institution within the System, your academic records from other institutions are also accessible to officials at the school where you are seeking or intend to enroll. SCC forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to or is already enrolled as long as the disclosure is for purposes related to student's enrollment or transfer. Disclosures of your records to other schools under other circumstances may require your prior written consent.

You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records."

- to file a complaint with the United States Department of Education if you believe that the College/University s not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Dept. of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605;
- to obtain a copy of the College/University's complete policy regarding educational records. The College/University has copies of the policy available at: southcentral.edu.

  Authorization to Release Student Information

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Degree Requirements

Undergraduate certificate. An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate program may have an occupational outcome or address a focused area of study. At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award.

Diploma. A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses. A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases. At least one-third of the credits in the diploma shall be taught by the faculty recommending the award.

Associate in applied science degree. (AAS) An associate in applied science degree is awarded upon completion of a 60 to 72 credit academic program in a named field of study in scientific, technological or other professional fields.

An associate in applied science degree prepares students for employment in an occupation or range of occupations. An associate in applied science degree may also be accepted in transfer to a related baccalaureate program.

An associate in applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

An associate in applied science degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.

At least 20 credits in an associate in applied science shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university.

Associate in arts degree. (AA) An associate in arts degree is awarded upon completion of a 60 to 64 credit program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting institutions.

The degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas. At least 20 credits in the associate in arts degree shall be taught by the faculty recommending the award.

Associate in science degree. (AS) An associate in science degree shall not have emphases. An associate in science degree is awarded upon completion of a 60 to 64 credit transfer program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement. The associate in science degree requires a minimum of 30 general education credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. At least 20 credits in an associate in science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university.

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Drug Free College Policy

South Central College is committed to providing a drug-free work and learning environment for all individuals. The college will provide counseling and referral to students who have identified a chemical abuse problem and will provide assistance to those employees who have identified a chemical abuse problem. The 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.

AASC 4/26/13

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Education Abroad Policy #4000.12

Purpose: Recognizing that faculty, staff, and students must possess cultural and global competence, South Central College (SCC) is dedicated to providing academic and experiential international opportunities. International experiences introduce the historical and cultural significance of global countries; expand understanding of global approaches to learning and living; and may develop skills in another language. These experiences may include tours, field trips, and exchange programs for students, faculty, and staff; classes taught abroad; service learning/civic engagement projects; or other international experiences through education.

A. Definitions:

- **Education Abroad** – An international education option designed to increase global and cultural competence that may result in academic credit. This experience may include faculty, staff, students, alumni, and community members.
- **Faculty-Led Programs** – A credit-based education abroad program, in which a SCC faculty member arranges travel, develops itinerary, organizes tours, and may lead service projects in addition to course instruction.
- **Third Party Provider** – The college contracts a vendor that arranges travel, develops itinerary, organizes tours, and leads service projects. The vendor may be another college or university, a nonprofit organization, a for-profit business, or a consortium that offers education abroad services.
- **Cultural Exchange** – A faculty or staff led cultural experience to/from an international partner institution with whom SCC has signed a reciprocal agreement (Memorandum of Understanding). Typically, students are integrated with host country students.
- **Student Exchange** – Designed to be a reciprocal exchange of students from one institution to another, with a signed reciprocal agreement (Memorandum of Understanding) between the institutions. Typically, students are integrated with host country students.
- **Other International Experiences** – A non-SCC sponsored, student-initiated international opportunity such as participation in a credit-bearing course that SCC may accept in transfer.

B. Guiding Principles:

- **Student Learning and Development**: All SCC education abroad programs will provide opportunity for student learning and development.
- **Prepare for the Education Abroad Environment**: SCC , the faculty or staff, and program providers ensure that students are appropriately prepared for their education abroad experience and that students can identify and articulate appropriate and inappropriate activities while participating in Education Abroad.
- **Organizational and Program Resources**: Education Abroad programs have adequate financial, human, and facility resources to provide a positive learning environment for students.
- **Health, Safety, and Security:** SCC will prioritize health, safety, and security in program development, implementation, and management of education abroad. SCC, the faculty, and program providers will establish and confirm clear expectations regarding the health, safety, and security of program participants.
- **Conflicts of Interest:** A potential conflict of interest exists when personal or institutional interests, whether financial or non-financial, may be seen as competing with the best interests of SCC degree-seeking students or inconsistent with best professional practices.
- **Transparency:** SCC will disclose all aspects of program development; partnership agreements; criteria for program approval and recommendation; eligibility and permission for education abroad; physical demands of the trip; applications; admission; student selection; fees; financial aid; refund policies, academic requirements, grading, and credit policies; applicable codes of conduct; petition and appeals processes; and grievance procedures.

C. Standards:

- Specific learning outcomes will be clearly stated for each SCC Education Abroad Program.

- An evaluation will be conducted upon completion of each Education Abroad program to assess participant learning and personal development and to provide feedback on the overall experience.
- Education Abroad program recruitment and selection processes will be fair, ethical, and transparent.
- Students will be prepared for Education Abroad experiences, with pre-departure and on-site orientations that equip them to responsibly manage their own health, safety, and security.
- Each Education Abroad program will provide clear expectations for student conduct and the resulting consequences for violations. Participants will comply with all federal, state, and local laws applicable in the host country.
- SCC will annually report to the Minnesota Office of Higher Education all required education abroad information pursuant to Minnesota Statutes § 5.41.
- To ensure participant health, safety, and security, SCC will conduct appropriate risk assessments prior to and during the travel period with consideration to the U.S. Department of State Travel Warnings. Written emergency plans and protocols will be maintained.
- Only SCC employees who have been granted the appropriate delegation of authority will approve Education Abroad programs. All Education Abroad program participants must be pre-approved for international travel.
- SCC will have a process for approval, evaluation, and quality improvement of the Education Abroad programs.

D. Procedures and Practices:

- Procedures and practices pursuant to this policy shall be developed, maintained, and publicized and be consistent with this policy and Minnesota State Board Policy 3.41 and Procedure 3.41.1 Education Abroad Programs.
- SCC shall submit education abroad student data in compliance with Minnesota Statutes § 5.41 Study Abroad Programs.
- SCC will retain sufficient documentation to demonstrate that: faculty or staff participated in training for leading education abroad programs; students participated in pre-departure and on-site orientations; students purchased required international accident and illness travel insurance; and program evaluations have been completed.
- SCC will provide accessible and timely information to prospective and admitted students regarding Education Abroad opportunities.
- Personnel involved in Education Abroad will receive training on the college's Education Abroad Policies and Procedures.
- This policy will be reviewed and modified as appropriate through the Academic Affairs and Standards Council process.

E. Criteria:

- All participants must be at least 18 years of age before the Education Abroad experience begins.
- Postsecondary Enrollment Options (PSEO) students are ineligible for Education Abroad travel experiences.
- For Education Abroad experiences that may result in SCC academic credit, all participants must be enrolled in the identified course.

List related policies, procedures or plans here *(if any)***:**
Related Policies and Procedures:

- Minnesota State Board Policy 3.41 and Procedure 3.41.1 Education Abroad Programs *(pending Minnesota State approval)*
- Minnesota State System Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education
- Minnesota State System Policy 1B.3 Sexual Violence Policy
- Minnesota State System Policy 1B.4 Access and Accommodation for Individuals with Disabilities
- Minnesota State System Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus

- Minnesota State System Report/Complaint of Discrimination/Harassment Investigation and Resolution
- Minnesota State System Procedure 1B.3.1 Response to Sexual Violence
- Minnesota State System Procedure 1C.0.1 Employee Code of Conduct
- Minnesota State System Procedure 4.0.1 Use of Volunteers Procedure
- Minnesota State System Procedure 5.14.2 Consultant, Professional or Technical Services, and Income Contracts
- Minnesota State System Procedure 5.19.3 Travel Management
- Minnesota State Office of Higher Education
- Minnesota Statutes § 5.41 Study Abroad Programs

Date and subject of revisions: January 12, 2018

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Education Abroad Procedure #4000.12.1

Purpose: These procedures define the requirements for implementation of Policy #4000.12 to provide academic and experiential education abroad opportunities for faculty, staff, and students/participants in order to expand their cultural and global competence.

Applicability: Faculty, Staff and Students/Participants

Part 1. Authority

This procedure is issued pursuant to the Minnesota State College and University Board Policy 3.41 (Education Abroad Programs Policy) and Procedure 3.41.1 (Education Abroad Programs Procedure).

Part 2. Definitions

Education Abroad – An international education option designed to gain global and cultural competence that may result in academic credit. This experience may include faculty, staff, students, alumni, and community members.

Faculty Led Programs – A credit-based education abroad program, in which a South Central College (SCC) faculty member arranges travel, develops itinerary, organizes tours, and may lead service projects in addition to course instruction.

Third Party Provider– The College contracts a vendor that arranges travel, develops itinerary, organizes tours, and leads service projects. The vendor may be another college or university, a nonprofit organization, a for-profit business, or a consortium that offers education abroad services.

Cultural Exchange– A faculty or staff led cultural experience to/from an international partner institution with whom SCC has signed a reciprocal agreement (Memorandum of Understanding). Typically, students are integrated with host country students.

Student Exchange– Designed to be a reciprocal exchange of students from one institution to another, with a signed reciprocal agreement (Memorandum of Understanding) between the institutions. Typically, students are

integrated with host country students.

Other International Experiences – A non-SCC sponsored, student-initiated international opportunity such as participation in a credit-bearing course that SCC may accept in transfer.

Part 3. Education Abroad Procedures

1. **Student/Participant Requirements**
   Participants of all Education Abroad programs must be over 18 years old, must be in good academic standing (if applicable), and must be enrolled in the course for credit-based Education Abroad programs.
   i. All participants must be at least 18 years of age before the Education Abroad experience begins.
   ii. Students who are not in good academic standing or who are on disciplinary probation may not participate in Education Abroad programs unless approved through the appeal process.
   iii. Postsecondary Enrollment Options (PSEO) students are ineligible for Education Abroad travel experiences.
   iv. For Education Abroad experiences that may result in SCC academic credit, all selected participants must enroll in the identified course.
   v. Students who are not U.S. citizens may participate in Education Abroad programs with the prior approval of the college.
   vi. Participants may be subject to a background check.
2. **Selection Criteria**
   i. A minimum Grade Point Average (GPA) of 2.0.
   ii. Students/Participants must complete an application and receive approval. Incomplete applications will not be considered. Preferential treatment will be given to degree seeking students.
   iii. Personal preparedness may be determined through an interview process.
3. **Program Fees and Billing**
   i. A refundable application fee is required with all SCC Education Abroad applications. The application fee will be applied to trip expenses for successful applicants and refunded to those not selected to participate.
   ii. Students/Participants pay SCC tuition and, in most cases, a program fee that may include host costs for tuition, room, and meal plan on site (when relevant). Except in rare cases, the program fee does not cover the cost of transportation (airfare) to the program site.
   iii. Specific program deposits must be paid at the time of acceptance into the program. Deposits are applied to the cost of the program. Participants are billed the full program cost via their student account. The student/participant must pay all tuition, fees, and travel expenses before the stated deadline and prior to date of departure.
   iv. Application fees and program deposits must be paid directly to SCC by the participant one week after the participant is selected into the program. These costs may be due in advance of the usual financial aid disbursement schedule.
   v. Financial aid applies towards SCC approved Education Abroad programs. Students may request a budget adjustment from SCC Financial Aid Office for additional costs of an off-campus SCC approved Education Abroad program.
   vi. When available and appropriate, Foundation funds may be used to subsidize participant travel. The Education Abroad lead will inform participants of internal and/or external financial support that may be available.
4. **Cancellations and Refunds**
   i. The Education Abroad application fee is non-refundable.
   ii. Student/Participant initiated cancellations for Education Abroad programs must be submitted in writing to the program faculty or staff.
   iii. SCC administration reserves the right to cancel a program at any time. Students/Participants may apply their deposit toward the cost of another Education Abroad program or course that is still

accepting applicants; or they may choose to have their program deposit refunded.

iv. The estimated program cost range is based on minimum and maximum number of participants who may be accepted into the program. Program costs are the most accurate estimates possible, but they are subject to change. Participants will not have an option to cancel their participation in the program due to an adjustment in cost.

v. Participants who have been accepted into an Education Abroad program and have paid the deposit are financially committed to the Education Abroad experience. Those who decide not to participate within 90 days of departure, will forfeit the deposit and will be responsible for all unrecoverable payments made on their behalf. This also applies to cancellation due to medical issues.

vi. SCC students who withdraw from the College are subject to all unrecoverable payments that have been expended on their behalf.

vii. Should an unavoidable event result in the cancellation of an Education Abroad program *before* commencement, *recoverable* costs paid by SCC on behalf of the Student/Participant, will be refunded. In the event the College cancels a program, 100% reimbursement cannot be guaranteed. Examples of unavoidable events include, but are not limited to, epidemic, civil unrest, threat of terrorist activity, medical pandemic, or other unforeseen occurrence.

viii. Should an unavoidable event result in removal of participants from the program site *after* program commencement, every effort will be made to ensure program continuity at a safe location. Refunds will not be issued.

ix. Should a State Department Travel Warning be issued for a country *after* participants have been accepted into the program in that country, and before they leave the U.S., and the College decides to cancel the program, all recoverable costs paid by SCC on behalf of the participant prior to that time will be refunded.

x. We strongly encourage participants to purchase travel cancellation insurance as soon as they are accepted into the Education Abroad program.

xi. In the event of an Education Abroad course cancellation involving a third party provider, SCC will inform Students/Participants of the course cancellation and that SCC is no longer affiliated with the experience.

xii. Any student who receives financial aid funds then withdraws from an Education Abroad program will be subject to the Return to Title IV and the SCC refund policies.

Part 4. Program Approval and Pre-Departure Requirements

Subpart A. Proposal Approval

Before any Education Abroad promotional activities occur:

1. The faculty or staff leader will secure and provide documented support from their department/division supervisor (e.g. letter/email of support).
2. All leaders proposing an Education Abroad program will meet with the Vice President of Student and Academic Affairs minimally one year in advance to request approval.
3. The Education Abroad proposal should include the following:
    i. Education Abroad program description;
    ii. Common course outline for credit courses or learning outcomes for cultural exchange programs and assessment measures;
    iii. Tentative itinerary outline including program length;
    iv. Timeline (tentative travel dates, trip registration deadline, minimum numbers, orientation dates, deposit and payment dates, refund and cancellation dates, etc.);
    v. Comprehensive transportation plans (including abroad);
    vi. Housing arrangements;
    vii. Budget including estimated participant and college costs;

viii. Plan for communicating with campus personnel (program leader should secure an international phone plan for emergencies and share the number with participants, participant emergency contacts, and the Vice President of Student and Academic Affairs);
ix. A health, safety and security assessment for travel destinations;
x. A list of recreational or service activities, if applicable;
xi. Information on coordinating institutions or anticipated vendors, if applicable;
xii. Names and identities of travel leaders and associated contingency plans if travel leader(s) cannot participate (ratio of faculty/staff to the number of participants should ensure appropriate guidance and safety);
xiii. Cancellation policy and deadlines including information on participant-initiated, college-initiated, and third party initiated cancellations. Participant-initiated withdrawal must include implications for financial aid, as well as any applicable financial penalties and program costs;
xiv. A sample promotional brochure or communication that includes notice of health and safety information available through the Office of Higher Education;
xv. An emergency plan, including a plan for communications with the appropriate parties (participants, participants emergency contacts, SCC contact, etc.), in situations where an in-progress program needs to be terminated;
xvi. If using a third party provider, a copy of the college and instructor agreements.

4. The leader must seek review and approval by the Internationalization Committee. Education Abroad experiences that may result in SCC academic credit must also be reviewed and approved by the Academic Affairs and Standards Council for curriculum approval.
5. The Internationalization Committee chair shall consult with system office risk management and legal counsel as appropriate. Requests for travel to a country that is under a U.S. Department of State Travel Warning must additionally be approved by the chancellor or his/her designee.
6. The leader must meet with the Vice President of Finance and Operations for budget approval, secure a method for participant payment, establish an education abroad program cost center, and determine if a cash advance and/or college credit card is appropriate for the specific location.
7. College employees must obtain presidential authorization by completing the Minnesota State Colleges and Universities International Travel Form prior to any promotional activities.
8. Each Internationalization Committee member must complete training on international travel (based on The Forum on Education Abroad Standards of Good Practice) prior to approving any Education Abroad program. The committee membership shall minimally include representatives from academic affairs, student affairs, and two faculty members.

Subpart B. Pre-Travel Training

1. **Health and Safety Training.**
   All leaders of Education Abroad programs must participate in and document their participation in a pre-travel health and safety-training program. Training will include the following Minnesota State and SCC policies, procedures, protocols and practices:
   i. SCC Education Abroad lead resource site;
   ii. Pre-departure and onsite orientation outlines and packets;
   iii. ADA compliance;
   iv. Approval forms for Student/Participant International Travel;
   v. Board Policy 5.14 Contracts and Procurement Training;
   vi. Emergency Response Plan Documentation;
   vii. Immunizations;
   viii. Health Insurance availability;
   ix. Minnesota State Employee Acknowledgment of International Travel Risks and Responsibilities Form;
   x. Minnesota State Procedure 5.18.1 Alcohol Use and Controlled Substances on Campus Training;
   xi. Minnesota State Procedure 1C.0.1 Employee Code of Conduct Training;
   xii. Minnesota State Procedure 5.19.3 Travel Management Training;
   xiii. U.S. Department of State Travel Advisory Procedure;

xiv. Performing and monitoring review (include frequency of review);
xv. Third party Providers;
xvi. Presidential approval;
xvii. Minnesota State 3.1 Student Rights and Responsibilities Training;
xviii. Emergency Campus Contact Protocol;
xix. Federal and state health and safety reporting requirements (Minnesota Statutes 5.41, Clery Act 20 U.S.C. § 1092 (f);
xx. Student acknowledgement and agreement form;
xxi. Risk Assessment for sites and activities:
    a. Health Issues (request disclosure of hospitalizations and deaths related to participation in Education Abroad programs)
    b. Log Review
    c. Transportation
    d. Crime

Subpart C. Participant Documentation

After a participant has been accepted into an Education Abroad program, the following documentation must be collected and provided to the Vice President Student and Academic Affairs a minimum of eight (8) weeks prior to departure:

i. Approved Minnesota State International Travel Form;
ii. A copy of a valid U.S. passport (copies of passport/passport card and driver's license will be kept on file);
iii. A copy of a valid Visas (if applicable);
iv. Proof of required immunizations;
v. Proof of HTH Study Abroad Health and Accident insurance (copy of card will be kept on file). All participants (including faculty and staff) must be enrolled in Education Abroad insurance for all dates of travel. Policy information, including insurance provider and policy number, must be provided. Insurance should include:
    a. Hospitalization abroad;
    b. Clinic/out-patient coverage abroad;
    c. Mental health coverage abroad;
    d. Emergency medical evacuation;
    e. Emergency evacuation of group in event of political or natural disaster;
    f. Repatriation of remains in the event of a death abroad.
vi. Emergency contact information (designated individual not traveling on the program) to be contacted in the event of an emergency);
vii. Disclosure of known medical conditions including active medical prescriptions information(can only ask for voluntary disclosure);
viii. Disclosure of any disabilities and/or request for accommodations; records related to requests for reasonable accommodations will be retained in accordance with campus procedures;
ix. Copy of registration for the U.S. Department of State Smart Traveler Enrollment Program (STEP);
x. Liability/Assumption of Risk Waiver: All participants must sign a waiver of liability and assumption of risk document;
xi. Signed Code of Conduct Agreement: All participants must sign an Education Abroad code of conduct agreement that specifies terms and conditions of travel and expectations for each Education Abroad program, and consequences of non-compliance (including removal from program at participant's expense and possible legal or disciplinary action);
xii. Location Specific Risks: Each participant must sign an assumption of risk statement indicating they received State Department Consulate Information, a Center for Disease Control (CDC) statement regarding disease risks, and any other site-specific information;
xiii. All participants must complete the Minnesota State Student Release and Waiver agreement and the Health Information collection form;

xiv. Photos/Testimonials Release: All participants must sign a Photo Release and Waiver of Liability, which may be used for Education Abroad marketing materials.
xv. Student acknowledgement and agreement form.

Subpart D: Pre-Travel Orientation

All leaders of Education Abroad programs will conduct a mandatory pre-departure orientation at least three weeks prior to travel, keeping a log of participants. Any student who does not attend orientation will lose SCC approval to study abroad. The orientation will address, at a minimum:

i. Review of final itinerary;
ii. Applicable conduct policies and information on how participants may raise complaints including, but not limited to, sexual harassment or assault;
iii. Procedures on dealing with alcohol use, illegal drug use and other behavioral incidents;
iv. Information and associated guidance on health, safety, and security precautions including the need to bring adequate supplies of prescription medication;
v. Expectations for immunizations as required by the CDC;
vi. Review of communications and emergency protocols;
vii. Appropriate cultural information about the travel destination and adjusting to the environment;
viii. Participant required forms completion;
ix. Resources for counseling or other services for student re-entry adjustments;
x. In-travel emergency contact information;
xi. Secure signed student memorandum of understanding for consequences of alcohol use, illegal drug use, and other behavior incidents.

Subpart E: Pre-Departure Documentation

All leaders of approved Education Abroad programs will submit the following items to the Vice President of Student and Academic Affairs in an organized binder (minimally three weeks prior to travel):

i. The SCC Education Abroad Program Information D2L Site (minimally includes dates of travel, lodging information, contact information for consulate offices/embassies/police offices/hospitals/health clinics/other local resources);
ii. Emergency response plan;
iii. Risk management plan;
iv. SCC Education Abroad daily itineraries;
v. Participant pre-departure orientation outline, registrations, and signed student memorandum of understanding;
vi. On-site orientation outline and information;
vii. Approved International Travel Employee Release Form;
viii. Approved out-of-area travel request form including the names of all student participants;
ix. Copy of email to the nearest U.S. embassy to inform them of the Education Abroad program;
x. Latest U. S. Department Travel Warnings and Center for Disease Control visa and vaccination for entry into and out of destination country;
xi. If using a third party provider, a copy of both the fully executed college agreement and instructor agreement.

Subpart F: Other

1. Employees acting as a program lead for an Education Abroad program shall promptly inform the Vice President of Student and Academic Affairs of any changes to their travel itinerary or other plans, relevant changes to U.S. Department of State Travel Warnings or Advisories, and changes to individual or program contact information.

2. Employees acting as a program lead for an Education Abroad program must not receive an unallowable benefit (see Minnesota State Procedure 1C.0.1 Employee Code of Conduct). All faculty and student codes of conduct apply equally abroad as they do in the U.S.

NOTE: All personal documentation, such as passports or health documentation will remain private and secure per college policies.

Part 5. In-Travel Requirements

Subpart A: In-travel Orientation

1. Program leaders shall provide an on-site orientation within 24 hours of arrival and maintain documentation of participation.
    i. A review of the culture, laws, and unique risks of the location must be included.
2. Transportation for education abroad participants must be public transportation or contracted drivers and vehicles. While abroad, employees may not drive motor vehicles in which students are passengers, without pre-approval of the Minnesota State Office of Risk Management. Participants are not permitted to drive motor vehicles (including, but not limited to, scooters, motorbikes, motorcycles, or cars) except in unusual circumstances and with the prior approval of the Minnesota State Office Risk Management.
3. The program leader shall monitor warnings from the U.S. Department of State; the Center for Disease Control; the World Health Organization; news of natural disasters, wars or other types of political disturbances; or other indicators of potential health or safety threats. If warranted, the program leader will communicate with the Vice President of Student and Academic Affairs to modify travel plans as may be required to protect the health and safety of participants.
4. Participants are subject to the laws of the host country and to the rules and regulations of the host institution. While abroad, participants must comply with all applicable policies, rules, regulations, and the SCC student code of conduct. Students/Participants engaging in misconduct will be subject to SCC disciplinary action. Participants dismissed from the program will not receive a refund.
5. Participants must carry your passport and HTH Study Abroad Health and Accident Insurance card at all times while abroad.
6. Alcohol use during scheduled program time will only be permitted with SCC presidential pre-approval, consistent with System Procedure 5.18.1, upon appropriate academic rationale presented by the program leader in advance of travel abroad.

Subpart B: Communications

1. Program leaders must be in regular communication with the Vice President of Academic and Student Affairs. They must notify him/her of safe group arrival and provide other routine updates.
2. In the event of an incident or emergency, the Vice President of Student and Academic Affairs must be notified as soon as possible (within 24 hours) after securing the safety of participants.

Subpart C: Program Assessment

1. During the education abroad program, assessments will be conducted to analyze participant satisfaction and for quality program improvement.

Part 6. Post-Travel Requirements

1. Upon return, the program, personnel, and financial resources should be assessed by the Vice President of Student and Academic Affairs so that subsequent programs are improved based on the assessment.
2. Program leaders will provide a report, which includes incident information, health and safety information, student's evaluation of the program, evaluation of travel vendors, if applicable, and other information requested by the college.
3. All records related to education abroad programs that are organized, promoted, and approved by SCC must be retained in accordance with SCC records-retention schedule.
4. Program leads are required to document any incidents (emergency, discipline, health, faculty interventions and submit the program's daily log to the Vice President of Student and Academic Affairs upon return.
5. If an emergency occurs, SCC will conduct an assessment including a review of incident logs and reports, and interviews with those affected. The assessment should determine what steps could be taken to improve future responsiveness.
6. All approved business related expenses must be submitted to the Business Office per the SCC and Minnesota State 5.19.3 Travel Management Procedure.

Part 7. Emergency Procedures

In the event of an emergency, program leaders will, as described below, contact the Vice President of Student and Academic Affairs. ***All media communication must be coordinated through the SCC Office of Marketing and Communications at 507.389.7289.***

1. **Arrest or Incarceration**
   In the event of an arrest or incarceration, the program leader will account for each participant; contact the local embassy of the participant's origin; follow emotional trauma protocol for participants who exhibit signs of emotional stress or trauma; and contact the Vice President of Student and Academic Affairs. The Vice President will complete an incident report within 24 hours and notify the participant's emergency contacts.
2. **Code of Conduct Violations**
   In the event that a student code of conduct violation is reported, the program leader must conduct a student code of conduct evaluation and follow the SCC code of conduct process. Program leaders must complete an incident report and implement necessary disciplinary action.
3. **Death**
   The program lead is responsible for immediately contacting and working with local officials (police, coroner, or embassy). The program lead will contact the Vice President of Student and Academic Affairs and inform other program participants of the situation. The continuance of the program activities is at the discretion of the program lead in consultation with the Vice President of Student and Academic Affairs. The Vice President of Student and Academic Affairs will notify the participant's emergency contact and keep them updated on next steps; will notify the U.S. Embassy; will work with the program lead and college staff to assist in-country partners on repatriation of remains.
4. **Emergency Health**
   In all emergency health incidents, the program lead will monitor the condition of the participant, contact local health providers, ensure participant care, contact the Vice President of Student and Academic Affairs to help complete an SCC Incident Report within 24 hours of the incident by email or fax. The Vice President of Student and Academic Affairs will notify the participant's emergency contact and keep them updated.
5. **Evacuation**
   In the event of an evacuation, the program leader will account for all participants, complete any necessary incident reports, and contact the Vice President of Student and Academic Affairs. The Vice President of Student and Academic Affairs will notify the participant's emergency contact and keep them updated. If necessary, SCC staff will contact the medical evacuation insurance providers.

6. **Illness/Surgery/Hospitalization**
   In the case of severe illness requiring hospitalization, the program lead will assist the participant in registering at a previously identified hospital, arrange for translation, and document all interactions with physicians and hospital personnel.
7. **Inaccessible Program Lead/Participant**
   If the program leads are inaccessible during the Education Abroad program, participants are required to follow protocol as described in the pre-departure orientation, which should include contacting the Vice President of Student and Academic Affairs and reconvening at the resident location until further instructions are provided. In the case of an emergency, participants can also seek assistance at the U.S. Embassy.

   If a participant is inaccessible to the program lead/group, the program lead must contact the Vice President of Student and Academic Affairs and or local emergency resources as described in the site specific Emergency Plan.
8. **Mental Health Concerns**
   In the event of a mental health emergency, the program lead will work with appropriate local counseling or mental health professionals as necessary. The program lead will contact the Vice President of Student and Academic Affairs immediately to communicate with the participant's emergency contacts.
9. **Natural Disasters**
   In the event of a natural disaster, the program lead must account for all participants and contact the Vice President of Student and Academic Affairs as soon as possible. Once notified by the program lead, the Vice President of Student and Academic Affairs will notify participant emergency contacts and keep them updated, as well as contact the U.S. Embassy. The Vice President of Student and Academic Affairs will monitor the situation with the program lead and collaboratively determined if conditions are returned to normal and activities can resume or if the program should be cancelled.

   Participants should gather at a predetermined site. If participants are unable to gather at the predetermined site, they should phone their program lead, if possible, and find shelter. Participants may also seek assistance at the U.S. Embassy.

Part 8. Academic Procedures

Subpart A: Credits and Grades

1. Credit earned by the participant on approved student and cultural exchange and/or other Education Abroad experiences will normally transfer as credit, and may fulfill program requirements subject to departmental approval. This approval should be sought by the student prior to departure.
2. Students may use financial aid for SCC preapproved credit-based Education Abroad programs.
3. Education Abroad credits, on approved programs, may transfer back to SCC.
4. Courses completed on semester or academic year programs may not be taken for pass/fail unless that is the only grading option available for the course. Any student taking a course for pass/fail must notify the Vice President Student and Academic Affairs prior to taking the course. In all other cases, students on semester or academic year programs must register for letter grades.
5. Transfer credit is awarded only after receipt of an official transcript from the host institution.
6. Courses must not be a repeat of previous coursework or more elementary than previous coursework, with rare exceptions and prior approval.
7. Courses must be college-level (e.g., no remedial classes).
8. Students who leave SCC to enroll in a non-Minnesota State sponsored Education Abroad program (i.e. program in a country for which the U.S. State Department has issued a Travel Warning) may transfer credits subject to Vice President Student and Academic Affairs and program department approval.

9. SCC shall determine whether faculty led Education Abroad programs are credit or non-credit bearing. Credits awarded through Education Abroad programs that are not SCC sponsored may be evaluated for transfer credit pursuant to System Procedure 3.21.1.

Part 9. Third Party Provider Programs

1. The requirements of this procedure apply to Education Abroad programs offered through a third party provider pursuant to a contract with SCC.
2. All third party providers must use a contract signed by SCC's Vice President Finance and Facilities. Contracts with providers should include clear standards and expectations for safety and responsibility, clear instruction for payment and options for refund, and include 24-hour contact information if the organization is providing in-country emergency services. Contracts should be reviewed by Minnesota State General Counsel and/or Office of Risk Management and in compliance with other college purchasing/contracting requirements.
3. All third party providers must be pre-approved. Criteria for approval may include type or location of program, support services offered, curricular focus, health/safety oversight, or other factors. All third party providers (e.g. lodging and/or travel support) must be reviewed for reputation and quality. Third party provider programs must comply with the Minnesota State Code of Ethics.
4. SCC will inform students that any information they receive about non-contracted third party providers does not constitute an endorsement, approval, or evidence that the college has vetted the third party provider. SCC shall also inform the students of the potential risks when engaging with third party providers.

Part 10. Compliance with Legislation

South Central College shall submit education abroad student data in compliance with Minn. Stat. § 5.41 Study Abroad Programs and the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f).

Part 11. Procedure Review

This procedure will be reviewed and modified as appropriate through both the Internationalization Committee and the Academic Affairs and Standards Council process.

Related policies, procedures or plans

- Board Policy 1A.10 Emergency Management
- Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education
- Board Policy 1B.3 Sexual Violence Policy
- Board Policy 1B.4 Access and Accommodation for Individuals with Disabilities
- Board Policy 3.41 Education Abroad Programs
- Board Policy 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
- Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus

- System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution
- System Procedure 1B.3.1 Response to Sexual Violence
- System Procedure 1C.0.1 Employee Code of Conduct
- System Procedure 3.21.1 Undergraduate Course Credit Transfer
- System Procedure 3.41.1 Education Abroad Programs
- System Procedure 4.0.1 Use of Volunteers Procedure
- System Procedure 5.11.1 Tuition and Fees
- System Procedure 5.14.2 Consultant, Professional or Technical Services, and Income Contracts
- System Procedure 5.14.5 Purchasing
- System Procedure 5.19.3 Travel Management
- U.S. Department of State Smart Traveler Enrollment Program (STEP) https://step.state.gov/step/
- Study Abroad Student Orientation Checklist
- Office of Higher Education https://www.ohe.state.mn.us/sPages/SAHS.cfm
- To view the following related statutes, go to the Revisor's Web site (http://www.revisor.leg.state.mn.us/). You can conduct a search from this site by typing in the statute number.
- Minn. Stat. § 5.41 Study Abroad Programs
- Minn. Stat. § 43A.38 Code of Ethics for Employees in the Executive Branch

Date & Subject of Revisions: April 20, 2018

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Electronic Equipment Checkout Policy DoIT – SCC Students

Overview
The Department of Instructional Technology (DoIT) offers an electronic equipment checkout service to South Central College (SCC) students. Electronic equipment is available for checkout at the Help Desk on the N. Mankato campus and the Library on the Faribault campus. Electronic equipment is to be used for the purposes of study, work, and research related to SCC activities.

Limits & Availability

- The electronic equipment can only be checked out and used by currently enrolled SCC students.
- If any electronic equipment is twelve days past due, the item will be considered lost. The borrower will be charged for replacement costs and denied electronic equipment borrowing privileges for a defined period of time.
- Patrons who have Help Desk fines are ineligible to check out any other Help Desk equipment.
- Electronic equipment will be available on a first-come, first-serve basis. They cannot be reserved ahead of time.
- An eligible patron is allowed to borrow one of each type of electronic equipment at a time.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete, or copy any software loaded on the electronic equipment or otherwise change its existing configuration.

Checkout Procedure

- Students borrowing any electronic equipment should read and agree to abide by the SCC Electronic Equipment Checkout Policy and the MnSCU Acceptable Use Policy.

(http://www.minnstate.edu/board/policy/522.html)

- The student borrowing electronic equipment is required to present a valid SCC ID card.
- The borrower must sign the electronic equipment checkout agreement before taking any electronic equipment.
- At the time of checkout, the electronic equipment will be inspected by a Help Desk worker to make sure it is intact and functioning properly.
- The borrower will be cautioned to save files on a separate device. All files will be erased after the computer is returned.
- The electronic equipment will be checked out to the borrower's SCC Library account.

Loan Period & Renewals

The checkout period for each electronic equipment item is as follows:

- Laptops – 1 Week
- Video Camera – same day
- Digital camera– same day
- Sound recorders– 1 week
- Web Cams– 1 week
- Headphones– same day - onsite use only

Weekend check out of same day equipment is up to the discretion of the manager. Items will not be renewed. This allows for maintenance to be performed so the item can be re-circulated.

Check-in Procedure

- When returning, the borrower should allow at least five minutes for the Help Desk worker to check the equipment.
- Borrowers must return the electronic equipment to the Help Desk. Electronic equipment should not be left unattended at the Help Desk counter.
- A Help Desk worker will verify that all parts are present and that the computer and all accessories are in good working order.
- All electronic equipment will be turned on and checked for functionality upon return.
- The electronic equipment will then be checked in from the borrower's library account.

Fines & Liability

- A patron's privilege to check out any electronic equipment may be removed for the upcoming academic semester for which a student is enrolled if the patron has two late returns in one semester.
- Overdue notices are sent to the borrower's SCC email account, starting the day after the equipment is due.
- There is no grace period before fines start for overdue equipment.
- The daily fines for each electronic equipment item is as follows:
    - Laptops – $10.00 per business day (M-F)
    - Video Camera – $10.00 per business day (M-F)
    - Digital camera– $10.00 per business day (M-F)
    - Sound recorders– $10.00 per business day (M-F)
    - Web Cams– $10.00 per business day (M-F)
- After 14 business days unreturned electronic equipment will be considered stolen or lost. The student's account will be billed for the replacement cost of the item and the Director of Public Safety, as well as the appropriate law enforcement agency, will be notified.
- The borrower is responsible for making sure that the electronic equipment is in working order and without physical damage when it is returned.
- Under no circumstances should a borrower leave the electronic equipment unattended. SCC will not be responsible for lost or stolen electronic equipment even when it is used on campus property.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the electronic equipment or its associated peripheral equipment during the period it is checked out or its

replacement costs should it be lost or stolen.

Troubleshooting Problems & Questions

- If patrons experience problems with electronic equipment hardware or applications or have questions, they should ask a Help Desk worker.
- The borrower will be fiscally responsible for any damage to any electronic equipment if he/she tries to troubleshoot problems.

Disclaimer
SCC is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data (video, photograph, audio) that may occur due to malfunctioning hardware or software.

Created: February 11, 2011 Updated: April 5, 2013

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Emergency Procedures

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

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

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

South Central College, in compliance with the Clery Act, has a policy on emergency response, notification, and evacuation procedures. This policy can accessed online at: http://southcentral.edu/campus-security/campus-security.html

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

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

Fire Drill/Emergency Evacuation
Fire drills are held periodically. Each instructor will inform the students of the exits to be used in emergency evacuations. An evacuation plan is posted in each area. The signal to leave the building is a continuous series of blasts from the alarm system. Whenever this occurs, everyone is to leave the building immediately in an orderly manner. Students are to move away from the building so that others may exit to a distance of 300 feet. An all-clear signal will be given to return to the building.

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

North Mankato Campus - In the event of an actual tornado warning, this will be announced over the public address system which will direct students to take shelter in a designated shelter area. Shelter areas include hallways and interior rooms away from glass and windows. A colored floor plan is posted in each room showing safe areas.An all-clear signal will be announced over the public address system which will direct students to return to their classrooms. *AASC 1/28/11*

Lockdown/Lockout - Drills for Lockdown will be conducted periodically. Information relating to Lockdown or Lockout situations will be communicated via public address systems, STAR ALERT, and system wide email. During a Lockdown, intruder inside the building, people should secure themselves in locked spaces within the college campus remaining silent or as the possibility presents itself leave the campus entirely. During Lockout situations people should remain inside campus buildings and the exterior campus doors will be locked to prevent an intruder from entering the buildings.

AASC 11/18/11

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Eye Safety Policy #3000.16

Applicability:

Eye Safety Law: An act requiring all students, Instructors and Visitor's to wear eye protective devices while participating in or directly observing certain career and technical education, physics and chemistry laboratory activities and to authorize and provide for the purchase of such devices.

Be it enacted by the Legislature of the state of Minnesota **121A.32 EYE PROTECTIVE DEVICES**

Subdivision 1. Requirement to wear eye protective devices

Every person shall wear industrial quality eye protective devices when participating in, observing or performing any function in connection with any courses or activities taking place in eye protection areas, as defined in subdivision 3, of any school, college, university or other educational institution in the state.

Subdivision 2. Penalty for failure to wear eye protective devices

Any student failing to comply with such requirements may be temporarily suspended from participation in said course and the registration of a student for such course may be canceled for willful, flagrant or repeated failure to observe the above requirements.

Subdivision 3. Eye protection areas

Eye protection areas shall include, but not to be limited to, career and technical education classrooms/labs, science or other school laboratories, or school or institutional facilities in which activities are taking place (on or off campus) and materials related to their academic programs that are being used involving:

1. hot molten metals
2. milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials
3. heat treatment, tempering or kiln firing of any metal or other materials
4. brazing or soldering
5. repair or servicing of any vehicle or mechanical equipment
6. any other activity or operation involving work in any area that is potentially hazardous to the eye
7. bodily fluids

Subdivision 4. Protective-corrective lenses - Students desiring protective-corrective lenses instead of the protective devices supplied by the educational institution shall pay for, procure, keep and use industrial quality eye protective devices.

Subdivision 5. Industrial quality eye protective devices defined - "Industrial quality eye protective devices," as used in this section, shall mean devices meeting the standards of the American National Standard Institute, currently identified as Z87.1-1968.

Date of last revision: March 23, 2018

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Faculty Professional Development Plan Policy #4000.20

Purpose: This policy applies to faculty in unlimited positions. The purpose of the professional development plan, as stated in Minnesota State Board Procedure 3.32.1, http://www.minnstate.edu/board/procedure/332p1.html, *"is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member's credential field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency..."*

Authorities:
This policy is written in accordance with Minnesota State Board Policy 3.32 http://www.minnstate.edu/board/policy/3-32.pdf and Minnesota State Board Procedure 3.32.1 http://www.minnstate.edu/board/procedure/332p1.html regarding Faculty Credentialing. The professional development plan process will be administered by the Academic Dean/Supervisor.

All faculty members in unlimited positions are responsible to prepare and carry out a faculty professional development plan. Plans will be developed in consultation with the Academic Dean/Supervisor and shall address specific objectives and expected outcomes in up to six of the following component areas:
1. Content knowledge and skill in the discipline/program
2. Teaching methods and instructional strategies
3. Related work experience
4. Study appropriate to the higher education environment
5. Service to the college and the greater community;
6. And other components, as appropriate

The Professional Development Plan must cover a period of three academic years unless there are extenuating circumstances dependent upon the nature of the activities to be completed. While the plan effective dates may vary, the faculty will be required to annually complete an Academic Plan Progress form provided to them by the

Academic Dean/Supervisor each fall semester to ensure progress and relevancy to the faculty member's credential field and level of teaching experience.

List related policies, procedures or plans here:
Minnesota State Board Policy 3.32 http://www.minnstate.edu/board/policy/3-32.pdf
Minnesota State Board Procedure 3.32.1 http://www.minnstate.edu/board/procedure/332p1.html
SCC Faculty Professional Development Plan Procedure

Date & Subject of Revisions: January 18, 2019

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Faculty Professional Development Plan Procedure #4000.20.1

Purpose: This policy applies to faculty in unlimited positions. The purpose of the professional development plan, as stated in Minnesota State Board Procedure 3.32.1, http://www.minnstate.edu/board/procedure/332p1.html, *"is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member's credential field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency..."*

Procedures:
1. Faculty will complete the Faculty Professional Development Plan Form (attached to this policy), schedule a consultation meeting with Supervisor prior to May 1st and submit the plan to the Academic Dean/Supervisor by May 1. The PDP will be effective the beginning of the following academic year.
2. At the consultative meeting, the faculty member explains objectives. Supervisor provides input. The faculty member and supervisor sign PDP. The faculty member maintains a copy of the PDP.
3. The original PDP is kept on file in the Academic Dean/Supervisor office. The PDP will not be kept as part of the personnel file. The PDP will not be kept with other documents. Access to the original PDP will be made available to the faculty member upon request.
4. Professional Development Plan progress will be reported annually by the faculty member completing an Academic Plan Progress form. The form will be sent out by the Academic Dean/Supervisor at the beginning of fall semester each year via the email system as an attachment. Faculty will be required to return the completed form to the Academic Dean/Supervisor prior to November 1st. The form will be reviewed by the Academic Dean/Supervisor and attached to their current Professional Development Plan.
5. Faculty members are allowed to "update" or "modify" their plan as needed.

Responsibilities & Dissemination:
The Academic Dean/Supervisor is responsible for implementation of this policy in compliance with Minnesota State Board Policy 3.32 http://www.minnstate.edu/board/policy/3-32.pdf,
Minnesota State Board Procedure 3.32.1 http://www.minnstate.edu/board/procedure/332p1.html

List related policies, procedures or plans here:
Minnesota State Board Policy 3.32 http://www.minnstate.edu/board/policy/3-32.pdf
Minnesota State Board Procedure 3.32.1 http://www.minnstate.edu/board/procedure/332p1.html
SCC Faculty Professional Development Plan

Date & Subject of Revisions: January 18, 2019

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Grading Policy #4000.09

Purpose: The purpose of this policy is to define acceptable grades for students attending credit classes at South Central College.

Policy: Letter grades will be assigned to each student in each credit course as an evaluation of student performance.

The following are acceptable grades that may be used in grading students' work.

A = 4.00
A- =3.66
B+ = 3.33
B = 3.00
B- = 2.66
C+ = 2.33
C = 2.00
C- = 1.66
D+ = 1.33
D = 1.00
D- =0.66
F =0
FN = 0
AU =AUDIT
CR =TEST-OUT
I =INCOMPLETE
P =PASS
W =WITHDRAW
Z =NO GRADE ASSIGNED
FN - FAILURE/NEVER ATTENDED
FW - FAILURE/WITHDRAWN

F= Failure. Faculty must report last date of attendance when assigning an F grade.

FN= Failure. Student never attended the course; 0 grade points per credit, excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. This grade is assigned and faculty must report never attended.

FW= Failure/Withdrawn. Student attended one or more class sessions but did not complete course; 0 grade points per credit (included in GPA); this grade is assigned and faculty must report last day of attendance.

I= Incomplete. A temporary grade issued when the instructor has reasonable expectation that the student can complete unfinished course requirements; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. (See Incomplete Grade Policy/ Procedure)

P= Pass. Indicates successful achievement of requirements with a minimum grade of C; 0 grade points per credit, excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. May only be used for approved select courses such as internships, health clinical, and Farm/Small Business Management.

AU= Audit. 0 grade points per credit; excluded from GPA. Audited courses are not given college credit, are not eligible for financial aid or VA benefits and cannot be used to satisfy graduation requirements.

W= Withdrawal. Assigned after the first five days of the semester up to the 80th percent point of the semester (this time period is adjusted for classes that do not meet the full length of the

term); 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements. A grade of W cannot be assigned by faculty but may be assigned by College administration as deemed appropriate. Once a student is withdrawn from a course, the student is no longer allowed to attend or participate in that course.

Z= Class in progress or no grade reported; 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements.

Date of Final Approval / Policy Adoption: April 21, 2017

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Grading Procedure #4000.09.01

Purpose: The purpose of this procedure is to establish fair and consistent procedures for grading students' coursework for students attending credit classes at South Central College.

Part 1. Final Grade Submission

The final grading deadline for each term will be determined by the registrar and communicated to faculty and administration. Faculty will be given, at minimum, two business days following the last day of finals week to submit grades. During summer terms, faculty will be allowed a minimum of two business days after the session end date to submit grades. Final grade reporting is completed in Minnesota State eServices.

Exception to Grade Deadline
The following circumstances allow the temporary or permanent assignment of grades prior to course completion:

1. Student or college-initiated withdrawal. After the drop period ends and prior to the withdrawal deadline (80% point of the term or course), a student may withdraw from a class. A final grade of W will be assigned. South Central College administration may also assign a grade of W.
2. Last date of attendance reporting. Faculty are required to report students' non-attendance as soon as they are reasonably certain the student has not or will no longer attend. Default grades of FN are assigned for students who have never attended and FW for students who attended at least one day. Students may visit the Records Office to change their FN or FW grades to W through the end of the withdrawal period. The last date of attendance as reported by faculty will not change with the grade change.

Exceptions to Faculty Submitting Grades
Certain circumstances may permit the registrar, a college administrator, or a designee to submit final grades:

1. The registrar shall assign final grades in the following circumstances:
2. When faculty grade entry results in error or omission and the documentation in the registrar's possession reflects a final grade.
3. When approving a student's appeal for a late course withdrawal.

2. In the absence of the instructor of record, a designee may be assigned to submit final grades.

Grade Changes
Faculty and others may submit grade changes when a student's initial grade has changed. Grade changes are accepted by the registrar in writing with the instructor's dated signature or via email from the instructor's official college email address. A change of grade will be accepted by the Office of the Registrar only if properly authorized by the instructor or at the discretion of the academic dean/director if the instructor is not currently employed by the college. Grade changes will be accepted for up to two semesters (not including summer) or up to two calendar years from the original term of enrollment for the course with Dean Approval. Changes will be accepted for I (incomplete), Z (grade unknown) and in the event of error in the calculation of the original grade.

Part 2: Grading Options

Students can elect any valid grading option at the time of course registration.

Subpart A: A-F Grading Option
The default grading option for all courses is A-F unless otherwise specified.

Subpart B. Pass/Fail Grading Option
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. 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.

Subpart C: Audit Grading Option
All courses in the curriculum can be audited: A grade of AU will be assigned. Once this grading method is selected it cannot be changed after the class start date. The fee for such a course is the same as for credit.

Part 3: Repeated Courses

Subpart A: Courses in Which a Grade of C- or Lower is Earned
When a course in which a grade of C- or lower was earned 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.

Subpart B: Courses in Which a Grade of C or Above is Earned
Students may choose to repeat a class to meet academic requirements, to improve their GPA, or to refresh their knowledge of the subject material. If a grade of C or above was earned in the initial course, both the initial and repeated course grades will be calculated into the GPA totals. Repeating a course will not remove the previous attempt from the student's transcript.

Date of Final Approval / Policy Adoption: April 21, 2017

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Graduation Policy #3000.06

Purpose: The purpose of this policy is to outline the requirements for graduation from South Central College.

Applicability: This policy applies to all students graduating from South Central College

Requirements
Students are eligible for graduation when they have successfully fulfilled the stated requirements of an academic award.

Requirements for graduation also include the following:

- A minimum cumulative GPA of 2.00. (Some programs require a higher minimum cumulative GPA).
- D- or above in all required courses. Some programs require minimum grades of C or better.
- Student has met all South Central College degree and program requirements.
- Completed graduation application has been reviewed and approved by program advisor and the Office of the Registrar.

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 a newer catalog but must meet all requirements as stated in the catalog.

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

Honors
Honors for graduation will be determined based on a 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 recorded.

Related policies, procedures or plans: Graduation Application form; also see Complaint/Grievance Procedure guidelines

Procedure: Graduation Application form

Date & Subject of Revisions: April 20, 2018

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Harassment/Nondiscrimination in Employment & Education Policy

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

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

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

South Central College and MnSCU Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity and Procedure 1B.1.1 can be found at: http://www.mnscu.edu/board/policy/1b01.html.

COMPLAINT PROCEDURE:

Students and employees who feel they are, or have been, victims of harassment or discrimination should inform the college Affirmative Action Officer or Regional Investigator as soon as possible. You can contact the college's representatives directly using the contact information below or use the Harrassment / Discrimination Complaint Form

Complaints of discrimination and harassment should be directed to:
Judy Endres
Title IX Coordinator
Faribault Campus – 1225 Third Avenue; Faribault, MN 55021; office located in Student Affairs Center
North Mankato Campus – 1920 Lee Boulevard; North Mankato, MN 56003; office located in Student Affairs Welcome Center
Tel: 507-389-7531
Judy.Endres@southcentral.edu

If employees require an accommodation for a disability, please contact:
Dawn Pearson
Faribault Campus – 1225 Third Avenue; Faribault, MN 55021; office located in Student Affairs Center
North Mankato Campus – 1920 Lee Boulevard; North Mankato, MN 56003; office located in Administrative Suite
Tel: 507-389-7219
Dawn.pearson@southcentral.edu

Students requesting an accommodation for a disability, please contact:
Judy Endres
Dean of Student Affairs

Faribault Campus – 1225 Third Avenue; Faribault, MN 55021; office located in Student Affairs Center
North Mankato Campus – 1920 Lee Boulevard; North Mankato, MN 56003; office located in Student Affairs Welcome Center
Tel: 507-389-7531
Judy.Endres@southcentral.edu

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Immunization Policy #3000.07

Purpose: Uphold Minnesota Law (M.S.135A.14)

Applicability:
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. The Immunization form is designed to provide the school with the information required by the law and will be available for review by the Minnesota Department of Health and the local health agency.

Definitions:
"Student" means a person born after 1956 who did not graduate from a Minnesota high school in 1997 or later, and who is (1) registering for more than one class during a full academic term, such as a quarter or a semester or (2) housed on campus and is registering for one or more classes. Student does not include persons who are only enrolled in extension classes, correspondence classes, online classes, or evening or weekend adult accelerated programs.

List related policies, procedures or plans here:

- SCC Immunization Procedure 3000.25.1

Date & Subject of Revisions: December 14, 2018

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Immunization Procedure #3000.07.1

Purpose: Uphold Minnesota Law (M.S.135A.14)

Applicability: Minnesota law (M.S. 135A.14) requires that students attending post-secondary schools in Minnesota provide a statement that they have received appropriate immunization against measles, mumps and rubella (MMR) and diphtheria and tetanus (DT). The Immunization Record Form is available at http://www.southcentral.edu/forms. Students who fail to submit their immunization information within 45 days (after first enrollment) will be denied registration.

Completed forms are documented in the student record system.

Definitions: MMR vaccinations must have been administered after 12 months of age.
DT vaccinations must have been administered within ten years.

List related policies, procedures or plans:

- 3000.07 Immunization Policy

Date & Subject of Revisions: December 14, 2018

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Incomplete Grades Policy #4000.10

Purpose: The purpose of this policy is to establish guidelines for the appropriate use of the incomplete (I) grade.

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. A grade of "I" will count as credits attempted but not completed when calculating a student's percent of completion for satisfactory academic progress.

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 shall not re-register for the course while completing the remaining work.

Date of Final Approval / Policy Adoption: April 21, 2017

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Incomplete Grades Procedure #4000.10.1

Purpose: This procedure outlines the process for assigning an incomplete grade.

An instructor may assign a grade of "I" (Incomplete) to a student who fails to complete a course due to circumstances beyond his or her control when the work can be made up without retaking the course.

The instructor and student will agree upon the work to be completed and the deadline by which it must be done. The Incomplete Coursework Form must be signed by the instructor and the student, and submitted to the Academic Dean's Office for approval. Faculty will assign the grade of "I" online when submitting all grades. Once work is completed, faculty will submit a Grade Change form to Records Office.

If the assigned work has not been completed by the end of the following semester (not including summer), the Incomplete will automatically change to an F. If the instructor who assigned the Incomplete is no longer

employed at South Central College, the student should contact the appropriate academic dean, who may then arrange for resolving the grade.

List related policies, procedures, forms or plans here:

- Grading Policy 4000.09
- Incomplete Grades Policy 4000.10

Date & Subject of Revisions: April 21, 2017

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IT Policies & Procedures

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.

Official Student Email 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] @my.southcentral.edu.

3. **Redirection of email.** If students wish to have email redirected from their official @my.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 @my.southcentral.edu accounts.

4. **Expectations about student use of email.** Students are expected to check their SCC email 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 timecritical. 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 in- tended 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 student's official @my.southcentral.edu accounts are being accessed and faculty can use email for their classes accordingly.

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

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Maximum Class Size Policy and Procedure #4000.06

Purpose: Regulation that sets a reasonable maximum class size for all instruction at the college.

Applicability: The MSCF Master Agreement MnSCU (2011-2013) Article 11 (Work Assignments), Section 1. (All Teaching Faculty Workload Provisions), Subd. 11. (Class Size) states "The administration at each college shall establish, through shared governance council, a regulation that sets a reasonable maximum class size for all instruction at the college. Once the regulation is established any change must be considered through the shared governance council at least one (1) semester in advance. However, by mutual agreement, between the college president (or designee) and the State MSCF, the one (1) semester notice for changing class size may be waived. There will be no intentional enrollment beyond the maximum class size unless agreed to by the MSCF and the administration. Under exceptional circumstances as determined by the affected faculty member, an instructor may admit two (2) additional students per section."

List related policies, procedures or plans here (if any*)***:** MSCF 2011-2013, Article 11, Section 1. Subd.11

Procedure:

1. South Central College's procedure for initial class maximum for each course begins at the department level with consensus among all Unlimited Full-time and Unlimited Part-time faculty members, in collaboration with the academic dean.
2. When courses are submitted to faculty shared governance for approval, courses should be submitted on the *Class Maximum Request Form*. (form can be found at http://southcentral.edu/shared-governance/shared-governance.html)
    a. MnSCU credential field information can be obtained from Human Resources or the MSCF seniority roster. (MSCF seniority roster can be found at http://southcentral.edu/hr-a-college-relations/resources-a-forms.html).
    b. Instructional Cost Study information can be obtained from any of the following: Research, Planning & Grants Office, Vice President of Finance & Facilities, or Deans Office.
3. All Unlimited Full-time and Unlimited Part-time faculty members with the appropriate MnSCU credential to teach the proposed course and the academic dean must sign this form. It is the responsibility of the faculty proposing the course class max to secure all required signatures.
    a. For courses with no Unlimited Full-time and Unlimited Part-time faculty members, Unlimited Full-time and Unlimited Part-time faculty members from the particular division shall work with the academic dean for course maximum.
4. The Deans Office will forward the completed form to the Office of the Vice President of Student & Academic Affairs. All steps must be completed two weeks prior to the Shared Governance scheduled meeting.
5. The Vice President of Student & Academic Affairs verifies the faculty credential information and instructional cost study data by initialing the appropriate area on form.
6. The Vice President of Student & Academic Affairs will forward this completed *Class Maximum Request Form* to Shared Governance Council for discussion and vote at the meeting.
7. Placed on the Shared Governance Council meeting agenda for discussion and vote.
8. Forward to the Office of the President for approval.
9. Approved class maximum request(s) will be forwarded to the Registrar by the Office of the President.
10. Class maximum requests not approved will be returned to the faculty originating the request for necessary correction by the Office of the Vice President of Student & Academic Affairs.

Date & Subject of Revisions: January 30, 2015; Shared Governance Approved

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Maximum Credit Load Policy #4000.11

Purpose: The policy specifies maximum credit loads and overload exceptions per semester.

Applicability:
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 exception 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 for up to 22 credits as per policy, MinnState Board Policy 3.4.1, Part 8, Subpart B Visiting Student Status.

Procedure:
Drop Add Degree Seeking Student - form to get faculty permission

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 President and the Department of Instructional Technology will be responsible for this policy.

Appendix A -- Policy Routing

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

Date: May 5, 2005

Approved by: Keith Stover, President – South Central College

Author: Wes Taylor, Dean of Technology

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Parking Fee & Regulations

Parking Fee: the parking fee will be assessed on a per credit basis with a limit not to exceed the fulltime employee rate. Parking fees are dedicated to the maintenance, improvement and monitoring of SCC parking lots. By statute, neither tuition nor state appropriation dollars may be used for these purposes. This fee is assessed per credit on all credit valued classes.

All persons parking vehicles on property owned, leased or occupied by South Central College will do so at their own risk. No responsibility will be assumed by the College or the State because of loss of property, damage to the vehicle while parked, damage which may be incurred through the process of impounding the vehicle or for any other damage or loss sustained while on a college parking facility.

Parking Regulations:

1. The speed limit on all campus roadways is 20 mph.
2. In compliance with MN Statute 169.346, use of handicapped parking stalls is restricted only to those vehicles bearing a state issued handicapped license plate or displaying a state issued certificate.
3. Violations subject to towing or wheel lock:
    - College employees, seminar participants, and enrolled students parking in visitor 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.
4. *Faribault Campus Only:* The 53 stalls that face the high school (East side of lot) are unavailable for student parking. Students attending overnight conventions and other college activities are asked to notify the Facilities Manager.
5. *North Mankato Campus Only:* Students attending overnight conventions and other college activities are asked to use the purple lot. Vehicles parked overnight in any other lot will be towed at the owners expense.

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

Learn more about SCC Security

Student Parking Waiver Form
Faculty/Staff Parking Waiver Form

AASC 12/16/11

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Post Secondary Enrollment Options (PSEO) Policy #3000.09

Purpose: In accordance with Minn. Stat. $ 124D.09 and Policy 3.5, the purpose of this policy is to outline requirements and standards for the Post-Secondary Enrollment Options (PSEO) Program

Applicability: Applies to students as defined below.

Part 1. Definitions:

Subpart A. Post-Secondary Enrollment Options Program or "PSEO." The Post-Secondary Enrollment Options Program is the program established by Minnesota State Statutes 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students may earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

Subpart B. PSEO Concurrent enrollment course. A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

Part 2. Postsecondary Enrollment Options Expectations. The Minnesota State Colleges and Universities shall provide opportunities for students to participate in the Post-Secondary Enrollment Options Program. Students shall be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

Subpart A. Enrollment on campus. Enrollment of PSEO students in courses on a college or university campus shall be allowed on the basis of available space as defined by the college or university.

Subpart B. Compliance with standards. Colleges and universities shall require PSEO students to perform to the college's or university's academic and student conduct standards.

Subpart C. Developmental Courses. Colleges and universities shall not enroll students in developmental courses through PSEO.

List related policies, procedures or plans here *(if any)***:**

- MnSCU Board Policy 3.5 – http://www.minnstate.edu/board/policy/305.html
- Procedure 3.5.1 - http://www.minnstate.edu/board/procedure/305p1.html
- Minnesota State Statue 124D.09 - http://www.revisor.leg.state.mn.us/stats/124D/09.html
- MN Department of Education Postsecondary Enrollment Options - http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/

Date & Subject of Revisions: December 16, 2016

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Post-Secondary Enrollment Options Procedure #3000.09.1

Part 1. Purpose: In accordance with Minn. Stat. §124D.09 and Minnesota State Policy 3.5, this procedure governs the implementation of the Post-Secondary Enrollment Options program.

Part 2. Admissions Requirements for PSEO Students.
Subpart A. Eligibility Standards. PSEO participation shall be available to juniors and seniors enrolled through a Minnesota high school, home school, or alternative learning center who present evidence of the ability to perform college-level work. Such evidence includes the following:

1. Seniors, class rank in the upper one-half of their class, or score at or above the 50th percentile on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT), or cumulative GPA of 2.8 (on a 4.0 scale) or better
2. Juniors, class rank in the upper one-third of their class, or score at or above the 70th percentile on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT), or cumulative GPA of 3.2 (on a 4.0 scale) or better
3. Home schooled students: Seniors must score at or above the 50th on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT). Juniors must score at or above

the 70th percentile on a Minnesota State recognized nationally standardized, norm-referenced test (ACT, SAT, Aspire, or PSAT). Sophomore-level home schooled students are not eligible for PSEO.

4. Students who are in the 11th or 12th grade who are applying for Technical coursework will be required to demonstrate that they have the ability to successfully complete college coursework at a C level or higher. The following criteria may be reviewed before an admission decision is determined – recommendations from a high school contact person, coursework taken in high school, GPA, class rank, New Student Assessment Testing and Minnesota State recognized nationally standardized, norm-referenced test results. A student who seeks to change their declared major must meet stated PSEO criteria at the time the request is made.

Subpart B. Eligibility Review Process. Evidence presented by students seeking to participate in the PSEO program will be reviewed as part of the admission process. This process shall address each of the criteria in Part 2 Subpart A of this procedure and shall include faculty participation as appropriate. Students must have successfully completed all PSEO admissions requirements to South Central College.

Subpart C. Career and Technical Education. Notwithstanding the eligibility standards established in Part 2, Subpart A of this procedure, a student who is in 10th grade and has attained a passing score of 850 on the 8th grade Minnesota Comprehensive Assessment in reading and meets any other course prerequisites or course enrollment standards established by the college, including but not limited to assessment test scores, program admission, or other requirements, may enroll in a career or technical education course. Sophomore students are limited to courses outside the Minnesota Transfer Curriculum (MnTC) and approved by the Vice President of Academic and Student Affairs. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.

A career or technical course is a course that is part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions and provides technical skill proficiency, an industry recognized credential, and a certificate, diploma, or an associate degree.

A student who first enrolls under this provision while in 10th grade and wishes to enroll in general education courses as an 11th or 12th grade student must take the system Assessment for Course Placement and achieve the required scores prior to enrollment.

Students admitted under this provision may be required to attend counseling or advising sessions at the discretion of the college.

Part 3. PSEO Admission Appeal. An applicant who is denied acceptance into the PSEO program has the right to appeal the decision to the college. The appeal process requires:

- Student must submit a PSEO Admission Appeal Form
- Student must submit a letter of appeal
- Student must submit a letter of support from a school contact person

A student cannot appeal if denied based on an incomplete application by the deadline date.

Appeal must be received within 10 working days after notification of denial is received by the student.

Part 4. PSEO Student Support, Enrollment, and Performance.

Subpart A. Student Support. PSEO students will be provided information that:

1. describes available academic and student support services and
2. outlines student responsibilities, including their responsibility to communicate with their high school about their academic performance in courses offered through PSEO.

Subpart B. Student Enrollment. Students choosing to enroll in PSEO courses, including PSEO concurrent enrollment courses, shall meet the requirements of Board Policy 3.3 and System Procedure 3.3.1, Assessment for Course Placement, before enrolling. PSEO students must meet age specific requirements for each course. Students are not eligible to take courses that involve travel out of the school area (e.g. trips to Colorado, Africa, Germany).

Subpart C. Student Performance and Program Effectiveness. South Central College will collect data about the performance of each student enrolled in courses through PSEO for use in monitoring student progress and measuring PSEO program effectiveness. This data shall be reported to the system office.

Part 5. PSEO Offered through Concurrent Enrollment Courses.

Subpart A. Definition. As defined in Policy 3.5, a PSEO concurrent enrollment course is a course made available through the PSEO program, offered through a high school, and taught by a high school teacher. As specified in Minn. Stat. §124D.09, concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

Subpart B. PSEO Concurrent Enrollment Courses. PSEO concurrent enrollment courses shall be college-level courses approved through the curriculum process, shall meet institutional standards required for accreditation, and shall follow the college approved course outline.

Subpart C. Concurrent Enrollment Agreements. An agreement must be completed to offer one or more concurrent enrollment courses, signed by the appropriate representative of each party which includes the college and the high school district. This agreement shall address at a minimum:

1. qualifications and responsibilities of high school instructors as defined in Subparts E and F of this procedure, including documentation of high school teacher qualifications;
2. college support to be provided to the instructor as defined in Subpart D of this procedure;
3. other resources, such as laboratory space and course materials, needed to support quality concurrent enrollment teaching and learning;
4. compliance with student participation requirements as specified in Part 2 and Part 5, Subpart H of this procedure;
5. financial arrangements for offering the course(s); and
6. duration of the agreement and frequency of its review, which shall be at least annually.

The form of the agreement between a district and a college and the financial arrangements for delivering concurrent enrollment courses shall be in conformance with system-determined practices for concurrent enrollment agreements that exist at the time the agreement is signed.

Subpart D. PSEO Concurrent Enrollment Instructor Support. For each high school teacher approved to provide PSEO instruction as a concurrent enrollment instructor, the college or university shall:

1. provide a college faculty member who shall communicate regularly with the concurrent enrollment instructor and monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college and that students are held to college-level standards; and
2. provide each concurrent enrollment instructor with a required orientation to the concurrent enrollment program and on-going opportunities to participate in appropriate campus-based and/or program-specific faculty development activities.

Subpart E. PSEO Concurrent Enrollment Instructor Designation. Designation of a high school teacher to be a concurrent enrollment instructor requires:

1. completion of an application by the high school teacher;
2. approval by the teacher's principal as part of the application; and

3. approval by the college after consultation with faculty in the relevant discipline, consistent with Subpart F of this procedure.

Participation in a concurrent enrollment program by a high school teacher shall require compliance with all expectations for communicating with the college faculty member and participation in any required orientation and professional development activities, as outlined in the concurrent enrollment agreement and as described in Subparts C and D of this procedure.

Subpart F. PSEO Concurrent Enrollment Instructor Qualifications. The minimum qualifications for concurrent enrollment instructors shall meet the system established credential fields and minimum qualifications for faculty are designated in Board Policy 3.32 and System Procedure 3.32.1 College Faculty Credentialing.

Subpart G. Students in PSEO Concurrent Enrollment Courses. PSEO concurrent enrollment courses shall not simultaneously enroll PSEO and non-PSEO high school students except as provided in Subpart H of this procedure.

Subpart H. PSEO Concurrent Enrollment Exceptions. A high school that wishes to have a college offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the PSEO eligibility requirements of Part 2, Subpart A may:

1. request approval for an exception from the president of the college to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course; or
2. request approval for an exception from the president of the college to allow non-PSEO students to enroll in that course. The president of the college shall approve or deny the request after the appropriate college consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:
    a. PSEO students shall be the majority of the students in the course; and
    b. the concurrent enrollment instructor and college faculty member shall ensure that all PSEO students are held to college-level course standards.

An annual report of all concurrent enrollment exceptions granted by a college shall be provided to the system office and shall include information about efforts made to reduce the number of exceptions approved.

Part 6. PSEO Student Performance Requirements. To continue enrollment in the PSEO program a student must:

- Adhere to Satisfactory Academic Progress policy
- Complete the Postsecondary Enrollment Options form each semester; this form needs to be signed by a secondary school representative
- Comply with SCC's policies in the SCC e-catalog

Financial Information:

- Tuition, textbooks, and fees are covered by the PSEO program. The student is responsible for any other costs incurred at the college (library fees, transportation and supply/classroom fees not covered in tuition costs)
- Student is financially responsible for supplies, tools, clothing and any consumable supplies
- Student is financially responsible for any books not returned by the end of the business day at the end of South Central College's finals. The student will be charged at a used price of the textbook for any books that are not returned on time and in the same condition as when they are picked up. Any CD's or supplemental materials must be returned with the book
- Students may take a course that has an additional fee up to $100 per credit

Date & Subject of Revisions: December 16, 2016

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Program Development Policy #4000.19

Purpose: Creation of a new program or adoption of existing Minnesota State program

Definitions: South Central College will follow Minnesota State Board Policy #3.36 Academic Programs http://www.minnstate.edu/board/policy/336.html

Approval of the chancellor is required for new academic programs, changes to existing academic programs, suspension of academic programs, and closure of academic programs at system colleges and universities.

An approved academic program shall include curricular requirements for earning an academic award, such as credits in general education, a major and/or minor, and all prerequisite courses. The chancellor shall maintain the academic program inventory and annually report to the Board of Trustees on the status of the inventory. The annual report to the Board will include data and analysis of programs measured against program goals established by the Chancellor. The goals will be based on aligning program offerings to workforce needs statewide, regionally and locally in collaboration with the Department of Employment and Economic Development and the Governor's Workforce Development Council (GWDC), and including data from the State Demographer. Only academic programs approved by the chancellor as recorded in the academic program inventory may be offered by system colleges and universities.

Related policies, procedures or plans:

- Minnesota State System Academic Programs Procedure 3.36.1 http://www.minnstate.edu/board/procedure/336p1.html

Date & Subject of Revisions: January 18, 2019

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Program Development Procedure #4000.19.1

Purpose: Creation of a new program or adoption of existing Minnesota State program

Definitions: South Central College will follow Minnesota State Board Policy #3.36 Academic Programs http://www.minnstate.edu/board/policy/336.html

List related policies, procedures or plans here *(if any)*:

- SCC New Program Procedure 4000.19.1
- Curriculum Committee Charter / Bylaws

Procedure: Follow guidance as outlined in Minnesota State System Procedure #3.36.1, Academic Programs, subpart A. Approval of New Academic Programs, to determine feasibility of adoption of new program

1. Discuss intention to develop a new program within the respective discipline area to include faculty, Deans, advisory boards and other constituents
2. Consult with leadership for the following functional areas, not necessarily in this respective order:
    a. Office of the President
    b. Academic Affairs
    c. Student Affairs
    d. Office of Registrar
    e. Financial Aid
    f. Admissions
    g. Institutional Research
    h. Finance and Operations
    i. Information Technology
    j. Human Resources
    k. Economic Development
    l. Other areas as applicable to program request
3. If supported, submit request to Curriculum Committee, using the Checklist for Reviewing Curriculum Projects as a guideline. Follow Curriculum Committee protocol for approval of a new program.
4. If approved by Curriculum Committee and Vice President of Student and Academic Affairs , program will be discussed during an upcoming Academic Affairs and Standards Council (AASC) meeting
5. If supported by AASC, program will proceed through the new curriculum approval process through Minnesota State, which includes a 10-day review as a Notice of Intent to develop a new program.

Date & Subject of Revisions: January 18, 2019

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Program Review Policy #4000.17

Purpose: South Central College shall regularly review its academic programs for the purpose of academic planning and improvement. This process ensures that learning outcomes remain relevant, and are aligned with student, workplace, and societal needs.

List related policies, procedures or plans here (if any): Policy 3.36 Academic Programs Part 7. Academic Review. Each system college and university shall regularly review its academic programs for the purpose of academic planning and improvement.

Each system college and university shall submit an annual summary of its academic program review activity to the chancellor.

The chancellor, as appropriate, may conduct statewide or regional reviews of academic programs or program clusters, report findings to the Board of Trustees and, when necessary, impose conditions on academic programs.

Date & Subject of Revisions: April 20, 2018

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Program Review Procedure #4000.17.1

Purpose:
South Central College is committed to providing high quality technical and liberal arts education to the citizens of Minnesota. Program review, coupled with the college strategic planning process and the program portfolio, is an important part of this commitment as it provides essential data for continuous quality improvement and verification of program and institutional effectiveness. Program Review is the process of systematic review and evaluation of academic programs at regular intervals. It involves a self-study by the program faculty in the area under review, assisted by colleagues and administrators from the college but outside of the program under review. Current students and advisory board members, as applicable, are included in the review. The Program Review procedure outlines the process for a comprehensive and systematic collection of data, which will help evaluate the strengths and potentialities of a program in order to improve effectiveness. The program Strategic Action Plan that emerges from Program Review is then considered in the institutional planning process.

Applicability:
Purpose of Program Review
The overall goal of the program review process is to:

- Compile data to guide program development plans, professional development activities, and facilities utilization.
- Identify the greatest strengths, best opportunities and preferred future for the academic programs. This future can run the gamut from program enhancement to elimination.
- Guiding continuous improvement for the program based on program goals
- Development of a living, dynamic Strategic Plan with meaningful and measurable goals defined.

Frequency
All programs are evaluated on a four-year cycle that accommodates accreditation cycles and changes in personnel within program leadership. This frequency allows for the varying degrees of technological advance that occurs between programs. For academic programs that have special program accreditation from an outsite agency, they will follow the required frequency of that agency and make a presentation to the President's Cabinet with a summary of their findings, and a 3 yr Strategic Operational Plan.

Selection of Programs for Review
The selection of programs for review in any given year is made by the Vice President of Academic and Student Affairs, in consultation with the Academic Deans. The following factors should be considered:

- relationship of the program to others being reviewed at the same time
- marked changes in enrollment patterns (up or down)
- program change initiatives under consideration
- timing of other certifications/reviews
- state mandates
- professional organization recommendations
- elapsed time since last review

The current Program Review Schedule consists of four groups of programs, repeating on a cycle. Programs that have an external program accreditation process may rotate on a different schedule as required by the accrediting agency.

Coordination of the Program Review Process
The Office of Research and Institutional Effectiveness facilitates the process with faculty and administration. Academic Deans also lend the support of their departments, such as with coordination of the Internal Review Team meeting and other related events.

Self-Study Group
The Self-Study Group consists of faculty in the area being reviewed and other college staff who can share expertise and assistance as needed.

Responsibilities of the Self-Study Group
The Self-Study Group completes the Program Review Self-Study document, which provides for a thorough description and analysis of the program. As they work towards completing this document, the Self-Study Group and the Academic Dean will meet with Office of Research and Institutional Effectiveness (RIE), the Vice President of Finance & Facilities the Director of Curriculum & Faculty Development, the Director of Admissions & Financial Aid, the Director of Marketing, program advisors, and others as needed to complete the self-study. They will also, with assistance from RIE, develop a portfolio of exhibits and data for review by the Internal Review Team. The portfolio will include the following:

Complied by faculty:

- assessment plans and results and changes made from the assessment data
- syllabi: which includes course descriptions, textbooks/tools/materials needed, major projects/assignments, grading criteria, competencies, etc.
- advisory committee minutes and membership list
- supervisor comments from internships
- examples of student academic achievement
- other artifacts, particularly as they are relevant to student achievement
- marketing materials

Compiled by RIE:

- persistence and completion
- placement and continuing education information for graduates
- enrollment data
- current student, program graduate, advisory committee, and employer surveys and results
- program budgets and cost per FYE compared to similar programs in Minn State
- FYE & FTE and FYE/FTE ratio
- Course saturation, student credit hours, course completion data
- Community College Survey of Student Engagement (CCSSE), Student Satisfaction Inventory (SSI), or other institutional survey results

Internal Review Team
After the Self-Study Group has completed their self-study and compiled the portfolio of exhibits and data, a meeting is held with an Internal Review Team (IRT) for the purpose of analyzing all information and providing feedback to the program. The composition of this group is as follows:

- Academic Dean for program area under review
- Department Chair of program area under review
- One SCC faculty member from LAS
- One SCC faculty member from a technical program (outside of the program under review)
- One Academic Advisor or Academic Support staff member
- Other Administrator or Staff Member as applicable
- One student from the program
- One additional student or alumni

*Requests for exceptions may be made by the Vice President of Student & Academic Affairs.

This Internal Review Team examines the Self-Study and materials complied by the self-study group prior to the event. During the IRT meeting, the team will have an opportunity for discussion with students currently in the program, and with the program faculty. A tour of the teaching space/facilities is also scheduled, as appropriate.

The IRT will complete an **IRT Summary Report**, offering their feedback as a strategic planning tool that focuses on the program's current strengths and vision of the future for developing its strategic goals. This document is then forwarded to the Self-Study team for their use in developing their Strategic Action Plan, the next step in the Program Review process.

Strategic Action Plan
With the feedback from the IRT, the Self-study Team and their Academic Dean develops a three-year Strategic Operational Plan for their program. This plan lays out the goals for the program, the action strategies designed to achieve those goals, the resources required, responsible parties to work on those action strategies, a timeline, and measurable results to know those goals have been achieved.

Strategic Operational Plan Review
Subsequent to the Self-Study Group completing their Strategic Operational Plan, Strategic Operational Plan Review takes place. This is conducted at a second Advisory Committee meeting of the academic year. The Self-Study Group, Advisory Committee and program Dean will review the Strategic Action Plan to ensure the action steps are specific as to program, student and industry needs, well defined and measurable.

The Office of Research and Institutional Effectiveness facilitates this event to engage all participants to have shared conversations and input on strategic planning. The planning is flexible and scalable, so planning and decision-making can be adjusted to fit SCC's culture and needs.

The end goal of the Strategic Operational Plan Review is for the program to have in place an industry-vetted 3-year Strategic Action Plan with goals and action strategies, measurable results and timelines.

Programs that do a separate program accreditation process, do not need to do another self-study. Instead, they need to provide a summary of the accreditation agency's findings and reaffirmation and develop a 3 year action plan to present to the SCC Cabinet.

Subsequent Action
1-2 program faculty on the Self-Study Team and their Academic Dean will present the Strategic Operational Plan to the President's Cabinet within approximately three months of the Strategic Operational Plan Review meeting. The Strategic Operational Plan and IRT Summary report will be submitted as agenda items prior to the scheduled meeting to enable review.

The college and department must both agree to support the mutual goals and strategic operational plans. The Vice President of Academic and Student Affairs, in consultation with program faculty and the appropriate Dean , is responsible for actions leading to the consideration of major program changes such as elimination or substantial growth or alteration.

To help facilitate implementation of the Strategic Plan the Academic Dean follows up with program faculty on plan items on a regular basis, and the plan is shared annually with the Program Advisory Committee. The program faculty file an annual progress report with the Academic Dean and Vice President of Academic and Student Affairs. This report is to include evidence of discussion and action for each goal/recommendation in the Strategic Operational Plan.

At the conclusion of their program review process, each program is responsible for moving the documents saved in their program review shared folder, to their department shared drive (as appropriate).

Timeline
The timeline for the Program Review process normally flows in this order:

- Spring semester prior to the FY of the review – initial overview with program Dean/faculty and RIE Project Manager
    - RIE Project Manager provides "current student survey" to program faculty for administration

- Summer semester prior to the FY of the review – Office of Research and Institutional Effectiveness conducts surveys with graduates and employers of graduates of the program
- Fall of FY – Advisory Committee Survey is conducted at first Advisory Committee of the FY
- Fall of FY – Self-study team begins compiling data/documents, meeting with other college representatives, and writing their self-study
- Fall of FY - Each program establishes a timeframe for:
- Completion of self-study, including review and approval by dean
- IRT meeting – determining membership and scheduling the meeting
- Development of Strategic Operational Plan by Self-study Team
- Advisory Committee (or external team determined by the Self-Study Team and Dean)– review of the Strategic Operational Plan at second meeting of the FY
- Presentation of Strategic Operational Plan by the Academic Dean and faculty self-study team representative(s) to the President's Cabinet
- Implementation of the goals begins with annual updates to the Strategic Operational Plan, Faculty Professional Development Plans, Program Budgets, and Assessment Plans to the Academic Dean for the next 3 years.

List related policies, procedures or plans here (if any): Policy3.36 Academic Programs
Part 7. Academic Review. Each system college and university shall regularly review its academic programs for the purpose of academic planning and improvement.
Each system college and university shall submit an annual summary of its academic program review activity to the chancellor.
The chancellor, as appropriate, may conduct statewide or regional reviews of academic programs or program clusters, report findings to the Board of Trustees and, when necessary, impose conditions on academic programs.

Date and subject of revisions: April 20, 2018

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Satisfactory Academic Progress Policy #4000.13

Purpose:

Part 1. South Central College, the Minnesota State Colleges and Universities and Federal and State law require that a student make satisfactory academic progress towards a degree or certificate to attend the College and remain eligible for financial aid.

The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

Counseling, tutoring, mentoring, special programs and outside referrals are all available.

Part 2. **Qualitative Measure of Progress**
All students are required to meet or exceed a cumulative earned grade point average (GPA) of 2.00.

Part 3. Quantitative Measure of Progress

A. **Completion Percentage -** All students are required to earn a minimum of 67% of their cumulative registered/attempted credits. Grades of F, FN, FW, I, N, 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.

Percent earned = cumulative earned credits /cumulative registered credits

B. **Maximum Time Frame -** All financial aid recipients are expected to complete their degree/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of credits needed to complete their degree/certificate at South Central College.

Part 4. Evaluation

South Central College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Part 5. Failure to Meet Standards

A. Warning

1. **Warning Status.** If at the end of the evaluation period a student has not met either an institution's GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
2. **Reinstatement of students on warning status.** If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

B. Suspension of Students on Warning Status. If at the end of the warning period a student who has been on warning status has not met both the institution's cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

C. Suspension of Students Not on Warning Status

1. **Suspension for Exceeding the Maximum Time-Frame**. If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.
2. **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame**. If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student completes their program of study at South Central College, the student shall be suspended from financial aid.
3. **Suspension for Extraordinary Circumstances**. Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.
4. **Suspension at another MnSCU Institution.** Students who have been suspended from another MnSCU institution within the past academic year shall be denied admission at South Central College but may contact the Admissions Office for the appropriate appeal form.

Part 6. APPEALS & PROBATION

A. **Appeals:** A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
   - Appeals are due prior to the first day of the semester the student wishes to be reinstated for financial aid and/or enrollment.
   - Appeals must be submitted in writing with a form(s) available from the College.

- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by the Director of Financial Aid, Registrar or designee. If denied, it may be resubmitted, with additional documentation, for consideration by an appeals committee.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.
- All academic plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic plans put in place for % completion deficiency, will require a term completion percentage of 75% during any probationary term.

B. **Probationary Status:** A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

1. Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
2. Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan (2.50 term GPA and/or 75% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
3. Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

PART 7. Notifications of Status and Appeal Results

A. **Status Notification -** Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation.

The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

B. **Appeal Result Notification -** Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid.

Denied appeals include the reason for denial and the process to appeal the denial.

Part 8. Reinstatement

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved.

A student suspended from the College may be reinstated to enroll for classes after not attending South Central College for one semester. Subsequent suspensions will be one academic year.

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

Part 9. Treatment of Grades and Credits

A. **Credits**: The unit by which academic work is measured.
Registered (Attempted) Credits: The total number of credits for which a student is officially enrolled at the end of the registration drop period each term.

Cumulative Registered Credits: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

Earned Credits: Earned credits include grades of A, B, C, D and P. They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

Attempted, NOT earned: Grades of F, FN, FW, I, N, NC, W, Z and IP (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

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

C. **Audited Courses**: Audited courses are not aid eligible courses and are not included in any satisfactory academic progress measurements.

D. **Consortium Credits**: Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college.

These credits are included in all satisfactory academic progress measurements.

E. **Developmental Credits**: Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding English Language Learner).

These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.

F. **Repeat Credits**: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution.

The institution will determine, based on its Repeated Courses policy, 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.

G. **Transfer Credits:** Transfer credits are credits earned at another college which are accepted by this college.

Transfer credits which are accepted by South Central College and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame.

Grades associated with these credits are not included in calculating GPA.

H. **Withdraw:** The mark of "W" (withdrawal) 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 does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

I. **Test Out:** Credits earned through test out do not count toward the total credits enrolled per term for financial aid purposes, but credits are used when calculating student’s percent of completion and maximum time frame.

J. **Credit for Prior Learning (CPL):** Credits earned from previous experience are not eligible for financial aid, but credits are used when calculating student's percent of completion and maximum time frame.
K. **Incompletes:** The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. A grade of "I" is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

Applicability:

Definitions:

Academic Plan. A student who successfully appeals for reinstatement will be required by South Central College to complete, during their probationary period, specific requirements contained in an academic plan developed for that student by South Central College.
At a minimum the academic plan will require a student to achieve a 2.50 GPA during their probationary term and/or a 75% completion rate during their probationary term, depending upon the deficiency.

Evaluation Period. South Central College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Maximum Time Frame. All financial aid recipients are expected to complete their degree/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program.

Warning Status. Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution's grade point average standard, or completion percentage standard, or both.

- If at the end of the warning period a student who has been on warning status has met both the institution's cumulative grade point average and completion percentage standards, the warning status is ended and the student is returned to good standing.
- If at the end of the warning period a student who has been on warning status has not met either the institution's cumulative grade point average or completion percentage standards, the institution shall suspend the student.

Suspension Status. A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards.

Probationary Status. A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

List related policies, procedures or plans here:

- #3000-22 Grading and Grade Change Policy
- #3000-36 Repeated a Course Policy
- #3000-02 Academic Forgiveness Policy

Date & Subject of Revisions: 3/18/16

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Senior Citizens #4000.14

Purpose: SCC will provide access to Senior Citizens per Minnesota Statute

Applicability: Senior citizens (see definition below) as provided in Minnesota Statues 2010, sections 135A.51, Subdivision 2, may be enrolled in credit courses on a space-available basis beginning on the first class day of the term through the fifth class day of the term.

Senior citizens enrolled in credit courses are not charged for tuition, but are charged an administrative fee of $20 per credit, in addition to applicable and Minnesota State allowed fees, including but not limited to per-credit Technology and MSCSA fees, textbook and material fees, application and placement fees. A charge will be applied to closed enrollment training programs. Other fees, such as parking or a late fee may be assessed if applicable.*

Senior citizens enrolled in non-credit courses are not charged for tuition unless the course is designed and offered specifically and exclusively for senior citizens. Other fees, such as parking, textbooks, materials, special course fees or a late fee may be assessed if applicable.* A charge will be applied to closed enrollment training programs.

Audited courses: No fees for courses are applied. Other fees, such as parking or a late fee may be assessed if applicable.*
*See Minnesota State System Tuition and Fees 5.11 http://www.minnstate.edu/board/policy/511.html; Minnesota State System Senior Citizen Charges and Fees Procedure 5.11.1.3
http://www.minnstate.edu/board/procedure/511p1g3.html

Definitions: As defined in Minnesota Statues +135A.51, a senior citizen is a legal resident of Minnesota who has reached 62 years of age before the beginning of any term in which a course of study is pursued, or a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of a term.

List related policies, procedures or plans here:

- Minnesota State System Tuition and Fees 5.11; http://www.minnstate.edu/board/policy/511.html
- Minnesota State System Senior Citizen Charges and Fees Procedure 5.11.1.3 http://www.minnstate.edu/board/procedure/511p1g3.html

Procedure: n/a

Date & Subject of Revisions: January 18, 2019

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Service Animal Policy #3000.38

Applicability:

Service Animal Definition - A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals are not service animals for the purposes of this definition.

Work or Tasks
The following questions will be asked of the person who is accompanied by a service animal:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

College staff will not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

Conditions and Control
All service animals must be vaccinated and tagged.

A service animal must be under the control of the handler at all times. The college reserves the right to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it
- The animal is not housebroken
- The presence of the animal constitutes a fundamental alteration to the nature of the service, program, or activity of the college

The animal must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

If the college properly excludes a service animal it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The college is not responsible for the care or supervision of a service animal.

Miniature Horses

An exception to the ADA regulations for service animals allows students with disabilities to be accompanied by a trained miniature horse. The same criteria as above will be used to assess whether a miniature horse is allowed on campus (animals must be housebroken, in the owners control, and cannot compromise legitimate safety requirements necessary for safe operation of the facility.) In addition, miniature horses must have a height under 34 inches and weigh less than 100 pounds.

This guideline is adapted from The Federal Register, Sept. 15, 2010, "Guidance on Revisions to ADA Regulation on Nondiscrimination on the Basis of Disability in State and Local Government Services," Sec. 35.136 Service animals and Section-By-Section Analysis and Response to Public Comments, pages 56192-56195.

AASC 12/16/11

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Sexual Violence Policy and Procedure for Students and Employees

Sexual Violence Resources
Prevention and Reporting

South Central College is committed to supporting victims of sexual assault, domestic violence and stalking. As such, the college adheres to the Minnesota State Sexual Violence Policy 1B.3 and Procedure 1B.3.1.

Complaints of discrimination and harassment should be directed to:

Judy Endres
Title IX Coordinator
Faribault Campus – 1225 Third Avenue; Faribault, MN 55021; office located in Student Affairs Center
North Mankato Campus – 1920 Lee Boulevard; North Mankato, MN 56003; office located in Student Affairs Welcome Center
Tel: 507-389-7531
Judy.Endres@southcentral.edu

Or by using SCC's Confidential Report Form for Sexual Misconduct, Dating/Relationship Violence, Stalking: https://forms.southcentral.edu/machformsSCC/view.php?id=333482

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Star Alert System

South Central College, with campuses in Faribault and North Mankato, utilizes a wireless emergency notification system for students, faculty and staff called 'Star Alert'. The system utilizes text and email messaging to inform registrants of crisis situations impacting the campus community.

Based on an opt-in registration process, students, faculty and staff are invited to participate by registering their cell phone numbers and email addresses. Spam-free and advertiser free, the Star Alert is only used in real emergencies and weather closings. If the campus is experiencing a crisis situation, is closed, classes are cancelled or postponed, or other critical information must be conveyed, it will be communicated via the Star Alert system.

Online registration is available on the Campus Security web page.

AASC 11/18/11

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Student Background Policy (Health and Child Care Majors)

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

AASC 1/25/13

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Student Code of Conduct Policy #3000.10

A. Purpose

The South Central College (SCC) Student Code of Conduct (the Code) define expectations for appropriate conduct to support a productive learning environment. The Code includes an outline of students' right to due process, and sanctions resulting from violations.

B. Student Conduct Policy
Students are expected to conduct themselves in accordance with college policy and generally accepted norms of conduct in order to preserve a safe and supportive learning environment. Students will be afforded appropriate due process in the resolution of any allegation(s) of violations of the Conduct. Students found responsible for violations are subject to sanctions which may include removal from course(s) or suspension/expulsion from the college.

Allegations of discrimination, harassment, sexual violence, fraud or dishonest acts as defined in Minnesota State Board Policy 1B.1, 1B.2, 1B.3, 1B.4 must be resolved pursuant to Board policy. Allegations of academic dishonesty will be resolved under separate procedures in accordance with SCC Academic Policy #4000-07.

Jurisdiction of the Student Code of Conduct
The Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus in the following circumstances:

- Hazing is involved; or
- The violation is committed while participating in a college sanctioned or sponsored activity; or
- The victim is a member of the college community; or
- The violation constitutes a felony under state or federal law; or
- The violation adversely affects the educational, research, or service functions of the College.

The Administrator (defined in procedures) shall decide whether the Conduct will apply to conduct occurring off-campus on a case-by-case basis.

C. Prohibited Student Conduct

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this Code may be subject to the disciplinary actions outlined in procedures:

1. Violation of any federal, state or local law.
2. Violation of any College or Board policy, rule or regulation published in hard copy or available electronically on the College or MnSCU website.
3. Acts of dishonesty, including but not limited to the following:
    1. all forms of academic dishonesty including cheating and/or plagiarism;
    2. furnishing false information to any College official, faculty member or office;
    3. forgery, alteration or misuse of any College document, record or instrument of identification;
    4. use of any unauthorized assistance in taking quizzes, tests or examinations
    5. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
    6. acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
    7. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, routine College activities, other authorized College activities or other unauthorized activities on or off campus.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, in person or electronically, which threatens or endangers the health or safety of any person.
6. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
7. Hazing defined as an act 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. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
8. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys or other access modes to any College premises or unauthorized entry to or use of College premises.
10. Use, possession, manufacturing or distribution of narcotics or other controlled substances except as expressly permitted by law.

    Note: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college owned or controlled property or any function authorized or controlled by the college or university.
11. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by College or MnSCU regulations), or public intoxication, or violation of Minnesota State Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Possession or use of firearms, explosives, other weapons, or dangerous chemicals on College premises, even if legally possessed, in a manner that harms, threatens or causes fear to others. Minnesota State 5.21 policy states: *Students are prohibited from possessing or carrying a firearm while on system property,*

regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room or restroom.
15. Sexual violence offenses are processed under MnSCU Sexual Violence Policy 1B.3 and Procedure 1B.3.1
16. Any violation of the College's IT Policies and Procedures or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
17. Abuse of the student conduct system, including but not limited to:
    a. Failure to obey the notice to appear for a meeting or hearing as part of the student conduct system;
    b. Falsification, distortion, or misrepresentation of information before the Student Conduct Board;
    c. Disruption or interference with the orderly conduct of Student Conduct Board proceedings;
    d. Initiating a Student Code of Conduct proceeding in bad faith;
    e. Attempting to discourage an individual's participation in, or use of, the student conduct system;
    f. Attempting to influence the impartiality of a member of a Student Rights and Responsibilities Board prior to, and/or during the course of, the Student Rights and Responsibilities Board proceeding;
    g. Harassment (verbal or physical) and/or intimidation of a member of a Student Rights and Responsibilities Board prior to, during, and/or after a student Conduct Code proceeding;
    h. Failure to comply with the sanction(s) imposed under the Code;
    i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

D. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Administrator.

Determinations made or sanctions imposed under this Code shall not be subject to change because criminal complaints arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

E. Maintenance of Records

Annually, and upon amendment, colleges and universities will notify students of the availability and location of the Student Code of Conduct and a copy of the code will be posted at appropriate locations on campus and on the college website.

Related Policies:

Academic Dishonesty #4000.02
Complaint/Grievance Policy #3000.04
Data Privacy ***TO BE REVISED***
Harassment/Nondiscrimination in Employment & Education policy ***TO BE REVISED***
Safety & Health Policy ***TO BE REVISED***
Sexual Violence Policy for students and Employees ***TO BE REVISED***
Student Rights and Responsibilities #3000.12

Student Drug and Alcohol Use Policy ***TO BE REVISED***
MnSCU 3.6 Student Conduct Policy
MnSCU 3.5.1 Student Conduct Procedures

Procedure: See Student Code of Conduct Procedure 3000.10.1

Date & Subject of Revisions: September 16, 2016

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Student Code of Conduct Procedure # 3000.10.1

A. Purpose: South Central College has established procedures to implement this policy.

B. Definitions:

1. "College" means South Central College.
2. "Administrator" means that person designated by the college president to be responsible for the administration of the student Code of Conduct by serving as the Hearing Officer.
3. "Alleged student violator" means any student accused of violating the Student Code of Conduct.
4. "College premises" include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College, including adjacent streets and sidewalks. The Student Code of Conduct applies at all locations rented by the College, including facilities as part of the Education for Global Learning program.
5. "Complainant" means any person who submits a complaint alleging that a student violated the Code of Conduct. A student who believes that s/he has been a victim of another student's misconduct will have the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the complaint itself.
6. "Hearing Officer" means the person dedicated to preside over procedural matters under review by the Student Right and Responsibilities Board.
7. "Student" includes all persons who:
8. Are enrolled in one or more courses, either credit or non-credit through the College.
9. Withdraw, transfer, or graduate after an alleged violation of the student Code of Conduct.
10. Are not officially enrolled for a particular term but who have a continuing relationship with the college.
11. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
12. "Member of the college community" includes any person who is a student, staff or faculty member, administrator or any other person employed by the college.
13. "Organization" means any number of persons who have complied with the formal requirements for College registration as a Student Senate recognized club or Student Life funded group.
14. "Preponderance of evidence" means a standard of responsibility that more likely than not the Code has been violated.
15. "Student Rights and Responsibilities Board (SRRB) means any person or persons authorized by the Dean of Student Affairs and appointed by the SCC Student Senate to determine whether a student has violated the Code and to recommend sanctions that may be imposed or to consider an appeal as to whether a student has violated the Code or the sanctions imposed by the hearing Officer.
16. "Hearing Officer means the person dedicated to preside over procedural matters under review by the Student Rights and Responsibilities Board.
17. "Summary Suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College Community.

18. “Suspension” means denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions may be specified.

C. Investigation and informal Process:

Any member of the college community may submit in writing any concern that a student or organization has violated the Student Conduct Code. The submitter shall be informed of rights in accordance with applicable privacy laws and policies including, but not limited to the Minnesota Government Data Privacy Act (MGDPA), the federal Family Educational Rights and Privacy Act (FERPA) and South Central College’s Data Privacy Policy. Following the submission of a concern against a student or student organization, the Administrator shall conduct an investigation of the allegations. The process will include the following practices:

1. If the concern seems unwarranted, the Administrator may discontinue the proceedings.
2. If there is sufficient evidence, the Administrator shall give the student written notice of the specific concern against him/her and the nature of the evidence available to support that concern, as well as a copy of the Student Code of Conduct. The accused student will be invited to attend an informal meeting with the Administrator where the accused student shall have the opportunity to accept responsibility and resolve the alleged violation or present a defense against the complaint. If the student accepts responsibility and agrees to a sanction, there shall be no subsequent proceedings. Within a reasonable time period following the meeting, the Administrator will inform the accused student in writing of his/her decision, whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
3. If the accused student fails to appear for the informal hearing, the Administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

D. Summary Suspension:

In certain circumstances, the Administrator may impose a summary suspension prior to the informal or formal proceedings. A summary suspension may be imposed only when, in the judgment of the Administrator, the accused student’s presence on the college campus would constitute a threat to the safety and well-being of members of the college community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of the intention to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for an informal or formal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the Conduct Officer, regardless of the severity of the offense, and will be accompanied by a security officer.

E. Formal Hearing:

1. The Administrator is responsible for convening the Student Conduct Board (SCB). The SCB shall include six members who have been trained in conduct proceedings; three students (appointed by the Student Senate, one faculty member (appointed by the AASC), one staff member and one administrator (designated by the College Vice President of Academic & Student Affairs). The Administrator shall be present and serves as a non-voting chairperson to advise the hearing process.
2. Students or organizations referred for a formal hearing shall be given five days of notice in writing of the time, place, and date of the hearing. A student’s or organization’s failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
3. Within a reasonable time prior to the hearing, the student must be informed in writing of a) the complaint, b) the evidence to be presented against him/her, c) a list of witnesses, and d) the nature of their testimony.
4. In hearings involving more than one alleged student violator or organization, the administrator may use discretion to permit the hearing concerning each student to be conducted either separately or jointly.
5. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student,

but may not participate in any questioning. When there is 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 advocate.

6. The formal hearing will be conducted as follows:
    a. The Administrator presents an opening statement of the charges and a summary of the supporting evidence.
    b. The Respondent presents an opening statement of testimony or evidence to refute the charges.
    c. The Administrator calls witnesses for the College. At the conclusion of each witness statement, the Respondent and/or members of the panel will have the opportunity to ask questions of the witness.
    d. The Respondent will call witnesses to speak on his/her behalf. At the conclusion of each witness statement, the Administrator and/or the panel will have the opportunity to ask questions of the witness.
    e. The Administrator provides concluding remarks.
    f. The Respondent provides concluding remarks.
    g. In a closed session, the conduct panel shall review the evidence and witness testimony. Using the preponderance of evidence standard, the SRRC shall determine by majority vote whether it is more likely than not a violation of the student conduct code occurred. If the panel determines that a violation did occur, the Administrator will impose the appropriate sanctioning.
7. A written notice of findings and conclusions by the panel shall be provided to the student within a reasonable time not to exceed 15 instructional days after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding any applicable appeal process.
8. The hearing may accommodate concerns for the personal safety, well-being and/or fears of direct contact with the complainant, alleged student violator and/or other witness, If necessary, SCC will provide for the presence of law enforcement and/or security, separate facilities, use of a visual screen, and/or by participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgement of the administrator to be appropriate.

F. Sanctions:

The following sanctions may be imposed upon any student or organization found to have violated the Student Code of Conduct. Written notice of sanctions will be in an archive accessible by the administrator

- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations and placed in an archive accessible by an administrator.
- **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
- **Discretionary Sanctions** - Work assignments, essays, service to the college or other related discretionary assignments.
- **Referral** – use of special support services, including but not limited to services providing by the college, social service agencies or law enforcement agencies.
- **Loss of Privileges** - Denial of specified privileges for a designated period of time including limiting access to facilities, programs, services, activities or members of the College community.
- **Course Withdrawal** – immediate institutional withdrawal from one or more courses. Students are not entitled to refunds when institutionally withdrawn from a course.
- **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Suspension** - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified. Notice of action may appear on the student's academic transcript.
- **Expulsion** - Permanent denial of the privilege of enrollment at the college. Notice of action may appear on the student's academic transcript.

- **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
- **Deactivation** – Loss of all college privileges for student groups or organizations, including college recognition and funding for a specified period of time.

G. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Administrator may be appealed by the alleged student violator(s) or complainant(s) to the Vice President of Student and Academic Affairs, or other designated administrator, within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
    a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the alleged student violator a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
    b. To determine whether the decision reached regarding the alleged student violator was based on substantial information--that is, whether there were facts in the case that were sufficient to establish that a violation of the Code occurred.
    c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.
    d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.
3. If an appeal is not upheld by the Vice President of Student and Academic Affairs, the Vice President of Student and Academic Affairs may take any appropriate action. If an appeal is upheld, the matter shall be considered final and binding upon all involved, except in cases involving sanctions of suspension for ten (10) days or longer, in which case students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Date of Final Approval / Policy Adoption: September 16, 2016

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Student Drug and Alcohol Use Policy #4000.16

Purpose: South Central College recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. The College seeks to promote a healthy and responsible campus environment which is conducive to teaching and learning. Federal and state law prohibits the unlawful use, possession, or distribution of alcohol or illegal drugs on campus. Students who use, possess or distribute alcohol or illegal drugs on campus will be subject to disciplinary action as set forth in the College's code of conduct and civil and state

laws. This prohibition extends to any student on College grounds, whether he or she is a member of the College community or not.

Applicability: This document is in compliance with Federal Drug-Free Schools and Campus Regulations, Minnesota State policies, other state and local laws, South Central College has adopted the following policies regarding the use of alcohol and other drugs:

- No student shall use, possess, manufacture, sell, or otherwise distribute any alcoholic beverage, illegal drug or any controlled substance while on-campus or while off-campus and involved in a College-sponsored activity, service, project, program or work situation.
- No student shall report to campus while under the influence of alcohols or a controlled substance, which affects alertness, coordination, reaction, response, judgement, decision-making, or safety.
- Exceptions include medically authorized use of prescription drugs
- Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Sanctions may include but are not limited to: Students found to have violated this policy will be subject to disciplinary action according to the Student Code of Conduct, including, but not limited to any one or all of the following:

- Confiscation of any alcohol, drugs, or paraphernalia
- Conduct warnings or probation
- Counseling or medical referral
- Suspension or expulsion from the college
- Referral to law enforcement agencies for prosecution of charges

Federal and State Drug Law
Minnesota Law has many statues which regulate and control the use and abuse of alcohol. For example, driving while impaired (DWI) may result in a fine, jail time, and/or revocation of driver's license. Possession of alcohol under age 21 or use of false identification to purchase alcohol may result in a fine. Furnishing alcohol to persons under 21 is punishable by a find and/or time in prison.

Federal Law provides varying penalties for controlled substance crimes. For example, illegal possession of a controlled substance may result in a fine of $100,000 and up to one year in prison for the first offense. Additional penalties may include forfeiture of personal property or the denial of federal student financial aid benefits or other federal licenses and benefits. Trafficking in drugs such as heroin or cocaine may result in life imprisonment.

Distribution & Review
This policy will be distributed to all SCC students annually. This policy will be reviewed biannually to assess its effectiveness, implement changes, and insure the disciplinary sanctions are consistently enforced.

Health Risks
Abuse and addition to alcohol, nicotine, and illegal substances cost Americans upwards of half a trillion dollars a year, considering their combined medical, economic, criminal and social impact. Every year, abuse of illicit drugs and alcohol contributes to the death of more than 100,000 Americans, while tobacco is liked to an estimated 440,000 deaths per year.

People of all ages suffer the harmful consequences of drug abuse and addition.

- Babies exposed to legal and illegal drugs in the womb may be born premature and underweight. This drug exposure can slow the child's intellectual development and affect behavior later in life.
- Adolescents who abuse drugs often act out, do poorly academically, and drop out of school. They are at risk of unplanned pregnancies, violence, and infectious diseases.
- Adults who abuse drugs often have problems thinking clearly, remembering, and paying attention. They also develop poor social behaviors as a result of their drug abuse, and their work performance and personal relationship suffer.
- Parent's drug abuse often means chaotic, stress-filled homes and child abuse and neglect. Such conditions harm the well-being and development of children in the home and may set the stage for drug abuse in the next generation.

For a full description of health risks associated with alcohol and drugs, visit National Institute on Drug Abuse https://www.drugabuse.gov/

Campus Resources

South Central College Counselor - (507) 389-7274
http://www.southcentral.edu/Career-Counseling-Center/counseling.html

Community Resources By Location

North Mankato Campus

Emergencies

- Call 911
- Mayo Health System Emergency Room - 507-625-4031
  1025 Marsh Street, Mankato, MN

Agencies

- Alcoholics Anonymous and Al-Anon Family Group – 507-387-2772
  www.mankatoaa.com
- Addiction Recovery Technologies - 507-345-4670
  Mankato Place Suite 2116, 12 Civic Center Plaza, Mankato, MN
- Blue Earth County Human Services (Chemical Health Assessments) - 507-389-8227
  410 S. 5th Street, Mankato, MN
- Nicollet County Human Services (Chemical Health Assessments) - 507-931-6800
  108 Minnesota Ave, St. Peter, MN
- House of Hope – 507-625-4373
  1429 3rd Ave, Mankato, MN
- Mayo Health System - 507-625-4031
  1025 Marsh Street, Mankato, MN

Faribault Campus

Emergencies

- Call 911
- District One Hospital - 507-334-6451
  200 State St. NE, Faribault, MN
- Crisis Line - 800-422-1286

Agencies

- Alcoholics Anonymous – (651) 227-5502
- Family Focus – 507-334-6413
  2301 4th Street NW, Faribault, MN
- Rice County Social Services – 507-332-6115
  320 Third St NW #2, Faribault, MN

Related policies, procedures or plans:

- MinnState Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus

Date & Subject of Revisions: December 8, 2017

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Student Rights & Responsibilities #3000.12

Purpose: To specifically identify the rights related to academic freedom and status of students.

Applicability:

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.

Date & Subject of Last Revisions: April 20, 2018

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Student Safety & Health Policy #3000.37

Purpose: To ensure the safety of students on campus and/or under the supervision of school personnel.

Applicability:
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.

Date & Subject of Last Revisions: December 13, 2013

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Tobacco Use Policy

Philosophy
South Central College is committed to creating a clean, safe and healthy learning and working environment for all students and employees.The success of this policy will depend upon the cooperation of all faculty, staff, students to comply with this policy, and to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live.

Policy
As of July 1, 2010, smoking to include E-cigarettes, tobacco use, tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on college owned, operated, or leased property.

Definitions
Smoking: is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this Policy.
Smokeless Tobacco Products: Smokeless tobacco including, but not limited to: snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

E-cigarette: means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

Cessation Programs and Services
To support South Central College students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available through the Human Resources Office.

Violations
Violations of this policy by employees will be handled through the progressive disciplinary process as outlined in the employee's bargaining unit contract.Violations of this policy by students will be handled through the Student Code of Conduct process as outlined in the Student Handbook.

Policy Exceptions

1. All research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved by the President or his/her designee. Such use must be preceded by reasonable advance notice to the public.

2. This policy does not apply to specific activities when tobacco is used in connection with the practice of cultural activities including those of American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the College or his/her designee.
3. Tobacco use inside private vehicles is permitted.

Revision 11/22/13

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Transfer Credit Policy #4000.15

Purpose: Provide clear and consistent practices for accepting transfer credit to SCC.

Definition: Transfer credits are those attempted or earned at another college or university.

Applicability: Transfer credits are evaluated after admission and upon request for a declared Courses on all transcripts, submitted by or on behalf of the student, will be evaluated. Students must submit transcripts from all previous post-secondary institutions.

Transfer for Credit
Credits for transfer from Minnesota State shall follow the Minnesota State System 3.21 Undergraduate Transfer Policy and Minnesota State System Procedure 3.21.1, Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum

Related policies, procedures or plans:

- Minnesota State Board System 3.21 Undergraduate Transfer Policy
- System Procedure 3.21.1 - Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum
- SCC Transfer Credit Procedure

Date & Subject of Last Revisions: December 14, 2018

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Transfer Credit Procedure #4000.15.1

Name of Procedure: Transfer Credit Procedure

1. The student must complete the SCC Admissions Process.
2. Official college transcripts must be received from every previously attended college or university. A high school transcript or GED is also required.
3. After the college sends notification of acceptance for admissions, and just prior to the on-campus orientation, submitted official transcripts will be evaluated for transferable equivalency.

4. The Transfer Coordinator will consult Transferology and TES (Transfer Evaluation System) regarding other institutions' evaluation of the transfer credit.
5. The Transfer Coordinator will consult with faculty members to complete a comparison of course outcomes. If the course meets at least 75% of the outcomes of a similar course at SCC, the course will transfer as equivalent to an SCC course. Documentation of which outcomes are met/not met in determining whether 75% equivalency has been met will remain on file in the office of the Transfer Coordinator.
6. Upon evaluation of transferable credit, student may review their electronic record for outcome. The college will provide to the student a copy of their revised South Central College Transcript or DARS Report indicating courses that transferred to meet program requirements.
7. The student is responsible for verifying that all transcripts have been received and should notify the college if they believe that additional coursework should be evaluated.
8. Additional supporting documentation may be required (e.g., course syllabus, course description, common course outline) to support a request to transfer college credits.
9. Successful transfer credit decisions will apply to all future course transfer credit requests.

Transfer Appeal Process
Any appeals of the transfer evaluation must use this process:

1. Meet with the Transfer Coordinator to provide clarification of the transfer evaluation. If the student is not satisfied with the result of this meeting, she or he may proceed to the next step.
2. Submit a written appeal (using the **Transfer Course Evaluation Appeal Form)** to the SCC Appeal Committee regarding the result of the transfer. The Committee (Dean of Students Affairs, Academic Dean, and Registrar) will examine what courses have been completed and make a final determination on the transfer evaluation.
3. An appeal at the Minnesota State Level is available if the college level appeal is not successful. Information can be found at Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum http://www.minnstate.edu/board/procedure/321p1.html.

Date and subject of last revisions: December 14, 2018

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Important Dates

The Academic Calendar link on the left lists more about breaks, holidays and other information.

August 2019

- August 19- Sept 6 - Fall bookstore financial aid and agency charging
- August 26 - Fall semester begins
- August 26 - Entire bill is due if you have not met minimum payment requirements
- **August 30 - Last day to add or drop full-semester courses (Begin in Aug. – End in Dec.)**
- August 30 - Last day to drop courses with a 100% refund
- August 30 - Student accounts without payment requirements will have courses administratively dropped

September 2019

- September 6 - **Spring 2020 Registration open for all current students**
- September 9 - Last day to withdraw from all courses with a 75% refund
- September 13 - First Financial Aid Disbursement for Fall
- September 16 - Last day to withdraw from all courses with a 50% refund
- September 23 - Last day to withdraw from all courses with a 25% refund. NO REFUNDS AFTER THIS DATE.

October 2019

- October 9 - Late fees assessed on accounts not paid by 11:59 pm October 8th

November 2019

- November 25 - **Last day to withdraw from full-semester courses (Begin in Aug – End in Dec)**

December 2019

- December 18 - Fall semester ends

January 2020

- January 13 - Spring semester begins
- January 13 - Entire bill is due if you have not met minimum payment requirements
- January 6-24 - Spring bookstore financial aid and agency charging
- **January 17 - Last day to add or drop full semester courses (Begin in Jan – End in May)**
- January 17 - Last day to drop courses with a 100% refund

- January 17 - Student accounts without payment requirements will have all courses administratively dropped.
- January 27 - Last day to withdraw from all courses with a 75% refund
- January 31 - First financial aid disbursement for Spring

February 2020

- February 3 - Last day to withdraw from all courses with a 50% refund
- February 10 - Last day to withdraw from all courses with a 25% refund. NO REFUNDS AFTER THIS DATE.
- February 27 - Late fees will be assessed on accounts not paid by FEBRUARY 26th

April 2020

- **April 20 - Last day to withdraw from full-semester courses (Begin in Jan – End in May)**

May 2020

- May 13 - Last day of Spring semester
- May 14 - SCC Commencement ceremony
- May 26 to June 5 -Summer bookstore financial aid and agency charging

June 2020

- June 1 - Summer A and Summer B semesters begin
- June 5 - Entire bill is due if you have not met minimum payment requirements
- **June 5 - Last day to add or drop full semester courses (Begin in Jun – End in July)**
- June 5 - Last day to drop courses with a 100% refund
- June 5 - Student accounts without payment requirements will have all courses administratively dropped.

July 2020

- July 2 - Summer A semester ends
- July 24 - Summer B semester ends

August 2020

- August 24 - Fall 2020 Semester begins

South Central College
FARIBAULT • NORTH MANKATO

2019 - 2020 Calendar

Faribault Campus | 1225 Third Street SW, Faribault, MN 55021
tel: 507.332.5800 | toll free: 800.422.0391 | fax: 507.332.5888
North Mankato Campus | 1920 Lee Boulevard, North Mankato, MN 56003
tel: 507.389.7200 | toll free: 800.722.9359 | fax: 507.388.9951

KEY

- ■ Non College Day
- ▲ Semester Starts
- / Semester Ends
- ✣ College Closed
- ◆ Faculty Work Day
- **W** Workshop Days
- **G** Graduation
- ☑ Caucus
- **A** Summer Session A (5 weeks): 6/1/20 – 7/2/20
- **B** Summer Session B (8 weeks): 6/1/20 – 7/24/20

Fall Semester

TOTAL: 83 - Faculty 77 - Student

July 2019

S	M	T	W	T	F	S
	1	2	3	✣	/A	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	/B	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	**W**	**W**	◆	◆	24
25	▲	27	28	29	30	31

9 - Faculty 5 - Student

September 2019

S	M	T	W	T	F	S
1	✣	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 - Faculty 20 - Student

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	■	■	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 - Faculty 21 - Student

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	■	✣	✣	30

18 - Faculty 18 - Student

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	/	◆	◆	21
22	■	✣	✣	■	■	28
29	■	■				

15 - Faculty 13 - Student

Spring Semester

TOTAL: 88 - Faculty 80 - Student

January 2020

S	M	T	W	T	F	S
			✣	■	■	4
5	◆	**W**	**W**	◆	◆	11
12	▲	14	15	16	17	18
19	✣	21	22	23	24	25
26	27	28	29	30	31	

19 - Faculty 14 - Student

February 2020

S	M	T	W	T	F	S
						1
2	3	☑	5	6	7	8
9	10	11	12	13	14	15
16	✣	18	19	20	21	22
23	24	25	26	27	28	29

19 - Faculty 19 - Student

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	■	■	■	■	■	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 - Faculty 17 - Student

April 2020

S	M	T	W	T	F	S
			1	2	**W**✣	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 - Faculty 21 - Student

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	/	**G**	◆	16
17	18	19	20	21	22	23
24	✣	26	27	28	29	30
31						

11 - Faculty 9 - Student

GRAND TOTAL:
171 - Faculty 157- Student

Summer Session

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	/	**G**	◆	16
17	18	19	20	21	22	23
24	✣	26	27	28	29	30
31						

June 2020

S	M	T	W	T	F	S
	▲A/B	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

S	M	T	W	T	F	S
			1	/A	✣	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	/B	25
26	27	28	29	30	31	

Calendar subject to change.

www.southcentral.edu

March 29, 2018

☑ Caucus - No events, meetings, **or** classes may be held after 6:00 P.M.

Tuition and Fees 2019-2020

Summer 2019:

- June 3, 2019 or first day of class, whichever is earlier - Entire bill is due if you have not met the minimum payment requirements*. Finalized financial aid awards may be deducted from the balance due.
- Payment requirements must be met immediately for registrations after June 3.
- June 7 - Registration Cancellation for Non-payment will be processed at midnight. Student accounts that do not meet the payment requirements* will have all courses administratively dropped.
- July 16 – Late fees will be assessed on all accounts not paid BY 11:59 p.m. JULY 15.

Fall 2019:

- August 26 - Entire bill is due if not enrolled in the NELNET/FACTS Automatic Payment Plan or have not met other minimum payment requirements*. Finalized financial aid awards may be deducted from the balance due.
- Payment requirements must be met immediately for registrations after August 26.
- August 30 - Registration Cancellation for Non-payment will be processed at 3:00 and again at midnight. Student accounts that do not meet the payment requirements* will have all courses administratively dropped.
- October 9 – Late fees will be assessed on accounts not paid BY 11:59 p.m. OCTOBER 8.

Spring 2020:

- January 13 - Entire bill is due if not enrolled in the NELNET/FACTS Automatic Payment Plan or have not met other minimum payment requirements*. Finalized financial aid awards may be deducted from the balance due.
- Payment requirements must be met immediately for registrations after January 13.
- January 17 - Registration Cancellation for Non-payment will be processed at 3:00 and again at midnight. Student accounts that do not meet the payment requirements* will have all courses administratively dropped.
- February 27 – Late fees will be assessed on accounts not paid BY 11:59 p.m. FEBRUARY 25.

Students enrolled in courses at South Central College must meet minimum payment criteria by the published due dates to avoid an administrative drop of all courses. Account information is available online. **Tuition and fee statements are not mailed**.

Tuition and Fees Policy

- Minimum payment criteria must be met by the published due dates. Refer to SCC's Payment Policy for Summer, Fall and Spring Semester due dates and 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 BEFORE the published due dates. This should be in the form of a guaranteeing document stating that the tuition, or a portion of the tuition, will be paid by the designated agency.
- You will become obligated for all unpaid balances relating to courses for which you have registered (even if you are not actually attending the classes) unless you drop/withdraw from ALL your classes within the drop/withdrawal period.
- 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/FACTS Automatic Payment Plan by the 30th business day of the term. In addition, by the 30th business day of the term all Nelnet Business Solutions/FACTS Automatic 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 may be charged. The late fee will also apply to resale activity.
- 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. Refer to the SCC College Catalog for details.
- Failure to meet minimum payment criteria will result in cancellation of all course registrations as required by MnSCU Board Policy. **However, do not assume that the courses have been cancelled based on this policy.** Certain payment criteria may have been met that prevented cancellation of the courses. It is the student's responsibility to drop courses that they are not going to attend. Individuals will be held financially obligated for those classes that are not dropped by the fifth day of the term. (Summer Session classes have a shorter drop period. Please refer to the Student Policies)

By completing registration for any semester, you agree to the financial responsibility for all charges on your student account. You promise to pay South Central College the full amount of the obligation by the due date. Furthermore, you agree to pay any and all costs, including collection, attorney, and litigation costs incurred by SCC in efforts to collect, should you default on your account charges.

Tuition and fee statements are not mailed. Students must monitor their student account online. To access account balance information go to the Current Students Web Page, E-Services and choose "MnSCU Account Login". Once logged in, choose "Bills and Payment" to view balance due by term or full account detail. Full Account Detail will allow you to review details about your tuition, fees, and other miscellaneous charges by term. Financial aid awarded but not credited to your account will not be available. Financial aid credited to your account and payments to your account are available. If you make changes to your class schedule, drop or add

classes, the changes to your balance will be available online. Prior term charges and payments are also available and can be used for tax information.

2019-2020 Tuition & Fees

Tuition and Fees Cost Per Credit

- Tuition*: $166.02
- Online Tuition: $200.52
- Student Activity Fee: $6.50
- MSCSA: $0.35
- Technology Fee: $10.00
- Parking Fee**: $2.50
- Health Services Fee: $2.50

Total: **$187.87**
Total for Online Courses: **$219.87**

* Certain courses may have a higher tuition rate. See a list of these courses in the table below.

Note: *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.*

**Parking Fee $2.50 per credit, not to exceed $75.00 per academic year (Summer, Fall, Spring). Several smaller fees arise from other non-course related matters such as ID card replacement fees and library fines.

Individual Course Tuition Rate Per Credit

- Accounting 2900: $170.82
- BIOL 100 Intro to Biology: $168.32
- BIOL 101 Intro to Ecology: $168.71
- BIOL 115 General Biology 1: $173.58
- BIOL 116 General Biology 2 : $168.84
- BIOL 211 Genetic : $174.80
- BIOL 220 Human Anatomy: $177.77
- BIOL 230 Human Physiology : $175.48
- BIOL 270 Microbiology: $173.88
- Capstone CAP 250 AA of Arts : $180.02
- Carp 1226 Stairway Technology : $191.02
- Carp 2100 Footings & Foundation : $182.68
- Carp 2101 Commercial Construction : $191.02
- CDEV 1230 Guiding Children's Behavior: $172.68

- CDEV 2510 Internship : $172.68
- Civil Engineering Technology 1820 Material Tech: $193.52
- CMAE 1514 Safety Awareness: $198.30
- CMAE 1518 Manufacturing Proc & Prod: $198.30
- CMAE 1522 Quality Practices: $198.30
- CMAE 1526 Maintenance Awareness: $198.30
- Community Social Service CSS 1910: $173.46
- COMP 2452 Information Storage & Mgmt: $195.02
- COMP 2453 Virtualization Technologies: $195.02
- COMP 2456 Cloud Tehnologies & Svcs: $195.02
- Culn 1103 Culinary Fundamentals 1: $178.52
- Culn 1104 Culinary Fundamentals 2: $178.52
- Culn 1105 Butchery: $184.77
- Culn 1106 World Cuisine & Culturers: $178.52
- Culn 1200 Garde Manager: $182.68
- Culn 1201 Baking 2: $182.68
- Culn 1202 Ala Cart Cooking & Prod: $172.27
- Culn 1203 Baking 1: $176.02
- Culn 1204 Garde Manager 2 : $182.68
- Culn 1301 Advanced Culinar: $178.52
- DA 1814 Chairside DA1 : $169.63
- DA 1815 Dental Materials: $191.02
- DA 1825 Dental Assisting Expanded : $178.02
- DA 1828 Nitrous Oxide Sedation: $183.02
- GCC 1120 Graphic Software 1: $174.77
- GCC 1220 Graphic Software 2: $174.77
- GCC 1260 Printing Process: $181.02
- GCC 2210 Design & Illustration 2: $174.77
- GCC 2220 Portfolio 2: $181.02
- GCC 2261 Production Work Flow 2: $187.27
- HCTC 1886 Basic Nursing 101: $173.46
- HEMS 1200 EMT: $184.86
- HEMS 1220 EMT - Refresher : $183.90
- HUCF 1201 Health Unit Coordinator: $216.03
- HVAC 2100 Theory : $183.52
- HVAC 2340 - Sheet Metal Ductwork Fabrication: $173.48
- ICP 1000 Intro Paramedics: $212.68
- ICP 1010 EMS Skills: $170.02
- ICP 2030 Critical Care 1: $169.27
- ICP 2050 Field Internship 1 : $182.68
- ICP 2060 Field Internship II: $182.68
- Marketing MKT 1940 01: $172.68
- MDLT 1810 Lab Techniques and Orientation : $169.27
- MDLT 1815 Hematology: $172.69
- MDLT 1825 Urinalysis/Body Fluids: $175.94
- Medical Assisting MA 2040: $197.27

- NURS 1150 Clinical Foundation : $185.94
- NURS 1175 Nursing Interventions: $176.02
- NURS 1275 Medication Administration : $176.02
- NURS 1350 Clinical Application : $176.02
- NURS 2230 Semester 1 Pharmacology: $206.02
- NURS 2240 Semester 1 Fundamentals: $206.02
- NURS 2250 SEMESTER 1 CLINICAL PRACTICE : $190.90
- NURS 2275 Semester 1 Skills Lab: $196.02
- NURS 2320 Semester 2 Med Surg Basic: $196.02
- NURS 2350 Semester 2 Clinical Practice: $176.02
- NURS 2375 Semester 3 Skills Lab and Pharmacology: $176.02
- NURS 2455 Semester 3 Clinical Practice Specialty : $183.46
- NURS 2550 Semester 4 Clinical Practice : $176.02
- On line courses and programs : $200.52
- Welding 1045: $204.37
- Welding 1075 Advance Welding Lab: $197.27

These below fees are additional Special Fees per class (Not per Credit).

- Civil Engineering Technology 1820 Material Tech: $135
- CMAE 1545 Safety Avareness: $28.56
- CMAE 1518 Manufacturing Proc & Prod: $28.56
- CMAE 1522 Quality Practices: $28.56
- CMAE1526 Maintenance Awareness $28.56
- HVAC 2000 Electrical Circuits: $50.00
- MTT 1110 CNC Milling Level 1: $45
- MTT 1120 CNC Turning Level 1: $45
- MTT 1130 Job Planning, Benchwork and Layout Level 1: $45
- MTT 1140 Measurement, Materials and Safety Level 1: $70

Final Exam Week Schedule 2019– 2020

Fall Semester 2019 / December 11-19, 2019

Wednesday, December 11, 2019 - All day classes that meet one time per week on Wednesdays: examination time is regularly scheduled class meeting time

Thursday, December 12, 2019 - All day and evening classes that meet one time per week on Thursdays: examination time is regularly scheduled class meeting time

Friday, December 13, 2019 - All day and evening classes that meet one time per week on Fridays: examination time is regularly scheduled class meeting time

Saturday, December 14, 2019 - All classes that meet one time per week on Saturdays: examination time is regularly scheduled class meeting time

Monday, December 16, 2019 - All day classes with initial weekly meeting of Monday at an even hour:

Class Period / Examination Time

- 8:00 - 8:50 a.m. / 8:00 - 9:50 a.m.
- 10:00 - 10:50 a.m. / 10:00 - 11:50 a.m.
- 12:00 - 12:50 p.m. / 12:00 - 1:50 p.m.
- 2:00 - 2:50 p.m. / 2:00 - 3:50 p.m.
- 4:00 - 4:50 p.m. / 4:00 - 5:50 p.m.
- All evening classes with weekly meeting on Mondays after 5:00 p.m.: examination time is regularly scheduled class meeting time

Tuesday, December 17, 2019 - All day classes with initial weekly meeting of Tuesday:
Class Period / Examination Time

- 8:00 a.m. / 8:00 - 9:50 a.m.
- 9:00 a.m. / 9:00 - 10:50 a.m.
- 10:00 a.m. / 10:00 - 11:50 a.m.
- 11:00 a.m. / 11:00 - 12:50 p.m.
- 12:00 noon. / 12:00 - 1:50 p.m.
- 1:00 p.m. / 1:00 - 2:50 p.m.
- 2:00 p.m. / 2:00 - 3:50 p.m.
- 3:00 (or 3:30) p.m. / 3:00 - 4:50 p.m.
- 4:00 p.m. / 4:00 - 5:50 p.m.
- All evening classes with weekly meeting on Tuesdays after 5:00 p.m.: examination time is regularly scheduled class meeting time

Wednesday, December 18, 2019 - All day classes with initial weekly meeting of Monday at an odd hour:
Class Period / Examination Time

- 9:00 - 9:50 a.m. / 9:00 - 10:50 a.m.
- 11:00 - 11:50 a.m. / 11:00 - 12:50 p.m.
- 1:00 - 1:50 p.m. / 1:00 - 2:50 p.m.
- 3:00 - 3:50 p.m. / 3:00 - 4:50 p.m.
- All evening classes with weekly meeting on Wednesday after 5:00 p.m.: examination time is regularly scheduled class meeting time

Thursday, December 19, 2019 will be used for rescheduling examination days cancelled due to weather or other occurrences.

Spring Semester -2019 - 2020 / May 6-14, 2020

Wednesday, May 6, 2020 - All day classes that meet one time per week on Wednesdays: examination time is regularly scheduled class meeting time

Thursday, May 7, 2020 - All day and evening classes that meet one time per week on Thursdays: examination time is regularly scheduled class meeting time

Friday, May 8, 2020 - All day and evening classes that meet one time per week on Fridays: examination time is regularly scheduled class meeting time

Saturday, May 9, 2020 - All classes that meet one time per week on Saturdays: examination time is regularly scheduled class meeting time

Monday, May 11, 2020: All day classes with initial weekly meeting of Monday at an even hour:

Class Period / Examination Time

- 8:00 - 8:50 a.m. / 8:00 - 9:50 a.m.
- 10:00 - 10:50 a.m. / 10:00 - 11:50 a.m.
- 12:00 - 12:50 p.m. / 12:00 - 1:50 p.m.
- 2:00 - 2:50 p.m. / 2:00 - 3:50 p.m.
- 4:00 - 4:50 p.m. / 4:00 - 5:50 p.m.
- All evening classes with weekly meeting on Mondays after 5:00 p.m.: examination time is regularly scheduled class meeting time

Tuesday, May 12, 2020 - All day classes with initial weekly meeting of Tuesday:
Class Period / Examination Time

- 8:00 a.m. / 8:00 - 9:50 a.m.

- 9:00 a.m. / 9:00 - 10:50 a.m.
- 10:00 a.m. / 10:00 - 11:50 a.m.
- 11:00 a.m. / 11:00 - 12:50 p.m.
- 12:00 noon. / 12:00 - 1:50 p.m.
- 1:00 p.m. / 1:00 - 2:50 p.m.
- 2:00 p.m. / 2:00 - 3:50 p.m.
- 3:00 (or 3:30) p.m. / 3:00 - 4:50 p.m.
- 4:00 p.m. / 4:00 - 5:50 p.m.
- All evening classes with weekly meeting on Tuesdays after 5:00 p.m.: examination time is regularly scheduled class meeting time

Wednesday, May 13, 2020 - All day classes with initial weekly meeting of Monday at an odd hour:
Class Period / Examination Time

- 9:00 - 9:50 a.m. / 9:00 - 10:50 a.m.
- 11:00 - 11:50 a.m. / 11:00 - 12:50 p.m.
- 1:00 - 1:50 p.m. / 1:00 - 2:50 p.m.
- 3:00 - 3:50 p.m. / 3:00 - 4:50 p.m.
- All evening classes with weekly meeting on Wednesday after 5:00 p.m.: examination time is regularly scheduled class meeting time

Thursday, May 14, 2020 will be used for rescheduling examination days cancelled due to weather or other occurrences.

**This Final Exam Schedule is subject to change for alignment with the Course Scheduling Policy*

2020-2021 Final Exam Schedule

The final exam schedule for a year beyond the current school year is available. View the 2020-21 Final Exam Schedule in PDF format.