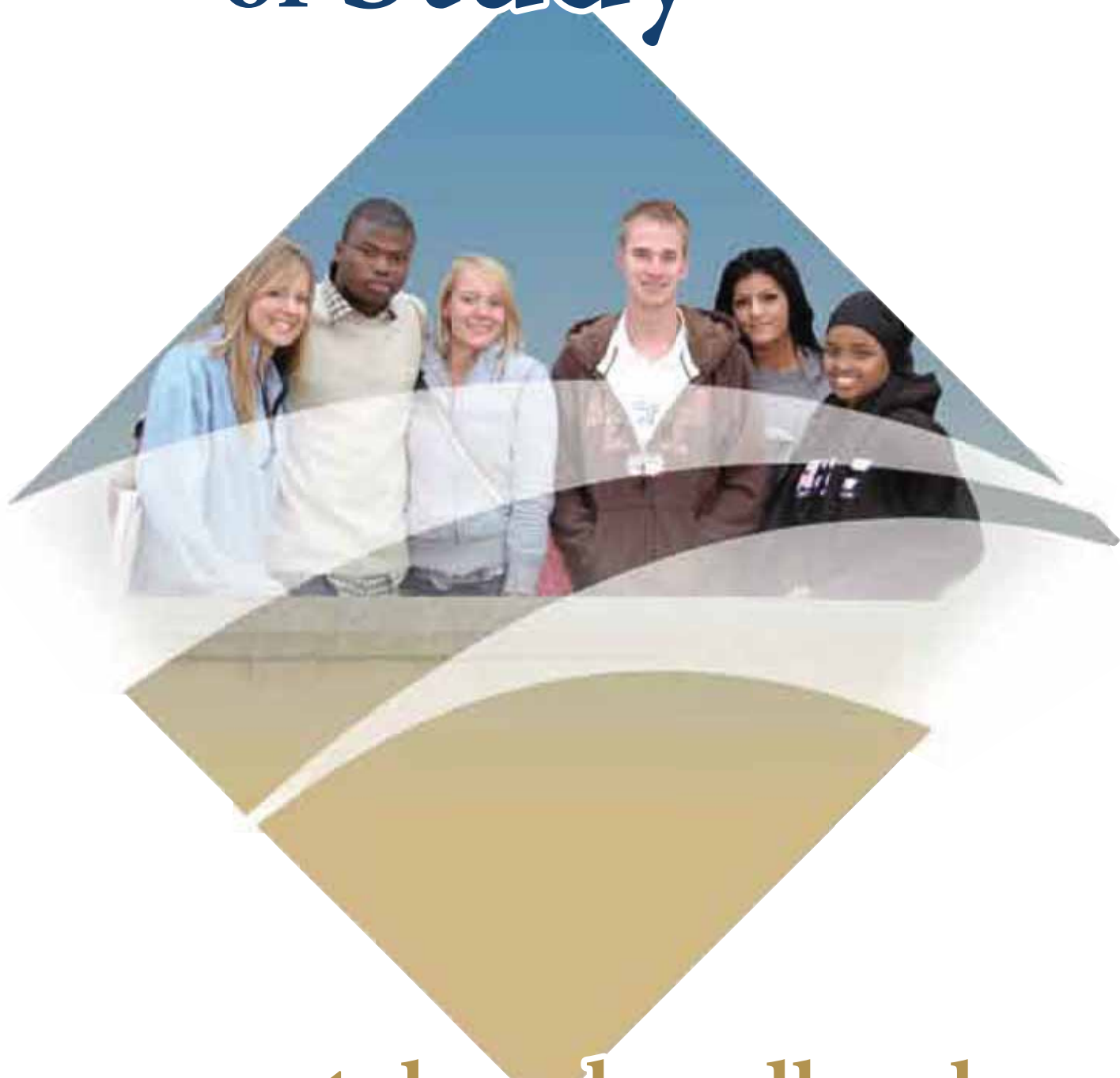


# Programs of Study



catalog & handbook

SOUTH CENTRAL COLLEGE  
2008 - 2009

# 2008-2009 COLLEGE INFORMATION - SOUTH CENTRAL COLLEGE

[explore.southcentral.edu](http://explore.southcentral.edu)

## FARIBAULT CAMPUS

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

## NORTH MANKATO CAMPUS

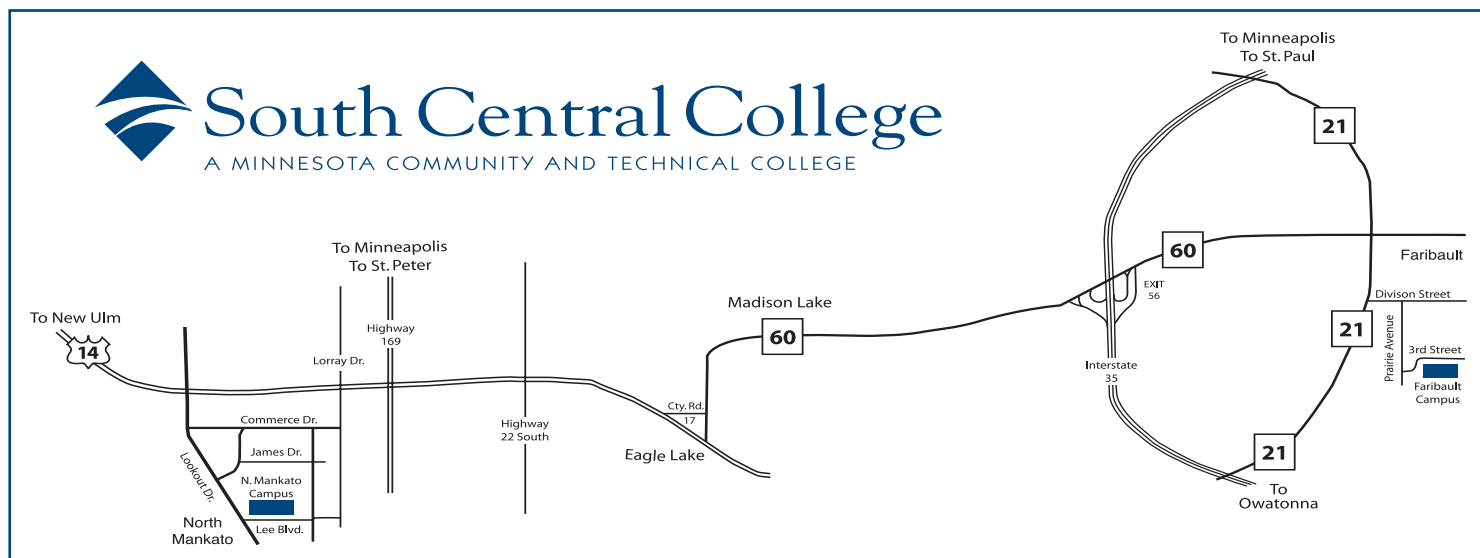
1920 Lee Boulevard  
North Mankato, MN 56003  
(507) 389-7200  
1-800-722-9359  
FAX 507-388-9951  
TTY 507-389-7200

### FREQUENTLY CALLED NUMBERS

	<u>FARIBAULT</u>	<u>NORTH MANKATO</u>
General Information .....	332-5800 .....	389-7200
Academic Advising .....	332-5861 .....	389-7433
Academic Support Center .....	332-5896 .....	389-7222
ADA Compliance Officer .....	332-5896 .....	389-7339
Admissions .....	332-5805 .....	389-7220
Bookstore .....	332-5812 .....	389-7221
Counseling .....	332-5886 .....	389-7274
Financial Aid .....	332-5817 .....	389-7220
Human Resource Office .....	389-7219 .....	389-7219
Library .....	332-5883 .....	389-7245
Multicultural Services .....	332-5862 .....	389-7284
Placement Assistance .....	332-5867 .....	389-7225
President's Office .....	332-5809 .....	389-7211
Registration .....	332-5823 .....	389-7220
Vice President of Academic Affairs .....	389-7228 .....	389-7228
Student Life .....	389-7390 .....	389-7390
Transfer Services .....	332-5867 .....	389-7394
Tuition Office .....	332-5812 .....	389-7227
Veteran's Assistance .....	389-7354 .....	389-7354

This information will be made available in alternative format, such as Braille, large print or cassette tape, upon request. If you have a disability and need accommodations to fully participate, such accommodations can be made available upon advance request by calling 507-332-5896 (Faribault) or 507-389-7339 (Mankato). South Central College facilities are physically accessible to the general public.

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



## President's Welcome

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

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



Patrick Groebner  
Glen A. Taylor Foundation Scholar  
New Ulm High School  
Accounting



Timothy Marquardt  
MICO, Inc. Scholar  
Triton High School, Dodge Center  
Agri-Business Production, Diversified AAS



MICO, Inc. Presidential Scholar Andrea Preston  
with President Keith Stover



Clarissa Schwartz  
Glen A. Taylor Foundation Scholar  
GFW High School  
Nursing



Rachel Skwira  
Faribault Foundation Scholarship  
Holdingford High School  
Nursing

### More Choices

South Central College has expanded its mission to serve more learners. With our mission change comes increasing numbers of students pursuing both Liberal Arts & Science education to add to our many technical careers. South Central College keeps a pulse on the changing needs of business and industry and adds career and professional majors when it is necessary to respond to workforce needs. In this catalog, you will find two new majors - Mechatronics (Coming in Fall 2009) and Construction Field Supervision.

### Better Value

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

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

### Unlimited Opportunities

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

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

*Thanks for considering South Central College!*

Sincerely,

President Keith Stover

# Fall Semester

FARIBAULT • NORTH MANKATO

## July 2008

S	M	T	W	T	F	S
		1	2	3	★	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	31		

## August 2008

S	M	T	W	T	F	S
					1	2
3	4	RNM	RNM	RF	8	9
10	11	12	13	14	15	16
17	18	RNM	RF	21	22	23
24	▲	26	27	28	29	30
31						

## September 2008

S	M	T	W	T	F	S
	★	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				

## October 2008

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	■	■	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	★	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	★	★	29
30						

## December 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17/	RNM	RF	20
21	■	■	■	★	■	27
28	■	■	■			

# Spring Semester

## January 2009

S	M	T	W	T	F	S
				★	2	3
4	5	RNM	RF	W	W	10
11	▲	13	14	15	16	17
18	★	20	21	22	23	24
25	26	27	28	29	30	31

## February 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	★	17	18	19	20	21
22	23	24	25	26	27	28

## March 2009

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				

## April 2009

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	27	28	29	30		

## May 2009

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12/	GF	GNM	15	16
17	▲	19	20	21	22	23
24	★	26	27	28	29	30
31						

# 2008 - 2009 Academic Calendar

## KEY

- Non College Days
- ▲ Semester Starts
- / Semester Ends
- ★ College Closed
- R Registration Days
- F (Faribault) NM (North Mankato)
- G Graduation
- F (Faribault) NM (North Mankato)

# Summer Session

## May 2009

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12/	GF	GNM	15	16
17	▲	19	20	21	22	23
24	★	26	27	28	29	30
31						

## June 2009

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	RNM	RNM	RF	RF	26	27
28	29	30				

## July 2009

S	M	T	W	T	F	S
			1	2	★	4
5	6	7	8	9	10	11
12	13	14	15	16	/	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FALL SEMESTER 2008

May 1	Graduation Applications Due for Fall Graduation
June 23 & 24	Orientation/Registration - Faribault Campus
June 25 & 26	Orientation/Registration - N. Mankato Campus
August 5 & 6	Orientation/Registration - N. Mankato Campus
August 7	Orientation/Registration - Faribault Campus
<b>August 11</b>	<b>Entire bill is due if you registered by August 8 and have not met the minimum payment requirements*</b>
<b>August 13</b>	<b>Registration Cancellation for Nonpayment will be processed at 3:00 p.m. and again at midnight. Student accounts that do not meet the payment requirements* will have all courses administratively dropped</b>
August 19	Orientation/Registration - N. Mankato Campus
August 20	Orientation/Registration - Faribault Campus
August 19-29	Agency and Grant Charging
August 25	Fall Semester Classes Begin
<b>August 25</b>	<b>Entire bill is due if you registered from August 9 through August 25, have not enrolled in the Nelnet/FACTS payment plan or have not met other minimum payment requirements*</b>
	Payment requirements must be met immediately for registrations after August 25
<b>August 29</b>	<b>Registration Cancellation for Nonpayment 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</b>
	Last Day to Add Classes
	Last Day to Drop Classes with a 100% Refund
	Last Day to Return Books for a Refund
September 1	Labor Day Holiday - <b>SCC Closed</b>
September 5	Last Day to Return Books with receipt and drop slip for a Refund
September 8	Last Day to Withdraw from SCC with a 75% Refund
September 15	Last Day to Withdraw from SCC with a 50% Refund
September 5	Financial Aid Disbursement
<b>September 22</b>	<b>Late fees will be assessed on past due accounts</b>
	Last Day to Withdraw from SCC with a 25% Refund
	<b>NO REFUNDS AFTER THIS DATE</b>
October 16 & 17	Teachers' Professional Days - No Classes
November 13	Graduation Applications Due for Spring Graduation
November 17	Spring Pre-Registration Begins
November 19	Last Day to Withdraw from Classes
November 27 & 28	Thanksgiving Holiday - <b>SCC Closed</b>
December 9-18	Book Buyback
December 19	Fall Semester Ends

## SPRING SEMESTER 2009

December 18	Orientation/Registration - N. Mankato Campus
December 19	Orientation/Registration - Faribault Campus
<b>January 2</b>	<b>Entire bill is due if you registered by December 21, 2008 and have not met the minimum payment requirements*</b>
<b>January 5</b>	<b>Registration Cancellation for Nonpayment will be processed at 3:00 p.m. and again at midnight. Student accounts that do not meet the payment requirements* will have all courses administratively dropped</b>
January 6	Orientation/Registration - N. Mankato Campus
January 7	Orientation/Registration - Faribault Campus
January 6-16	Agency and Grant Charging
<b>January 12</b>	<b>Entire bill is due if you registered from December 22 through January 12, have not enrolled in the Nelnet/FACTS payment plan or have not met other minimum payment requirements*</b>
	Payment requirements must be met immediately for registrations after January 12
January 12	Spring Semester Classes Begin
<b>January 16</b>	<b>Registration Cancellation for Nonpayment 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</b>
	Last Day to Add Classes
	Last Day to Drop Classes with a 100% Refund
	Last Day to Return Books for a Refund
January 19	Martin Luther King Holiday - <b>SCC Closed</b>
January 23	Financial Aid Disbursement
January 23	Last Day to Return Books with receipt and drop slip for a Refund
January 26	Last Day to Withdraw from SCC with a 75% Refund
February 2	Last Day to Withdraw from SCC with a 50% Refund
<b>February 9</b>	<b>Late fees will be assessed on past due accounts</b>
	Last Day to Withdraw from SCC with a 25% Refund
	<b>NO REFUNDS AFTER THIS DATE</b>
February 16	Presidents' Day Holiday - <b>SCC Closed</b>
March 9-13	Spring Break - No Classes
April 14	Last Day to Withdraw from Classes
April 21	Summer Pre-Registration Begins
April 27 - May 1	Fall Pre-Registration Begins
May 7-14	Book Buyback
May 13	Graduation - Faribault
May 14	Graduation - Mankato
	Spring Semester Ends

# Handbook Table of Contents



## About SCC

Overview	9
SCC Mission	9
SCC Vision	9
SCC Diversity	9
Globalization	9
Minnesota State Colleges & Universities System	9
Faribault Campus	9
North Mankato Campus	9

## Academic Information

Academic Misconduct	10
Academics in Motion (AIM)	13
Advanced Placement Exam (AP)	10
Audit Policy	10
College-Level Examination Program (CLEP)	10
Credit Life Span	10
Degree Requirements	10
Financial Aid	11
Grades	11
Graduation	11
Incomplete Policy	12
International Baccalaureate Credit (IB)	12
Maximum Credit Load	12
Pass/Fail (P/F)	12
President's List	12
Registration	12
Repeating a Course	12
Satisfactory Academic Progress Policy	13-14
Test Out: Advanced Standing By Departmental Examination	14
Transfer	14-15
Withdrawing From School	15

## Academic Philosophy

Accreditation	15
Assessment Philosophy	15
SCC Academic Values	15
SCC Institutional Core Competencies	15

## Advising

Academic Advising	16
Career Development & Counseling	16
Job Placement	16
Veterans Benefits	16
Veterans Resources	16

## Becoming A Student

Admission	17
Admissions Requirements	17
Post Secondary Enrollment Options (PSEO)	17
PSEO Contract For Services	17
Admissions For International Students	18
Admission for Non-Degree Seeking	18
Admission for Re-Entry	18
Admission for Senior Citizens	18
Accuplacer General Information	18
College Readiness	19
Immunization	19
Orientation	19
College Readiness Course Sequence	20-21

## Business Office

College Costs	22
College Fees	22
NELNET Business Solutions Automatic Payment Plan	22
Tuition Deferment	22
Resident Status	22
Tuition & Late Fee Policy	22
Refund of Tuition and Fees	22-23
Direct Deposit	23
Registration Cancellation for Non-Payment	23

## Computer Services

College Computer Systems/Email Security	24
College Computer Usage	24
Computer Use Policy	24
Instructional Management System (IMS) for Online and Face-to-Face Courses	24
Interactive Television (ITV)	24
Official Student Email Policy	24-25
Online Instructions Security	25
Questions You May Have About Using Software	25-26
SCC Online	26
SCC Student Computer Usage Guidelines	26
Student Account Information	26

## Financial Aid

Financial Aid	27
Financial Aid Consortia	27
Student Consumer Information	27
Types of Financial Aid	27

## Partnerships

Foundation and Scholarships	28
Project Lead the Way (PLTW)	28
Minnesota Center for Engineering & Manufacturing Excellence (MnCEME)	28
Service, Work & Learning	28
College Articulation Agreements	29-30
Tech Prep College Credit Agreements	31

## Policies

Attendance	32
Class Cancellations	32
Campus Closing	32
Campus Crime Awareness and Security Policy & Protection	32
Data Privacy	32-33
Drug Free College Policy	34
Emergency Procedures	34
Grievance Policy	34
Harassment/Sexual Violence Policy for Students and Employees	35
Nondiscrimination Policy	35-37
Safety Glasses Policy	37
Safety & Health Policy	37
Student Background Policy	37
Tobacco Use Policy	37
Disclaimer	37
Alternative Format Availability	37
Other MnSCU Information	37



# Handbook Table of Contents

## Registration

Services ..... 38  
 Student Status ..... 38  
 Registering for Classes ..... 38

## Scholarships

General Information ..... 39  
 General Scholarship Eligibility ..... 39  
 Presidential Scholarship Eligibility ..... 39  
 Deadline ..... 39  
 Scholarship Application ..... 257-264

## Student Life

Student Life Committee ..... 40  
 Students Activities ..... 40  
 Cafeteria ..... 41  
 Student Housing ..... 41  
 Bookstore ..... 41  
 Lockers ..... 42  
 Parking ..... 42  
 Child Care ..... 42  
 Student Insurance ..... 42  
 Library/Media Center ..... 43

## Student Responsibilities

Students Right & Responsibilities ..... 44  
 Student Code of Conduct ..... 45-46

## Student Services

Academic Support Center ..... 47  
 Interpreting Services for Deaf & Hard of Hearing Students ..... 47  
 Disability Rights Notice ..... 47





## A

Accounting	50-55
Administrative Assistant	175, 178
Administrative Management	180
Ag Commodity Marketing	138

### Agribusiness

Agribusiness Chemical Applicator Technician	59
Agribusiness Office Specialist/Manager	58
Agribusiness Production	60-68
Agribusiness Service & Management	69-75
Agribusiness Service Technician	76-80
Agricultural Education Technology Partnership	57
Agronomy	61, 65, 70, 73
Animal Science, Agribusiness	71, 74
Architectural Drafting and Technologies	81-82

### Art

Commercial and Technical	104-106
Graphics Production	145-147
Associate in Arts (AA)	160-161
Auto Body and Collision Technology	83-85
Automotive Service	86-88

## B

### Business

Accountant	51
Accounting Assistant	54
Accounting Technician	52-53
Administrative Assistant	181, 184
Business Management	89-90
Computer - Information Systems	112, 114
Computer - Networking Services	113, 115
Computer - Web Programmer	117
Computer Assistant	116
Culinary Arts	131-133
Legal Administrative Assistant	182, 185
Marketing Management	162-165
Office Systems Specialist	183
Payroll Clerk	55
Receptionist	186
Business Management	89-90
Business, Farm Business Management	141-144
Business, Small Business Management	192-198

## C

Cabinetmaking, Carpentry	91-93
Carpentry-Cabinetmaking	91-93
Chemical Applicator Technician, Agribusiness	59
Child Development Careers	94-99
Civil Engineering Technology	100-101
College Readiness Education	19-21 & 102-103
Commercial and Technical Art	104-106
Community Social Service	107-110
Computer Assistant	116
Computer Careers	111-117
Computer Assistant	116
Information Systems	112, 114
Networking Services	113, 115
Web Programmer	117
Computer Integrated Machining	118-121
Computerized Machining Technology	122-128
Construction Field Supervision	129-130

## Construction Technology

Architectural Drafting and Technologies	81-82
Carpentry-Cabinetmaking	91-93
Civil Engineering Technology	100-101
Construction Field Supervision	129-130
Heating, Ventilation & Air Conditioning/Refrigeration	148-152
Cook Chef	131-133
Culinary Arts	131-133
Customized Training	199-201

## D

Dairy, Agribusiness	62, 66
Dental Assisting	128-130
Diesel Mechanics, Agribusiness Service Technician	76-80
Diversified, Agribusiness	63, 67, 72, 75
Drafting, Architectural	81-82

## E

Emergency Medical Technician	137-138
English for Speakers of Other Languages	139-140

## F

Farm Business Management	141-144
Food Service Careers	
Culinary Arts	131-133
Restaurant Management	189-191

## G

General Education (Liberal Arts & Sciences)	156-161
Graphics Production	145-147

## H

### Health & Safety

Basic Nursing	175
Child Development Careers	94-99
Community Social Service	107-110
Dental Assisting	134-136
Emergency Medical Technician	137-138
Intensive Care Paramedic	153-155
Medical Coding Specialist	168-169
Medical Laboratory Technician	170-171
Nursing Mobility Option	177-178
Phlebotomy	187-188
Practical Nursing	176
Registered Nursing	177-178
Heating, Ventilation & Air Conditioning/Refrigeration	148-152

## I

### Industrial Technology

Auto Body & Collision Technology	83-85
Automotive Service	86-88
Commercial & Technical Art	104-106
Computer Integrated Machining	118-121
Computerized Machining Technology	122-128
Graphics Production	139-141
Mechatronics	166-167
Information Systems	112, 114
Intensive Care Paramedic	153-155

## L

Liberal Arts & Sciences	156-161
Legal Administrative Assistant	182, 185



# Programs & Majors Reference Guide

## M

Machining, Computer Integrated .....	118-121
Machining, Computerized Technology .....	122-128

### Management

Farm Business Management .....	141-144
Small Business Management .....	192-198
Marketing Management .....	162-165
Medical Coding Specialist .....	168-169
Medical Laboratory Technician .....	170-171
Medical Transcription Specialist .....	172-173

## N

Networking Services .....	113, 115
Nursing	
Basic Nursing .....	175
Nursing Mobility Option .....	177-178
Practical Nursing .....	176
Registered Nursing .....	177-178

## O

Office Specialist/Manager, Agribusiness .....	58
Office Systems Specialist .....	183
Office Technology .....	179-186
Administrative Assistant .....	181, 184
Administrative Management .....	180
Legal Administrative Assistant .....	182, 185
Office Systems Specialist .....	183
Receptionist .....	186

## P

Paramedic, Intensive Care .....	153-155
Phlebotomy .....	187-188
Practical Nursing .....	176
Production, Agribusiness .....	60-68
Programming, Computer .....	111-117

## R

Receptionist .....	186
Refrigeration/HVAC .....	148-152
Registered Nursing .....	177-178
Restaurant	
Culinary Arts .....	131-133
Restaurant Management .....	189-191

## S

Sales	
Marketing Management .....	162-165
Secretarial	
Administrative Assistant .....	181, 184
Administrative Management .....	180
Legal Administrative Assistant .....	182, 185
Office Systems Specialist .....	183
Receptionist .....	186
Service & Management, Agribusiness .....	69-75
Service Technician, Agribusiness .....	76-80
Small Business Management .....	192-198
Swine, Agribusiness .....	64, 68

## T

Technical	
Agribusiness Service Technician .....	76-80
Accountant .....	51
Accounting Assistant .....	54
Accounting Technician .....	52-53
Administrative Assistant .....	181, 184
Administrative Management .....	180
Ag Chemical Applicator Technician .....	59
Agribusiness Office Specialist/Manager .....	58
Agribusiness Production .....	60-68
Agribusiness Service & Management .....	69-75
Agricultural Education Technology Partnership .....	57
Architectural Drafting and Technologies .....	81-82
Auto Body & Collision Technology .....	83-85
Automotive Service .....	86-88
Basic Nursing .....	175
Business Management .....	89-90
Carpentry-Cabinetmaking .....	91-93
Child Development Careers .....	94-99
Civil Engineering Technology .....	100-101
Commercial & Technical Art .....	104-106
Community Social Service .....	107-110
Computer - Information Systems .....	112, 114
Computer - Networking Services .....	113, 115
Computer - Web Programmer .....	117
Computer Assistant .....	116
Computer Integrated Machining .....	118-121
Computerized Machining Technology .....	122-128
Construction Field Supervision .....	129-130
Culinary Arts .....	131-133
Dental Assisting .....	134-136
Emergency Medical Technician .....	137-138
Farm Business Management .....	141-144
Graphics Production .....	145-147
Heating, Ventilation & Air Conditioning/Refrigeration .....	148-152
Intensive Care Paramedic .....	153-155
Legal Administrative Assistant .....	182, 185
Marketing Management .....	162-165
Mechatronics .....	166-167
Medical Coding Specialist .....	168-169
Medical Laboratory Technician .....	162-163
Medical Transcription Specialist .....	172-173
Office Systems Specialist .....	183
Payroll Clerk .....	55
Phlebotomy .....	187-188
Practical Nursing .....	176
Receptionist .....	186
Registered Nursing .....	177-178
Restaurant Management .....	189-191
Small Business Management .....	192-198
Web Programmer .....	117

## W

Web Programmer .....	117
----------------------	-----

# Student Handbook





## Overview

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

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



## SCC Mission

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



## SCC Vision

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



## SCC Diversity

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



## Globalization

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

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

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



## Minnesota State Colleges & Universities System

South Central College is one of 32 colleges and universities that make up the Minnesota State Colleges and Universities system (MnSCU). This statewide system of community colleges, state universities and technical colleges is governed by a Board of Trustees. Minnesota State Colleges and Universities are dedicated to providing students with a wide array of opportunities for life-long education in both technical and academic fields, ranging from short-course certificates to the master's degree. The system serves 374,000 students each year in credit and non-credit courses.



## Faribault Campus



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

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

### Additional website information:

[www.southcentral.edu](http://www.southcentral.edu)    [www.faribaultmn.org](http://www.faribaultmn.org)



## North Mankato Campus



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

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

### Additional website information:

[www.southcentral.edu](http://www.southcentral.edu)    [www.greatermankato.org](http://www.greatermankato.org)



## Academic Misconduct

### Definitions:

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

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

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

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



## Advanced Placement Exam (AP)

Advanced Placement is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high schools that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

SCC will grant credit for AP examinations according to the following:

1. The student must provide the College Board Advanced Placement Student Grade Report (a high school transcript is not sufficient).
2. A score of 3 shall be the minimum for credit awards.
3. Credits will be granted based on MnSCU Board Policies.



## Audit Policy

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

Students wishing to review a subject or obtain a general understanding of a course

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



## College-Level Examination Program (CLEP)

Credits may be awarded through the successful completion of the College Level Examination Program (CLEP) of the College Entrance Examination Board in the general examinations in Composition and Literature, History and Social Sciences, and Science and Mathematics, provided no previous academic credits have been earned in these areas. Students interested in this option can find information about testing locations and cost at [www.CollegeBoard.com](http://www.CollegeBoard.com). Specific SCC course equivalencies and credits awarded can be found at [www.southcentral.edu](http://www.southcentral.edu). According to MnSCU policy, there is no limit on course credits granted based on CLEP examination scores.



## Credit Life Span

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

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

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



## Degree Requirements

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

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

### Associate in Science (AS): 60-73 credits

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

- A minimum of 30 semester credits of the program credit total is Liberal Arts & Sciences courses (in 6 of 10 MNTC Goal Areas).

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

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

- A minimum of 15 credits of Liberal Arts & Sciences courses (in 3 of 10 MNTC Goal Areas).

### Diploma: 30-72 credits

Graduates of a diploma program are prepared in skilled or semi-skilled profession. The programs do not have an emphasis on Liberal Arts & Sciences.

### Certificate: 10-30 credits

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



## Financial Aid

Complete information about financial aid can be found online in the financial aid handbook at [www.southcentral.edu/FinancialAid](http://www.southcentral.edu/FinancialAid)



## Grades

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

<b>A</b> = 4.00	<b>C</b> = 2.00	<b>AU</b> = AUDIT
<b>A-</b> = 3.66	<b>C-</b> = 1.66	<b>CR</b> = TEST-OUT
<b>B+</b> = 3.33	<b>D+</b> = 1.33	<b>I</b> = INCOMPLETE
<b>B</b> = 3.00	<b>D</b> = 1.00	<b>P</b> = PASS
<b>B-</b> = 2.66	<b>D-</b> = 0.66	<b>W</b> = WITHDRAW
<b>C+</b> = 2.33	<b>F</b> = 0	<b>Z</b> = NO GRADE ASSIGNED
<b>FN</b> = 0	<b>EX</b> = TALK TO REGISTRAR	
<b>FN</b> = FAILURE/NOT ATTENDING		

### Grade Change Policy

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



## Graduation

### Requirements

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

Requirements for graduation also include the following:

- Satisfactory Academic Progress: A minimum cumulative GPA of 2.00. (Some programs require a higher minimum cumulative GPA) and completion rate of 67%
- Passing grades (D- or above) in all required courses. (Some programs require minimum grades of C or better)
- All financial obligations have been met.
- Student has met South Central College residency requirements. (A minimum of 25% of the program requirements must be met by completing the courses at SCC.)
- Completed graduation application has been reviewed and approved by program advisor and Registrar's office.

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

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

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

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

### Application

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

### Academic Review

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

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

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

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

### Transfer

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



Student Handbook

## Incomplete Policy

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

- The student has attended a majority of course meetings and completed a majority of the coursework requirements.
- The student must be passing the course at the time of the incomplete request.
- All remaining work must be completed by a mutually agreed upon date by the student and the instructor.
- The request for incomplete must be submitted on the Incomplete Grade Request Form, signed by the instructor and the student, and submitted to the Registrar's Office.
- Refer to Incomplete Grade Form for due date and grade options.

Student Handbook

## International Baccalaureate Credit (IB)

The International Baccalaureate (IB) program is an Internationally recognized program through which secondary students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. The examination for the diploma covers six subjects, three or four of which must be at the higher level and others at the subsidiary level. Students may present a full IB diploma or a certificate recognizing specific higher level or subsidiary level test scores.

1. Students who complete an IB diploma with a score of 30 or higher shall be offered 12 quarter or 8 semester credits for each of three higher level examinations, plus 3 quarter or 2 semester credits for each of the subsidiary exams, for a total of 45 quarter or 30 semester credits.
2. Credits shall be transcribed according to MnSCU Board Policy.

Student Handbook

## Maximum Credit Load

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

Student Handbook

## Pass/Fail (P/F)

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

Student Handbook

## President's List

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

Student Handbook

## Registration

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

Student Handbook

## Repeating a Course

Any course in which a grade of D or lower has been earned can be repeated. When a course is repeated, the repeated grade is used in determining grade point average. The transcript will mark both the first and second course to indicate the repeat. The first course will be marked with parenthesis around the credits indicating it no longer applies to the GPA. The second occurrence will be marked with an "R". Repeating a course will not remove the previous attempt from the student's transcript.

Student Handbook

## Satisfactory Academic Progress Policy

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

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

**Minimum Credit Completion Standard:** The student must complete at least 67% of all registered/attempted credits each semester. Grades of F, FN, I, NC, W, Z and IP (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion. (This is based on credits enrolled in on the 5th day of the term.) % earned = cumulative earned credits divided by cumulative registered credits.

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

**Probation** - Students will be placed on probation if:

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

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

**Suspension** - Students will be suspended if:

- their cumulative grade point average falls below 2.0 for the two most recent terms or admitted on a probationary status or
- their cumulative completion rate falls below the accepted level following a probationary term or
- they were re-admitted on probation and their cumulative grade point average falls below 2.0 for the most recent term and/or completion rate below 67%.

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

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

**Length of Suspension**

Students suspended will be suspended for one academic year. Students must apply for reinstatement. If reinstated, students will re-enter with a probationary status. Academic Progress from that one semester will be reevaluated before student is allowed to register and/or receive financial aid for future terms.

The student will be notified in writing (letter or email) of their suspension. The college may immediately suspend a student in the event of extraordinary circumstances, such as

a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid.

### Appealing Suspension/ Reinstatement

Students who wish to appeal a suspension must provide a written appeal for academic reinstatement seven calendar days prior to the start of the term of planned enrollment. The committee will take the appeal under consideration if it occurred as a result of unusual circumstances such as injury, illness, or death in the family. The written appeal should be supported by additional documentation, including a statement from his/her academic advisor. This initial consideration of appeal will be reviewed by a Student Affairs Administrator. At the request of the students, all appeals of an adverse decision are then reviewed by the Appeals Committee which may include the following: Counselors, Academic Deans, the Director and Assistant Directors for Admissions, Financial Aid and Registration. The committee will notify the student, in writing, of the decision. The committee's decision shall be final within the college and the Minnesota State Colleges and Universities System.

### Returning Following Suspension

Students granted an appeal are required to participate in the Academics in Motion (AIM) program. (See next section.) Students may also need to meet required conditions such as specified coursework, limited number of credits, etc. as stated by the Appeals Committee.

A successful appeal grants reinstatement for one semester only. At the conclusion of that semester the student's academic performance is evaluated. Students are not eligible to register for subsequent terms until this review is completed.

1. If Satisfactory Academic Progress (SAP) requirements are met (2.0 cumulative GPA and 67% completion rate) the student is no longer on suspension and is allowed to register.
2. If for the most recent completed term cumulative SAP requirements are not met, however the term GPA is 2.5 and completion rate is 100%, the student will remain on probation, not required to resubmit an appeal, and will be allowed to register for the next term.
3. If SAP requirements are not met (cumulative or term) as stated above, the student remains on suspension and must follow the appeal process to request reinstatement.

### Financial Aid

Federal and state law requires that a recipient of state or federal financial aid make satisfactory academic progress towards a degree or certificate to remain eligible for aid. In compliance with federal and state law the college has established academic progress standards to all financial aid recipients.

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

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

### Additional Academic Information

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

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

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

**D. Cumulative Grade Point Average (GPA)** - The grading policy stated in this Student Handbook is used to determine the cumulative Grade Point Average. This average is in turn used to determine if a student is maintaining satisfactory progress.

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

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

**G. Repeat Credits** - Repeat credits are credits awarded when a student repeats a course in order to improve a grade. At student may repeat a class as allowed by the institution. The institution will determine which grade will become the grade calculated in the GPA.

All repeated credits are included in the percent of completion and maximum time frame calculations.

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

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

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

Should a student drop or be dropped from a course in which they received aid and received a full refund, the student will be liable for aid received, and must repay the funds.

If you need additional information regarding Satisfactory Academic Progress, please contact the Student Affairs Center at (507) 332-5805 or (507) 389-7220.



Student Handbook

## Academics in Motion (AIM)

The AIM program is a South Central College initiative that is designed to help students who are experiencing academic difficulty in college. Students will have the opportunity to work with an AIM Advisor to improve their academic standing. By creating goals and learning strategies, students will improve their chance of academic success. Students attending on an appeal, also known as reinstated students, are required to participate in the AIM program and will be assigned an AIM advisor. Other students experiencing academic difficulty are encouraged to participate in the AIM program.

The AIM program requires that students contact the AIM advisor prior to the 5th day of the semester. Failure to contact the AIM advisor by the 5th day of the semester will result in the student's courses being dropped from his/her semester schedule. Other requirements of the AIM program include meeting with the AIM advisor at least twice during the term, creating strategies and goals to improve academic success, and completing any additional program requirements. Students who do not follow through with AIM program requirements will be required to appeal to the SCC Appeals Committee in order to continue at South Central College.



Student Handbook

## Test Out: Advanced Standing By Departmental Examination

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

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

Provisions of Advanced Standing by Examination are:

- The course must be challenged (examinations completed) prior to registering for the course.
- A student may challenge a course only once.
- A student may not challenge a course which has been previously taken for credit at South Central College.
- A student interested in a course challenge examination should schedule a visit with the course instructor for direction in the test-out process. Examination fees are \$25/credit attempted for a lecture course and \$50/credit attempted for laboratory course or a combination of both. The student must pay the non-refundable examination fee prior to the administration of the exam. If the student passes the examination, the grade of "CR" (credit) will be entered on the student's transcript.
- A student must successfully complete at least 25% of the program requirements by enrolling in SCC credit courses.
- The grade of "CR" is not used in calculation of grade point average (GPA) nor do the credits count toward financial aid calculation.
- Applications for course challenge examinations may be obtained from the Student Affairs Center.

### Advanced Standing For Previous Work Experience

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



## Transfer

Minnesota's colleges and universities are working to make transfer easier. Students can help if they plan ahead, ask questions, and use the established pathways created by transfer agreements.

Transfer students are students who have attended an accredited college or university and have earned credit. Transfer students must follow the same admissions requirements as new students along with submitting transcripts and meeting with the SCC Transfer Coordinator for the purpose of evaluating previous college transcripts.

### **Understanding How Transfer of Credits Works**

1. The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and the receiving institution can affect the transfer of the credits.
2. Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. "Like" transfer to "like."
3. Not everything that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories: general education; major/minor courses and prerequisites; and electives. The key question is, "Will the credits fulfill requirements of the degree or program the student has chosen?"
4. If a student changes career goals or major, he or she might not be able to complete all degree requirements within the usual number of graduation credits.

### **Applying for Transfer Admission**

1. Completing an Application for Admission is always the first step in transferring. The student should fill out the application as early as possible to meet the deadline. Enclosing the application fee is essential.
2. Official transcripts should be sent from every institution the student has attended. A high school transcript or GED is required as well.
3. Students shall provide documentation (course syllabus, course description, common course outline) from the college or university for the course to be transferred.
4. The student should confirm that all necessary documentation has been supplied. No transfer decisions will be made until all required documents are in the applicant's file.
5. After the college notifies the student that he or she has been accepted for admission, submitted transcript credits will be evaluated for transferable equivalency.
6. Students will receive a copy of their revised South Central College Transcript or DARS Report indicating courses that transferred to meet program requirements.
7. If the student has questions about his or her evaluation, the student should speak with the transfer coordinator. The student can ask why judgments were made about specific courses. Many concerns can be cleared up if the student understands why the decisions were made. If not satisfied, the student can appeal.

### **Transfer of Credit**

Credits for transfer from MnSCU colleges and universities shall follow the MnSCU Undergraduate Transfer Policy. South Central College will also review transfer of credit for courses from colleges and universities that are not a part of MnSCU. Credits will be accepted based on comparability and applicability. Course goals, content, and level must be similar. The official evaluation will be completed upon admission to SCC.

- Students requesting credit transfers must have an official transcript from all previously attended colleges submitted to the Admissions Office.
- Evaluation of transfer is done upon initial admission to SCC. Any subsequent request for evaluation must be submitted on a Transfer Evaluation form to the Registrar's Office.
- Students may schedule an appointment with the Registrar's Office Transfer Specialist.
- Students may appeal the decision of the Transfer Credit Evaluation as outlined in the MnSCU Undergraduate Transfer Policy.

### **Determining Course Comparability or Equivalency**

As a member of Minnesota State Colleges and Universities (MnSCU) system, South Central College abides by the guidelines provided by the MnSCU office. The following procedures will be followed to determine equivalencies of courses transferred into South Central College.

1. The student asking for a course to be accepted at South Central College must provide a common course outline and/or a syllabus for the course. As much information as possible should be provided about the course by the student so that there can be a complete, accurate and expedited assessment of the course equivalencies. Delays in providing this information will result in delays in assessment of the course equivalencies. Inadequate and incomplete information could result in South Central College determining that a course is not acceptable for transfer.

2. The common course outline and/or syllabus and any other supporting information provided by the student will be forwarded to the appropriate faculty to be reviewed. The faculty will complete a straightforward comparison of the course outcomes. After comparing the course outcomes, if the course meets at least 75% of the outcomes of a similar course at SCC, the course will transfer as equivalent to an SCC course. The transferred course does not have to meet all outcomes or criteria established in the SCC course, only 75% of the outcomes. Other matters cannot be considered in determining equivalency, such as delivery method, credits, number of lectures spent on a topic, quality of labs, or other concerns that might be expressed regarding the transferring course. It must be assumed that if another MnSCU institution has determined that sufficient rigor exists, the class will be determined transferrable to SCC as long as the course meets 75% of the outcome equivalencies.
3. In determining the equivalency of a course based on meeting 75% of the outcomes of the South Central course, South Central faculty will specifically state what outcomes are met and what outcomes are not met to clearly illustrate whether or not the stated goal of 75% equivalency has or has not been met. This information will be provided in writing to the Transfer Coordinator for reference purposes if future requests for transferability occur regarding the assessed course. A new assessment of the course will take place only if there is clear evidence that substantial changes have been made to the transferring course's outcomes, or to the outcomes of the South Central course.
4. If a course is determined to be transferable using the 75% criteria as described above, but other concerns are expressed by SCC faculty regarding the course's rigor and ability to meet the educational needs of SCC students, these concerns should be noted and considered in advising students who are contemplating taking the course that would be transferred. These concerns should not preclude acceptance of the transferability of the course, but should play a significant role in how students are advised regarding their education and their ability to succeed at South Central after taking the course.

### **Transferring Courses After Initial Admission to SCC**

After initially being admitted to SCC, if a student completes coursework at other colleges, official transcripts must be sent to SCC from each institution attended in order for courses to be evaluated for transfer. These transcripts will be reviewed for program requirement transferability as the student is being admitted to SCC. Confirmation of transferred coursework will be documented on the student transcript and DARS Report.

### **Articulation Agreements**

SCC will accept any credits defined within approved, formal articulation agreements it has with a sending institution.

### **Occupational/Professional Course Credits**

SCC may accept up to 16 occupational and/or professional credits as electives. SCC may accept more than 16 if it is determined they contribute to an educationally coherent program.

### **Accreditation**

Transfer equivalencies for regionally accredited and non-regionally accredited institutions will follow SCC's course comparability and equivalency policy. SCC will consider credits granted for prior learning or test-out on a case-by-case basis.

### **Institution Outside the United States**

In order to review credits granted by institutions outside the United States, SCC requires an official evaluation be done by the Educational Credential Evaluators (ECE). The ECE transcript must be submitted to SCC for review. Waiver for English and Speech requirements will not be made based on coursework completed from institutions outside the United States.

### **Developmental (College Readiness) Courses**

Developmental courses will not be granted college-level credit and they will not apply to certificate, diploma, or degree program completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework at SCC.

### **Transfer of MnTC and other courses**

Public colleges and universities in Minnesota have developed a common liberal arts education curriculum called the Minnesota Transfer Curriculum (MnTC). Completion of this defined transfer curriculum (40 credits) at one institution enables a student to receive credit for all lower-division general education requirements upon admission to any other Minnesota public institution.

The Transfer Curriculum is intended to achieve 10 distinct goals. Each goal is described in the Liberal Arts program section of this catalog, along with a current list of SCC courses that are assigned an MNTC goal area.

*Continued on the following page*

Individual courses from other MnSCU colleges and from the University of Minnesota transfer to South Central College into the Minnesota Transfer Curriculum. Such courses transfer according to the MnTC goal areas designated for them by the other schools and may meet the entire MnTC, a specific goal area, or individual course. Once a MnSCU institution has assigned a MnTC goal area to courses from a regionally accredited institution, that MNTC classification must be honored at SCC.

Courses from non-regionally accredited institutions may be re-evaluated for MNTC classification, regardless of any other MnSCU assignment of an MNTC goal area. In addition, there is no guarantee that courses from private and non-Minnesota colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis.

#### GPA/Grade Requirements

The student must have received a passing grade of 'D-' (.66) in order to transfer a specific MNTC course. The student must have received a grade of 'C' (2.0) or better in order to transfer a non-MNTC course. **Specific program requirements must also be met, including additional GPA requirements.**

#### Degree Audit Reporting System (DARS)

If you submit official transcripts from schools that you previously attended, the Transfer Coordinator will evaluate your prior coursework for transfer into your degree here at South Central College. Once evaluated, your transfer credits will show on your Degree Audit Report (DARS), which can be viewed online and printed. DARS is a self-advising tool that greatly simplifies the preparation of student transfer and graduation. It is an automated process for tracking your academic progress toward completing your degree at SCC. Your DARS report can be viewed online by going to [www.students.southcentral.edu](http://www.students.southcentral.edu), and select MnSCU Account Login.

#### Transfer Appeal Process

If a student is not satisfied with the courses transferred in the outcome of the above Transfer of Credit process, the appeal process is as follows:

1. Meet with the Transfer Coordinator to provide clarification of the transfer. The clarification process involves faculty input and evaluation of the course description. The Transfer Coordinator may require the student to produce a copy of course syllabi, and may do additional research on the course in question. The Transfer Coordinator may or may not transfer additional classes after this meeting. If the student is not satisfied with the end result of this meeting, they may proceed to the next step.
2. Submit a written appeal to the SCC Appeal Committee regarding the result of the transfer. The Committee (Dean of Students, Academic Dean, Registrar) will examine what courses have been completed and determine if any further action is necessary.
3. An appeal at the MnSCU Level is available if the college level appeal is not successful. Information can be found at [www.mntransfer.org/TSinfo/appeal/systemappeal.html](http://www.mntransfer.org/TSinfo/appeal/systemappeal.html)



## Withdrawing From School

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

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



## Accreditation

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

30 North LaSalle Street, Suite 2400; Chicago, IL 60602

1-800-621-7440

website: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

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

**Dental Assisting:** American Dental Association

**Automotive Services:** National Automotive Technicians Education Foundation

**Medical Laboratory Technician:** National Accreditation of Clinical Laboratory Science

**Practical Nursing and Registered Nursing:** Minnesota Board of Nursing



## Assessment Philosophy

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

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

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



## SCC Academic Values

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



## SCC Institutional Core Competencies

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



## Academic Advising

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

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

### Advisors are available to assist students with advising regarding:

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



## Career Development & Counseling

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

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

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

Career Development & Counseling  
(507) 332-5805

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



## Job Placement

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

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

The following services are available to students and graduates:

- A job opportunity system that informs all available students and graduates about current job openings.
- Access to placement statistics.
- Access to job search sites on the Internet.
- Numerous free resources (handbooks, tip sheets, articles, and reference books).
- Resume and cover letter assistance

Faribault Campus  
Placement Office  
(507) 332-5805

North Mankato Campus  
Placement Office  
(507) 389-7225



## Veterans Benefits

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

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

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

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

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



## Veterans Resources

In partnership with the Minnesota Department of Veterans Affairs, South Central College provides comprehensive information and assistance to veterans and military families.

The Veterans Resource Center provides veterans, current military members, and their families with information and assistance regarding educational benefits and scholarships, veterans' employment help, medical benefits, counseling resources, family assistance services, service-connected disability claims, and post-deployment reintegration support.

The Veterans Resource Center is located in the Advising Center, B-132A and is open every Wednesday or by appointment. For more information, contact David Schrader, Veterans Resource Coordinator at 507-389-7448 or e-mail [david.schrader@southcentral.edu](mailto:david.schrader@southcentral.edu).



## Admission

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

### Admission Checklist:

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

### Applicants may be admitted into an academic major when:

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

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



## Admissions Requirements

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

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



## Post Secondary Enrollment Options (PSEO)

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

### To Qualify a Student Must:

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

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

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

### PSEO Enrollment Deadlines:

Fall Semester ..... June 1st  
Spring Semester ..... December 1st

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

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

### Procedures for PSEO Enrollment:

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

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

### To continue enrollment in the PSEO Program a student must:

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



## PSEO Contract For Services

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

### To Qualify a Student Must:

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

### Enrollment Deadlines:

Fall Semester ..... June 1st  
Spring Semester ..... December 1st

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

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

### Procedures for Enrollment:

- Verify that a completed SCC Joint Powers Agreement form has been completed & signed by a high school representative (a high school counselor will have this form) and sent to SCC.
- Submit a completed SCC application signed by the student.
- Schedule and complete the required college readiness assessment (Accuplacer).
- Submit a required official high school or GED transcript (sealed and unopened).
- Submit a required official college transcript (sealed and unopened) of all colleges attended.
- Submit a completed SCC Student Policy, Contract, and Release form signed by the student and parent.

### To continue enrollment in the PSEO Contract for Services program:

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



## Admissions For International Students

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

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

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

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

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

For more information, please contact Bruce Carter.  
Phone: (507) 389-7284 or E-mail: [bruce.carter@southcentral.edu](mailto:bruce.carter@southcentral.edu)



## Admission for Non-Degree Seeking

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

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



## Admission for Re-Entry

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

**To be re-admitted, a student must:**

- Fill out a re-entry application form.
- Submit an official transcript from any college attended since last attending SCC.
- If it has been 3 or more years since last attending SCC, you must also take/re-take the Accuplacer and complete an Orientation.



## Admission for Senior Citizens

Senior Citizens, who are 62 years of age or older as provided in Minnesota Laws of 1981, Chapter 194, may be enrolled in credit courses on a space available basis beginning on the second class day of the term and extending through the fifth class day of the term. Enrollment in credit courses requires payment of an administrative fee of \$20 per credit in addition to regular and special course fees. Regular course fees include the per-credit Technology and MSCSA Fees. Special course fees are determined

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

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

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

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



## Accuplacer General Information

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

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

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

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

### Transfer Students

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

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

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

### Accuplacer Retake

SCC allows one retake of one or more portions of the Accuplacer by contacting the Student Affairs Center on the Faribault Campus (507-332-5824) or on the North Mankato Campus (507-389-7220). Students must wait at least three months before retaking the Accuplacer. Students are encouraged to complete preparatory work during this time. The second assessment has a fee of \$3.00, payable by the student at the SCC Bookstore. Please bring this receipt to the testing site when you plan to retake the assessment. Students may appeal to retake the test sooner if coursework is completed sooner

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



## College Readiness

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

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

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

### College Readiness and Accuplacer Assessment Scores

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

#### Reading Comprehension

Students scoring 77.4 or less on the Reading Comprehension portion of the Accuplacer are required to enroll in and successfully complete READ0080 and READ0090 with a grade of C (2.0) or better. This will qualify students for admission into **all Liberal Arts & Sciences courses** that require Reading Readiness

#### Writing Skills

Students scoring 77.4 or less on the Reading Comprehension portion of the Accuplacer are required to enroll in and successfully complete ENGL0080 and ENGL0090 with a grade of C (2.0) or better. This will qualify students for admission into Liberal Arts & Sciences courses that require Writing Readiness.

#### Arithmetic (CPT 0165)

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



## Immunization

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



## Orientation

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

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

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





## College Readiness Course Placement & Sequence

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

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

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

- Directions:
1. Review the College Readiness course(s) you are required to take.
  2. Review the course sequence with your advisor to plan your course of study.

### COLLEGE READINESS READING & WRITING

CPT0163 Reading Comprehension Score	READING Required Courses:	WRITING Required Courses:
34 or Below	<b>Decision Zone:</b> <i>Meet with Student Services Personnel</i> READ0080 & READ0090	<b>Decision Zone:</b> <i>Meet with Student Services Personnel</i> ENGL0080 & ENGL0090
35 - 62	READ0080 & 0090	ENGL0080 & 0090
63 - 77.4	READ0090	ENGL0090
77.5 or above	Okay to Register for Liberal Arts & Sciences Courses requiring Reading Readiness.	Okay to Register for Liberal Arts & Sciences Courses requiring Writing Readiness.

*A grade of "C" (2.0) or better is required in college readiness courses to advance to the next level.*

### COLLEGE READINESS MATH

CPT0165 Arithmetic Score	MATH Required Courses:
24 or Below	<b>Decision Zone:</b> <i>Meet with Student Services Personnel</i>
25 - 55	MATH0075 & 0085
56 or above	MATH0085

*Please refer to Elementary Algebra  
score on next page for further*

#### **COLLEGE READINESS MATH**

*placement information*

*A grade of "C" (2.0) or better is required in college readiness courses to advance to the next level.*



## Liberal Arts & Sciences Prerequisites

### COLLEGE READINESS READING INTENSIVE COURSE PREREQUISITES

CPT0163 Reading Comprehension  
Score of 77.5  
  
OR  
  
READ0090

#### LIBERAL ARTS & SCIENCES COURSES REQUIRING READING READINESS

ANTH100	ENGL120	HIST160	MASS100	PHIL210	SOC100
ART100	ENGL130	HIST161	MASS110	PHIL220	SOC101
BIOL100	ETHN100	HIST162	MUSC100	PHYS101	SPAN105
BIOL101	FCS105	HUM100	MUSC141	POL110	SPCH100
BIOL106	GEOG100	HUM110	PHIL100	PSYC100	SPCH120
BIOL220	GEOG101	HUM115	PHIL105	PSYC110	SPCH130
ECON110	GEOG103	HUM121	PHIL110	PSYC140	THTR100
ECON120	HIST120	HUM150	PHIL130	PSYC220	
ENGL110	HIST121	HUM250	PHIL140	PSYC210	

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

### COLLEGE READINESS WRITING INTENSIVE COURSE PREREQUISITES

CPT0163 Reading Comprehension  
Score of 77.5  
  
OR  
  
READ0090

#### LIBERAL ARTS & SCIENCES COURSES REQUIRING READING & WRITING READINESS

ENGL100  
SPCH110

AND

CPT0164 Sentence Skills  
Score of 85.5  
  
OR  
  
ENGL0090

### COLLEGE READINESS MATH INTENSIVE COURSE PREREQUISITES

CPT0166 Elementary Algebra Score of 75.5  
AND  
CPT0167 College Level Math Score of 49.5

OR

MATH0085

MATH120

CPT0166 Elementary Algebra Score of 75.5

OR

MATH0085

CHEM108  
MATH115  
MATH154

CPT0167 College Level Math Score of 49.5

OR

MATH0085

MATH130



## College Costs

### 2008-2009 Tuition and Fees *Through Summer 2009*

Tuition*	\$135.20
Online Tuition**	\$169.70
Student Activity Fee	\$5.00
MSCSA	\$0.31
Technology Fee	\$10.00
<b>Total</b>	<b>\$150.51 per credit</b>
<b>Total for Online Courses</b>	<b>\$185.01 per credit</b>

\* Select courses have an additional tuition differential ranging from \$5.00 to \$10.00 per credit. These courses currently include BIOL 100 and BIOL 101, \$5.00 per credit; BIOL 220 and BIOL 270, \$7.50 per credit; BIOL 230, \$6.50 per credit; HVAC2120, HVAC2251, HVAC2340, HVAC2010, NURS 1050, NURS 1075, NURS 1350, NURS 1650, NURS 2010, NURS 2050, NURS 2150, DA 1816, DA 1826, AND OTEC 2740, \$10.00 per credit.

\*\* The online tuition rate applies only to courses which are fully online. This rate does not apply to web-enhanced courses.

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

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

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

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



## College Fees

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

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

**MSCSA Fee:** The Minnesota State Colleges Student Association fee is \$0.31 per credit.

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



## NELNET Business Solutions Automatic Payment Plan

(Formerly FACTS Management Co.)

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



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

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

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



## Tuition Deferment

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



## Resident Status

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



## Tuition & Late Fee Policy

- **Minimum payment criteria must be met by the published due dates.** Refer to page 3 for Fall and Spring Semester due dates. Refer to page 23 for details on the minimum payment criteria requirements and the Registration Cancellation for Nonpayment policy.
- Agency funded students, as well as students receiving federal and state financial aid, are responsible for any balance remaining after their term award has been subtracted.
- Monies owed to the college are subtracted first from financial aid allocations.
- It is the responsibility of the student to ensure their agency authorization reaches the campus **prior to the published due dates**. This should be in the form of a guaranteeing document stating that the tuition will be paid by the designated agency.
- **A late fee of \$50 is charged** to students whose tuition is not paid in full or who have not enrolled in the NELNET Business Solutions, formerly FACTS, Automatic Payment Plan before the 28th calendar day of the term. In addition, by the 28th calendar day of the term all NELNET/FACTS Payment Plan Agreement balances should be equal to the student's SCC account balance. If a balance remains on a student's SCC account at the completion of their NELNET/FACTS agreement, a \$50 late fee will be charged.
- Students who have any outstanding debts at the college will not be allowed to register for classes or obtain a college transcript.
- A senior citizen (62 or older) will be charged based on the type of course. please see the section titled "Admission for Senior Citizens" in the Becoming a Student area of this handbook.
- **Course registrations WILL BE cancelled for nonpayment as required by MnSCU Board Policy.**



## Refund of Tuition and Fees

### Drop/Add

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

## Refund Policy

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

### Regular School Year

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

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

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

### Class terms less than three weeks in length

Withdrawal Period	Refund Percentage
1st day of the term .....	100%
2nd through 3rd day of the term .....	50%
After 3rd day of the term .....	NONE

## Withdrawal From College:

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

**Note to financial aid recipients:** A student's refund will be credited to their outstanding loan balance and/or federal or state grant programs.

## Federal Refund Policy

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

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

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



## Direct Deposit

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



## Registration Cancellation for Non-Payment

Students enrolled in courses at South Central College must meet the following tuition and fee due dates to avoid an administrative drop of all courses. Account information is available online. **Tuition and fee statements are not mailed.**

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

1. Full payment online through E-services, MnSCU Account Login, on the CentralNet Student Portal at [www.southcentral.edu](http://www.southcentral.edu); or in person at one of the College Bookstores; or by mail. (Payment must be received and posted to your student account by the due date.)
2. Enrollment in the Nelnet/FACTS monthly payment plan online (credit card or ACH bank draft).
3. Financial aid application processed by the Dept. of Education and on file at the College.
4. Payment in the form of scholarships, third party authorization, or tuition waivers reflected on the student's account that equals at least 15% of the tuition and fee balance or \$300 whichever is less.
  - 15% or \$300 minimum award will save registration but will not prevent assessment of a late fee if account remains unpaid as of the 28th calendar day of the term.
5. Down payment of 15% of tuition and fee charges, or \$300, whichever is less.
  - Down payment will save registration but will not prevent assessment of a late fee if account remains unpaid as of the 28th calendar day of the term.

**It is recommended that students exercise the following options:**

- File a current FAFSA online as soon as possible; or
- Enroll in the Nelnet Business Solutions, formerly FACTS Management Co., Automatic Payment Plan; and
- Monitor account/financial aid information accessed by logging in with Student Tech ID and PIN through E-services, MnSCU Account Login, on the CentralNet Student Portal at [www.southcentral.edu](http://www.southcentral.edu). When you retrieve your account information, after tuition and fees have been posted, you will receive a "STOP" or "GO" message. "STOP" means that you have not met the financial requirements necessary to remain enrolled. "GO" means that, based on current information, you have met the requirements to remain enrolled. If you believe that you have met the minimum payment requirements and received the "STOP" message in error, you MUST send an e-mail to [RCFN@southcentral.edu](mailto:RCFN@southcentral.edu) IMMEDIATELY.
- Check your South Central e-mail messages regularly for important announcements. Messages may also be sent to students' personal e-mail accounts if an e-mail address is provided.

**TUITION AND FEE STATEMENTS WILL NOT BE MAILED  
STUDENTS ARE REQUIRED TO VIEW ACCOUNT BALANCES ONLINE**

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

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



## College Computer Systems/ Email Security

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



## College Computer Usage

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

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

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

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

- **Highest and Primary:** To support the education, research, and administrative purposes of South Central College.
- **Medium and Secondary:** To support other uses related to South Central College purposes with education or research benefits, including e-mail communications and web pages.
- **Lowest and Least Important:** Recreation and entertainment. These are not supported by the College.

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



## Computer Use Policy

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

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

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

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

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



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

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

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

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



## Interactive Television (ITV)

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

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



## Official Student Email Policy

### Use of Email for Official Correspondence with Students

#### **Purpose of the Policy**

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

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

#### **Scope**

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

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

## Policy

### 1. College use of email

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

### 2. Assignment of student email

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

### 3. Redirection of email

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

### 4. Expectations about student use of email

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

### 5. Authentication for confidential information

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

### 6. Privacy

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

### 7. Educational uses of email

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

## Procedures

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

## References

This policy complies with the guidelines as found in:

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

## Responsible Organization

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

### Appendix A -- Policy Routing

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

Date: May 5, 2005

Approved by: Keith Stover, President – South Central College

Author: Wes Taylor, Dean of Technology

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



## Questions You May Have About Using Software

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

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

### Can I loan software I have purchased myself?

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

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

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

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

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

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

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

### Alternatives to Explore

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

### Site-Licensed and Bulk-Purchased Software

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

### Shareware

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

### Public Domain Software

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



## SCC Online

SCC Students experienced their first access to totally online (web-based) courses in Fall 2001 and offerings continue to be developed for future terms of instruction in selected program areas.

Faculty develop course content using an instructional design process that is truly learner-centered. While online learning includes a variety of approaches, typical online coursework will include readings (online or text-based), learning activities, multimedia presentations, online chats/discussions (synchronous and asynchronous), online group collaboration and performance-based assessment.

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

Success as an online learner requires a high degree of personal motivation and self-discipline. SCC faculty develop online learning experiences that are supportive and personalized but it will be different from what is found in the face-to-face learning classroom.

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



## SCC Student Computer Usage Guidelines

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

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

## Student Account Information

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

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

Your SCC email address is: [firstname.lastname@southcentral.edu](mailto:firstname.lastname@southcentral.edu)



## Student Account Information

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

**If you have questions or need assistance with your SCC accounts, contact...**

The Student Helpdesk  
By Phone: 507-389-7454 or 1-800-722-9359 ext. 7454  
By Email: [StudentHelp@southcentral.edu](mailto:StudentHelp@southcentral.edu)

**Link to the Student Login Guide:**

<http://students.southcentral.edu/LinkClick.aspx?link=Student+Login+Brochure+2-08.pdf&tabid=36&mid=385>

Please remember that you must check your student account online. Go the SCC's student portal CentralNet at <http://centralnet.southcentral.edu>, select "MnSCU Account Login", and log in using your Student ID and PIN number. Once logged in, you will be able to:

- Register for classes
- Check your account status
- Pay your tuition
- Enroll in the NELNET Business Solutions, formerly FACTS, Automatic Payment Plan
- Check your financial aid status
- Check your grades

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





## Financial Aid

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

In determining financial need, many factors are taken into account. An expected family contribution towards educational costs is based on information submitted on the financial aid form (including the number of dependents, number of family members in college, assets, debts, savings, and income taxed and untaxed). The expected family contribution is then subtracted from the student's educational cost of attendance to determine financial need. The student will receive an award letter outlining their aid eligibility which will include "gift aid" (grants) and "self-help aid" (loans and work study).

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

- An application for admission,
- Free Application for Federal Student Aid, [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Other documentation to verify need, if requested.

<http://students.southcentral.edu/Default.aspx?tabid=63>



## Financial Aid Consortiums

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



## Student Consumer Information

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

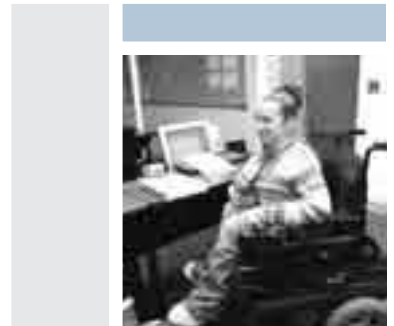
- Continued eligibility for aid.
- Satisfactory academic progress policy.
- Methods and means of aid payment.
- Responsibility of student repayment of loans and grants.
- Terms and conditions of work-study programs.
- Costs of attending the College.
- College refund policy.



## Types of Financial Aid

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

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





## Foundation and Scholarships

South Central College receives significant support from two separate, nonprofit corporations dedicated to furthering the mission and vision of the College. Last year, over \$250,000 in scholarships were provided to deserving SCC freshmen and sophomore students.

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

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

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

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



## Project Lead the Way (PLTW)

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

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



## Minnesota Center for Engineering & Manufacturing Excellence (MnCEME)

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

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



## Service, Work & Learning

The South Central Service, Work & Learning Center is a regional office located on the campus of South Central College, North Mankato, Minnesota campus. The Center supports local & regional Service, Work & Learning activities and provides leadership for Carl Perkins initiatives.

Services the Center offers include:

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

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

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

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

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

**Career Fields/Programs of Study Implementation:** Materials, brochures and printing is handled through the Center for high schools in the region on the 6 Career Fields, (1-Arts, Communications, & Information Systems, 2-Business, Management & Administration, 3-Health Services, 4-Human Services, 5-Engineering, Manufacturing & Technologies, and 6-Agriculture, Food & Natural Resources. Materials are designed to help with career decision making as high school students explore options for careers.

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

**Marketing Assistance:** Brochures and other marketing materials to support Service Learning or Perkins Program Initiatives and activities have been developed or facilitated through the Center.

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

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

### Contact:

Kathryn Rusch, Service Learning Director,  
SC SWL Center,  
1920 Lee Blvd.,  
North Mankato, MN

**Phone:** 507-389-7241

**Email:** [Kathryn.Rusch@southcentral.edu](mailto:Kathryn.Rusch@southcentral.edu)  
website: [www.scswl.org](http://www.scswl.org)



## College Articulation Agreements

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

Partner Institution	SCC Program, Award, or Courses	Articulation Program Title
Bemidji State University	A.A.S. Graphics Production A.A.S. Commercial & Technical Art A.A.S. Marketing, Management	B.S. Design Technology B.S. Design Technology B.S. Industrial Technology
Bethany Lutheran College	A.S. Accounting and Business Principles	B.S. Business Administration
Minnesota State University, Mankato	Practical Nursing Registered Nurse Computer Careers/ A.A.S. Information Systems Diploma Computer Integrated Machining A.S. Child Development Careers	B.S. Nursing B.S. Nursing B.A.S. Computer Information Technology B.S. Manufacturing Engineering Technology B.S. Early Childhood Development
Minnesota State University, Moorhead	A.A.S. Carpentry/Cabinetmaking A.A.S. Architectural Drafting and Technologies A.A.S. Auto Body & Collision Technology A.A.S. Automotive Service A.A.S. Civil Engineering Technology A.A.S. Commercial & Technical Art A.A.S. Information Systems A.A.S. Construction Field Supervision A.A.S. Graphics Production A.A.S. Computer Integrated Machining A.A.S. Networking Services A.A.S. Heating, Ventilation, Air Conditioning/Refrigeration.	General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech. General Technology Industrial Tech.



## College Articulation Agreements *(continued)*

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



## Tech Prep College Credit Agreements

Through Tech Prep, agreements are in place for students to earn college credits while still in high school at no cost to the high school or to the students. More than 38 different SCC classes have these agreements (articulations) with area high schools. Upon completion of the course(s) and requirements, students receive a certificate from their high school instructors. These certificates must be presented to the college admissions office prior to registration. Check with your high school to determine which courses are articulated within your school district & how to qualify.

SCC Program Area	SCC Course Name	SCC Course Number
Agriculture Education	Agronomy I Ag Welding Cattle Artificial Insemination Equipment Assembly, Operation Adjustment & Reconditioning Facility Maintenance Livestock Production Principles Outdoor Power Equipment Soils I Swine Artificial Insemination	PLSC1300 AGME1930 ANSC1305 AGME1812 or AGME1813 MEAG1500 ANSC1100 AGME1801 PLSC1100 SWPR1050
Architectural Drafting and Technologies	Basic AutoCAD	ARCH1140
Automotive Service	Basic Electrical Basic Tune Up Brakes Introduction to Auto Service Starting & Charging Systems	AST1212 AST1712 AST1613 AST1112 AST1233
Child Development	Child Development Family & Community Relations	CDEV1210 CDEV1240
Computer Careers	Programming Fundamentals Web I Integrated Software Applications I (Excel)	COMP1000 COMP1400 COMP1105
Computer Integrated Machining	Applications I Concept Engineering I	CIM1140 CIM1110
Graphics Production	Introduction to Adobe Illustrator Introduction to Adobe Photoshop Introduction to Graphic Production Introduction to Page Layout	GP1020 GP1100 GP1000 GP1015
Culinary Arts	Basic Cooking Principles	QFPR1840
Marketing Management	Entrepreneurship Introduction to Business Principles of Marketing Introduction to Sales	MKT1910 MKT1820 MKT1810 MKT1800
Nursing Assistant or Practical Nursing	Basic Nursing 101	HCTC1886
Office Technology	Basic Keyboarding Business Presentations Desktop Publishing Keyboarding I Principles of Bookkeeping Word Proc. Concepts & App.: Core Word Proc. Concepts & App.: Expert	OTEC1790 OTEC1840 OTEC2830 OTEC1800 OTEC2835 OTEC1875 OTEC2875



## Attendance

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

Attendance in a classroom is allowed:

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



## Class Cancellations

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



## Campus Closing

It is the policy of the College to be open for educational purposes. If it is determined by the college administration or the governor that emergency conditions have developed which change normal operating times, an announcement will be made via radio and television broadcasts. Whenever possible, this will be aired before 6:00 a.m. over the following stations: KTOE (AM 1230), KEEZ (FM 99.1), KXLP (FM 93), KNUJ (AM860), KDOG (FM 96.7), KSTP-TV (Channel 5), KEYC-TV (Channel 12), KDHL (AM 920), KQCL (FM 95.9) and WCCO-Minneapolis (AM 830). All school closings are campus specific. Please note that announcements closing all area or district schools refers to public schools K-12 only. This does not include South Central College.



## Campus Crime Awareness and Security Policy & Protection

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

SCC monitors criminal activity and maintains a three-year statistical history on both the Faribault and North Mankato campuses. All criminal activity will be recorded in a separate category.

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

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

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

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

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

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

**Criminal Reports:** On the Faribault campus, all criminal actions occurring on campus shall be directed to the Vice President of Finance; on the North Mankato campus, all criminal actions occurring on campus shall be directed to the Vice President of Academic Affairs. The report may be presented orally or in written form.

**Procedures and Assistance:** Authorized college personnel will assist in reporting the occurrence to appropriate police authorities immediately, or in a timely manner, following receipt of the information. In the event that no college staff members are available, the individual reporting the occurrence is encouraged to contact local law enforcement agency directly by dialing 911 for emergencies. Authorized personnel can also assist with contacting sexual assault services and safe centers if requested using the following numbers:

### Faribault

Emergency - Police, Fire, Medical.....	911
Non-Emergency (City Police).....	334-4305
HELP LINE .....	334-2555
Women's Safe Center .....	332-0882
Receptionist Monday -Friday 7:30 a.m. - 4:00 p.m., dial .....	0

### North Mankato

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

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

The complete report of Campus Crime is available online at [www.southcentral.edu](http://www.southcentral.edu); click on student portal; click on resources.



## Data Privacy

### Information Collection

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

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

### Consequences

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

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

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

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

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

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

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

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

### ***Directory Information***

Directory information including name, address, phone number, e-mail address, program major, dates of attendance, \*honors, student activity participation, a student's photograph or digital image, and student status (enrolled, graduated, withdrew, part-time, full-time) may be released to the public without prior consent unless the office is notified in writing within two weeks of enrollment. Notify the Student Affairs Center if you wish to exercise your right to suppress the release of directory information.

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

### ***Tennessee Warning (M.S. 13.04, SUBD.2.)***

With the exception of directory information, all data of a public, private or confidential nature that you are requested to supply to the College is for the sole use of the College to be used in performing administrative, managerial, counseling and reporting functions.

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

The College will release student data without student permission only to those agencies, persons and organizations authorized by federal and state statute to receive such information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;

- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

### ***FERPA Annual Notice***

The College/University maintains records about you in various places within the institution. For example, the admissions office maintains records about you, as does the registrar. Under federal and state law, you have certain rights concerning the records which the College/University maintains. This notice is to make you aware of those rights.

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

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

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

For example, FERPA and the MGDPA permit disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by the College/University in an administrative, supervisory, academic or support staff position, a person or company with whom the College/University has contracted, a student serving on official College/University committees, a person serving on the Board of Trustees or in the Office of the Chancellor, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records."

- to file a complaint with the United States Department of Education if you believe that the College/University is not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Dept. of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605;
- to obtain a copy of the College/University's complete policy regarding educational records. The College/University has copies of the policy available at: southcentral.edu.



## Drug Free College Policy

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

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



## Emergency Procedures

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

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

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

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

### Accident Reporting Procedure

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

### Fire Drill/Emergency Evacuation

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

### Tornadoes and Severe Thunderstorms

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

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

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



## Grievance Policy

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

### Complaint Procedure

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

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

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

### Grievance Procedure

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

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



## Harassment/Sexual Violence Policy For Students and Employees

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



## Nondiscrimination Policy

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

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

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

### Racial Discrimination/Harassment Definitions

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

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

### Sex Discrimination/Harassment and Violence Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Sexual Orientation Discrimination/Harassment Definitions**

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

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

### **Disability Discrimination/Harassment Definitions**

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

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

### **Reporting Procedure**

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

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

### **Complainants Procedure:**

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

Officer as soon as possible. Administrators and supervisors are required to report such activities. Report to: Laural Kubat: (507) 389-7219 or 800-722-9359

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

<i>Faribault</i>	<i>North Mankato</i>
507-332-5809	507-389-7207
800-422-0391	800-722-9359

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

### **Investigation:**

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

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

### **Reprisal**

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

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

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

### **The Minnesota Crime Victims Reparations Board:**

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

### **The Office of Crime Victims Ombudsman:**

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

### **Criminal Offenses**

SCC monitors and records, through local police agencies, criminal activities in which students in student organizations are engaged in activities, at off-campus locations. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These records include offenses that were reported to SCC Administration and other College officials who have significant responsibilities for student and campus activities.

The total report can be viewed at: <http://ope.ed.gov/security>

### Campus Criminal offenses (2004-2005)

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

### Local Criminal offenses (2004-2005)

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

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

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



### Safety Glasses Policy

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

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

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



### Safety & Health Policy

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

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



### Student Background Policy (Health and Child Care Majors)

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



### Tobacco Use Policy

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



### Disclaimer

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

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



### Alternative Format Availability

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

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



### Other MnSCU Information



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



## Services

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

### ADD a Class

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

### DROP a Class

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

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

### WITHDRAW from all Classes

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

### Grades

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

### Graduation.

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

### Program/Major Change

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

### Transfer

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

### Transcripts

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

### Update Directory Information

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

### Verification of Enrollment

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



## Student Status

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

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

### PSEO (Post Secondary Enrollment Options)

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



## Registering for Classes

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

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

- **Orientation:** Attend required orientation/registration day.
- **Registration Window:** Registration is only allowed when the student's registration window is open. Each semester, a specific schedule of registration eligibility is posted. Registration priority is based on number of credits earned, with the students who have earned the most credits registering first. Registration windows close at midnight on the 5th day of the semester. Any adjustments made to a student schedule after the 5th day of the semester must be by special permission, and are subject to SCC's refund and grading policies.
- **Prerequisites:** Many SCC courses require that one or more of the following be completed prior to registering for the specific course:
  1. Admission to College
  2. Admission to specific program/major
  3. Assessment Scores (For detailed score information, see the section titled "College Readiness" in the Becoming a Student area of this handbook.)
  4. Course Prerequisites are listed in the description of each course.

(i.e: before taking BIOL240, the student must have completed BIOL230.)

5. Admission to specific program/major
- **Holds:** Any of the following will prevent registrations.
    1. Business Office/Past Due Bill
    2. Immunization Information
    3. Library Materials Overdue
    4. Satisfactory Academic Progress – must be in good academic standing in order to register. (Detailed Academic Progress policy can be found in the Academic Information Section.)
    5. Transcript Required by Admissions Office
  - **Payment Arrangements:** SCC's Registration Cancellation for Nonpayment policy is listed on page 23. Admitted students are eligible for financial aid, but should confirm their paperwork is complete to ensure courses do not get dropped. Other payment arrangements; i.e NELNET E-Cashier Payment Plan, \$300 Deposit or 15% agency billing, etc.

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

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



## General Information

All students admitted to South Central College are eligible to apply for scholarships. The SCC Foundations clearly recognize the need for community assistance in providing for student scholarships at SCC. These organizations raise funds in the local communities and through our Alumni and staff. Over a quarter of a million dollars in scholarships was awarded to students in 2008.

Scholarship forms are available from November 3, 2008 through March 6, 2009 in the student affairs center and online at: [www.southcentral.edu](http://www.southcentral.edu)

### South Central College, Alumni & Friends

These scholarships are sponsored by the SCC Alumni Association. They are made possible by contributions to the Alumni Scholarship Fund.

#### To be eligible for the SCC Alumni Scholarships:

- You must be an alum or have an immediate family member who attended the college in Faribault or North Mankato
- Complete the SCC Scholarship Application Form, available from the Student Affairs Center, or online at: [www.southcentral.edu/scholarships](http://www.southcentral.edu/scholarships)
- All materials must be submitted by the application deadline listed on the Application Form.

The number of scholarships given will be determined by the donated funds available on an annual basis.

### South Central College, Faribault Campus Foundation

The South Central College, Faribault Campus Foundation was founded in 1983 as the Faribault Area Vocational Technical Trust Association to promote technical education in the Faribault area. The Foundation is a non-profit organization and governed by a local Board of Directors.

The SCC Faribault Campus Foundation supports South Central College and its students through fundraising efforts focusing on student scholarships, instructional equipment and staff development. One fund drive is held each year during which area businesses, individuals, staff and alumni are invited to participate in these efforts.

For additional information contact Shelly Rockman, Executive Director at (507) 332-5808.

### South Central College, Mankato Campus Foundation

#### Mission

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

#### Vision

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

The Mankato Campus Foundation exists to assist the college with its mission, and to assist in building strong partnerships between the college and local business and industry. The Foundation is a non-profit organization with a Board of Directors whose efforts raise additional dollars for the institution.

Proceeds from fundraising activities fund three initiatives at SCC: Student Scholarships, Staff Development, and Instructional Equipment.

The Foundation is committed to the advancement of higher education in the North Mankato/Mankato area.

For information contact Greg Bednar, Executive Director at (507) 389-7342.



## General Scholarship Eligibility

- Admitted and attending SCC in Fall 2009
- Good Academic Standing
- Must complete the application form and provide two recommendations



## Presidential Scholarship Eligibility

- High school seniors admitted as a full-time student for Fall 2009
- 3.75 or greater cumulative GPA provided on transcript
- Must exhibit leadership skills and community involvement
- Must complete the application form and provide two recommendations



## Deadline

Visit our website November 3 through March 6, 2009 at [www.southcentral.edu](http://www.southcentral.edu) for a list of our available scholarships. Complete the following application or apply online by the March 6, 2009 deadline. See pages 255-256 for further details regarding scholarships at South Central College.



Student Handbook

## Student Life Committee

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

Student Handbook

## Students Activities



South Central College  
**STUDENT SENATE**

The Senate offers an appealing opportunity to develop leadership, civic awareness, community involvement and basic understanding of human relations.

### Student Senate

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



### Business Professionals of America

Business Professionals of America is a professional organization for students in business and office programs. Its purposes are to promote student leadership, develop vocational competence in office occupations, develop confidence and a spirit of competition, understand and promote

business, and improve poise, sociability, attitude, and tact. In addition, it enables students to have direct contact with business and industry—their future employers. Members also have the opportunity to participate in state and national conferences.



### DEX

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

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



### National Student Nurses' Association

(Organization for students enrolled in the Registered Nursing programs.): Mission Statement: The NSNA Mission is to: organize, represent and mentor students

preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education.



### PAS

(North Mankato Campus Only): Post-secondary agriculture student organization is for students enrolled in agricultural-related programs. The state level PAS provides leadership to local chapter and a forum for exchange of ideas. Fall and Spring conferences at the state and national level offer students an opportunity to compete in a variety

of occupational contests, hear a variety of speakers from government and industry, and to network with students from other colleges.



### Phi Theta Kappa

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



### SkillsUSA

SkillsUSA is the professional student organization for students participating in trade, industrial, technical or health training programs. SkillsUSA provides an opportunity for students with common interests to exchange ideas and attitudes, discuss problems, and work together toward common



goals. It provides an opportunity to serve others and to make contributions. SkillsUSA also offers students prestige and recognition through competitive activities in skill and leadership development areas. At the local level, SkillsUSA members become involved in civic, education, professional, and social activities that develop social and leadership abilities. At the state level, activities include a fall delegate assembly where state officers are elected. In the spring, state competition takes place whereby students compete against other students from Minnesota in leadership development contests and in their occupational skill area. The first place winners in eligible contests then proceed to national competition in June.



## South Central Spotlight

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

### SCC Spotlight Student Newspaper

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

### Speech and Debate Team (Forensics)

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

### Volleyball Club

(North Mankato Campus Only): For anyone interested in playing volleyball for fun! Pickup games and practices occur throughout the fall semester on our new sand volleyball court and indoors in city gym space. No special skills needed! Just come ready to have fun with your fellow students, faculty & staff at SCC.

### Environmental Action Group

Began Spring 2007 with the purpose of discussing and acting on environmental issues affecting the school and students locally, nationally and globally. Membership is open to anyone.



## Cafeteria

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



## Student Housing

SCC is not a residential campus. Housing information for the Faribault and Mankato areas can be found at [www.greatermankato.org](http://www.greatermankato.org) or [www.faribaultmn.org](http://www.faribaultmn.org)



## Bookstore

The North Mankato and Faribault Campus Bookstore provide the South Central College community with the following products and services:

- Used and new textbooks, workbooks, study guides and work packets
- SCC insignia items (apparel, giftware, gift cards)
- Schools supplies (notebooks, paper, pens, back packs, etc.)
- Postage stamps
- Prepaid copy cards
- Parking permits (*Dental students will need to purchase an MSU, Mankato permit at that campus*)
- Book reservations

### Agency and Financial Aid Charges

To ensure a successful start to your semester, all required textbooks should be purchased on or before the first day of class. Financial Aid will be disbursed after classes start, so plan to use your own funds to purchase your textbooks. In the event you are unable to provide your own funding for textbooks, and your Pell and State Grant dollars exceed your tuition and fee charges, you may charge your books against the remaining Pell and State Grant monies, according to the following guidelines:

- At South Central College, student ID card is required at the time of the charge.
- Agency and Grant Charges are allowed during an eight day period each term. (Typically 3 business days before the term begins and the first five days of the term.)
- Charges must be done in the bookstore by the student. (You may reserve the books via our website ahead of time.)
- Agency Authorization Voucher must be on file in the Bookstore before you are allowed to charge. Agencies include: Rehabilitation Services 9RS, Minnesota Valley Action Council (MVAC), Minnesota Workforce Center, Minnesota Department of Economic Security Trade Act Training (TAA), Veterans Benefits (VETS), and Post Secondary Education Opportunities (PSEO).

### PSEO Students

To ensure a great start to your college career, your books will be pre-reserved. You will just need to check in at the counter with your South Central College ID card and we will have your books ready for you. Books are returned to the Bookstore, and checked in at the end of each semester.

### Return Policy

#### Textbook Returns

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

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

Textbooks purchased from the bookstore website may be returned for a refund with the shipment's receipt less any shipping charges. Items may also be shipped back to

the bookstore, postage prepaid with the original receipt. Please notify us within 5 days from receipt of your order if there were any items damaged during shipment or if there were any discrepancies.

### General Merchandise Returns

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

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

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

### Refund Method

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

### Book Buyback Information

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

#### When does Buyback occur?

Buyback occurs during finals week of each semester. We also offer daily buyback, but you will get the best prices at the semester-end buy. Summer buyback dates will be determined after evaluation of summer course offerings. Refer to bookstore website dates and times as well as posted posters on campus.

#### What determines if my book will be bought back?

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

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

#### What dollar amount will be paid?

Different factors determine the price paid for a book:

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

#### Does the bookstore guarantee all books will be bought back?

We LOVE to buy books from students; unfortunately not all of the books you buy will be used the following semester, so we are unable to guarantee that all books you purchase will be bought back. Some books may have zero value or an edition change. The amount you receive for your books will be determined at the moment you sell them back. As the buyback progresses, the value may change. *TIPS: Sell your books as early in the buyback as possible. Use pencil to highlight. Keep your books in as good of condition as you can. Read them, but love them.*



## Lockers

A limited number of lockers are available for student use. To request a locker, students login through the CentralNet Student Portal at [www.southcentral.edu](http://www.southcentral.edu) to specify which locker they would like to reserve. Locker assignments are valid for one academic year.



## Parking

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

All persons parking vehicles on property owned, leased or occupied by South Central College will do so at their own risk. No responsibility will be assumed by the College or the State because of loss of property, damage to the vehicle while parked, damage which may be incurred through the process of impounding the vehicle or for any other damage or loss sustained while on a college parking facility.

### Parking Regulations:

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

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



## Child Care

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

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

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



## Student Insurance

Forms for participating in student health insurance plans are available in the Student Affairs center. Please check your insurance needs and coverage carefully as the college is not responsible for medical or hospital services for injury in the classroom, lab or clinical. Additionally, liability insurance is required for some majors such as Nursing. The College does not assume any responsibility for injuries to students.

All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State Colleges and Universities International Student Accident and Illness Insurance plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that may occur.

The 2008-2009 rates for students will be approximately \$922 for international students and \$1075 for domestic students, but are subject to change.





## Library/Media Center

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

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

South Central College Libraries are part of MnPALS. MnPALS is the online Library Catalog and it can be accessed from any computer with a web browser. When accessing the catalog, go to SCC's home page ([www.southcentral.edu](http://www.southcentral.edu)), just click on the Library and then click on the SCC Library Catalog. To access other Library Catalogs click on MnPALS (other MnSCU Libraries) or MnLINK.

To access our databases from the Library Home Page, click on Databases and then onto the database that you want to search. The databases may be accessed off campus with your SCC login and password.

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

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

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

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

### Research

Students have online access to numerous databases, most with full text. Research Quickstart is available for some subject areas to help students with research. Click on this link from the library homepage. Use your SCC login and password for access.

### Instructional Materials

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

### Life-long Learning

The SCC Library/Media Center supports life-long learning with a variety of resources for all ages and patrons. Leisure materials include books (both fiction and non-fiction), books on tape and CD, magazines, and newspapers. The North Mankato Campus has books for all ages: Easy, Intermediate, Young Adult, as well as the regular collections.

### Videos/DVDs

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

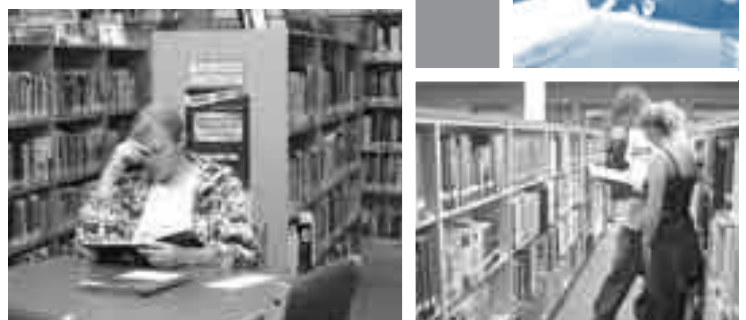
### Books on Tape & CD (Fiction and Non-Fiction)

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

### Orientations

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

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





## Students Right & Responsibilities

### Freedom to Learn.

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

### Freedom of Expression.

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

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

### Freedom to Association.

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

### Student-Sponsored Forums.

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

### Student Publications.

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

#### • Catalog and Course Information.

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

#### • Academic Information.

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

#### • Academic Evaluation.

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

#### • Property Rights.

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

#### • Off-Campus Conduct.

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





## Student Code of Conduct

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

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

### Definitions

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

### College Jurisdiction

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

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

### Student Conduct - Behavioral Proscriptions

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

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

- Use, possession or distribution of alcoholic beverages, narcotics or other controlled substances on college property or at college sponsored or supervised activities except as expressly permitted by law.
- Attending college classes or activities while under the influence of alcohol, narcotics or other controlled substances.
- Violating smoking regulations.
- Physical or psychological abuse or harassment of a person, including stalking; abuse or harassment through other persons; or by use of electronic or other communication devices such as audio/video recorders, computers and telephones.
- Physical abuse, verbal abuse, threats, intimidation, coercion or other conduct which endangers or threatens to endanger the health or safety of any person.
- Hazing which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a student group, organization or athletic team.
- Conduct which results in injury or death to a member of the college community or a visitor to the college.
- Engaging in fighting; assault or battery upon a member of the college community or a visitor to the college; engaging in abusive, lewd or profane language; engaging in boisterous or noisy conduct reasonably intended to arouse alarm, resentment or anger in others; disrupting classes, meetings or other college activities.
- Unauthorized entry into college property.
- Theft of, damage to or unauthorized use of college property or the property of any member of the college community or of a visitor of the college.
- Allegations of discrimination, academic misconduct, harassment or violence shall be adjudicated under separate procedures in accordance with the college's policies on these issues, but violators shall be subject to the sanctions described in the code of student conduct.
- Academic standards discipline, including academic probation and suspension shall be conducted under the satisfactory academic progress policy. The procedures described in this code of student conduct shall not apply to academic discipline standards.

### Charges and Informal Meeting

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

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

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

### Formal Hearings

- The Vice President of Academic Affairs shall be a member of, and shall chair the student conduct panel. The Vice President of Academic Affairs shall appoint a Dean, a college counselor and a faculty or staff member as members of the panel. A Dean that refers or presents a charge to the panel shall not be a member of the panel that adjudicates the charge. The campus student association shall appoint a student as a member of the panel. The Vice President of Academic Affairs will provide appropriate training for members of the panel. A majority of the panel members shall constitute the quorum necessary to hear any case.
- When a Dean refers a charge to the panel, the Dean shall forward to the panel:
  - A statement describing the alleged violation of the code of student conduct;

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

## Appeals

- A student may appeal a decision of the student conduct panel to the College President. The appeal shall be in writing and shall be delivered to the office of the College President within ten days of the decision. The College President may designate another college employee to review the appeal and to render a decision.
- An appeal shall be limited to review of the record of the hearing and the written appeal for one or more of the following purposes:
  - To determine whether the original hearing was conducted fairly in light of the charge and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and to present a rebuttal of the charge and evidence.
  - To determine whether the decision reached regarding the accused student was based on evidence that demonstrated it was more likely than not that the student violated the code of student conduct.
  - To determine whether the sanction or sanctions imposed were appropriate for the violation of the code of student conduct which the student was found to have committed.
- Following a review of the hearing and of the appeal presented by the student, the College President or designee shall render a decision. The College President

or designee may uphold the panel's decision and sanction, may determine that the decision was reached in error or inappropriately, or may determine that the decision was reached in error or inappropriately, or may determine that the sanction was inappropriate. In the latter case, the College President or designee may issue a lesser sanction. If the College President or designee believes that the sanction was reached in error or inappropriately, the College President or designee may require that the panel hear the case de novo, or may choose to exonerate the student. The College President or designee shall notify the student in writing of the College President's or designee's decision and of any new sanction imposed. The College President's or designee's decision shall be final within the institution and the Minnesota State Colleges and Universities. If the sanction involves suspension for ten days or more, or expulsion, the College President's or designee's decision shall inform the student of the right to a contested case hearing under Chapter 14 of Minnesota Statutes.

## Sanctions

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

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

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

The following sanctions may be imposed upon groups or organizations:

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

## Summary Suspension

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



## Academic Support Center

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

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

**Testing:**

- Disability Accommodations for the Accuplacer (CPT) testing

**Tutoring/Study Groups:**

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

**Study Skills Training:**

- Memorization techniques
- Note Taking
- Test Taking Skills
- Reading Techniques
- Time Management
- Test Anxiety

**Disability Services:**

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

*Faribault Campus*  
Room B-151  
(507) 332-5896

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



## Interpreting Services for Deaf & Hard of Hearing Students

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



## Disability Rights Notice

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

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

If you would like to:

- review the ADA or it's interpretive regulations,
- ask questions about your rights and remedies under the ADA,
- request a reasonable modification to this institution's policies, practices or procedures, or
- file a written grievance with this institution alleging noncompliance with the ADA, contact one of the SCC Designated ADA Compliance Officers listed below:

**Employment:**

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

**College programs, services, activities:**

Marilyn Weber, Disability Coordinator  
[Marilyn.Weber@southcentral.edu](mailto:Marilyn.Weber@southcentral.edu)

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

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



# Programs & Majors



## Programs & Majors Table of Contents



<b>Accounting</b>	<b>50</b>	<b>Agribusiness Service and Management</b>	<b>69</b>
Accountant A.A.S. Degree	51	Ag Service and Management, Agronomy A.A.S. Degree	70
Accounting Technician A.A.S. Degree	52	Ag Service and Management, Animal Science A.A.S. Degree	71
Accounting Technician Diploma	53	Ag Service and Management, Diversified A.A.S. Degree	72
Accounting Assistant Diploma	54	Ag Service and Management, Agronomy Diploma	73
Payroll Clerk Certificate	55	Ag Service and Management, Animal Science Diploma	74
<b>Agribusiness</b>	<b>56</b>	Ag Service and Management, Diversified Diploma	75
Agricultural Education Technology Partnership A.S. Degree	57	<b>Agribusiness Service Technician</b>	<b>76</b>
Agribusiness Office Specialist/Manager A.A.S. Degree	58	Agribusiness Service Technician A.A.S. Degree	77
Agribusiness Chemical Applicator Technician Certificate	59	Agribusiness Service Technician, Diversified A.A.S. Degree	78
<b>Agribusiness Production</b>	<b>60</b>	Agribusiness Service Technician Diploma	79
Agribusiness Production, Agronomy A.A.S. Degree	61	Agribusiness Service Technician, Diversified Diploma	80
Agribusiness Production, Dairy A.A.S. Degree	62	<b>Architectural Drafting and Technologies</b>	<b>81</b>
Agribusiness Production, Diversified A.A.S. Degree	63	Architectural Drafting and Technologies A.A.S. Degree	82
Agribusiness Production, Swine A.A.S. Degree	64	<b>Auto Body and Collision Technology</b>	<b>83</b>
Agribusiness Production, Agronomy Diploma	65	Auto Body and Collision Technology A.A.S. Degree	84
Agribusiness Production, Dairy Diploma	66	Auto Body and Collision Technology A.A.S. Degree	85
Agribusiness Production, Diversified Diploma	67	<b>Automotive Service</b>	<b>86</b>
Agribusiness Production, Swine Diploma	68	Automotive Service A.A.S. Degree	87
		Automotive Service Diploma	88



# Programs & Majors Table of Contents

<b>Business Management</b>	<b>89</b>	<b>Graphics Production</b>	<b>145</b>
Business Management A.A.S. Degree	90	Graphics Production A.A.S. Degree	146
<b>Carpentry-Cabinetmaking</b>	<b>91</b>	Graphics Production Diploma	147
Carpentry-Cabinetmaking A.A.S. Degree	92	<b>Heating, Ventilation, Air Conditioning/ Refrigeration</b>	<b>148</b>
Carpentry-Cabinetmaking Diploma	93	Heating, Ventilation, Air Conditioning/Refrigeration A.A.S. Degree	149
<b>Child Development Careers</b>	<b>94</b>	Heating, Ventilation, Air Conditioning/Refrigeration Diploma	150
Child Development Careers A.S. Degree	95	Heating, Ventilation, Air Conditioning/Refrigeration Heating Certificate	151
Child Development Careers A.A.S. Degree	96	Heating, Ventilation, Air Conditioning/Refrigeration Refrigeration Certificate	152
Child Development Careers, Paraprofessional A.A.S. Degree	97	<b>Intensive Care Paramedic Technician</b>	<b>153</b>
Child Development Careers Diploma	98	Intensive Care Paramedic Technician A.A.S. Degree	154
Child Development Careers Certificate	99	Intensive Care Paramedic Technician Diploma	155
<b>Civil Engineering Technology</b>	<b>100</b>	<b>Liberal Arts &amp; Sciences</b>	<b>156-159</b>
Civil Engineering Technology A.A.S. Degree	101	Liberal Arts & Sciences A.A. Degree	160-161
<b>College Readiness</b>	<b>102-103</b>	<b>Marketing Management</b>	<b>162</b>
<b>Commercial and Technical Art</b>	<b>104</b>	Marketing Management A.A.S. Degree	163
Commercial and Technical Art A.A.S. Degree	105	Marketing Management Diploma	164
Commercial and Technical Art Diploma	106	Marketing Management Certificate	165
<b>Community Social Service</b>	<b>107</b>	<b>Mechatronics</b>	<b>166</b>
Community Social Service A.A.S. Degree	108	Mechatronics A.A.S. Degree	167
Community Social Service Diploma	109	<b>Medical Coding Specialist</b>	<b>168</b>
Community Social Service Certificate	110	Medical Coding Specialist Diploma	169
<b>Computer Careers</b>	<b>111</b>	<b>Medical Laboratory Technician</b>	<b>170</b>
Computer Careers, Information Systems A.A.S. Degree	112	Medical Laboratory Technician A.A.S. Degree	171
Computer Careers, Networking Services A.A.S. Degree	113	<b>Medical Transcription Specialist</b>	<b>172</b>
Computer Careers, Information Systems Diploma	114	Medical Transcription Specialist Diploma	173
Computer Careers, Networking Services Diploma	115	<b>Nursing</b>	<b>174</b>
Computer Careers, Computer Assistant Technical Certificate	116	Basic Nursing	175
Computer Careers, Web Programmer Technical Certificate	117	Practical Nursing Diploma	176
<b>Computer Integrated Machining</b>	<b>118</b>	PN to ADN Mobility Option A.S. Degree	177-178
Computer Integrated Machining A.A.S. Degree	119	<b>Office Technology</b>	<b>179</b>
Computer Integrated Machining Diploma	120	Administrative Management A.S. Degree	180
Computer Integrated Machining Certificate	121	Administrative Assistant A.A.S. Degree	181
<b>Computer Machining Technology</b>	<b>122</b>	Legal Administrative Assistant A.A.S. Degree	182
CNC Programmer A.A.S. Degree	123	Office Systems Specialist A.A.S. Degree	183
Toolmaker A.A.S. Degree	124	Administrative Assistant Diploma	184
CNC Programmer Diploma	125	Legal Administrative Assistant Diploma	185
Toolmaker Diploma	126	Receptionist Certificate	186
CNC Machinist/Operator Certificate	127	<b>Phlebotomy</b>	<b>187</b>
Integrated Manufacturing-Manual Machinist Certificate	128	Phlebotomy Certificate	188
<b>Construction Field Supervision</b>	<b>129</b>	<b>Restaurant Management</b>	<b>189</b>
Construction Field Supervision A.A.S. Degree	130	Restaurant Management A.A.S. Degree	190
<b>Culinary Arts</b>	<b>131</b>	Restaurant Management Diploma	191
Culinary Arts A.A.S. Degree	132	<b>Small Business Management</b>	<b>192</b>
Culinary Arts Diploma	133	Small Business Management Diploma	193
<b>Dental Assisting</b>	<b>134</b>	Small Business Management Financial Management Certificate	194
Dental Assisting A.A.S. Degree	135	Small Business Management Human Resources Certificate	195
Dental Assisting Diploma	136	Small Business Management Marketing Certificate	196
<b>Emergency Medical Technician</b>	<b>137-138</b>	Small Business Management Record Keeping Certificate	197
<b>English for Speakers of Other Languages</b>	<b>139-140</b>	Small Business Management Certificate	198
<b>Farm Business Management</b>	<b>141</b>		
Farm Business Management Diploma	142		
Farm Business Management Advanced Certificate	143		
Farm Business Management Farm Commodity Marketing Certificate	144		



## Program Description

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

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

For updated transfer agreements on the web, go to: [southcentral.edu/dept/acct](http://southcentral.edu/dept/acct)

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

## Program Core Competencies

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



## Degrees, Diplomas and Certificates

### Accountant

A.A.S. Degree

### Accounting Technician

A.A.S. Degree

### Accounting Technician

Diploma

### Accounting Assistant

Diploma

### Payroll Clerk

Certificate



*Business, Financial Management & Accounting*





## Degree Description

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

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

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

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

AAS2214/AAS3230

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

	<b>20</b>
<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. To complete the Accountant A.A.S. Degree, students must complete courses from the following 4 of the 10 MNTC Goal Areas.</i>	
<i>MNTC - Goal Area 1: Communications - 10 credits</i>	
ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3
<i>or</i>	
SPCH120 Small Group Communication	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning - 4 credits</i>	
MATH115 Concepts in Math	4
<i>or</i>	
MATH120 College Algebra	4
<i>or</i>	
MATH154 Elementary Statistics	4

*MNTC - Goal Area 8: Global Perspective - 3 credits*

ECON110 Principles of Macroeconomics	3
<i>or</i>	
ECON120 Principles of Microeconomics	3

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

PHIL100 Ethics in Society	3
---------------------------	---

### ELECTIVE CREDITS

#### TECHNICAL COURSES

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

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Accounting Technician

## A.A.S. Degree



### Degree Description

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

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

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

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

AAS2242/AAS3259

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

**20**  
To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. To complete the Accountant A.A.S. Degree, students must complete courses from the following 4 of the 10 MNTC Goal Areas.

*MNTC - Goal Area 1: Communications - 10 credits*

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

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

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

*MNTC - Goal Area 8: Global Perspective - 3 credits*

ECON110 Principles of Macroeconomics	3
or	
ECON120 Principles of Microeconomics	3

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

PHIL100 Ethics in Society	3
---------------------------	---

### ELECTIVE CREDITS

#### TECHNICAL COURSES

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

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### Diploma Description

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

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

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

## Accounting Technician Diploma (48 Credits)

DIP2213/DIP3241

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

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

### ELECTIVE CREDITS

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

#### TECHNICAL COURSES

ACCT2827	Principles of Finance	3
ACCT2850	Accounting Internship	1-6

#### LIBERAL ARTS & SCIENCES

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

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Accounting Assistant Diploma



## Diploma Description

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

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

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

## Accounting Assistant Diploma (34 Credits)

DIP2229/DIP3242

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

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

### ELECTIVE CREDITS

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


#### TECHNICAL COURSES

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

#### LIBERAL ARTS & SCIENCES

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Certificate Description

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

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

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

## Payroll Clerk Certificate (22 Credits)

CERT2248/CERT3270

### REQUIRED TECHNICAL COURSES

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

### ELECTIVE CREDITS

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

#### TECHNICAL COURSES


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

#### LIBERAL ARTS & SCIENCES

*MNTC - Goal Area 1: Communications*

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Degrees and Certificates

**Agriculture Education Technology Partnership**  
A.S. Degree

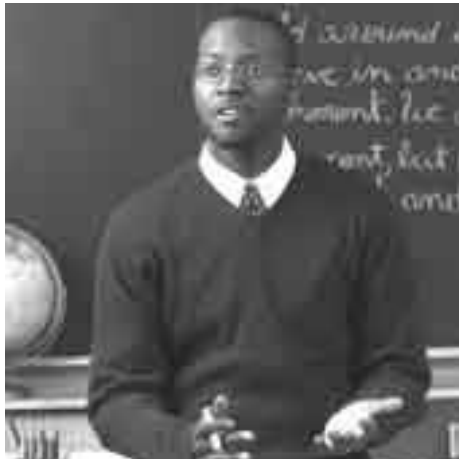
**Agribusiness Office Specialist/Manager**  
A.A.S. Degree

**Agribusiness Chemical Applicator Technician**  
Certificate



*Animal Supplies, Agribusiness Systems, Plant Systems,  
Power, Structural & Technical Systems*





### Degree Description

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

**Offered on North Mankato Campus**

**Admission Date: Fall and Spring Semester**


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

AS3129

<b>REQUIRED TECHNICAL COURSES</b>		<b>19</b>
AGBS1100	Agricultural Selling Skills	3
AGEC2400	Marketing Principles	3
ANSC2100	Principles of Animal Nutrition	3
MEAG2300	Ag Equipment Maintenance I	4
PLSC1100	Soils I	3
PLSC1400	Agronomy II	3
 <b>REQUIRED LIBERAL ARTS &amp; SCIENCES</b>		 <b>39</b>
<i>To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 156-161 for more information.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
SPCH110	Public Speaking	3
<i>MNTC - Goal Area 2: Critical Thinking</i>		
HUM110	Introduction to Global Peace and Social Justice Issues	3
PHIL100	Ethics in Society	3
<i>MNTC - Goal Area 3: Natural Sciences</i>		
BIOL100	Introduction to Biology	4
BIOL101	Introduction to Ecology	4
CHEM108	Introduction to Chemistry	4
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH120	College Algebra	4
<i>MNTC - Goal Area 5: History &amp; the Social &amp; Behavioral Sciences</i>		
PSYC100	Introduction to Psychology	4
ECON110	Principles of Macroeconomics	3
<i>MNTC - Goal Area 6: The Humanities &amp; Fine Arts</i>		
ENGL130	World Literature/Film	4
	<i>or</i>	
PHIL105	World Religions	3
	<i>or</i>	
PHIL110	Philosophy and Popular Culture	3

<b>OTHER REQUIRED COURSES</b>		<b>3</b>
*AFEE1001	Intro to Ag Education	1
*AFEE1002	Career Plan in Ag	1
*AFEE2096	Practicum and Early Experience	1
<i>*Distance education offered in collaboration with the University of Minnesota.</i>		
 <b>ELECTIVE CREDITS</b>		
<b>TECHNICAL COURSES</b>		<b>3</b>
<i>Courses must be approved by advisor/faculty.</i>		
<i>Recommended:</i>		
ANSC1100	Livestock Production Principles	3
<i>Or choose from the following:</i>		
ANSC1105	Beef Production Management	3
ANSC1205	Dairy Production Management	3
SWPR1300	Nursery and Finishing Management	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

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



## Degree Description

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

## Degree Core Competencies

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

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3126

### REQUIRED TECHNICAL COURSES 45

AGBS1100	Agricultural Selling Skills	3
AGBS2150	Agribusiness Financial Management	4
AGEC1100	Agricultural Economics	3
AGRI1800	Employer/Employee Issues	2
AGRI2700	Agriculture Technology Seminar	2
AGRI2780	Agribusiness Internship	6
ANSC1100	Livestock Production Principles	3
OTEC1800	Keyboarding I	3
OTEC1820	Business English	3
OTEC1840	Business Presentations	3
OTEC1875	Word Processing Concepts & Applications: Core	3
OTEC2812	Office Procedures	3
OTEC2835	Office Financial Applications	3
OTEC2870	Information Resource Management	3
SGAG1000	Ag Orientation	1

### REQUIRED LIBERAL ARTS & SCIENCES 13

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3

MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
---------	------------------------------	---

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
---------	-------------------	---

### ELECTIVE CREDITS

#### TECHNICAL COURSES 9

Choose from the following:

AGBS2990	International Field Studies Seminar	3
AGEC2400	Marketing Principles	3
AGEC2450	Commodity Marketing Strategies	2
AGEC2500	Agricultural Transfer and Law	2
ANSC2100	Principles of Animal Nutrition	3
OTEC2815	Employment Portfolio	3
OTEC2820	Business Communications	3
OTEC2830	Desktop Publishing	3
PLSC1100	Soils I	3
PLSC1205	Precision Agriculture	3
PLSC1300	Agronomy I	2

#### LIBERAL ARTS & SCIENCES 5

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

SPCH110	Public Speaking	3
---------	-----------------	---


MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
---------	-------------------------	---

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

PSYC100	Introduction to Psychology	4
---------	----------------------------	---

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### Certificate Description

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

### Certificate Core Competencies

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

**Offered on North Mankato Campus**

**Admission Date: Fall and Spring Semester**

## Agribusiness Chemical Applicator Technician Certificate (30 Credits)

CERT3117

### REQUIRED TECHNICAL COURSES

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

 **Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

### ELECTIVE CREDITS (Suggested)

#### TECHNICAL COURSES

*Choose from the following:*

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



## Program Description

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

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

## Program Core Competencies

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

## Degrees and Diplomas

### Agribusiness Production, Agronomy

A.A.S. Degree

### Agribusiness Production, Dairy

A.A.S. Degree

### Agribusiness Production, Diversified

A.A.S. Degree

### Agribusiness Production, Swine

A.A.S. Degree

### Agribusiness Production, Agronomy

Diploma

### Agribusiness Production, Dairy

Diploma

### Agribusiness Production, Diversified

Diploma

### Agribusiness Production, Swine

Diploma





Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3104

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

**10**  
To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100 Composition 4

MNTC - Goal Area 8: Global Perspective

ECON110 Principles of Macroeconomics 3

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100 Ethics in Society 3

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) 11

Choose from the following:

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

#### LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101 Introduction to Ecology 4

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120 College Algebra 4

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

PSYC100 Introduction to Psychology 4

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Agribusiness Production, Dairy

## A.A.S. Degree

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester



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

AAS3103


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

<b>REQUIRED LIBERAL ARTS &amp; SCIENCES</b>		<b>10</b>
<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 8: Global Perspective</i>		
ECON110	Principles of Macroeconomics	3
<i>MNTC - Goal Area 9: Ethical &amp; Civic Responsibility</i>		
PHIL100	Ethics in Society	3

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

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3102

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
---------------------	---

MNTC - Goal Area 8: Global Perspective

ECON110 Principles of Macroeconomics	3
--------------------------------------	---

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100 Ethics in Society	3
---------------------------	---

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship)

Choose from the following:

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

#### TECHNICAL COURSES

Choose from the following:

AGBS1100 Agricultural Selling Skills	3
AGBS2015 Commercial Driver's License	1

AGBS2990 International Field Studies Seminar	3
AGBS2995 Individualized Study/Special Problems	1-6
AGEC2600 Alternative Agriculture	2
ANSC1105 Beef Production Management	3
ANSC1205 Dairy Production Management	3
ANSC1305 Cattle Artificial Insemination	1
ANSC2100 Principles of Animal Nutrition	3
ANSC2200 Ruminant and Non-Ruminant Nutrition	3
MEAG1610 Ag Equipment Maintenance	3
MEAG2200 Planning Farmstead Environments	3
PLSC1105 Forages and Pasture Management	2
PLSC1200 Soils II	3
PLSC1205 Precision Agriculture	3
PLSC1400 Agronomy II	3
PLSC2100 Agronomy Lab	2
PLSC2700 Advanced Agronomy	2
SWPR1050 Swine Artificial Insemination	1
SWPR1200 Breeding Stock Management	3
SWPR1300 Nursery and Finishing Management	3
SWPR1500 Swine Diseases	2
SWPR2000 Swine Record Systems	3

### LIBERAL ARTS & SCIENCES

Courses must be approved by advisor/faculty. Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101 Introduction to Ecology	4
---------------------------------	---

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120 College Algebra	4
-------------------------	---

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

PSYC100 Introduction to Psychology	4
------------------------------------	---

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3132

#### REQUIRED TECHNICAL COURSES 37

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

#### REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
---------	-------------	---

MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
---------	------------------------------	---

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
---------	-------------------	---

#### ELECTIVE CREDITS

##### TECHNICAL COURSES (Internship) 11

Choose from the following:

AGRI2780	Agribusiness Internship	3
AGRI2798	Livestock Production Internship	8

##### TECHNICAL COURSES 6

Choose from the following:

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

##### LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
---------	-------------------------	---

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
---------	-----------------	---

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

PSYC100	Introduction to Psychology	4
---------	----------------------------	---

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

## Agribusiness Production, Agronomy Diploma (72 Credits)

DIP3113

### REQUIRED TECHNICAL COURSES

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

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

### OTHER ELECTIVE CREDITS

**6**

*Choose from any of the following:*

#### TECHNICAL COURSES

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

#### LIBERAL ARTS & SCIENCES

*Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.*

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship)

**11**

*Choose from the following:*

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


#### TECHNICAL COURSES

**2**

*Choose from the following:*

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Agribusiness Production, Dairy Diploma



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

## Agribusiness Production, Dairy Diploma (72 Credits)

DIP3116

### REQUIRED TECHNICAL COURSES

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

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

### OTHER ELECTIVE CREDITS

**6**

Choose from any of the following:

#### TECHNICAL COURSES

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

#### LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) **11**

Choose from the following:


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

#### TECHNICAL COURSES **5**

Choose from the following:

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

## Agribusiness Production, Diversified Diploma (72 Credits)

DIP3101

### REQUIRED TECHNICAL COURSES

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) 11

Choose from the following:

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

#### TECHNICAL COURSES 17

Choose from the following:

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

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

### OTHER ELECTIVE CREDITS 6

Choose from any of the following:


#### TECHNICAL COURSES

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

#### LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Agribusiness Production, Swine Diploma



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

## Agribusiness Production, Swine Diploma (72 Credits)

DIP3114

### REQUIRED TECHNICAL COURSES

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) **11**

Choose from the following:

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

#### TECHNICAL COURSES **5**


Choose from the following:

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

#### LIBERAL ARTS & SCIENCES **6**

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

Emphasis Areas available include: Agronomy, Animal Science, Diversified

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



## Program Core Competencies

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

## Degrees and Diplomas

### Agribusiness Service and Management, Agronomy

A.A.S. Degree

### Agribusiness Service and Management, Animal Science

A.A.S. Degree

### Agribusiness Service and Management, Diversified

A.A.S. Degree

### Agribusiness Service and Management, Agronomy

Diploma

### Agribusiness Service and Management, Animal Science

Diploma

### Agribusiness Service and Management, Diversified

Diploma



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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3110

### REQUIRED TECHNICAL COURSES

AGBS1100	Agricultural Selling Skills	38
AGBS2015	Commercial Driver's License	3
AGBS2150	Agribusiness Financial Management	1
AGEC1100	Agricultural Economics	4
AGEC2400	Marketing Principles	3
AGRI2700	Agricultural Technology Seminar	3
ANSC1100	Livestock Production Principles	2
PLSC1100	Soils I	3
PLSC1200	Soils II	3
PLSC1205	Precision Agriculture	3
PLSC1300	Agronomy I	3
PLSC1400	Agronomy II	2
PLSC2100	Agronomy Lab	3
PLSC2700	Advanced Agronomy	2
SGAG1000	Ag Orientation	2

### REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) 11

Choose from the following:

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

#### TECHNICAL COURSES 5

Choose from the following:


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

#### LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty. Recommended:

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3109

### REQUIRED TECHNICAL COURSES 37

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

### REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
---------	-------------	---

MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
---------	------------------------------	---

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
---------	-------------------	---

### ELECTIVE CREDITS 11

#### TECHNICAL COURSES (Internship) 11

Choose from the following:

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

#### TECHNICAL COURSES 6

Choose from the following:

AGBS2990	International Field Studies Seminar	3
AGBS2995	Individualized Study/Special Problems	1-6
AGEC2450	Commodity Marketing Strategies	2
ANSC1105	Beef Production Management	3
ANSC1205	Dairy Production Management	3
ANSC1305	Cattle Artificial Insemination	1
MEAG1500	Facility Maintenance	3
MEAG1700	Agricultural Industry Equipment	3
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock Management	3
SWPR1300	Nursery and Finishing Management	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Record Systems	3

#### LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
---------	-------------------------	---

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
---------	-----------------	---

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

PSYC100	Introduction to Psychology	4
---------	----------------------------	---



See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

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



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3108

### REQUIRED TECHNICAL COURSES 31

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

### REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
---------	-------------	---

MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
---------	------------------------------	---

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
---------	-------------------	---

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) 11

Choose from the following:

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

#### TECHNICAL COURSES 12

Choose from the following:

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

AGEC2500	Agricultural Transfer and Law	2
AGEC2600	Alternative Agriculture	2
AGRI1800	Employer/Employee Issues	2
ANSC1105	Beef Production Management	3
ANSC1200	Livestock Lab	2
ANSC1205	Dairy Production Management	3
ANSC1305	Cattle Artificial Insemination	1
ANSC2100	Principles of Animal Nutrition	3
ANSC2200	Ruminant and Non-Ruminant Nutrition	3
MEAG1500	Facility Maintenance	3
MEAG1610	Ag Equipment Maintenance	3
MEAG1700	Agricultural Industry Equipment	3
PLSC1105	Forages and Pasture Management	2
PLSC1200	Soils II	3
PLSC1400	Agronomy II	3
PLSC2100	Agronomy Lab	2
PLSC2700	Advanced Agronomy	2
SWPR1050	Swine Artificial Insemination	1
SWPR1200	Breeding Stock Management	3
SWPR1300	Nursery and Finishing Management	3
SWPR1500	Swine Diseases	2
SWPR2000	Swine Record Systems	3

### LIBERAL ARTS & SCIENCES 8

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
---------	-------------------------	---


MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
---------	-----------------	---

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

PSYC100	Introduction to Psychology	4
---------	----------------------------	---

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

## Ag Service and Management, Agronomy Diploma (72 Credits) DIP3120

### REQUIRED TECHNICAL COURSES 50

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

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

### OTHER ELECTIVE CREDITS 6

Choose from any of the following:

<b>TECHNICAL COURSES</b>		
HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
MATH1050	Mathematics for Technical Careers	3
OTEC2812	Office Procedures	3

**LIBERAL ARTS & SCIENCES**  
Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

 See pages 202-250 to find course descriptions for the courses listed above.

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) 11


Choose from the following:

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

#### TECHNICAL COURSES 5

Choose from the following:

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

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Ag Service and Management, Animal Science *Diploma*



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

DIP3119

### REQUIRED TECHNICAL COURSES

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

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

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship)

Choose from the following:

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

#### TECHNICAL COURSES

Choose from the following:

AGBS2990 International Field Studies Seminar	3
--	---

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

### OTHER ELECTIVE CREDITS

**6**

Choose from any of the following:

#### TECHNICAL COURSES

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

#### LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

## Ag Service and Management, Diversified Diploma (72 Credits)

DIP3107

### REQUIRED TECHNICAL COURSES

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES (Internship) 11

Choose from the following:

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

#### TECHNICAL COURSES 12

Choose from the following:

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

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

### OTHER ELECTIVE CREDITS 6

Choose from any of the following:

#### TECHNICAL COURSES

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

#### LIBERAL ARTS & SCIENCES

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Core Competencies

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

## Degrees and Diplomas

### Agribusiness Service Technician

A.A.S. Degree

### Agribusiness Service Technician, Diversified

A.A.S. Degree

### Agribusiness Service Technician

Diploma

### Agribusiness Service Technician, Diversified

Diploma





### Degree Description

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

**Offered on North Mankato Campus**

**Admission Date: Fall and Spring Semester**

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

AAS3127

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.</i>		10
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100 Composition		4
<i>MNTC - Goal Area 5: Global Perspective</i>		
SOC100 Family Personal Relations		3
<i>MNTC - Goal Area 9: Ethical &amp; Civic Responsibility</i>		
PHIL100 Ethics in Society		3

### ELECTIVE CREDITS


#### TECHNICAL COURSES

<b>2</b>	
<i>Courses must be approved by advisor/faculty. Choose from the following:</i>	
AGBS2005 Agriculture Internet	1
AGBS2015 Commercial Driver's License	1
AGME2882 Ag Tech Seminar	1
AGME2945 Tractor/Equipment Repair I	3
AGME2946 Tractor/Equipment Repair II	4
AGME2947 Tractor/Equipment Diagnosis and Repair	4
PLSC1205 Precision Agriculture	3

#### LIBERAL ARTS & SCIENCES

**8**  
*Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.*

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

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



## Degree Description

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

Offered on North Mankato Campus

Admission Date: Fall and Spring Semester

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

AAS3130

### REQUIRED TECHNICAL COURSES 31

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

### REQUIRED LIBERAL ARTS & SCIENCES 10

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
---------	-------------	---

MNTC - Goal Area 5: Global Perspective

SOC100	Family Personal Relations	3
--------	---------------------------	---

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
---------	-------------------	---

### ELECTIVE CREDITS 23

#### TECHNICAL COURSES

Courses must be approved by advisor/faculty.

Choose from the following:

AGBS2005	Agriculture Internet	1
AGBS2015	Commercial Driver's License	1
AGBS2995	Individualized Study/Special Problems	1-6
AGME1801	Outdoor Power Equipment	3
AGME1813	Equipment Assembly, Operation, Adjustment and Reconditioning II	2

AGME1821	Precision Measuring Tools	1
AGME1881	Parts Department Operation	1
AGME1891	Hydraulic Theory	1
AGME1923	Gas/Diesel Engine Repair II	4
AGME1930	Ag Welding	2
AGME2832	Hydraulic Assist/Hydrostatic Transmissions	2
AGME2853	Diesel Injection (Pumps)	3
AGME2863	Advanced Agricultural Electrical/Electronics	2
AGME2882	Ag Tech Seminar	1
AGME2945	Tractor/Equipment Repair I	3
AGME2946	Tractor/Equipment Repair II	4
AGME2947	Tractor/Equipment Diagnosis and Repair	4
PLSC1205	Precision Agriculture	3
SGAG1000	Ag Orientation	1

### LIBERAL ARTS & SCIENCES 8

Students may complete courses from any of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### Diploma Description

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

**Offered on North Mankato Campus**

**Admission Date: Fall and Spring Semester**

## Agribusiness Service Technician Diploma (72 Credits)

DIP3128

### REQUIRED TECHNICAL COURSES

	<b>65</b>
AGME1801 Outdoor Power Equipment	3
AGME1812 Equipment Assembly, Operation, Adjustment and Reconditioning I	2
AGME1813 Equipment Assembly, Operation, Adjustment and Reconditioning II	2
AGME1821 Precision Measuring Tools	1
AGME1822 Gas/Diesel Engine Repair I	3
AGME1823 Engine Support Systems and Lab	3
AGME1831 Tractor Power Trains	3
AGME1861 Tractor Electrical Systems	3
AGME1881 Parts Department Operation	1
AGME1891 Hydraulic Theory	1
AGME1923 Gas/Diesel Engine Repair II	4
AGME1930 Ag Welding	2
AGME2832 Hydraulic Assist/Hydrostatic Transmissions	2
AGME2841 Air Conditioning	1
AGME2852 Introduction to Diesel	1
AGME2853 Diesel Injection (Pumps)	3
AGME2863 Advanced Agricultural Electrical/Electronics	2
AGME2882 Ag Tech Seminar	1
AGME2892 Hydraulic Theory and Diagnosis	4
AGME2940 Agribusiness Service Technician Internship	11
AGME2945 Tractor/Equipment Repair I	3
AGME2946 Tractor/Equipment Repair II	4
AGME2947 Tractor/Equipment Diagnosis and Repair	4
SGAG1000 Ag Orientation	1

### ELECTIVE CREDITS

#### TECHNICAL COURSES 1

*Courses must be approved by advisor/faculty.*

*Choose from the following:*

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

#### OTHER ELECTIVE CREDITS 6

*Courses must be approved by advisor/faculty.*

*Choose from any of the following:*

#### TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
OTEC2812 Office Procedures	3

#### LIBERAL ARTS & SCIENCES

*Students may complete courses from any of the 10*

*MNTC Goal Areas. See pgs. 156-161 for more information.*

*Courses must be approved by advisor/faculty.*

**Course Descriptions**

See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options**

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Agribusiness Service Technician, Diversified *Diploma*



## Diploma Description

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

**Offered on North Mankato Campus**

**Admission Date: Fall and Spring Semester**

## Agribusiness Service Technician, Diversified Diploma (72 Credits)

DIP3131

### REQUIRED TECHNICAL COURSES

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES

*Courses must be approved by advisor/faculty.*

*Choose from the following:*

	<b>34</b>
AGBS2015 Commercial Driver's License	1
AGBS2995 Individualized Study/Special Problems	1-6
AGME1801 Outdoor Power Equipment	3
AGME1813 Equipment Assembly, Operation, Adjustment and Reconditioning II	2
AGME1821 Precision Measuring Tools	1
AGME1881 Parts Department Operation	1
AGME1891 Hydraulic Theory	1
AGME1923 Gas/Diesel Engine Repair II	4
AGME1930 Ag Welding	2
AGME2832 Hydraulic Assist/Hydrostatic Transmissions	2
AGME2853 Diesel Injection (Pumps)	3
AGME2863 Advanced Agricultural Electrical/Electronics	2

AGME2882 Ag Tech Seminar	1
AGME2945 Tractor/Equipment Repair I	3
AGME2946 Tractor/Equipment Repair II	4
AGME2947 Tractor/Equipment Diagnosis and Repair	4
AGRI1800 Employer/Employee Issues	2
PLSC1205 Precision Agriculture	3

### OTHER ELECTIVE CREDITS

**6**

*Courses must be approved by advisor/faculty.*

*Choose from any of the following:*

#### TECHNICAL COURSES

HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
OTEC2812 Office Procedures	3


### LIBERAL ARTS & SCIENCES

*Students may complete courses from any of the 10*

*MNTC Goal Areas. See pgs. 156-161 for more information.*

*Courses must be approved by advisor/faculty.*

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

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

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

## Basic Requirements

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

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

## Program Core Competencies

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

## Evening/Part-Time Options

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

## Degrees

### Architectural Drafting and Technologies

A.A.S. Degree



*Design/Pre-Construction*



# Architectural Drafting and Technologies A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

## Architectural Drafting and Technologies A.A.S. Degree (64 Credits) *Pending MnSCU Approval*

### REQUIRED TECHNICAL COURSES

ARCH1111	Studio I	44
ARCH1121	Print Reading and Estimating I	4
ARCH1131	Building Codes I	2
ARCH1140	Basic AutoCAD	1
ARCH1211	Studio II	3
ARCH1221	Print Reading and Estimating II	4
ARCH1231	Construction Documents	2
ARCH1241	Construction Methods and Materials	3
ARCH1310	Internship	3
ARCH2111	Studio III	4
ARCH2110	Statics and Strengths	6
ARCH2121	Building Codes II	3
ARCH2131	M/E/P (Mechanical-Electrical-Plumbing)	1
ARCH2201	Studio IV	2
		6

### ELECTIVE CREDITS

#### TECHNICAL COURSES

*Other courses must be approved by advisor/faculty.*

O TEC2000	Employment Search Skills	2
SAFE1110	Intro to Safety and Health	3

### REQUIRED LIBERAL ARTS & SCIENCES

20

*To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.*

*MNTC - Goal Area 1: Communications*

ENGL100	Composition	4
SPCH110	Public Speaking	3
	<i>or</i>	
SPCH120	Small Group Communication	3

*MNTC - Goal Area 2: Critical Thinking*

PHIL100	Ethics in Society	3
---------	-------------------	---

*MNTC - Goal Area 3: Natural Sciences*

PHYS101	Introductory Physics	3
	<i>or</i>	
	<i>Other Science Competency from MNTC - Goal Area 3</i>	3

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

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



See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

## Program Description

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

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

## Program Core Competencies

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

## Degrees and Diplomas

### Auto Body and Collision Technology

A.A.S. Degree

### Auto Body and Collision Technology

Diploma



*Facility and Mobile Equipment Maintenance*



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



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters on space available basis

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

AAS3415

<b>REQUIRED TECHNICAL COURSES</b>		<b>38</b>
ABCT1800	Auto Body Collision Technology Fundamentals	1
ABCT1810	Sheet Metal I	3
ABCT1820	Priming and Refinish System Preparation	3
ABCT1830	Auto Collision Mechanical I	2
ABCT1850	Trim, Hardware and Glass	3
ABCT1860	Auto Body Welding	3
ABCT1870	Refinishing	3
ABCT1880	Sheet Metal II	3
ABCT2800	Damage Appraisal and Shop Management	3
ABCT2810	Appearance Matching	3
ABCT2820	Composites	2
ABCT2830	Measuring and Pulling Systems	3
ABCT2850	Structural Repair	3
ABCT2870	Auto Collision Mechanical II	3

**REQUIRED LIBERAL ARTS & SCIENCES** **20**  
*To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.*

<b>ELECTIVE CREDITS</b>		<b>14</b>
<b>TECHNICAL COURSES</b>		
<i>Courses must be approved by advisor/faculty. Choose from the following courses or see advisor for additional offerings:</i>		
ABCT1801	Auto Body Lab I	4
ABCT1802	Auto Body Lab II	4
ABCT2803	Auto Body Lab III	4
ABCT2910	Occupational Internship	1-9
ABCT2920	Special Problems	1-6
AST2812	Basic Air Conditioning	2
OTEC2812	Office Procedures	3

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters on space available basis



## Auto Body and Collision Technology Diploma (64 Credits)

DIP3414

### REQUIRED TECHNICAL COURSES 46

ABCT1800	Auto Body Collision Technology Fundamentals	1
ABCT1810	Sheet Metal I	3
ABCT1820	Priming and Refinish System Preparation	3
ABCT1830	Auto Collision Mechanical I	2
ABCT1850	Trim, Hardware and Glass	3
ABCT1860	Auto Body Welding	3
ABCT1870	Refinishing	3
ABCT1880	Sheet Metal II	3
ABCT2800	Damage Appraisal and Shop Management	3
ABCT2810	Appearance Matching	3
ABCT2820	Composites	2
ABCT2830	Measuring and Pulling Systems	3
ABCT2850	Structural Repair	3
ABCT2870	Auto Collision Mechanical II	3
ABCT1801	Auto Body Lab I	4
ABCT1802	Auto Body Lab II	4

### ELECTIVE CREDITS

#### TECHNICAL COURSES 10

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

ABCT2803	Auto Body Lab III	4
ABCT2804	Auto Body Lab IV	4
ABCT2900	Auto Body Lab	1-4
ABCT2910	Occupational Internship	1-9
ABCT2920	Special Problems	1-6
AST2812	Basic Air Conditioning	2
OTEC2812	Office Procedures	3

### OTHER ELECTIVE CREDITS 8

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

#### TECHNICAL COURSES


HLTH1950	CPR	1
HLTH1952	First Aid	1
HLTH1954	Safety	1
MATH1050	Mathematics for Technical Careers	3
Otec1001	Introduction to Computer Software	2
Otec2000	Employment Search Skills	2
Otec2812	Office Procedures	3

#### LIBERAL ARTS & SCIENCES

*MNTC - Goal Area 1: Communications*

SPCH100	Interpersonal Communication	3
SPCH120	Small Group Communication	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

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

*After Graduation:* An individual completing this program will find employment opportunities available in a variety of settings. Graduates find entry level positions in dealerships, independent repair facilities and fleet services. With additional training and experience, many technicians become shop foreman, service advisor, service manager or open their own business.

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

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

## Program Core Competencies

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

## Degrees and Diplomas

### Automotive Service

A.A.S. Degree

### Automotive Service

Diploma



*Facility and Mobile Equipment Maintenance*



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

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

AAS3417

#### REQUIRED TECHNICAL COURSES

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

#### REQUIRED LIBERAL ARTS & SCIENCES

18

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

#### ELECTIVE CREDITS

##### TECHNICAL COURSES


0

Choose from the following:

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

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Automotive Service

## Diploma



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

### Automotive Service Diploma (64 Credits)

DIP3416

#### REQUIRED TECHNICAL COURSES

	<b>55</b>
AST1112 Introduction to Auto Service	2
AST1121 Service Management	1
AST1212 Basic Electrical	2
AST1222 Advanced Electrical/Electronics	2
AST1233 Starting and Charging Systems	3
AST1311 Engine Diagnosis	1
AST1323 Lower Engine Service	3
AST1332 Upper Engine Service	2
AST1341 Engine Lab	1
AST1412 Clutch & Drive Line	2
AST1423 Manual Transmission/Transaxle & 4X4	3
AST1513 Suspension/Steering & Wheel Alignment	3
AST1613 Brakes	3
AST1712 Basic Tune-up (Non-computer)	2
AST2432 Rear Axle/Differential	2
AST2442 Automatic Transmission I	2
AST2452 Automatic Transmission II	2
AST2462 Automatic Transmission III	2
AST2723 Fuel Systems I	3
AST2733 Introduction to Automotive Computers	3
AST2743 Fuel Systems II	3
AST2752 Engine Performance & Drivability	2
AST2812 Basic Air Conditioning	2
AST2911 Auto Lab I	1
AST2921 Auto Lab II	1
AST2931 Auto Lab III	1
AST2941 Auto Lab IV	1

#### REQUIRED LIBERAL ARTS & SCIENCES

**6**

#### OTHER REQUIRED COURSES

**2**

Liberal Arts & Sciences or Technical

2

#### ELECTIVE CREDITS

##### TECHNICAL COURSES

**1**

Choose from the following:

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

AST1622 Advanced Brakes 2

AST2822 Advanced Heating and Air Conditioning 2

AST2951 Individual Study 1-8

AST2961 Cooperative Occupational Experience 1-8

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

## Program Core Competencies

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

## Degrees and Diplomas

### Business Management

A.A.S. Degree



*Management*



# Business Management

## A.A.S. Degree



Offered on Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

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

AAS2280/AAS3280

#### REQUIRED TECHNICAL COURSES

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

#### REQUIRED LIBERAL ARTS & SCIENCES 17

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
SPCH110 Public Speaking	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH154 Elementary Statistics	4
-------------------------------	---

MNTC - Goal Area 8: Global Perspective

ECON110 Principles of Macroeconomics	3
ECON120 Principles of Microeconomics	3

#### ELECTIVE CREDITS

##### TECHNICAL COURSES 5

Choose from the following:

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

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

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

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

## Employment Opportunities

Although specialization is becoming increasingly common, it is important to try to acquire skills in all aspects of carpentry so you have the flexibility to perform and excel with all tasks given you. Carpenters may advance to carpentry supervisors or general construction supervisors. Carpenters usually have greater opportunities than most other construction workers to become general construction supervisors, because they are exposed to the entire construction process. Some carpenters become independent self employed contractors.



## Program Core Competencies

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



## Degrees and Diplomas

### Carpentry-Cabinetmaking

A.A.S. Degree

### Carpentry-Cabinetmaking

Diploma



**Construction**





### Degree Description

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

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

**Offered on Faribault Campus**

**Admission Date: Fall Semester**

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

AAS2441

### REQUIRED TECHNICAL COURSES

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

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES 18

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty. Recommended:

<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>	
PHIL100 Ethics in Society	3
SPCH120 Small Group Communication	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>	
MATH115 Concepts in Math	4
MATH120 College Algebra	4
<i>MNTC - Goal Area 5: History &amp; The Social &amp; Behavioral Sciences</i>	
PSYC100 Introduction to Psychology	4
POL110 American Government	3

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



**Offered on Faribault Campus**

**Admission Date: Fall Semester**

## Carpentry-Cabinetmaking Diploma (66 Credits)

DIP2409

### REQUIRED TECHNICAL COURSES

REQUIRED TECHNICAL COURSES		66
ACCT1800	Business Law	3
CPCB1800	Carpentry Safety	2
CPCB1810	Basic Construction Remodeling Theory & Job Site Experience IA	4
CPCB1811	Basic Construction Remodeling Theory & Job Site Experience IB	4
CPCB1830	Residential Blueprint Reading	2
CPCB1855	Commercial Blueprint Reading	2
CPCB1860	House Design and Estimating	3
CPCB1875	Cabinetmaking I	2
CPCB1876	Cabinetmaking II	4
CPCB1877	Cabinetmaking III	5
CPCB2802	Advanced Carpentry Theory	2
CPCB2811	Advanced Job Site Experience 1A	5
CPCB2812	Advanced Job Site Experience 1B	5
CPCB2825	Stairway Technology	4
CPCB2830	Framing Square Technology	2
CPCB2835	Advanced Interior Finishing 1A	3
CPCB2836	Advanced Interior Finishing 1B	2
CPCB2850	Exterior Finish	3
CPCB2855	Advanced Concrete Technology	2
CPCB2860	Carpentry/Cabinetmaking Internship	2
HLTH1952	First Aid	1
MATH1050	Mathematics for Technical Careers	3
SBMT1890	Introduction to Small Business Ownership	1

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.



## Program 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.

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

The program is designed to meet the needs of full-time and part-time students.

Graduates receiving an A.S. Degree in Child Development may transfer the degree to Minnesota State University, Mankato to pursue a B.S. in Early Childhood Education.

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

## Program Core Competencies

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

## Basic Entrance Requirements

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

## Student Background Studies

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

## Degrees, Diplomas and Certificates

### Child Development Careers

A.S. Degree

### Child Development Careers

A.A.S. Degree

### Child Development Careers, Paraprofessional

A.A.S. Degree

### Child Development Careers

Diploma

### Child Development Careers

Certificate



*Early Childhood Development and Services*



**Offered on both Faribault and North Mankato Campus**

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

Upon successful completion of the Child Development Careers A.S. Degree, the student may transfer 60 credits toward a B.S. degree in Early Childhood Education at Minnesota State University, Mankato.

Students must transfer their SCC coursework to show on transcripts at MSU, M and complete all other requirements for the B.S. degree and related requirements for the initial teacher licensure program. This articulation agreement may be revised when program changes are made in the B.S. degree in Early Childhood Education at MSU, M.

### Child Development Careers A.S. Degree (62 Credits)

AS2509/AS3510

#### REQUIRED TECHNICAL COURSES

CDEV1200	Professional Relations in EC Careers	21
CDEV1210	Foundations of Child Development	3
CDEV1220	Child Safety, Health & Nutrition	3
CDEV1340	Planning & Implementing Curriculum	4
CDEV1312	Preschool Development and Learning	4
CDEV2310	Profiles of the Exceptional Child	4
		3

#### REQUIRED LIBERAL ARTS & SCIENCES

		<b>41</b>
<i>To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition (grade of A or B required)	4
SPCH110	Public Speaking (grade of A or B required)	3
<i>MNTC - Goal Area 2: Critical Thinking</i>		
PHIL100	Ethics in Society	3
<i>MNTC - Goal Area 3: Natural Sciences</i>		
BIOL100	Introduction to Biology	4
FCS105	Nutrition and Healthy Living	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH115	Concepts in Math	4
<i>MNTC - Goal Area 5: History &amp; the Social &amp; Behavioral Sciences</i>		
PSYC100	Introduction to Psychology	4
<i>MNTC - Goal Area 6: The Humanities &amp; Fine Arts</i>		
ENGL210	Creative Writing	4
THTR100	Introduction to Theatre	3
<i>MNTC - Goal Area 7: Human Diversity</i>		
PSYC110	Lifespan Psychology	3
<i>MNTC - Goal Area 8: Global Perspective</i>		
GEOG103	Introduction to Cultural Geography	3
<i>MNTC - Goal Area 10: People &amp; the Environment</i>		
GEOG101	Introduction to Physical Geography	3

**Course Descriptions**

See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options**

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Child Development Careers

## A.A.S. Degree



Offered on both Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

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

AAS2507/AAS3507

#### REQUIRED TECHNICAL COURSES

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

#### ELECTIVE CREDITS

##### TECHNICAL COURSES

Choose one course from the following:

CDEV1310	Infant/Toddler Development and Learning Experiences	7	4
CDEV1312	Preschool Development and Learning Experiences		4
CDEV1314	School Age Development and Learning Experiences		4

Choose one course from the following:

CDEV2550	Cognitive Development/ MultiMedia Experiences		3
CDEV2590	Social, Emotional and Moral Development Experiences		3

#### LIBERAL ARTS & SCIENCES

17

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3
SPCH110	Public Speaking	3

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115	Concepts in Math	4
---------	------------------	---

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

PSYC100	Introduction to Psychology	4
SOC100	Family Personal Relations	3

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
---------	-------------------	---

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on both Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

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

### REQUIRED TECHNICAL COURSES

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

### OTHER REQUIRED COURSES

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

\*Offered in collaboration with St. Cloud Technical College.

### REQUIRED LIBERAL ARTS & SCIENCES

		8
<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH115	Concepts in Math	4

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES

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

 Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Child Development Careers Diploma



Offered on both Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

## Child Development Careers Diploma (34 Credits)

DIP2506/DIP3506

### REQUIRED TECHNICAL COURSES

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

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

 See pages 202-250 to find course descriptions for the courses listed above.

### ELECTIVE CREDITS

#### TECHNICAL COURSES

Choose from the following:

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

#### LIBERAL ARTS & SCIENCES

Courses must be approved by advisor/faculty.

Recommended:


*MNTC - Goal Area 1: Communications*

ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3

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

MATH115 Concepts in Math	4
--------------------------	---

*MNTC - Goal Area 5: History & The Social & Behavioral Sciences*

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



**Offered on both Faribault and North Mankato Campus**


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

## Child Development Careers Certificate (17 Credits)

CERT2505/CERT3508

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

## Program Core Competencies

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

## Degrees

### Civil Engineering Technology

A.A.S. Degree



*Engineering and Technology*



**Offered on North Mankato Campus**

**Admission Date: Fall Semester**

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

AAS3405/AAS2402

#### REQUIRED TECHNICAL COURSES 49

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

#### REQUIRED LIBERAL ARTS & SCIENCES 18-21

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

*MNTC - Goal Area 1: Communications*

ENGL100	Composition	4
ENGL240	Technical Communication	4
SPCH110	Public Speaking	3

*MNTC - Goal Area 3: Natural Sciences*

PHYS101	Introductory Physics	3
---------	----------------------	---

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

MATH120	College Algebra	4
MATH125	Trigonometry	3
MATH130	Pre-Calculus	4

#### ELECTIVE CREDITS 0-3

Choose from any Technical or Liberal Arts & Sciences courses. Courses must be approved by advisor/faculty:

#### MATH OPTION

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

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

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

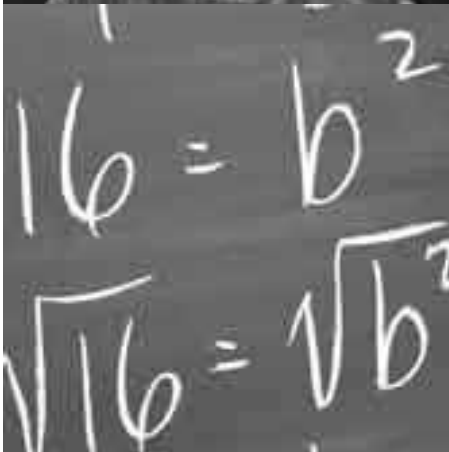
College Readiness Courses are designed to improve reading, writing, mathematics and computer skills. Developing these skills provides students with the opportunity to achieve academic success and enhance life-long learning, personal, and academic goals.

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

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

## South Central College Core Competencies

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





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

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

## College Readiness Courses (4 Credits each)

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

**Course Descriptions**

See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options**

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

**Student Handbook**

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



## Program Description

Commercial Art is a two year program offering training and instruction for students interested in graphic design, web design and animation media. Introductory and advanced levels of Illustration, layout and design, typography and product photography are also taught as well as basic and advanced software skills. Students receive hands on training using the latest software which includes Photoshop, Illustrator, InDesign, Dreamweaver, Flash and Acrobat.

Students develop a traditional portfolio along with digital portfolios using Flash and Dreamweaver. Portfolio development starts at the beginning of the course and is updated throughout the program. Final portfolio review is completed with a review by staff and industry professionals.

Typical jobs that South Central College students secure include: Graphic Designer, Production Artist, Ad Designer, Artistic Director, Product Design Coordinator, Free Lance Artist, Web Page Designer, Flash Designer and Training Development Specialist.

The Commercial Art program offers two options for graduation.

### *A.A.S. Degree 72 credits*

The A.A.S. Degree includes 54 technical credits and 18 general education credits. The general education credits are transferable to other Minnesota state universities and colleges.

### *Diploma 64 credits*

The diploma includes 56 technical credits and 8 general education credits. The general education credits are transferable to other Minnesota state colleges and universities.

The South Central College Commercial Art program has an articulation agreement with Bemidji State University. After completing an A.A.S. Degree, an SCC graduate can complete a B.S. Degree in Design Technology at BSU in two years.

## Program Core Competencies

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

## Degrees and Diplomas

### Commercial and Technical Art

A.A.S. Degree

### Commercial and Technical Art

Diploma



*Visual Arts*



Offered on North Mankato Campus

**Admission Dates: \*Fall, Spring and Summer Semesters**

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

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

AAS3419

#### REQUIRED TECHNICAL COURSES

	<b>54</b>
ART1802 Materials and Basic Form	4
ART1804 Drawing and Draping the Figure	3
ART1806 Animal Drawing	3
ART1808 Typography/Design	3
ART1810 Dimensional Drawing	3
ART1812 Portfolio I	3
ART1820 Computer Lab I	4
ART1821 Computer Lab II	3
ART1824 Special Problems	1
ART2802 Paper	3
ART2804 Advanced Design and Illustration	3
ART2806 Product Photography	3
ART2808 Portfolio II	3
ART2810 Digital Communications	2
ART2812 Media I	1-3
ART2814 Media II	1-3
ART2816 Media III	1-3
ART2818 Portfolio III	1-3
ART2824 Special Problems/Internship	1-4

#### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES 18

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

*Recommended:*

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3
SPCH110	Public Speaking	3

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

PSYC100	Introduction to Psychology	4
SOC100	Family Personal Relations	3

MNTC - Goal Area 6: The Humanities & Fine Arts

ART100	Art Appreciation	3
ENGL130	World Literature/Film	4

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100	Ethics in Society	3
---------	-------------------	---



See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Commercial and Technical Art Diploma



Offered on North Mankato Campus

**Admission Dates: \*Fall, Spring and Summer Semesters**

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

## Commercial and Technical Art Diploma (64 Credits)

DIP3418

### REQUIRED TECHNICAL COURSES

	<b>56</b>
ART1802 Materials and Basic Form	4
ART1804 Drawing and Draping the Figure	3
ART1806 Animal Drawing	3
ART1808 Typography/Design	3
ART1810 Dimensional Drawing	3
ART1812 Portfolio I	3
ART1820 Computer Lab I	4
ART1821 Computer Lab II	3
ART1824 Special Problems	1
ART2802 Paper	3
ART2804 Advanced Design and Illustration	3
ART2806 Product Photography	3
ART2808 Portfolio II	3
ART2810 Digital Communications	2
ART2812 Media I	1-3
ART2814 Media II	1-3
ART2816 Media III	1-3
ART2818 Portfolio III	1-3
ART2824 Special Problems	1-4

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES **8**

*Recommended:*

*MNTC - Goal Area 1: Communications*

ENGL100 Composition 4

SPCH100 Interpersonal Communication 3

SPCH110 Public Speaking 3

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

PSYC100 Introduction to Psychology 4

SOC100 Family Personal Relations 3

*MNTC - Goal Area 6: The Humanities & Fine Arts*

ART100 Art Appreciation 3

ENGL130 World Literature/Film 4

*MNTC - Goal Area 9: Ethical & Civic Responsibility*

PHIL100 Ethics in Society 3



See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

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

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

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

## Program Core Competencies

1. Demonstrate professionalism through leadership performance.
2. Recognize the need for skill development and demonstrate the ability to intervene and teach more appropriate performance skills to live an independent life style.
3. Demonstrate knowledge of human behavior; identify deficits in behavioral choices, and intervene by identifying the most appropriate behavioral strategy to teach more appropriate alternatives.
4. Make appropriate decisions based on knowledge of systems protocols, i.e. rules and regulations.
5. Identify appropriate resources, supports, and services from all service settings in an effort to plan, develop, and implement the most appropriate and least restrictive strategies for an independent future.
6. Demonstrate an understanding of concepts relevant to entry level, generalist social work practice in a wide range of settings i.e. values and ethics; diversity issues; social justice; cooperative learning; autonomy and self-determination; social service delivery systems.

## Student Background Studies

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

## Degrees and Diplomas

**Community Social Service**  
A.A.S. Degree

**Community Social Service**  
Diploma

**Community Social Service**  
Certificate



*Family and Community Services*

# Community Social Service

## A.A.S. Degree



Offered on the Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters

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

AAS3362/AAS2262

#### REQUIRED TECHNICAL COURSES

	<b>50</b>
CSS1801 Direct Service Professionalism	3
CSS1802 Physical Developmental Supports I	3
CSS1804 Person Centered Planning	3
CSS1811 Facilitating Positive Behaviors	4
CSS1812 Introduction to Social Work	3
CSS1813 Social Welfare Services	3
CSS1814 Community Social Service Projects	3
CSS1902 Physical Developmental Supports II	3
CSS1907 Basic Sign Language	3
CSS1910 Community Social Service Internship	5
CSS1913 Supportive Interventions	4
HC1000 Medical Terminology	3
CSS1934 Trained Medication Aide	2
HCTC1886 Basic Nursing 101 (CNA)	4
HLTH1950 CPR	1
HLTH1952 First Aid	1
OTEC1001 Introduction to Computer Software	2

#### ELECTIVE CREDITS

##### LIBERAL ARTS & SCIENCES

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty. Recommended:

MNTC - Goal Area 1: Communications

ENGL100 Composition 4

MNTC - Goal Area 3: Natural Sciences

BIOL100 Introduction to Biology 4

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

PSYC110 Lifespan Psychology 3

MNTC - Goal Area 9: Ethical & Civic Responsibility

PHIL100 Ethics in Society 3

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

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH154 Elementary Statistics 4

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

ETHN100 American Racial Minorities 3

MNTC - Goal Area 7: Human Diversity

SOC101 Introduction to Sociology 3

MNTC - Goal Area 8: Global Perspective

ECON110 Principles of Macroeconomics 3


ECON120 Principles of Microeconomics 3

MNTC - Goal Area 9: Ethical & Civic Responsibility

POL110 American Government 3

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on the Faribault and North Mankato Campus

Admission Dates: Fall and Spring Semesters

## Community Social Service Diploma (48 Credits)

DIP3361/DIP2261

### REQUIRED TECHNICAL COURSES

	<b>41</b>
CSS1801 Direct Service Professionalism	3
CSS1802 Physical Developmental Supports I	3
CSS1804 Person Centered Planning	3
CSS1811 Facilitating Positive Behaviors	4
CSS1902 Physical Developmental Supports II	3
CSS1907 Basic Sign Language	3
CSS1910 Community Social Service Internship	5
CSS1913 Supportive Interventions	4
HC1000 Medical Terminology	3
CSS1934 Trained Medication Aide	2
HCTC1886 Basic Nursing 101 (CNA)	4
HLTH1950 CPR	1
HLTH1952 First Aid	1
OTEC1001 Introduction to Computer Software	2

### REQUIRED LIBERAL ARTS & SCIENCES

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

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES 3

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

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


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

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

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

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Community Social Service Certificate



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

**Admission Dates: Fall and Spring Semesters**


## Community Social Service Certificate (17 Credits)

CERT3360/CERT2260

### REQUIRED TECHNICAL COURSES

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

 **Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

 **ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

## Program Core Competencies

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

## Evening/Part-Time Options

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

## Degrees, Diplomas and Certificates

### Computer Careers, Information Systems

A.A.S Degree

### Computer Careers, Networking Services

A.A.S Degree

### Computer Careers, Information Systems

Diploma

### Computer Careers, Networking Services

Diploma

### Computer Careers, Computer Assistant

Technical Certificate

### Computer Careers, Web Programmer

Technical Certificate



*Information Support and Services  
Networking Systems  
Programming and Software Development*

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

## Degree Description

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

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

## Degree Core Competencies

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

## Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

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

AAS3275

### REQUIRED TECHNICAL COURSES

COMP1120	Foundations of Computing	4	28
COMP1125	Spreadsheet/Database Integration	4	
COMP1130	Programming Fundamentals	4	
COMP1140	Web Development	4	
COMP1200	PC Hardware and Software Essentials (A+)	4	
COMP1360	Intro. To Data Comm. & Networking	4	
COMP2496	Capstone - Software Development	4	

### REQUIRED LIBERAL ARTS & SCIENCES

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

MNTC - Goal Area 1: Communications

ENGL100	Composition	4	11
SPCH110	Public Speaking	3	

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115	Concepts in Math	4	
MATH120	College Algebra	4	

### ELECTIVE CREDITS

#### TECHNICAL COURSES

Choose from the following:

#### Web Development

COMP2145	Web Programming	4	20
COMP2150	Web Services (XML)	4	

#### PC Software Development

COMP2130	Adv. Spreadsheet/Database & Programming	4	
COMP2300	Java	4	
COMP2310	VB.Net	4	

#### Enterprise Software Development

COMP2200	i5 (iSeries) Operating System	4	
COMP2205	RPG IV (iSeries)	4	
COMP2210	Cobol (zSeries)	4	

#### LIBERAL ARTS & SCIENCES

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



See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Degree Description

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

## Degree Core Competencies

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

**Offered on North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

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

AAS3277

### REQUIRED TECHNICAL COURSES

COMP1120	Foundations of Computing	48
COMP1125	Spreadsheet/Database Integration	4
COMP1130	Programming Fundamentals	4
COMP1140	Web Development	4
COMP1200	PC Hardware and Software Essentials (A+)	4
COMP1360	Intro. To Data Comm. & Networking	4
COMP2460	Linux	4
COMP2462	MS Network Administration	4
COMP2464	Application of Wireless & Mobile Networks	4
COMP2466	Advanced Networking	4
COMP2475	Information Warfare	4
COMP2498	Capstone – Networking Services	4

### REQUIRED LIBERAL ARTS & SCIENCES


		<b>11</b>
<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
SPCH110	Public Speaking	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH115	Concepts in Math	4
	<i>or</i>	
MATH120	College Algebra	4

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Computer Careers, Information Systems *Diploma*



## Diploma Description

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

## Diploma Core Competencies

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

**Offered on North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Computer Careers, Information Systems Diploma (64 Credits)

DIP3276

### REQUIRED TECHNICAL COURSES

COMP1120	Foundations of Computing	28
COMP1125	Spreadsheet/Database Integration	4
COMP1130	Programming Fundamentals	4
COMP1140	Web Development	4
COMP1200	PC Hardware and Software Essentials (A+)	4
COMP1360	Intro. To Data Comm. & Networking	4
COMP2496	Capstone - Software Development	4

### REQUIRED LIBERAL ARTS & SCIENCES

<i>MNTC - Goal Area 1: Communications</i>		7
ENGL100	Composition	4
SPCH110	Public Speaking	3

### ELECTIVE CREDITS

#### TECHNICAL COURSES

Choose 20 credits from the following:

#### Web Development

COMP2145	Web Programming	4
COMP2150	Web Services (XML)	4

#### PC Software Development

COMP2130	Adv. Spreadsheet/Database & Programming	4
COMP2300	Java	4
COMP2310	VB.Net	4

#### Enterprise Software Development

COMP2200	i5 (iSeries) Operating System	4
COMP2205	RPG IV (iSeries)	4
COMP2210	Cobol (zSeries)	4

### OTHER ELECTIVE CREDITS

#### TECHNICAL COURSES

9

Choose 9 credits from the following:

COMP2460	Linux	4
COMP2462	MS Network Administration	4
COMP2464	Application of Wireless & Mobile Networks	4
COMP2466	Advanced Networking	4
COMP2475	Information Warfare	4



See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Diploma Description

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

## Diploma Core Competencies

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

**Offered on North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Computer Careers, Networking Services Diploma (64 Credits)

DIP3278

### REQUIRED TECHNICAL COURSES

	<b>48</b>
COMP1120 Foundations of Computing	4
COMP1125 Spreadsheet/Database Integration	4
COMP1130 Programming Fundamentals	4
COMP1140 Web Development	4
COMP1200 PC Hardware and Software Essentials (A+)	4
COMP1360 Intro. To Data Comm. & Networking	4
COMP2460 Linux	4
COMP2462 MS Network Administration	4
COMP2464 Application of Wireless & Mobile Networks	4
COMP2466 Advanced Networking	4
COMP2475 Information Warfare	4
COMP2498 Capstone – Networking Services	4

### REQUIRED LIBERAL ARTS & SCIENCES

<i>MNTC - Goal Area 1: Communications</i>	<b>7</b>
ENGL100 Composition	4
SPCH110 Public Speaking	3


### ELECTIVE CREDITS

#### TECHNICAL COURSES **9**

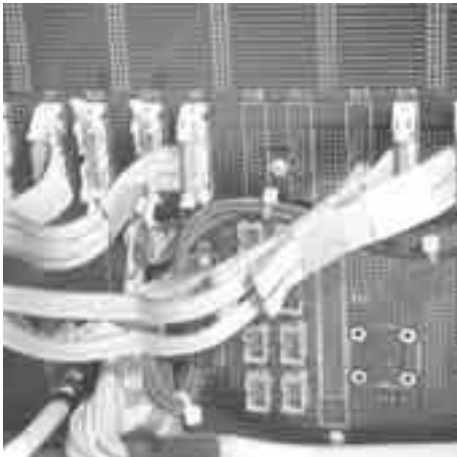
*Choose from the following:*

COMP2145 Web Programming	4
COMP2150 Web Services (XML)	4
COMP2130 Adv. Spreadsheet/Database & Programming	4
COMP2300 Java	4
COMP2310 VB.Net	4
COMP220 i5 (iSeries) Operating System	4
COMP2205 RPG IV (iSeries)	4
COMP2210 Cobol (zSeries)	4

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Computer Careers, Computer Assistant *Technical Certificate*



## Certificate Description

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

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

Offered on North Mankato Campus

Admission Dates: Fall and Spring Semester

## Computer Careers, Computer Assistant Technical Certificate (30 Credits)

CERT3279

REQUIRED TECHNICAL COURSES	30
COMP1120 Foundations of Computing	4
COMP1125 Spreadsheet/Database Integration	4
COMP1140 Web Development	4
COMP1200 PC Hardware and Software Essentials (A+)	4
COMP1360 Intro. To Data Comm. & Networking	4
COMP2130 Adv. Spreadsheet/Database & Programming	4
COMP2460 Linux	4
COMP2498 Capstone – Networking Services	2

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### Certificate Description

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

**Offered on North Mankato Campus**

**Admission Dates: Fall and Spring Semester**

## Computer Careers, Web Programmer Technical Certificate (23 Credits)

CERT3261

REQUIRED TECHNICAL COURSES	23
COMP1130 Programming Fundamentals	4
COMP1140 Web Development	4
COMP2145 Web Programming	4
COMP2150 Web Services (XML)	4
COMP2300 Java	4
<i>or</i>	
COMP2310 Visual Basic.Net	4
COMP2496 Capstone - Software Development	3

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

## Program Core Competencies

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



## Degrees and Diplomas

**Computer Integrated Machining**  
A.A.S. Degree

**Computer Integrated Machining**  
Diploma

**Computer Integrated Machining**  
Certificate



*Production*





Offered on North Mankato Campus

Admission Date: Fall Semester

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

AAS3458

#### REQUIRED TECHNICAL COURSES

	<b>54</b>
CIM1110	4
CIM1120	3
CIM1130	3
CIM1140	5
CIM1150	3
CIM1210	4
CIM1220	3
CIM1230	2
CIM1240	3
CIM2110	4
CIM2120	3
CIM2130	3
CIM2140	4
CIM2210	4
CIM2220	3
CIM2230	3

#### REQUIRED LIBERAL ARTS & SCIENCES

**3**  
To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

*MNTC - Goal Area 1: Communications*

SPCH100	3
SPCH110	3
SPCH120	3

#### ELECTIVE CREDITS

##### LIBERAL ARTS & SCIENCES

**15**

*Courses must be approved by advisor/faculty.*

*Recommended:*

*MNTC - Goal Area 1: Communications*

ENGL100	4
---------	---

*MNTC - Goal Area 2: Critical Thinking*

HUM100	3
--------	---

*MNTC - Goal Area 3: Natural Sciences*


CHEM108	4
---------	---

PHYS101	3
---------	---

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

MATH120	4
---------	---

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Computer Integrated Machining Diploma



Offered on North Mankato Campus

Admission Date: Fall Semester

## Computer Integrated Machining Diploma (63 Credits)

DIP3459

### REQUIRED TECHNICAL COURSES **60**

CIM1110	Concept Engineering I	4
CIM1120	Computer Control Programming I	3
CIM1130	Quality Assurance I	3
CIM1140	Applications I	5
CIM1150	Machining Computations	3
CIM1210	Concept Engineering II	4
CIM1220	Computer Control Programming II	3
CIM1230	Quality Assurance II	2
CIM1240	Applications II	3
CIM2110	Concept Engineering III	4
CIM2120	Computer Control Programming III	3
CIM2130	Quality Assurance III	3
CIM2140	Applications III	4
CIM2210	Concept Engineering IV	4
CIM2220	Computer Control Programming IV	3
CIM2230	Quality Assurance IV	3
CIM2240	Applications IV	4
CIM2250	Applied Welding	2

### REQUIRED LIBERAL ARTS & SCIENCES **3**

*Courses must be approved by advisor/faculty.*

*MNTC - Goal Area 1: Communications*

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

 See pages 202-250 to find course descriptions for the courses listed above.



**Offered on North Mankato Campus**

**Admission Date: Fall Semester**

## Computer Integrated Machining Certificate (30 Credits)

CERT3462

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

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



## Program Description

The Computerized Machining Technology program consists of on-line lectures, hands-on face to face CAD/CAM and flex-lab experiences. Hands-on application through the completion of projects in the flex-lab will be emphasized. As a result, students will become familiar with the various machines, methods, and safety practices associated with the machining industry. Students will have several career options to choose from, they include: Inspector, Apprentice, CNC Operator, CNC Programmer, Tool & Die Moldmaker, Diemaker, Tool Designer, Cost Estimator, Shop Manager, or General Machinist.

Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.

You may be required to complete additional (or less) coursework, dependent upon the results of your Accuplacer placement test and/or previous coursework completed or certifications earned.

## Program Core Competencies

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

## Degrees and Diplomas

**CNC Programmer**  
A.A.S. Degree

**Toolmaker**  
A.A.S. Degree

**CNC Programmer**  
Diploma

**Toolmaker**  
Diploma

**CNC Machinist**  
Certificate

**Manual Machinist**  
Certificate



**Production**



Offered on Faribault Campus

Admission Date: Fall and Spring Semester

### CNC Programmer A.A.S. Degree (71 Credits)

*Pending MnSCU Approval*


<b>REQUIRED TECHNICAL COURSES</b>		<b>52</b>
CMT01100	Intro to Manufacturing I	4
CMT01110	Intro to SolidWorks/Blueprint Reading	3
CMT01120	Milling	2
CMT01130	Turning	2
CMT01140	CNC Milling	2
CMT01150	CNC Turning	2
CMT01200	Intro to Manufacturing II	3
CMT01210	Intro to MasterCam	3
CMT01220	Milling II	2
CMT01230	Turning II	2
CMT01240	CNC Milling II	2
CMT01250	CNC Turning II	2
CMT01260	Surface Grinder	1
CMT02110	Advanced SolidWorks	3
CMT02140	CNC Milling III	3
CMT02150	CNC Turning III	3
CMT02170	Quality Concepts	2
CMT02180	Machining Computations	2
CMT02210	Advanced MasterCam	3
CMT02240	CNC Milling IV	3
CMT02270	Materials	3

**REQUIRED LIBERAL ARTS & SCIENCES** **3**  
*To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.*

<i>MNTC - Goal Area 1: Communications</i>		
SPCH100	Interpersonal Communication	3
	<i>or</i>	
SPCH110	Public Speaking	3
	<i>or</i>	
SPCH120	Small Group Communication	3

<b>ELECTIVE CREDITS</b>		<b>0-1</b>
<b>TECHNICAL COURSES</b>		
CMT02295	Advanced Project Open Lab	1-6
<b>LIBERAL ARTS &amp; SCIENCES</b> <b>15-16</b>		
<i>Courses must be approved by advisor/faculty.</i>		
<i>Recommended:</i>		
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 2: Critical Thinking</i>		
HUM100	Critical Thinking	3
<i>MNTC - Goal Area 3: Natural Sciences</i>		
CHEM108	Introduction to Chemistry	4
PHYS101	Introductory Physics	3
<i>MNTC - Goal Area 4: Mathematical/Logical Reasoning</i>		
MATH120	College Algebra	4

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Toolmaker

## A.A.S. Degree



Offered on Faribault Campus

Admission Date: Fall and Spring Semester

### Toolmaker A.A.S. Degree (72 Credits)

Pending MnSCU Approval

#### REQUIRED TECHNICAL COURSES

CMT01100	Intro to Manufacturing I	4
CMT01110	Intro to SolidWorks/Blueprint Reading	3
CMT01120	Milling	2
CMT01130	Turning	2
CMT01140	CNC Milling	2
CMT01150	CNC Turning	2
CMT01200	Intro to Manufacturing II	3
CMT01210	Intro to MasterCam	3
CMT01220	Milling II	2
CMT01230	Turning II	2
CMT01240	CNC Milling II	2
CMT01250	CNC Turning II	2
CMT01260	Surface Grinder	1
CMT02110	Advanced SolidWorks	3
CMT02170	Quality Concepts	2
CMT02180	Machining Computations	2
CMT02190	Mold/Die I	3
CMT02210	Advanced MasterCam	3
CMT02270	Materials	3
CMT02290	Mold/Die II	5

51

#### REQUIRED LIBERAL ARTS & SCIENCES

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

SPCH100	Interpersonal Communication	3
	or	
SPCH110	Public Speaking	3
	or	
SPCH120	Small Group Communication	3

3

#### ELECTIVE CREDITS

0-3

##### TECHNICAL COURSES

CMT02295	Advanced Project Open Lab	1-6
----------	---------------------------	-----

##### LIBERAL ARTS & SCIENCES

15-18

Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100	Composition	4
---------	-------------	---

MNTC - Goal Area 2: Critical Thinking

HUM100	Critical Thinking	3
--------	-------------------	---

MNTC - Goal Area 3: Natural Sciences

CHEM108	Introduction to Chemistry	4
---------	---------------------------	---

PHYS101	Introductory Physics	3
---------	----------------------	---

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
---------	-----------------	---

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on Faribault Campus

Admission Date: Fall and Spring Semester

## CNC Programmer Diploma (64 Credits)

*Pending MnSCU Approval*

### REQUIRED TECHNICAL COURSES

CMT01100	Intro to Manufacturing I	4
CMT01110	Intro to SolidWorks/Blueprint Reading	3
CMT01120	Milling	2
CMT01130	Turning	2
CMT01140	CNC Milling	2
CMT01150	CNC Turning	2
CMT01200	Intro to Manufacturing II	3
CMT01210	Intro to MasterCam	3
CMT01220	Milling II	2
CMT01230	Turning II	2
CMT01240	CNC Milling II	2
CMT01250	CNC Turning II	2
CMT01260	Surface Grinder	1
CMT02110	Advanced SolidWorks	3
CMT02140	CNC Milling III	3
CMT02150	CNC Turning III	3
CMT02160	Surface Grinder II	3
CMT02170	Quality Concepts	2
CMT02180	Machining Computations	2
CMT02190	Mold/Die I	3
CMT02210	Advanced MasterCam	3
CMT02240	CNC Milling IV	3
CMT02250	CNC Turning IV	3
CMT02270	Materials	3

### REQUIRED LIBERAL ARTS & SCIENCES

**3**

*MNTC - Goal Area 1: Communications*

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES

CMT02295	Advanced Project Open Lab	1-6
----------	---------------------------	-----

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Toolmaker Diploma



**Offered on Faribault Campus**

**Admission Date: Fall and Spring Semester**

## Toolmaker Diploma (64 Credits)

*Pending MnSCU Approval*

### REQUIRED TECHNICAL COURSES

CMT01100	Intro to Manufacturing I	61
CMT01110	Intro to SolidWorks/Blueprint Reading	4
CMT01120	Milling	3
CMT01130	Turning	2
CMT01140	CNC Milling	2
CMT01150	CNC Turning	2
CMT01200	Intro to Manufacturing II	3
CMT01210	Intro to MasterCam	3
CMT01220	Milling II	2
CMT01230	Turning II	2
CMT01240	CNC Milling II	2
CMT01250	CNC Turning II	2
CMT01260	Surface Grinder	1
CMT02110	Advanced SolidWorks	3
CMT02140	CNC Milling III	3
CMT02160	Surface Grinder II	3
CMT02170	Quality Concepts	2
CMT02180	Machining Computations	2
CMT02190	Mold/Die I	3
CMT02210	Advanced MasterCam	3
CMT02270	Materials	3
CMT02280	Wire EDM	2
CMT02285	Sinker EDM	2
CMT02290	Mold/Die II	5

### REQUIRED LIBERAL ARTS & SCIENCES

**3**

*MNTC - Goal Area 1: Communications*


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

### ELECTIVE CREDITS

#### TECHNICAL COURSES

CMT02295	Advanced Project Open Lab	1-6
----------	---------------------------	-----

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



**Offered on Faribault Campus**

**Admission Date: Fall and Spring Semester**

## CNC Machinist/Operator Certificate (30 Credits)

*Pending MnSCU Approval*

<b>REQUIRED TECHNICAL COURSES</b>		<b>30</b>
CMT01100	Intro to Manufacturing I	4
CMT01110	Intro to SolidWorks/Blueprint Reading	3
CMT01120	Milling	2
CMT01130	Turning	2
CMT01140	CNC Milling	2
CMT01150	CNC Turning	2
CMT01200	Intro to Manufacturing II	3
CMT01210	Intro to MasterCam	3
CMT01220	Milling II	2
CMT01230	Turning II	2
CMT01240	CNC Milling II	2
CMT01250	CNC Turning II	2
CMT01260	Surface Grinder	1

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Integrated Manufacturing - Manual Machinist *Certificate*



**Offered on Faribault Campus**

**Admission Date: Fall and Spring Semester**

---

## Integrated Manufacturing-Manual Machinist Certificate (22 Credits) *Pending MnSCU Approval*

---

<b>REQUIRED TECHNICAL COURSES</b>	<b>22</b>
CMT01100 Intro to Manufacturing I	4
CMT01110 Intro to SolidWorks/Blueprint Reading	3
CMT01120 Milling	2
CMT01130 Turning	2
CMT01200 Intro to Manufacturing II	3
CMT01210 Intro to MasterCam	3
CMT01220 Milling II	2
CMT01230 Turning II	2
CMT01260 Surface Grinder	1

**Course  
Descriptions**

See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE  
Options**

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

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

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



## Program Core Competencies

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

## Degrees

### Construction Field Supervision

A.A.S. Degree



*Construction*



# Construction Field Supervision

## A.A.S. Degree



Offered on Faribault Campus

Admission Date: Fall Semester

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

AAS2450

#### REQUIRED TECHNICAL COURSES

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

#### REQUIRED LIBERAL ARTS & SCIENCES

15

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

MNTC - Goal Area 1: Communications

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

MNTC - Goal Area 3: Natural Sciences

BIOL101	Introduction to Ecology	4
	or	
	Other course with a Lab element from MNTC - Goal Area 3	4

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH120	College Algebra	4
---------	-----------------	---

#### ELECTIVE CREDITS

##### LIBERAL ARTS & SCIENCES

6

Courses must be approved by advisor/faculty.

Recommended:

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

ETHN100	American Racial Minorities	3
PSYC100	Introduction to Psychology	4
PSYC110	Lifespan Psychology	3

MNTC - Goal Area 7: Human Diversity

SOC101	Introduction to Sociology	3
--------	---------------------------	---

MNTC - Goal Area 8: Global Perspective

ECON110	Principles of Macroeconomics	3
---------	------------------------------	---

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

ONLINE Options

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

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

## Program Core Competencies

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

## Degrees and Diplomas

### Culinary Arts

A.A.S. Degree

### Culinary Arts

Diploma



*Restaurant and Foods/Beverage Services*



# Culinary Arts

## A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

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

AAS3409

#### REQUIRED TECHNICAL COURSES

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

#### REQUIRED LIBERAL ARTS & SCIENCES


**20**

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

MNTC - Goal Area 1: Communications

SPCH100	Interpersonal Communication	3
---------	-----------------------------	---

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



**Offered on North Mankato Campus**

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

## Culinary Arts Diploma (52 Credits)

DIP3411

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

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

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



## Program Description

The Dental Assisting curriculum is designed to provide opportunities for the student to develop a sound fundamental background for the practice of dental assisting. The specialized knowledge in the field of dental assisting prepares the student and graduate to contribute to the world of dentistry for today's changing environment. This program identifies necessary competencies and integrates the curricula to support these outcomes to produce a dental assistant who is a vital member of the dental health team. The student will become grounded and prepared to function as a Chairside and Expanded Functions clinician, a Business/Office Dental Assistant and a Laboratory Dental Assistant. Graduates of the program are capable of practicing in a general dental practice or in a dental specialty. Progression through the program is sequential. Admission date is Summer Session. Due to the limited amount of space in the clinical area, students will be admitted on space available basis. Successful completion of all courses in the dental assisting program require passing with a C/2.0 GPA or above.



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

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



## Program Core Competencies

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



## Basic Entrance Requirements

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

## Degrees and Diplomas

**Dental Assisting**  
A.A.S. Degree

**Dental Assisting**  
Diploma





**Offered on North Mankato Campus**

**Admission Date: Summer Semester**

### Student Background Studies

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

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

AAS3308

### REQUIRED TECHNICAL COURSES

	<b>45</b>
DA1811 Dental Science I	2
DA1812 Oral Anatomy	2
DA1813 Preclinical Dental Assisting	2
DA1814 Chairside Dental Assisting I	4
DA1815 Dental Materials	3
DA1816 Radiology I	3
DA1821 Dental Practice Management	2
DA1822 Clinical Dental Assisting	2
DA1823 Dental Science II	2
DA1824 Chairside Dental Assisting II	4
DA1825 Dental Assisting Expanded Functions	3
DA1826 Radiology II	3
DA1827 Dental Nutrition	1
DA1828 Nitrous Oxide Sedation	1
DA1831 D.A. Internship I	4
DA1841 D.A. Internship II	4
*HLTH1950 CPR	1
*HLTH1952 First Aid	1
*HLTH1954 Safety	1

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

### REQUIRED LIBERAL ARTS & SCIENCES

**14**

*To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.*

*MNTC - Goal Area 1: Communications*

ENGL100 Composition	4
*SPCH100 Interpersonal Communication	3

*MNTC - Goal Area 2: Critical Thinking*

*PHIL100 Ethics in Society	3
----------------------------	---

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

MATH115 Concepts in Math	4
--------------------------	---

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES

**6**

*Courses must be approved by advisor/faculty.*

*Recommended:*

*MNTC - Goal Area 3: Natural Sciences*


BIOL270 Microbiology	4
----------------------	---

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

PSYC100 Introduction to Psychology	4
SOC101 Introduction to Sociology	3

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Dental Assisting Diploma



**Offered on North Mankato Campus**

**Admission Date: Summer Semester**

### Student Background Studies

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

## Dental Assisting Diploma (51 Credits)

DIP3309

### REQUIRED TECHNICAL COURSES

	<b>45</b>
DA1811 Dental Science I	2
DA1812 Oral Anatomy	2
DA1813 Preclinical Dental Assisting	2
DA1814 Chairside Dental Assisting I	4
DA1815 Dental Materials	3
DA1816 Radiology I	3
DA1821 Dental Practice Management	2
DA1822 Clinical Dental Assisting	2
DA1823 Dental Science II	2
DA1824 Chairside Dental Assisting II	4
DA1825 Dental Assisting Expanded Functions	3
DA1826 Radiology II	3
DA1827 Dental Nutrition	1
DA1828 Nitrous Oxide Sedation	1
DA1831 D.A. Internship I	4
DA1841 D.A. Internship II	4
*HLTH1950 CPR	1
*HLTH1952 First Aid	1
*HLTH1954 Safety	1


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

### REQUIRED LIBERAL ARTS & SCIENCES

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

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

These certifications are not eligible for federal student aid.

## Basic Entrance Requirements

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

## Program Courses

### Emergency Medical Technician Initial (112 hours)

6 Credits

### Emergency Medical Technician Refresher (24 hours)

2 Credits

### First Responder Initial (48 hours)

2 Credits

### First Responder Refresher (16 hours)

1 Credit



## *Diagnostic Services*





Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

## Emergency Medical Technician Courses (1-6 Credits)

### HEMS1200 Emergency Medical Technician Initial (112 hours)

6

The Emergency Medical Technician program is designed for ambulance personnel, hospital and medical personnel, law enforcement officers, fire and rescue personnel, industry safety officers, and other professions rendering emergency medical services to the public. The program consists of 112 hours of classroom instruction and a minimum of 8 hours of hospital clinical observation and training. The course includes anatomy, physiology, cardiopulmonary resuscitation certification, splinting techniques, lifting and moving patients, emergency childbirth, trauma & medical emergency care. Graduates take the National Registry computer and practical exam to qualify as Registered Emergency Medical Technicians. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. Certification is recognized for a two-year period. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs. (Prerequisite: None)

### HEMS1220 Emergency Medical Technician Refresher (24 hours)

2

This 24-hour course provides refresher training for state certified and nationally registered EMTs who must re-certified every two years. Students must provide Minnesota EMT number and expiration date. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs. (Prerequisites: Minnesota EMT number and expiration date).

### HEMS1300 First Responder Initial (48 hours)

2

This 48-hour course provides emergency care training to fire/rescue personnel, law enforcement officers, industrial safety personnel, especially when they are the first on the scene of injuries and medical problems. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: None)

### HEMS1320 First Responder Refresher (16 hours)

1

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

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



## Program Description

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



# English for Speakers of Other Languages



Offered on both Faribault and North Mankato Campuses

Admission Dates: See SCC's Admission Office for start dates.

---

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

---

### WRITING AND GRAMMAR

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

### READING

ESOL0032	Reading III	4
ESOL0042	Reading VI	4

### LISTENING AND SPEAKING

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

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



## Program Description

The Farm Business Management program is designed for students actively engaged in the operation and management of a farm business. The purpose of the program is to develop the manager's ability to organize resources in order to meet business and family goals. Management is the utilization of resources to maximize the return to the scarcest resource which is a continuous decision-making process. The program emphasizes goal setting, the identification of resources, records management, business analysis and interpretation.

This program is eligible for state grant funding only.

## Office Locations and Phone Numbers

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



## Program Core Competencies

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

## Diplomas and Certificates

### Farm Business Management

Diploma

### Farm Business Management

Advanced Certificate

### Farm Business Management Farm Commodity Marketing

Certificate



*Plant Systems*



*Management*

# Farm Business Management

## Diploma



Admission Dates: Fall, Spring and Summer Semesters

### Farm Business Management Diploma (60 Credits)

DIP2101/DIP3118

#### REQUIRED TECHNICAL COURSES

**44**

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

#### ELECTIVE CREDITS

**16**

##### TECHNICAL COURSES

*Choose from the following:*

FBMT1211	Intro to Farm Business Management	4
FBMT1213	Managing a Farm System in a Global Economy	2
FBMT1223	Using System Analysis in Total Farm Planning	2
FBMT1233	Application of Productive Enterprise Information	2
FBMT2200-2204	Special Topics-General Farm Management	1
FBMT2205-2209	Special Topics-General Farm Management	2
FBMT2210-2214	Special Topics-Marketing	1
FBMT2215-2219	Special Topics-Marketing	2
FBMT2220-2224	Special Topics-Crops	1
FBMT2225-2229	Special Topics-Crops	2
FBMT2230-2234	Special Topics-Livestock	1
FBMT2235-2239	Special Topics-Livestock	2
FBMT2243	Using Financial Instruments in Farm Systems Management	2
FBMT2253	System Plans and Projections	2
FBMT2263	Evaluating Farm System Programs	2

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



### Certificate Description

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

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

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

## Farm Business Management Advanced Certificate (30 Credits)

CERT2110/CERT3122

<b>REQUIRED TECHNICAL COURSES</b>	<b>18</b>
FBMA2100 Fundamentals of Financial Management as it Relates to Risk Management	3
FBMA2101 Applied Financial Management as it Relates to Risk Management	3
FBMA2110 Fundamentals of Financial Management/Strategic Planning Emphasis	3
FBMA2111 Applied Financial Management/Strategic Planning Emphasis	3
FBMA2120 Fundamentals of Financial Mgmt/Business Plan Emphasis	3
FBMA2121 Applications in Financial Management/Business Plans	3

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

<b>ELECTIVE CREDITS</b>	
<b>TECHNICAL COURSES</b>	<b>12</b>
<i>Choose from the following: (May be repeated)</i>	
FBMA2130 Directed Study - Decision Making	2
FBMA2131 Directed Study - Communications	2
FBMA2132 Directed Studies in Modern Agricultural Technology	2
FBMA2133 Directed Studies in Farm Business and/or Family Transition	2
FBMA2134 Directed Study - Personnel Management	2
FBMA2135 Directed Study - Enterprise Alternatives	2
FBMA2200 Current Issues in Farm Business Management	1-5
FBMA2201 Directed Study-Current Issues in Farm Business Management	1-5

# Farm Business Management Farm Commodity Marketing Certificate



## Certificate Description

The Farm Business Management Commodity Marketing program is a certificate program for students who wish to learn more about marketing the commodities produced on their farms. It is designed for students actively engaged in the operation and management of a farm business.

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

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

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

REQUIRED TECHNICAL COURSES	25
FBMM1170 Intro to Farm Commodity Marketing	3
FBMM1173 Directed Study-Intro to Farm Commodity Marketing	2
FBMM1180 Applying Commodity Marketing Fundamentals	3
FBMM1183 Directed Study-Applying Commodity Marketing Fundamentals	2
FBMM1190 Evaluating Farm Commodity Marketing Tools	3
FBMM1193 Directed Study-Evaluating Farm Commodity Marketing Tools	2
FBMM2170 Monitoring Farm Commodity Marketing Plans	3
FBMM2173 Directed Study-Monitoring Farm Commodity Marketing Plans	2
FBMM2180 Strategies in Farm Commodity Marketing	3
FBMM2183 Directed Study-Strategies in Farm Commodity Marketing	2


 See pages 202-250 to find course descriptions for the courses listed above.



## Program Description

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

The Graphics Production program offers students the option of a 64-credit diploma or a 72-credit Associate of Applied Science degree. Students can also broaden their backgrounds through elective courses that can be taken in related fields or areas of interest. The A.A.S. Degree has an 18-credit Liberal Arts & Sciences requirement.

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

## Program Core Competencies

1. Demonstrate use of industry software
2. Compose full-color electronic layouts for output
3. Set-up and operate offset press safely, to attain quality color and registration
4. Create aesthetically pleasing web pages
5. Demonstrate industry production principles stressing deadlines, customer expectations, following directions, and the fast-paced nature of an ever-changing industry.

## Basic Requirements

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

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

*Arithmetic score above 56 and Elementary Algebra score below 75.5* - Graphics Production students must complete MATH0085 or MATH1050 with a "C" or better.

*Elementary Algebra score above 75.5* - Math requirements satisfied.

### Accuplacer Math Scores for Graphics Production Diploma Option:

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

*Arithmetic score above 56* - Math requirements satisfied.

## Degrees and Diplomas

### Graphics Production

A.A.S. Degree

### Graphics Production

Diploma



*Printing Technology*



# Graphics Production

## A.A.S. Degree



Offered on North Mankato Campus

Admission Date: Fall Semester

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

AAS3421

### REQUIRED TECHNICAL COURSES

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


### REQUIRED LIBERAL ARTS & SCIENCES

**18**  
*To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.*

*MNTC - Goal Area 1: Communications*

ENGL100	Composition	4
SPCH100	Interpersonal Communication	3
	or	
SPCH110	Public Speaking	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



**Offered on North Mankato Campus**

**Admission Date: Fall Semester**

## Graphics Production Diploma (64 Credits)

DIP3420

### REQUIRED TECHNICAL COURSES

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

### REQUIRED LIBERAL ARTS & SCIENCES

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

### ELECTIVE CREDITS

#### TECHNICAL COURSES **6**

*Choose from the following:*

GP2200 Special Problems	1-3
GP2300 Internship	1-3
GP2400 Graphics Production II	1-3

*Other courses, with Graphics Instructor approval*

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Heating, Ventilation, Air Conditioning/Refrigeration



## Program Description

Trained, highly skilled personal are needed for the exciting new technological demands of the residential/commercial refrigeration and heating, ventilation, air conditioning industry. Independent and critical thinking men and women instilled with troubleshooting and electrical control circuit skills are vital for the future installation and serving of HVAC/R equipment. The program a SCC is designed to prepare these individuals for entry-level positions in the HVAC/R field.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problems solving.

This career field is not as sensitive to economic times because maintenance of existing systems and installation of more energy-efficient systems make-up a large part of their duties. HVAC/R graduates are very much in demands because of the shortage of qualified technicians.

## Program Core Competencies

1. Test electrical circuits
2. Build or repair a refrigeration system
3. Conduct testing of different heating systems
4. Recover system refrigerants
5. Identify electrical, heating, and refrigeration components

## Degrees, Diplomas and Certificates

### Heating, Ventilation, Air Conditioning/Refrigeration

A.A.S. Degree

### Heating, Ventilation, Air Conditioning/Refrigeration

Diploma

### Heating, Ventilation, Air Conditioning/Refrigeration

HVAC Heating Certificate

### Heating, Ventilation, Air Conditioning/Refrigeration

HVAC Refrigeration Certificate



*Maintenance*



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

## Heating, Ventilation, Air Conditioning/Refrigeration A.A.S. Degree (68 Credits)

AAS3456

### REQUIRED TECHNICAL COURSES

	<b>35</b>
HVAC2000 Electrical Circuits	2
HVAC2010 IPH Motors and Auxiliary Controls	2
HVAC2100 Refrigeration Theory	2
HVAC2110 Refrigeration Controls	2
HVAC2120 Testing Refrigeration Systems	2
HVAC2200 Coolers/Cases	3
HVAC2210 Freezers/Cases	3
HVAC2220 Commercial Ice Makers	3
HVAC2230 Commercial Alternative Systems	1
HVAC2240 Central Air Conditioning	2
HVAC2251 Brazing	2
HVAC2301 Indoor Air Quality	1
HVAC2310 Hydronic Heat	2
HVAC2320 Gas Heat	3
HVAC2325 Commercial Package Heat/Cool Units	2
HVAC2340 Sheet Metal Ductwork Fabrication	3

### ELECTIVE CREDITS

#### TECHNICAL COURSES

Choose from the following:

	<b>15</b>
AGME1930 Ag Welding	2
HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
MKT1800 Introduction to Sales	3
OTEC1001 Introduction to Computer Software	2
OTEC2000 Employment Search Skills	2
OTEC2812 Office Procedures	3
OTEC2835 Office Financial Applications	3
HVAC1000 Alternative Refrigeration Systems Lab I	1
HVAC1200 Alternative Refrigeration Systems Lab II	2
HVAC2330 Alternative Heating Systems	2
HVAC2400 Advance Central A/C Lab 1	1
HVAC2410 Advanced Central Air Conditioning Lab II	2
HVAC2420 Air Conditioning Internship I	1

HVAC2430 Air Conditioning Internship II	2
HVAC2440 Advanced Refrigeration Lab I	1
HVAC2450 Advanced Refrigeration Lab II	2
HVAC2460 Refrigeration Internship I	1
HVAC2470 Refrigeration Internship II	2
HVAC2500 Advance Heating Lab I	1
HVAC2510 Advanced Heating Lab II	2
HVAC2520 Heating Internship I	1
HVAC2530 Heating Internship II	2

### LIBERAL ARTS & SCIENCES

**18**

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

Recommended:

MNTC - Goal Area 1: Communications

ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3

MNTC - Goal Area 2: Critical Thinking

HUM100 Critical Thinking	3
PHIL100 Ethics in Society	3
SPCH120 Small Group Communication	3

MNTC - Goal Area 3: Natural Sciences

BIOL101 Introduction to Ecology	4
---------------------------------	---

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115 Concepts in Math	4
MATH120 College Algebra	4

**Course Descriptions**

See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options**

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Heating, Ventilation, Air Conditioning/ Refrigeration *Diploma*



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

## Heating, Ventilation, Air Conditioning/Refrigeration Diploma (50 Credits)

DIP3457

### REQUIRED TECHNICAL COURSES

	<b>35</b>
HVAC2000 Electrical Circuits	2
HVAC2010 IPH Motors and Auxiliary Controls	2
HVAC2100 Refrigeration Theory	2
HVAC2110 Refrigeration Controls	2
HVAC2120 Testing Refrigeration Systems	2
HVAC2200 Coolers/Cases	3
HVAC2210 Freezers/Cases	3
HVAC2220 Commercial Ice Makers	3
HVAC2230 Commercial Alternative Systems	1
HVAC2240 Central Air Conditioning	2
HVAC2251 Brazing	2
HVAC2301 Indoor Air Quality	1
HVAC2310 Hydronic Heat	2
HVAC2320 Gas Heat	3
HVAC2325 Commercial Package Heat/Cool Units	2
HVAC2340 Sheet Metal Ductwork Fabrication	3

### ELECTIVE CREDITS

#### TECHNICAL COURSES

Choose from the following:

	<b>15</b>
AGME1930 Ag Welding	2
HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
MATH1050 Mathematics for Technical Careers	3
MKT1800 Introduction to Sales	3
OTEC1001 Introduction to Computer Software	2
OTEC2000 Employment Search Skills	2
OTEC2812 Office Procedures	3

OTEC2835 Office Financial Applications	3
HVAC1000 Alternative Refrigeration Systems Lab I	1
HVAC1200 Alternative Refrigeration Systems Lab II	2
HVAC2330 Alternative Heating Systems	2
HVAC2400 Advance Central A/C Lab 1	1
HVAC2410 Advanced Central Air Conditioning Lab II	2
HVAC2420 Air Conditioning Internship I	1
HVAC2430 Air Conditioning Internship II	2
HVAC2440 Advanced Refrigeration Lab I	1
HVAC2450 Advanced Refrigeration Lab II	2
HVAC2460 Refrigeration Internship I	1
HVAC2470 Refrigeration Internship II	2
HVAC2500 Advance Heating Lab I	1
HVAC2510 Advanced Heating Lab II	2
HVAC2520 Heating Internship I	1
HVAC2530 Heating Internship II	2



See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

## Heating, Ventilation, Air Conditioning/Refrigeration Heating Certificate (26 Credits)

CERT3460

<b>REQUIRED TECHNICAL COURSES</b>	<b>15</b>
HVAC2000 Electrical Circuits	2
HVAC2010 IPH Motors and Auxiliary Controls	2
HVAC2301 Indoor Air Quality	1
HVAC2310 Hydronic Heat	2
HVAC2320 Gas Heat	3
HVAC2325 Commercial Package Heat/Cool Units	2
HVAC2340 Sheet Metal Ductwork Fabrication	3

<b>ELECTIVE CREDITS</b>	
<b>TECHNICAL COURSES</b>	<b>11</b>
<i>Choose from the following:</i>	
HLTH1950 CPR	1
HLTH1952 First Aid	1
HLTH1954 Safety	1
OTEC2000 Employment Search Skills	2
HVAC2330 Alternative Heating Systems	2
HVAC2500 Advance Heating Lab I	1
HVAC2510 Advanced Heating Lab II	2
HVAC2520 Heating Internship I	1
HVAC2530 Heating Internship II	2

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Heating, Ventilation, Air Conditioning/ Refrigeration *Refrigeration Certificate*



Offered on North Mankato Campus

Admission Dates: Fall and Spring Semesters

---

## Heating, Ventilation, Air Conditioning/Refrigeration Refrigeration Certificate (26 Credits) CERT3461

---

<b>REQUIRED TECHNICAL COURSES</b>		<b>26</b>
HVAC2000	Electrical Circuits	2
HVAC2010	IPH Motors and Auxiliary Controls	2
HVAC2100	Refrigeration Theory	2
HVAC2110	Refrigeration Controls	2
HVAC2120	Testing Refrigeration Systems	2
HVAC2200	Coolers/Cases	3
HVAC2210	Freezers/Cases	3
HVAC2220	Commercial Ice Makers	3
HVAC2230	Commercial Alternative Systems	1
HVAC2240	Central Air Conditioning	2
HVAC2251	Brazing	2
HVAC2325	Commercial Package Heat/Cool Units	2

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



## Program Description

As the most highly trained pre-hospital emergency care provider in the EMS field, the paramedic accepts the challenging responsibility for patient care. A willingness to accept this challenge and direct others to carry out treatment plans is the first step in becoming a paramedic. Paramedicine is a relatively young field with a wide range of employment opportunities, including ambulance services, fire departments, police departments, hospitals, helicopter services and educational institutions. A paramedic student can earn either a Diploma or an A.A.S. Degree. The program is fully accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals.

## Program Core Competencies

1. Conduct assessment to determine differential diagnosis, and provide treatment for patients in pre-hospital/hospital settings
2. Demonstrate technical competence in performing paramedic skills.
3. Demonstrate effective communication skills in interaction with patients, families, and other healthcare team members.
4. Demonstrate the ability to adapt, anticipate, and accommodate changing circumstance.
5. Demonstrate environmental and cultural understanding in delivery of paramedic care.
6. Measure and evaluate personal performance of paramedic responsibilities.

## Evening/Part-Time Options

Both the A.A.S. Degree and the Diploma options are offered part-time (evenings and Saturday). Clinical experience schedules will be varied during year two.

## Basic Entrance Requirements

1. Current certification as an Emergency Medical Technician.
2. Documentation of a minimum of 50 ambulance runs or successful completion of ambulance operations offered through paramedic custom training. This requirement must be met before the student will be allowed to register for spring semester.

## Student Background Studies

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

## Degrees and Diplomas

### Intensive Care Paramedic Technician

A.A.S. Degree

### Intensive Care Paramedic Technician

Diploma



*Diagnostics*

# Intensive Care Paramedic Technician

## A.A.S. Degree



Offered on North Mankato Campus

Admission Date: Fall Semester

### Intensive Care Paramedic Technician A.A.S. Degree (72 Credits)

AAS3311

#### REQUIRED TECHNICAL COURSES

	<b>48</b>
ICP1000 Introduction to Paramedicine	3
ICP1005 Anatomy and Physiology for EMS	3
ICP1010 EMS Skills	5
ICP1020 Pharmacology for EMS	3
ICP1040 Cardiac Care in EMS	4
ICP1050 Trauma Care	3
ICP1060 Pathophysiology in EMS	5
ICP2010 EMS Advanced Skills	5
ICP2030 Critical Care Clinical I	3
ICP2040 Critical Care Clinical II	3
ICP2050 Field Internship I	3
ICP2060 Field Internship II	3
ICP2070 Special Populations	5

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

#### REQUIRED LIBERAL ARTS & SCIENCES 20

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

#### ELECTIVE CREDITS

##### TECHNICAL COURSES 4

Choose from the following:

ICP2080 Paramedic Refresher	3
ICP2090 Hazardous Materials	1

Other courses accepted by approval of advisor.



Offered on North Mankato Campus

Admission Date: Fall Semester

## Intensive Care Paramedic Technician Diploma (58 Credits)

DIP3310

### REQUIRED TECHNICAL COURSES

	<b>48</b>
ICP1000 Introduction to Paramedicine	3
ICP1005 Anatomy and Physiology for EMS	3
ICP1010 EMS Skills	5
ICP1020 Pharmacology for EMS	3
ICP1040 Cardiac Care in EMS	4
ICP1050 Trauma Care	3
ICP1060 Pathophysiology in EMS	5
ICP2010 EMS Advanced Skills	5
ICP2030 Critical Care Clinical I	3
ICP2040 Critical Care Clinical II	3
ICP2050 Field Internship I	3
ICP2060 Field Internship II	3
ICP2070 Special Populations	5

### REQUIRED LIBERAL ARTS & SCIENCES **6**

### ELECTIVE CREDITS


#### TECHNICAL COURSES **4**

Choose from the following:

ICP2080 Paramedic Refresher	3
ICP2090 Hazardous Materials	1

Other courses accepted by approval of advisor.

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

### Mission of Liberal Arts & Sciences

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

### Philosophy of Liberal Arts & Sciences

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

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

*Program:* Liberal Arts & Sciences program offerings at SCC are regularly reviewed and challenged for relevance and validity. We believe that the Liberal Arts & Sciences program provides essential life skills, prepares 4-year bound students for transfer, and enhances technical education by exposing students to a broader perspective beyond their core field of study. Liberal Arts & Sciences at SCC is designed to “impart common knowledge, intellectual concepts, and attitudes that every educated person should possess” (NCA Handbook of Accreditation, Second Edition, 1997, p. 23).

### Values of Liberal Arts & Sciences

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

### Minnesota Transfer Curriculum (MNTC)

Most courses designated Liberal Arts & Sciences at SCC develop the competencies of the Minnesota Transfer Curriculum. The goal of the Minnesota Transfer Curriculum is to develop student competencies in ten goal areas.

A course may satisfy more than one goal area, but credit for the course may only be counted once. Liberal Arts & Sciences courses are listed with the particular Minnesota Transfer Curriculum category or categories they satisfy. Students participating in Liberal Arts & Sciences use computers, libraries, media, and appropriate technologies and information resources. Competency development is also reinforced in the technical courses and in activities such as student organization projects, community events, and service learning. Students should consult with their advisors prior to registration for Liberal Arts & Sciences courses to be sure they are in compliance with their program plan.

## Degree

### Liberal Arts & Sciences

A.A. Degree



## Program Goals and Student Competencies

### Goal Area 1: Communications

**Goal:** To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities for interpersonal communication, public speaking, and discussion.

**Student competencies:** Students will be able to

- Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- Select appropriate communication choices for specific audiences.
- Construct logical and coherent arguments.
- Use authority, point-of-view, and individual voice and style in their writing and speaking.
- Employ syntax and usage appropriate to academic disciplines and the professional world.

### Goal Area 2: Critical Thinking

**Goal:** To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

**Student competencies:** Students will be able to

- Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
- Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.
- Analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.
- Recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

### Goal Area 3: Natural Sciences

**Goals:** To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students should be encouraged to study both the biological and physical sciences.

**Student competencies:** Students will be able to

- Demonstrate understanding of scientific theories.
- Formulate and test hypotheses by performing laboratory, simulation, or field experiments in at least two of the natural science disciplines. One of these experimental components should develop, in greater depth, students' laboratory experience in the collection of data, its statistical and graphical analysis, and an appreciation of its sources of error and uncertainty.
- Communicate their experimental findings, analyses, and interpretations both orally and in writing.
- Evaluate societal issues from a natural science perspective, ask questions about the evidence presented, and make informed judgments about science-related topics and policies.



## Goal Area 4: Mathematical/Logical Reasoning

**Goal:** To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning. Students will learn to apply mathematics, logic, and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

**Student competencies:** Students will be able to

- Illustrate historical and contemporary applications of mathematics/logical systems.
- Clearly express mathematical/logical ideas in writing.
- Explain what constitutes a valid mathematical/logical argument (proof).
- Apply higher-order problem-solving and/or modeling strategies.

## Goal Area 5: History & the Social & Behavioral Sciences

**Goal:** To increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

**Student competencies:** Students will be able to

- Employ the methods and data that historians and social and behavioral scientists use to investigate the human condition.
- Examine social institutions and processes across a range of historical periods and cultures.
- Use and critique alternative explanatory systems or theories.
- Develop and communicate alternative explanations or solutions for contemporary social issues



## Goal Area 6: The Humanities & Fine Arts

**Goal:** To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

**Student competencies:** Students will be able to

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Understand those works as expressions of individual and human values within an historical and social context.
- Respond critically to works in the arts and humanities.
- Engage in the creative process or interpretive performance.
- Articulate an informed personal reaction to works in the arts and humanities.



## Goal Area 7: Human Diversity

**Goal:** To increase students' understanding of individual and group differences (e.g. race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

**Student competencies:** Students will be able to

- Understand the development of and the changing meanings of group identities in the United States' history and culture.
- Demonstrate an awareness of the individual and institutional dynamics of unequal power relations between groups in contemporary society.
- Analyze their own attitudes, behaviors, concepts and beliefs regarding diversity, racism, and bigotry.
- Describe and discuss the experience and contributions (political, social, economic, etc.) of the many groups that shape American society and culture, in particular those groups that have suffered discrimination and exclusion.
- Demonstrate communication skills necessary for living and working effectively in a society with great population diversity.





## Goal Area 8: Global Perspective

Goal: To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

Student competencies: Students will be able to

- Describe and analyze political, economic, and cultural elements which influence relations of states and societies in their historical and contemporary dimensions.
- Demonstrate knowledge of cultural, social, religious and linguistic differences.
- Analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution.
- Understand the role of the world citizen and the responsibility world citizens share for their common global future.

## Goal Area 9: Ethical & Civic Responsibility

Goal: To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and other's positions, be part of the free exchange of ideas, and function as public-minded citizens.

Student competencies: Students will be able to:

- Examine, articulate, and apply their own ethical views.
- Understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues.
- Analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
- Recognize the diversity of political motivations and interests of others.
- Identify ways to exercise the rights and responsibilities of citizenship.



## Goal Area 10: People & the Environment

Goal: To improve students' understanding of today's complex environmental challenges. Students will examine the inter-relatedness of human society and the natural environment. Knowledge of both bio-physical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

Student competencies: Students will be able to:

- Explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems.
- Discern patterns and interrelationships of bio-physical and socio-cultural systems.
- Describe the basic institutional arrangements (social, legal, political, economic, religious) that are evolving to deal with environmental and natural resource challenges.
- Evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions. propose and assess
- Alternative solutions to environmental problems.
- Articulate and defend the actions they would take on various environmental issues.



## Basic Entrance Requirements

See the information in the *Becoming a Student* area of the Student Handbook at the front of this catalog regarding College Readiness for entrance into Liberal Arts & Sciences Courses.

Students earning an AAS degree must complete courses from at least 3 of the 10 goal areas of the Minnesota Transfer Curriculum. Students earning an AS degree must complete courses from at least 6 of the 10 goal areas of the Minnesota Transfer Curriculum. Students earning the AA degree must complete courses from all 10 goal areas of the Minnesota Transfer Curriculum as specified within SCC's Liberal Arts & Sciences Associate in Arts Degree.





### Degree Description

The Associate in Arts (AA) degree is awarded for successful completion of a 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

- At least 60 earned college-level credits (40 MNTC credits specified below and 20 additional credits; these 20 additional credits may consist of MNTC credits, Liberal Arts & Sciences elective credits, or up to 16 credits from any technical or applied college-level courses.)
- Cumulative GPA of 2.0
- Meet the college's residency requirement of having completed at least 16 South Central College Liberal Arts & Sciences credits

Offered on Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semesters

## Liberal Arts & Sciences A.A. Degree (60 Credits)

### REQUIRED LIBERAL ARTS & SCIENCES

**\*at least 40**

Students must complete courses from all 10 MNTC Goal Areas.  
Courses must be approved by advisor/faculty.

#### MNTC - Goal Area 1: Communications **7**

*ENGL100	Composition	4
ENGL210	Creative Writing (6)	4
ENGL240	Technical Communication	4
SPCH100	Interpersonal Communication	3
*SPCH110	Public Speaking	3
SPCH120	Small Group Communication (2)	3

#### MNTC - Goal Area 2: Critical Thinking **3**

\*Choose 1 course from the following

HUM100	Critical Thinking	3
PHIL130	Logic (4)	4
PHIL140	Science in Society (9)	3

#### Electives

HUM110	Introduction to Global Peace and Social Justice Issues (9)	3
MASS110	Introduction To Mass Communication (9)	4
PHIL100	Ethics in Society (9)	3
PHIL210	Environmental Ethics (10)	3
SPCH120	Small Group Communication (1)	3

### MNTC - Goal Area 3: Natural Sciences **7**

\*Choose 2 courses (1 course must have a lab)

BIOL100	Introduction to Biology (lab)	4
BIOL101	Introduction to Ecology (lab) (10)	4
BIOL106	Introduction to Cell Biology	3
BIOL220	Human Anatomy (lab)	4
BIOL230	Human Physiology (lab)	4
BIOL240	Pathophysiology (lab)	2
BIOL270	Microbiology (lab)	4
CHEM108	Introduction to Chemistry	4
FCS105	Nutrition and Healthy Living	3
GEOG100	Elements of Geography (10)	3
GEOG101	Introduction To Physical Geography (10)	3
PHYS101	Introductory Physics	3
PHYS211	Principles in Physics	4

\*Indicates requirement for Liberal Arts & Sciences A.A. Degree. Note: Some courses are dual assigned and may be counted for two areas. The dual MNTC Goal Area is indicated by a number in parentheses following the course title.

SCC Liberal Arts & Sciences Courses Satisfying the Minnesota Transfer Curriculum Continued on the next page.

### Liberal Arts & Sciences A.A. Degree (60 Credits)

Continued from previous page

AA2590/AA3590

#### **MNTC - Goal Area 4: Mathematical/Logical Reasoning 3-4**

*\*Choose 1 course*

MATH115	Concepts in Math	4
MATH120	College Algebra	4
MATH125	Trigonometry	3
MATH130	Pre-Calculus	4
MATH131	Calculus I	5
MATH132	Calculus II	5
MATH154	Elementary Statistics	4
MATH233	Multivariable Calculus	5
MATH240	Elementary Linear Algebra	4
PHIL130	Logic (2)	4

#### **MNTC - Goal Area 5: History & the Social & Behavioral Sciences 10-11**

*\*Part A. History: Choose 1 course*

HIST120	U.S. History I (7)	4
HIST121	U. S. History II (7)	4
HIST160	World History I (8)	4
HIST161	World History II (8)	4
HIST162	World History III (8)	4

*\*Part B. Psychology and Sociology: Choose 1 course*

PSYC100	Introduction to Psychology	4
PSYC110	Lifespan Psychology (7)	3
PSYC140	Psychology of Positive Adjustment (9)	4
PSYC210	Social Psychology (8)	4
PSYC220	Health Psychology	4
SOC101	Introduction to Sociology (8)	3

*\*Part C. Other Social and Behavior Sciences: Choose 1 course*

ANTH100	Introduction to Anthropology (8)	4
ECON110	Principles of Macroeconomics (8)	3
ECON120	Principles of Microeconomics (8)	3
ETHN100	American Racial Minorities (7)	3
GEOG103	Introductory Cultural Geography (7)	3
POL110	American Government (9)	3
SOC100	Family Personal Relations	3

#### **MNTC - Goal Area 6: The Humanities & Fine Arts 10**

*\*Part A. Literature: Choose 1 course*

ENGL110	Introduction to Literature	4
ENGL120	Human Diversity & Literature/Film (7)	4
ENGL130	World Literature/Film (8)	4
ENGL201	Special Topics in Literature & Film:	3

*\*Part B. Philosophy: Choose 1 course*

PHIL105	World Religions (8)	3
PHIL110	Philosophy and Popular Culture	3
PHIL220	Philosophy and the Just Society (9)	3

*\*Part C. Fine Arts: Choose 1 course*

ART100	Art Appreciation	3
ART110	Art Structure	3
ART120	Metal Art	3
ART130	Painting	3
ENGL210	Creative Writing (1)	4
HUM120	Introduction to Humanities	4
HUM160	Global Connections Travel Seminar I (8)	1
HUM250	Global Connections Travel Seminar II (8)	1-3
MUSC100	Music in the Global Culture (8)	3
MUSC141	Vocal Ensemble	3
THTR100	Introduction to Theater	3

*\*Indicates requirement for Liberal Arts & Sciences A.A. Degree. Note: Some courses are dual assigned and may be counted for two areas. The dual MNTC Goal Area is indicated by a number in parentheses following the course title.*

#### **MNTC - Goal Area 7: Human Diversity 3**

*\*Choose 1 course*

ENGL120	Human Diversity & Literature/Film (6)	4
ETHN100	American Racial Minorities (5)	3
GEOG103	Introductory Cultural Geography (5)	3
HIST120	U.S. History I (5)	4
HIST121	U. S. History II (5)	4
PSYC110	Lifespan Psychology (5)	3
SPCH130	Intercultural Communication (8)	3

#### **MNTC - Goal Area 8: Global Perspective 3-4**

*\*Choose 1 course*

ANTH100	Introduction to Anthropology (5)	4
ECON110	Principles of Macroeconomics (5)	3
ECON120	Principles of Microeconomics (5)	3
ENGL130	World Literature/Film (6)	4
HIST160	World History I (5)	4
HIST161	World History II (5)	4
HIST162	World History III (5)	4
HUM160	Global Connections Travel Seminar I (6)	1
HUM250	Global Connections Travel Seminar II (6)	1-3
MUSC100	Music in the Global Culture (6)	3
PHIL105	World Religions (6)	3
PSYC210	Social Psychology (5)	4
SOC101	Introduction to Sociology (5)	3
SPCH130	Intercultural Communication (7)	3

#### **MNTC - Goal Area 9: Ethical & Civic Responsibility 3-4**

*\*Choose 1 course*

HUM110	Introduction to Global Peace and Social Justice Issues (2)	3
MASS110	Introduction To Mass Communication (2)	4
POL110	American Government (5)	3
PHIL100	Ethics in Society (2)	3
PHIL140	Science in Society (2)	3
PHIL220	Philosophy and the Just Society (6)	3
PSYC140	Psychology of Positive Adjustment (5)	4

#### **MNTC - Goal Area 10: People & the Environment \*3**

*\*Choose 1 course*

BIOL101	Introduction to Ecology (3)	4
GEOG100	Elements of Geography (3)	3
GEOG101	Introduction To Physical Geography (3)	3
PHIL210	Environmental Ethics (2)	3

#### **ELECTIVE CREDITS 20**


##### **TECHNICAL COURSES up to 16**

##### **LIBERAL ARTS & SCIENCES 4-20**

*Choose from the following courses or any of the courses listed in the 10 MNTC goal areas above: Courses must be approved by advisor/faculty.*

MASS100	Introduction To Newspaper Writing	3
SPAN105	Elementary Spanish	4
SPAN110	Elementary Spanish II	4

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

Marketing is critical to the success of every organization, whether big or small, profit or non-profit, product or service oriented. To provide quality customer service, these organizations must identify and research target markets, determine customer needs, and establish how products and services can most efficiently be distributed, priced and promoted.

The Marketing Management major at South Central College offers an Associate of Applied Science (A.A.S.) degree, diploma or certificate option. Each course combines the principles of marketing in its four core course: Sales Management; Retail Management; Sales Force Automation; and Retail Operations.

Marketing is a vast field, training people for multitudes of professions. It is estimated that nearly one third of all Americans have marketing activities in their positions.

## Program Core Competencies

1. Manage human resources effectively
2. Perform merchandising operations
3. Apply business related technology
4. Develop and deliver professional presentations
5. Critical thinking/management decision making

## Degrees, Diplomas and Certificates

### Marketing Management

A.A.S. Degree

### Marketing Management

Diploma

### Marketing Management

Certificate



*Marketing Information  
Management and Research*





### Degree Description

The Associate of Applied Science Marketing program is designed to prepare individuals for employment in marketing, sales management, and retail management fields. Students will learn current practices and acquire knowledge in marketing fundamentals, management, sales, retail operations, managing human resources, sales force management, managing a sales business for profitability and new applications in the art of selling. Students are required to participate in a business and industry internship in positions including customer service, sales, retailing, marketing and advertising to reinforce newly acquired skills. In addition, the program requires Liberal Arts & Sciences courses designed to provide an understanding of the culture and environment in which we live. Advisors will work with students in developing a program of study, encouraging timely program completion. You can now earn your BAS Degree through Southwest Minnesota State University. After you complete your A.A.S. Degree in Marketing, you can transfer your program credits into a Bachelor of Applied Science Degree in Marketing. Courses are offered at South Central via ITV, and online. See an advisor for program requirements.

**Offered on North Mankato Campus**

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

## Marketing Management A.A.S. Degree (72 Credits)

AAS3272

### REQUIRED TECHNICAL COURSES

	<b>49</b>
MGT2800 Sales Management	3
MGT2810 Retail Management	3
MGT2820 Sales Force Automation	3
MGT2830 Retail Operations	3
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1817 Internship	3
MKT1820 Introduction to Business	3
MKT1830 Customer Service	3
MKT1840 Principles of Advertising	3
MKT1850 Professional Development I	1
MKT1900 Principles of Management	3
MKT1910 Entrepreneurship	3
MKT1920 Marketing Research	3
MKT1930 Human Resource Management	3
MKT1940 Leadership Strategies	3
MKT2817 Internship	3

### REQUIRED LIBERAL ARTS & SCIENCES

**18**  
To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information.

MNTC - Goal Area 1: Communications


ENGL100 Composition	4
SPCH110 Public Speaking	3

### ELECTIVE CREDITS

#### TECHNICAL COURSES

	<b>5</b>
<i>Choose from the following:</i>	
ACCT1810 Financial Accounting	4
ACCT1811 Managerial Accounting	4
ACCT1834 Computerized Accounting I	3
MKT1875 Internet Marketing	2
MKT2810 Consumer Behavior	3
MKT2827 Marketing Management Internship	1-3
OTEC2810 Computer Technology	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Diploma Description

The Marketing Management Diploma is designed to prepare individuals for employment in sales and marketing related positions requiring entry-level skills and knowledge necessary to perform typical job functions. Students seeking opportunities to upgrade present skills will also benefit from the diploma. Courses will cover the fundamentals of marketing, management, sales, retail operations, managing human resources, the art of selling and entrepreneurship. Business and industry internships are required, with positions concentrating in a variety of areas including sales, customer service, retailing, advertising and marketing. Liberal Arts & Sciences courses in public speaking and composition are required. Academic advisors will assist students in choosing additional coursework for the diploma.

## Offered on North Mankato Campus

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

## Marketing Management Diploma (59 Credits)

DIP3273

### REQUIRED TECHNICAL COURSES

	<b>49</b>
MGT2800 Sales Management	3
MGT2810 Retail Management	3
MGT2820 Sales Force Automation	3
MGT2830 Retail Operations	3
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1817 Internship	3
MKT1820 Introduction to Business	3
MKT1830 Customer Service	3
MKT1840 Principles of Advertising	3
MKT1850 Professional Development I	1
MKT1900 Principles of Management	3
MKT1910 Entrepreneurship	3
MKT1920 Marketing Research	3
MKT1930 Human Resource Management	3
MKT1940 Leadership Strategies	3
MKT2817 Internship	3

### REQUIRED LIBERAL ARTS & SCIENCES

	<b>7</b>
<i>MNTC - Goal Area 1: Communications</i>	
ENGL100 Composition	4
SPCH110 Public Speaking	3

### ELECTIVE CREDITS

#### TECHNICAL COURSES 3

*Choose from the following:*

MKT1875 Internet Marketing	2
MKT2810 Consumer Behavior	3
MKT2827 Marketing Management Internship	1-3
O TEC2810 Computer Technology	3

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Certificate Description

The Marketing Management Certificate is designed to provide skills for those students wishing to complete a compressed program of study with specific skills unique to their individual needs. With advisor approval, students will develop a program of study consisting of 18 credits of technical courses, 12 credits of core management courses. Students are encouraged to complete an internship, providing experience in the world of work.

**Offered on North Mankato Campus**

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

## Marketing Management Certificate (30 Credits)

CERT3274

### REQUIRED TECHNICAL COURSES

MGT2800	Sales Management	12
MGT2810	Retail Management	3
MGT2820	Sales Force Automation	3
MGT2830	Retail Operations	3


### ELECTIVE CREDITS

#### TECHNICAL COURSES

*Choose from the following:*

MKT1800	Introduction to Sales	3
MKT1810	Principles of Marketing	3
MKT1817	Internship	3
MKT1820	Introduction to Business	3
MKT1830	Customer Service	3
MKT1840	Principles of Advertising	3
MKT1850	Professional Development I	1
MKT1875	Internet Marketing	2
MKT1900	Principles of Management	3
MKT1910	Entrepreneurship	3
MKT1920	Marketing Research	3
MKT1930	Human Resource Management	3
MKT1940	Leadership Strategies	3
MKT2810	Consumer Behavior	3
MKT2817	Internship	3
MKT2827	Marketing Management Internship	1-3
OTEC2810	Computer Technology	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems. This program is designed for people who are interested in plant maintenance, set up, installation, and assembly. These jobs are found in medical, electronics, agriculture, biotechnology, and automotive industries.

## Program Core Competencies

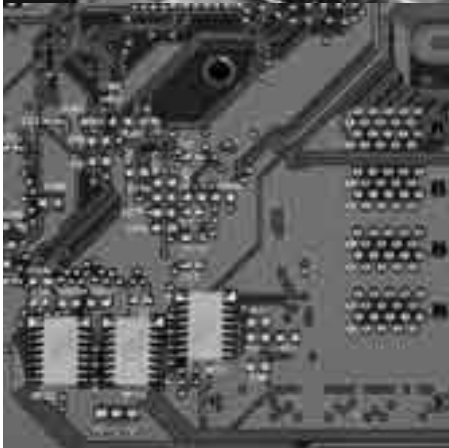
1. Demonstrate effective participation on a team.
2. Perform assembly, repair, operation and adjustment of manufacturing equipment.
3. Conduct trouble shooting of manufacturing equipment.
4. Diagnose and repair electromechanical systems.
5. Perform parts department operations including assembly, inventory, quality assurance, and testing.
6. Use test equipment.

## Degrees

**Mechatronics**  
A.A.S. Degree



*Engineering and Technology*





Offered on Faribault and North Mankato Campus

Admission Date: Fall Semester 2009

---

## Mechatronics A.A.S. Degree (71 Credits)

AAS2470/AAS3470

### TENTATIVE SEMESTER SCHEDULE OVERVIEW

#### SEMESTER 1

Principles of Engineering  
Electricity - Basic Devices and Circuits  
Computer Applications and Programming  
Concepts in Mathematics  
Composition

#### SEMESTER 2

Electronics/Digital Circuits and Applications  
Hydraulics/ Pneumatics  
Microprocessor Systems  
Micromechanical Measurement & Positioning  
(Machine Vision and Sensor Systems)  
Mechanical Systems  
Introduction to Physics

#### SEMESTER 3

Modeling and Simulation  
Programmable Logic Controllers  
Quality Concepts in Manufacturing  
Plant Economics  
Public Speaking  
Small Group Communication

#### SEMESTER 4

Senior Project  
Value Engineering  
Production Processes and Physical Layout  
Robotics  
Technical Communications



## Program Description

This program is designed to prepare an individual who is interested in working with physicians and other health care professionals in the many types of medical facilities to understand coding of diagnoses and procedures. Students will learn about reimbursement and compliance with government and third party payer rules. The student will become knowledgeable in the diagnostic and procedural coding systems, medical terminology, anatomy and physiology, medical office procedures, reimbursement guidelines, and medical documentation. The demand for skilled coders in the health care settings makes the opportunity for employment exceptional. The changes in reimbursement by governmental insurance plans and the many third party payers makes the demand for individuals who are knowledgeable in coding and compliance plans a valuable resource in clinics, physician offices, ambulatory surgery centers, hospitals, long-term care facilities, and other health care facilities. Successful completion of all required technical courses requires passing with a C/2.0 or above for progression in the program and graduation.

## Program Core Competencies

1. Utilize knowledge of medical terminology, anatomy/physiology and pathological conditions to coding of medical documents
2. Apply ICD-9-CM diagnostic coding classification and conventions to medical conditions and procedures
3. Review surgical procedures, consultations, and medical documentation and apply CPT coding guidelines for accurate reimbursement
4. Utilize third-party reimbursement processes and guidelines and the relationship to diagnostic procedural coding systems
5. Understand the confidentiality and legality of medical records and apply these standards to the various healthcare settings

## Diploma

### Medical Coding Specialist

Diploma



*Health Informatics*





Offered on Faribault and North Mankato Campus

Admission Date: Fall Semester

## Medical Coding Specialist Diploma (36 Credits)

DIP2241/DIP3257


### REQUIRED TECHNICAL COURSES

	<b>33</b>
HC1000 Medical Terminology	3
HC1001 Advanced Medical Terminology	3
HC1914 Anatomy & Physiology/Disease Conditions	4
HC1920 ICD-9-CM Coding I	3
HC1924 Anatomy & Physiology Disease Conditions II	4
HC1925 ICD-9-CM Coding II	3
HC1928 CPT Coding I	3
HC1930 ICD-9-CM Coding III - CPT Coding II	4
HC2930 Introduction to Health Care/Health Information	4
OTEC1001 Introduction to Computer Software	2

### REQUIRED LIBERAL ARTS & SCIENCES

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

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

A Medical Laboratory Technician performs routine clinical laboratory tests ranging from waived and point of care testing to complex testing that encompasses all major areas of the clinical laboratory.

These medical professionals assist the physician by providing invaluable information for the prevention, diagnosis, and treatment of disease through the performance and evaluation of scientific analysis of blood and other body fluids. They are dedicated and self-motivated to do their part in providing the highest quality patient care.

The goals of the program are to provide academic and clinical education for students to acquire the knowledge, skills, and attitudes necessary for the practice of medical laboratory technology. The program structure consists of a combination of classroom, laboratory, and clinical internship experience. Upon successful completion of the program the student earns an A.A.S. Degree

## Program Core Competencies

1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate multitasking skills where a wide variety of testing procedures are performed
4. Demonstrate standard quality assurance practices to ensure quality patient outcomes
5. Demonstrate proper procedures in maintenance, calibration, operation, and troubleshooting of laboratory analyzers and equipment
6. Correlate pathologic conditions and the laboratory's role in diagnosis and treatment

## Basic Entrance Requirements

Application to the Medical Laboratory Technician program requires a separate application process from admission to the college. Applicant must have completed or be in the process of completing the specified pre-major courses with a grade of "C" or higher. Applicant must maintain a GPA of 2.5 or higher in college level courses.

## Student Background Studies

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

## Degree

### Medical Laboratory Technician

A.A.S. Degree



*Diagnostic Services*



### Clinical Laboratory Sequence

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy.

**Offered on Faribault and North Mankato Campus**

**Admission Date: Fall Semester**

## Medical Laboratory Technician A.A.S. Degree (72 Credits)

AAS2301/AAS3309

### REQUIRED TECHNICAL COURSES

<b>50</b>	
MDLT1810	Laboratory Techniques and Orientation 3
MDLT1815	Hematology I 3
MDLT1820	Coagulation 2
MDLT1825	Urinalysis/Body Fluids 3
MDLT1830	Hematology II 3
MDLT1835	Immunology 2
MDLT2806	Immunochemistry I 2
MDLT2807	Immunochemistry II 2
MDLT2811	Microbiology I 3
MDLT2817	Chemistry I 4
MDLT2818	Chemistry II 3
MDLT2821	Microbiology II 3

#### Clinical Internship course sequence

MDLT2825	Clinical Practice & Orientation 1
MDLT2900	Clinical: Hematology 3
MDLT2901	Clinical: Chemistry 3
MDLT2907	Clinical: Urinalysis and Body Fluids 1
MDLT2903	Clinical: Immunochemistry 4
MDLT2904	Clinical: Immunology 1
MDLT2905	Clinical: Microbiology 3
MDLT2906	Clinical: Coagulation 1

### REQUIRED LIBERAL ARTS & SCIENCES

**19**  
To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

ENGL100	Composition 4
---------	---------------

SPCH100	Interpersonal Communication 3
	<i>or</i>
SPCH110	Public Speaking 3
	MNTC - Goal Area 3: Natural Sciences
BIOL220	Human Anatomy 4
CHEM108	Introduction to Chemistry 4
	MNTC - Goal Area 5: History & the Social & Behavioral Sciences
PSYC100	Introduction to Psychology 4

### OTHER REQUIRED COURSES

<b>3</b>	
<i>Applicant must have completed or be in the process of completing the following pre-major courses with a grade of "C" or higher.</i>	
*Community CPR (Infant, Child, Adult)	
HLTH1000	Medical Terminology 1
OTEC1001	Introduction to Computer Software 2

**\*Community CPR to be completed through the students place of employment or through their community.**

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

This program is designed for students who are interested in working in a medical facility and enjoy transcribing medical dictation and reports. The student must be proficient in keyboarding, word processing, grammar and sentence structure, medical terminology, and basic medical science. There is a demand for skilled medical transcriptionists throughout the health care industry. The opportunity to work in many health care settings and even at home is appealing to many who are presently working in the field. The increased technology in the computerization of medical records, digital dictation systems, and the voice recognition processes makes the demand for skilled professionals even greater. Physicians and other health care professionals rely upon the expertise of medical transcriptionists to transform the spoken word into comprehensive medical documentation that accurately reflects patient office visits, consultations, surgical procedures, and hospitalizations. Employment opportunities would include clinics, hospitals, long-term care facilities, chiropractic clinics, and other health care related facilities. Successful completion of all required technical courses requires passing with a C/2.0 or above for progression in the program and graduation.



## Program Core Competencies

1. Apply knowledge of medical terminology to documents and dictations to be transcribed
2. Apply knowledge of anatomy and physiology and the relationship to disease pathology to physician dictation and transcribed documents
3. Utilize skills in word processing, keyboarding, and grammatical sentence structure for transcription of medical documents
4. Apply skills developed in medical transcription techniques for completion of various documents transcribed and filed in the patients medical records
5. Apply standards to the various healthcare settings demonstrating confidentiality and legality of medical records



## Diploma

### Medical Transcription Specialist

Diploma



*Health Informatics*





Offered on Faribault and North Mankato Campus


Admission Date: Fall Semester

### Medical Transcription Specialist Diploma (32 Credits)

DIP2240/DIP3258

<b>REQUIRED TECHNICAL COURSES</b>	<b>29</b>
HC1000 Medical Terminology	3
HC1001 Advanced Medical Terminology	3
HC1900 Medical Transcription I	3
HC1914 Anatomy & Physiology Disease Conditions	4
HC2900 Medical Transcription II	3
HC2930 Introduction to Health Care/Health Information	4
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1875 Word Processing Concepts & Applications: Core	3
<b>REQUIRED LIBERAL ARTS &amp; SCIENCES</b>	<b>3</b>
<i>MNTC - Goal Area 1: Communications</i>	
SPCH100 Interpersonal Communication	3
<b>ELECTIVE CREDITS</b>	
<b>LIBERAL ARTS &amp; SCIENCES</b>	
<i>Recommended:</i>	
<i>MNTC - Goal Area 1: Communications</i>	
SPCH110 Public Speaking	3
SPCH120 Small Group Communication	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

SCC's Nursing Programs will prepare the student to become a practical and/or registered nurse to serve as a valuable member of a healthcare team.

Students in the nursing program take liberal arts and science courses and nursing theory courses. In addition, clinical courses are required off campus under the guidance and supervision of SCC nursing faculty in a variety of health care agencies in south central Minnesota. SCC's experienced instructors are committed to providing a high-quality educational experience.

Since it is vital to maintain high healthcare standards in all healthcare facilities, students must adhere to health policies and meet specific criteria to enter the program. Once notified of acceptance to the program, students must submit a completed health examination form, documentation of current immunization status, and be certified in CPR before attending clinical experiences in health care settings. The student is responsible for ensuring initial compliance with and renewal/updating of health care information on file. Failure to maintain compliance may result in inability to progress in the nursing program.

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

The nursing programs are approved by Minnesota State Colleges and Universities and the Minnesota Board of Nursing.

## Admission Dates

### Practical Nursing Diploma and PN to ADN Nursing Mobility Option

Application to the nursing program is a separate process from admission to the college. The nursing application window is open yearly from January 1 through February 15. Students are notified by late April of their acceptance or denial to the program for the following academic year. Refer to Nursing Program Admission Criteria found in the student nursing handbook at [www.southcentral.edu/programs/nurs](http://www.southcentral.edu/programs/nurs)

## Program Course, Diploma and Degrees

### Basic Nursing 101

4 Credits

### Practical Nursing

Diploma

### PN to ADN Mobility Option

A.S. Degree



*Therapeutic Services*



## Description

The Nursing Assistant-Home Health Aide Program prepares individuals to work in hospitals, nursing homes, and home care settings. This course is a prerequisite for the PN diploma program. Students learn to safely assist clients with basic physical and emotional needs.

This program is not eligible for federal student aid.

## Basic Entrance Requirements

1. Complete the college application process
2. Register for course HCTC1886
3. Present and maintain stable physical and mental health
4. Participate in a background study. Minnesota law requires a background study on any person who provides services that involve direct contact with clients at a health care facility licensed by the Minnesota Department of Health. An individual that is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted for clinical placement in a Minnesota licensed health care facility. Inability to qualify for a clinical placement required by the academic program could result in ineligibility to qualify for a diploma/degree in that program.
5. Provide documentation of a negative mantoux with in the past 3 months. In the event of a positive mantoux, the student will be required to provide documentation of a negative chest Xray. (This is mandated by the state for anyone providing cares in a long term care facility).

## Offered on Faribault and North Mankato Campus

**Admission Dates: Each Semester (Faribault Campus)  
Monthly (North Mankato Campus)**

## Basic Nursing (4 Credits)

### HCTC1886 Basic Nursing 101 (CNA)

4

This course meets federal and state criteria for eligibility to take the state test to become a NAR, HHA, as well as the requirements for Basic Nursing 101, a prerequisite for the Practical Nursing Program. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide. (Prerequisites: None)





## Diploma Description

SCC offers a 36 credit Practical Nursing Diploma. Students will be taught to collect data related to client physical and mental functioning, administer prescribed medications, demonstrate effective therapeutic communication, provide thorough reporting and recording, prioritize and care for multiple clients with a variety of disorders, perform technical nursing skills and understand the importance of maintaining confidentiality.

After completion of the 36 credits of the Nursing Program, students are qualified to receive the Practical Nursing Diploma and are eligible to take the PN NCLEX examination.

Upon successful completion of the PN Diploma Program, students may choose to enter into semesters 3 and 4 of the PN to ADN Mobility program to receive the Associate of Science in Nursing Degree.

## Diploma Core Competencies

1. Communicate effectively using therapeutic communication techniques
2. Conduct observations of clients while providing physical and psychosocial nursing care.
3. Demonstrate competence of nursing skills while caring for clients.
4. Accurately perform mathematical calculations to administer medications safely within scope of nursing practice.
5. Provide thorough reporting and recording of healthcare information to assist in continuity of care for clients.
6. Demonstrate the ability to prioritize and care for multiple clients with a variety of disorders under the direct supervision of the registered nurse.

## Basic Entrance Requirements

1. College ready based on scores from Accuplacer in math, reading and sentence skills. If score is less than 77.5 in Reading, less than 85.5 in Sentence Skills, or less than 75.5 in Elementary Algebra the student is required to take college readiness courses.
2. Successful completion of Basic Nursing 101 course or evidence of current certified Nursing Assistant (SCC offers HCTC1886).
3. Transcript verifying college-level chemistry completed with a grade of C or better (SCC offers CHEM108).
4. College "nursing" Liberal Arts and Sciences GPA of 2.7 or higher.

See the **Nursing Handbook** for further nursing program details:  
[www.southcentral.edu/programs/nurs](http://www.southcentral.edu/programs/nurs)

**Offered on Faribault and North Mankato Campus**

## Practical Nursing Diploma (36 Credits)

DIP2302/DIP3304

### REQUIRED TECHNICAL COURSES

NURS1000	Foundations of Nursing	25
NURS1050	Clinical Foundation	3
NURS1075	Nursing Interventions	4
NURS1200	Medication Administration I	2
NURS1250	Medication Administration II	1
NURS1300	Application of Nursing	1
NURS1350	Clinical Application	5
NURS1400	Family Nursing	5
NURS1600	Psychosocial Nursing	2
NURS1650	Nursing Practicum	1

### REQUIRED LIBERAL ARTS & SCIENCES

<i>Courses must be approved by advisor/faculty.</i>		11
<i>MNTC - Goal Area 1: Communications</i>		
ENGL100	Composition	4
<i>MNTC - Goal Area 3: Natural Sciences</i>		
BIOL220	Human Anatomy	4
<i>MNTC - Goal Area 5: History &amp; the Social &amp; Behavioral Sciences</i>		
PSYC110	Lifespan Psychology	3

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### **Degree Description**

Students who have earned a PN Diploma or who are licensed as a Practical Nurse may apply to the PN to ADN Mobility Option to earn an A.S. Degree in Nursing upon completion of the transition course and the required 37 credits from semesters 3 and 4 of the Nursing Program. Students will be granted 24 credits or advanced standing for their PN Diploma. At the completion of the A.S. Degree, students are eligible to take the NCLEX examination for Registered Nursing.

Students studying to obtain an A.S. Degree in Nursing will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform a holistic assessment, assess the strengths and resources of clients and families, coordinate care for clients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently.

For students wishing to complete the program on a part-time basis, it is recommended they take as many of the required liberal arts and science courses as possible before beginning the program (during their “pre-nursing” time).

Students that earn an Associate of Science Degree may transfer credits to a four-year institution to work towards a Bachelor’s Degree in Nursing. Students will be required to take additional liberal arts and science courses, and should visit with whichever institution they wish to transfer to for further information.

### **Degree Core Competencies**

1. Develop professional behaviors appropriate to the Associate Degree Registered Nurse.
2. Utilize therapeutic communication techniques with clients, support person/s, and members of the health care team.
3. Demonstrate the ability to apply critical thinking by making clinical judgments to ensure safe client care.
4. Demonstrate holistic comprehensive assessment skills.
5. Demonstrate competence in application of the nursing process to clients with multiple needs.
6. Teach the client and support person/s the information and skills needed to achieve client outcomes.
7. Collaborate with the client/significant support person/s and members of the healthcare team to evaluate progress toward achievement of outcomes.
8. Coordinate and manage care for clients and support person/s.
9. Accurately perform mathematical calculations and administer medications safely within the scope of nursing practice.

**Continued on the next page**



Continued from the previous page

### Basic Entrance Requirements

1. Practical Nursing Diploma.
2. Transcript verifying college level courses with a grade of C (2.0) or better in the following courses (or transferable equivalent):  
Composition, Chemistry, Human Anatomy, and Lifespan Psychology.
5. College "nursing" Liberal Arts and Sciences GPA of 2.7 or higher.

See the **Nursing Handbook** for further nursing program details:  
[www.southcentral.edu/programs/nurs](http://www.southcentral.edu/programs/nurs)

**Offered on Faribault and North Mankato Campus**

## Nursing Mobility Option A.S. Degree (73 Credits)

AS2316/AS3323

### REQUIRED TECHNICAL COURSES

*NURS1900	Nursing Role Transition	19
NURS2000	Integration of Nursing	1
NURS2010	Health Assessment	4
NURS2050	Clinical Integration	2
NURS2100	Synthesis of Nursing	4
NURS2150	Clinical Synthesis	4

### REQUIRED LIBERAL ARTS & SCIENCES 30

To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

*ENGL100	Composition	4
SPCH100	Interpersonal Communication	3

MNTC - Goal Area 2: Critical Thinking

PHIL100	Ethics in Society	3
---------	-------------------	---

MNTC - Goal Area 3: Natural Sciences

*BIOL220	Human Anatomy	4
BIOL230	Human Physiology	4
BIOL240	Pathophysiology	2
BIOL270	Microbiology	4
FCS105	Nutrition and Healthy Living	3

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

*PSYC110	Lifespan Psychology	3
----------	---------------------	---

**\*Course required prior to beginning other required technical courses**

### OTHER REQUIRED COURSES 24

**Advanced Standing** awarded to students demonstrating completion of Diploma in Practical Nursing. See the degree description on the previous page for more information

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

The Office Technology Program prepares students for employment as Administrative Assistants, Legal Administrative Assistants, and/or Office Systems Specialists. Students find learning convenient through a variety of face-to-face and online courses taught by South Central College's knowledgeable and experienced faculty. Office Technology graduates locate career opportunities in a variety of fields, such as engineering, agriculture, education, government, manufacturing, banking, law-related offices, and medical facilities. South Central College's graduates are hired because of their excellent computer application skills, professionalism, customer relations, and communication skills.

## Program Core Competencies

1. Input data with speed and accuracy at industry standard
2. Apply knowledge of application software and files management
3. Demonstrate oral and written business communications
4. Demonstrate professional office etiquette
5. Apply office organization principles

## Basic Entrance Requirements

Students must either currently have or attain the skills in the following courses: Introduction to Computer Software (OTEC1001) and Basic Keyboarding (OTEC1790)

## Degrees, Diplomas and Certificate

### Administrative Management

A.S. Degree

### Administrative Assistant

A.A.S. Degree

### Legal Administrative Assistant

A.A.S. Degree

### Office Systems Specialist

A.A.S. Degree

### Administrative Assistant

Diploma

### Legal Administrative Assistant

Diploma

### Receptionist

Certificate



*Administrative and Information Support*



*Legal Services  
Legal Administrative Assistant*



### Degree Description

The 60-credit Associate of Science degree in Administrative Management is designed for full articulation/transfer to the 120-credit Bachelor of Science degree in Business Education (Teaching) through the College of Education at Winona State University. Courses are offered online as well as face-to-face on the respective campuses and the Rochester Center for Education. Please contact SCC faculty for a complete articulation/transfer program plan.

This Associate of Science degree also allows students to prepare for employment as an Administrative Manager in an office.

**Offered on Faribault and North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Administrative Management A.S. Degree (60 Credits)

*Pending MnSCU Approval*

### REQUIRED TECHNICAL COURSES

	<b>30</b>
ACCT1810 Financial Accounting	4
MKT1810 Principles of Marketing	3
MKT1820 Introduction to Business	3
OTEC1790 Basic Keyboarding	2
OTEC1825 Office Financial Applications I	3
OTEC 1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications: Core	3
OTEC 2820 Business Communications	3
OTEC 2860 Office Management	3
OTEC 2870 Information Resource Management	3

### REQUIRED LIBERAL ARTS & SCIENCES

**30**  
To complete an A.S. Degree, students must complete courses from 6 of the 10 MNTC Goal Areas. See pgs. 156-161 for more information.

#### MNTC - Goal Area 1: Communications

ENGL100 Composition	4
SPCH100 Interpersonal Communication	3
SPCH110 Public Speaking	3

#### MNTC - Goal Area 2: Critical Thinking

PHIL100 Ethics in Society	3
---------------------------	---

#### MNTC - Goal Area 3: Natural Sciences

FCS105 Nutrition and Healthy Living	3
-------------------------------------	---

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

MATH115 Math Concepts	4
or	
MATH120 College Algebra	4
or	
MATH130 Pre-Calculus	4

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

ECON110 Principles of Macroeconomics	3
or	
ECON120 Principles of Microeconomics	3

#### MNTC - Goal Area 6: The Humanities & Fine Arts

ART110 Art Structure	3
or	
THTR100 Introduction to Theatre	3
ENGL110 Introduction to Literature	4

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.



This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### Degree Description

This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. Other responsibilities may include the following: perform research, supervise or train others, take minutes at meetings, purchase equipment and supplies, and present data. After completion of this program, students will be proficient with oral and written communications, as well as decision-making and problem-solving skills.

**Offered on Faribault and North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Administrative Assistant A.A.S. Degree (68 Credits)

AAS2235/AAS3260

### REQUIRED TECHNICAL COURSES

	<b>51</b>
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2800 Keyboarding II	3
OTEC2810 Computer Technology	3
OTEC2812 Office Procedures	3
OTEC2815 Employment Portfolio	3
OTEC2820 Business Communications	3
OTEC2830 Desktop Publishing	3
OTEC2835 Office Financial Applications II	3
OTEC2850 Integrated Information Systems	3
OTEC2855 Internship	3
OTEC2860 Office Management	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3

### REQUIRED LIBERAL ARTS & SCIENCES

	<b>6</b>
<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.</i>	
<i>MNTC - Goal Area 1: Communications</i>	
SPCH110 Public Speaking	3
or	
SPCH120 Small Group Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>	
PHIL100 Ethics in Society	3

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES **11**

*Courses must be approved by advisor/faculty.*

*Recommended:*

*MNTC - Goal Area 1: Communications*

ENGL100 Composition 4

SPCH100 Interpersonal Communication 3

*MNTC - Goal Area 3: Natural Sciences*

FCS105 Nutrition and Healthy Living 3

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

MATH115 Math Concepts 4

MATH120 College Algebra 4

MATH130 Pre-Calculus 4

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

ECON110 Principles of Macroeconomics 3

ECON120 Principles of Microeconomics 3


*MNTC - Goal Area 6: The Humanities & Fine Arts*

ART110 Art Structure 3

THTR100 Introduction to Theatre 3

ENGL110 Introduction to Literature 4

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Legal Administrative Assistant

## A.A.S. Degree



### Degree Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal administrative assistant drafts documents, gathers information relevant to the client's case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. There are 12 credits of legal courses in this major. These 12 credits are offered online. Many of the non-legal courses are also offered online. The difference between a legal administrative assistant degree and a legal administrative assistant diploma is that the degree has 16 credits of Liberal Arts & Sciences.

### Degree Core Competencies

1. Create basic legal documents
2. Proofread and revise legal documents

**Offered on Faribault and North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Legal Administrative Assistant A.A.S. Degree (67 Credits)

AAS2249/AAS3223

### REQUIRED TECHNICAL COURSES

OTEC1725	Transactional Law	51	3
OTEC1730	Civil Procedures	3	3
OTEC1800	Keyboarding I	3	3
OTEC1820	Business English	3	3
OTEC1825	Office Financial Applications I	3	3
OTEC1840	Business Presentations	3	3
OTEC1875	Word Processing Concepts & Applications:Core	3	3
OTEC2735	Family Law/Criminal Law	3	3
OTEC2740	Legal Proofreading and Editing	3	3
OTEC2800	Keyboarding II	3	3
OTEC2810	Computer Technology	3	3
OTEC2812	Office Procedures	3	3
OTEC2815	Employment Portfolio	3	3
OTEC2820	Business Communications	3	3
OTEC2850	Integrated Information Systems	3	3
OTEC2870	Information Resource Management	3	3
OTEC2875	Word Processing Concepts & Applications:Expert	3	3

### REQUIRED LIBERAL ARTS & SCIENCES

<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.</i>		6
<i>MNTC - Goal Area 1: Communications</i>		
SPCH110	Public Speaking	3
	or	
SPCH120	Small Group Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>		
PHIL100	Ethics in Society	3

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES 10

*Courses must be approved by advisor/faculty.*

*Recommended:*

*MNTC - Goal Area 1: Communications*

ENGL100 Composition 4

SPCH100 Interpersonal Communication 3

*MNTC - Goal Area 3: Natural Sciences*

FCS105 Nutrition and Healthy Living 3

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

MATH115 Math Concepts 4

MATH120 College Algebra 4

MATH130 Pre-Calculus 4

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

ECON110 Principles of Macroeconomics 3

ECON120 Principles of Microeconomics 3

*MNTC - Goal Area 6: The Humanities & Fine Arts*

ART110 Art Structure 3


THTR100 Introduction to Theatre 3

ENGL110 Introduction to Literature 4

### OTHER COURSES (OPTIONAL)

OTEC2855 Internship 0-3  
1-3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### Degree Description

This program is designed to prepare the students for employment with a focus toward information processing from the support perspective. Applied skills are developed in personal computer software usage, electronic mail, network and media management, applications support, systems administration tasks, personal computer maintenance, Internet, multimedia and emerging software technologies.

### Degree Core Competencies

1. Demonstrate support of hardware and software applications
2. Create and maintain web documents

### Basic Entrance Requirements

Student must have completed Keyboarding I (OTEC1800)

**Offered on Faribault and North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Office Systems Specialist A.A.S. Degree (67 Credits)

AAS2238/AAS3224

### REQUIRED TECHNICAL COURSES

<b>50</b>	
COMP1110	Integrated Software Applications II 2
COMP1200	PC Hardware and Software Essentials 4
COMP1220	Hardware Maintenance (PC) 2
COMP1400	Web I 3
COMP1500	Networking Essentials (Basic) 2
COMP2115	Advanced Software Applications 1
OTEC1820	Business English 3
OTEC1825	Office Financial Applications I 3
OTEC1840	Business Presentations 3
OTEC1875	Word Processing Concepts & Applications:Core 3
OTEC2810	Computer Technology 3
OTEC2815	Employment Portfolio 3
OTEC2820	Business Communications 3
OTEC2830	Desktop Publishing 3
OTEC2845	Multimedia Web Technology 3
OTEC2860	Office Management 3
OTEC2870	Information Resource Management 3
OTEC2875	Word Processing Concepts & Applications:Expert 3

### REQUIRED LIBERAL ARTS & SCIENCES

**6**  
To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

MNTC - Goal Area 1: Communications

SPCH110	Public Speaking 3
or	
SPCH120	Small Group Communication 3

MNTC - Goal Area 2: Critical Thinking

PHIL100	Ethics in Society 3
---------	---------------------

### ELECTIVE CREDITS

#### LIBERAL ARTS & SCIENCES

**11**

*Courses must be approved by advisor/faculty.*

*Recommended:*

MNTC - Goal Area 1: Communications

ENGL100	Composition 4
---------	---------------

SPCH100	Interpersonal Communication 3
---------	-------------------------------

MNTC - Goal Area 3: Natural Sciences

FCS105	Nutrition and Healthy Living 3
--------	--------------------------------

MNTC - Goal Area 4: Mathematical/Logical Reasoning

MATH115	Math Concepts 4
---------	-----------------

MATH120	College Algebra 4
---------	-------------------

MATH130	Pre-Calculus 4
---------	----------------

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

ECON110	Principles of Macroeconomics 3
---------	--------------------------------

ECON120	Principles of Microeconomics 3
---------	--------------------------------


MNTC - Goal Area 6: The Humanities & Fine Arts

ART110	Art Structure 3
--------	-----------------

THTR100	Introduction to Theatre 3
---------	---------------------------

ENGL110	Introduction to Literature 4
---------	------------------------------

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Administrative Assistant Diploma



## Degree Description

This program is designed to prepare students for employment as administrative assistants. Administrative assistants perform a variety of tasks, which may include the following: learn and use various computer applications, prepare and edit business documents, file, manage records, use electronic calendars, handle telephone calls, schedule meetings, make travel arrangements, greet visitors, and process mail. After completion of this program, students will be proficient with oral and written communications, as well as decision-making and problem-solving skills.

**Offered on Faribault and North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Administrative Assistant Diploma (54 Credits)

DIP2234/DIP3240

### REQUIRED TECHNICAL COURSES

	<b>48</b>
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2800 Keyboarding II	3
OTEC2810 Computer Technology	3
OTEC2812 Office Procedures	3
OTEC2815 Employment Portfolio	3
OTEC2820 Business Communications	3
OTEC2830 Desktop Publishing	3
OTEC2835 Office Financial Applications II	3
OTEC2850 Integrated Information Systems	3
OTEC2855 Internship	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3

### REQUIRED LIBERAL ARTS & SCIENCES

	<b>6</b>
<i>To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.</i>	
<i>MNTC - Goal Area 1: Communications</i>	
SPCH110 Public Speaking	3
<i>or</i>	
SPCH120 Small Group Communication	3
<i>MNTC - Goal Area 2: Critical Thinking</i>	
PHIL100 Ethics in Society	3

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



### Degree Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal administrative assistant drafts documents, gathers information relevant to the client's case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. There are 12 credits of legal courses in this major. These 12 credits are offered online. Many of the non-legal courses are also offered online. The difference between a legal administrative assistant degree and a legal administrative assistant diploma is that the degree has 16 credits of Liberal Arts & Sciences.

### Degree Core Competencies

1. Create basic legal documents
2. Proofread and revise legal documents

**Offered on Faribault and North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**

## Legal Administrative Assistant Diploma (57 Credits)

DIP2250/DIP3220

### REQUIRED TECHNICAL COURSES

	<b>51</b>
OTEC1725 Transactional Law	3
OTEC1730 Civil Procedures	3
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1825 Office Financial Applications I	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2735 Family Law/Criminal Law	3
OTEC2740 Legal Proofreading and Editing	3
OTEC2800 Keyboarding II	3
OTEC2810 Computer Technology	3
OTEC2812 Office Procedures	3
OTEC2815 Employment Portfolio	3
OTEC2820 Business Communications	3
OTEC2850 Integrated Information Systems	3
OTEC2870 Information Resource Management	3
OTEC2875 Word Processing Concepts & Applications:Expert	3

### REQUIRED LIBERAL ARTS & SCIENCES

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

### OTHER COURSES (OPTIONAL)

	<b>0-3</b>
OTEC2855 Internship	1-3

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

# Receptionist Certificate



## Degree Description

This program is designed to prepare students for employment as a receptionist. Because receptionists answer questions from the public and provide information about the organization, they need to develop strong interpersonal and communication skills. Besides traditional tasks like answering telephones, routing calls, and greeting visitors, receptionists may serve a security function by monitoring the access of visitors. They may also perform duties such as opening and sorting mail, updating appointment calendars, and doing simple recordkeeping, word processing, and filing.

**Offered on Faribault and North Mankato Campus**

**Admission Dates: Fall and Spring Semesters**


## Receptionist Certificate (24 Credits)

CERT2203/CERT3262

### REQUIRED TECHNICAL COURSES

	<b>24</b>
OTEC1800 Keyboarding I	3
OTEC1820 Business English	3
OTEC1840 Business Presentations	3
OTEC1875 Word Processing Concepts & Applications:Core	3
OTEC2800 Keyboarding II	3
OTEC2810 Computer Technology	3
OTEC2812 Office Procedures	3
OTEC2820 Business Communications	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

The goals of the Phlebotomy program are to provide academic and clinical education for capable individuals to acquire the knowledge, skills and attitudes necessary for becoming a specialist in obtaining blood specimens by venipuncture and microtechniques, for the purpose of laboratory analysis. A phlebotomist must have knowledge of the healthcare system, the anatomy and physiology related to laboratory testing and phlebotomy, the collection and transport requirements for tests performed in all areas of the laboratory, documentation and patient records, and the interpersonal skills needed to provide quality patient care.

## Program Core Competencies

1. Demonstrate standard safety practices designed for the medical laboratory professions
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques
3. Demonstrate standard quality assurance practices to ensure quality patient outcomes



## Basic Requirements

CPR Certification (Adult, Child, and Infant)

## Student Background Studies

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

## Certificates

**Phlebotomy**  
Certificate



*Diagnostics*



# Phlebotomy

## Certificate



Offered on Faribault Campus

Admission Date: Fall Semester

## Phlebotomy Certificate (16 Credits)

CERT2306

REQUIRED TECHNICAL COURSES		16
HLTH1000	Medical Terminology	1
MDLT1810	Laboratory Techniques and Orientation	3
OTEC1001	Introduction to Computer Software	2
PHLE1000	Anatomy & Physiology	2
PHLE1100	Legal/Ethical Issues for Phlebotomists	1
PHLE1200	Multiskilling For Phlebotomists	2
PHLE1300	Internship	5

**Course Descriptions**

See pages 202-250 to find course descriptions for the courses listed above.

**ONLINE Options**

This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

There currently is a great demand for food service workers at all skill levels. Special opportunities exist for those individuals that possess knowledge specific to the food service industry, coupled with management training. South Central College, together with restaurant owners and managers throughout the region, have partnered to design this Restaurant Management degree. It blends curriculum from SCC's Hotel, Restaurant and Institutional Cooking program along with a variety of management courses from our Marketing Education Department to create an industry-designed program that offers its graduates some great employment possibilities.

The Restaurant Management program is essentially "business management" with a dynamic emphasis on food production and customer service. A core class will be taught by a variety of industry experts that have years of restaurant managerial experience to share with the class. The core curriculum will include: budget development, security issues, cash register control, sales productivity, vendor relations, legal issues, scheduling, franchising and variety of restaurant management specific topics.

Scholarships and industry internships are available to qualifying students.

Students can choose the 60-credit Diploma option or the 72-credit Associate of Applied Science degree option. The A.A.S. degree has a Liberal Arts & Sciences component of 18 credits.

*Employment Opportunities* - There is tremendous upward mobility for graduates that possess management and interpersonal skills along with knowledge of the food service industry. Opportunities for employment exist in restaurants, bars, supper clubs, fast-food establishments, hotels, hospitals, and schools. Advancement within this growing field offers numerous local opportunities in addition to employment opportunities nationwide to graduates of this Restaurant Management major.



## Program Core Competencies

1. Conduct safe and sanitary food preparation.
2. Operate, clean and assemble commercial kitchen and baking equipment.
3. Demonstrate proficiency in basic cooking skills.
4. Calculate food costs and determine menu selling prices.
5. Demonstrate knowledge of the storeroom cycle of purchasing receiving, storage and issuance.
6. Relate effectively with external and internal customers.
7. Interpret Market information.
8. Exhibit leadership characteristics.
9. Apply the four P's in marketing.
10. Practice current business operations techniques.
11. Manage time and self effectively.
12. Manage human and financial resources effectively.
13. Perform merchandising operations.

## Degrees and Diplomas

Restaurant Management  
A.A.S. Degree

Restaurant Management  
Diploma



*Restaurant and Food/Beverage Services*

# Restaurant Management

## A.A.S. Degree



Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters


## Restaurant Management A.A.S. Degree (72 Credits)

AAS3238

### REQUIRED TECHNICAL COURSES

	<b>54</b>
CART1800 Introduction to Food Service	2
CART1803 Food and Beverage Control	1
HRIC2871 Purchasing and Receiving	2
HLTH1950 CPR	1
MKT1800 Introduction to Sales	3
MKT1810 Principles of Marketing	3
MKT1817 Internship	3
MKT1820 Introduction to Business	3
MKT1830 Customer Service	3
MKT1840 Principles of Advertising	3
MKT1850 Professional Development I	1
MKT1900 Principles of Management	3
MKT1910 Entrepreneurship	3
MKT1920 Marketing Research	3
MKT1930 Human Resource Management	3
MKT1940 Leadership Strategies	3
MKT2817 Internship	3
MKT2827 Marketing Management Internship	3
QFPR1840 Basic Cooking Principles	3
QFPR1880 Quality Assurance	2
RSTM2819 Restaurant Management	3


**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.


**ONLINE Options** This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)

### REQUIRED LIBERAL ARTS & SCIENCES 18

To complete an A.A.S. Degree, students must complete 15 MNTC credits from 3 of the 10 MNTC Goal Areas (combination of required and recommended). See pgs. 156-161 for more information. Courses must be approved by advisor/faculty.

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



Offered on North Mankato Campus

Admission Dates: Fall, Spring, and Summer Semesters

## Restaurant Management Diploma (60 Credits)

DIP3237

### REQUIRED TECHNICAL COURSES

CART1800	Introduction to Food Service	51	2
CART1803	Food and Beverage Control	1	1
HRIC2871	Purchasing and Receiving	2	2
HLTH1950	CPR	1	1
MKT1800	Introduction to Sales	3	3
MKT1810	Principles of Marketing	3	3
MKT1817	Internship	3	3
MKT1820	Introduction to Business	3	3
MKT1830	Customer Service	3	3
MKT1840	Principles of Advertising	3	3
MKT1850	Professional Development I	1	1
MKT1900	Principles of Management	3	3
MKT1910	Entrepreneurship	3	3
MKT1920	Marketing Research	3	3
MKT1930	Human Resource Management	3	3
MKT1940	Leadership Strategies	3	3
MKT2827	Marketing Management Internship	4	1-3
QFPR1840	Basic Cooking Principles	3	3
QFPR1880	Quality Assurance	2	2
RSTM2819	Restaurant Management	3	3

### REQUIRED LIBERAL ARTS & SCIENCES


<i>MNTC - Goal Area 1: Communications</i>		6	
SPCH100	Interpersonal Communication	3	3

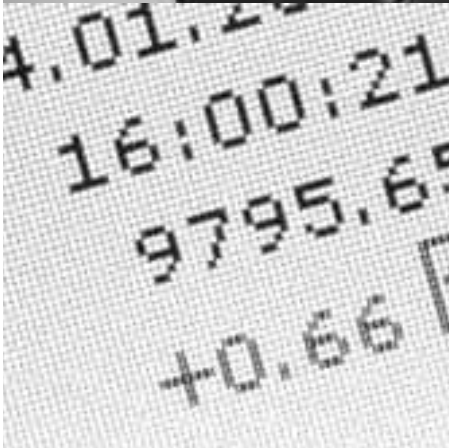
### ELECTIVE CREDITS

#### TECHNICAL COURSES

<i>Choose from the following:</i>		3
MGT2810	Retail Management	3
MGT2820	Sales Force Automation	3
MGT2830	Retail Operations	3

 See pages 202-250 to find course descriptions for the courses listed above.

 This program has an online option for one or more of its courses. Contact Advisor for online option availability. For more information visit [online.southcentral.edu](http://online.southcentral.edu)



## Program Description

Students in the Small Business Management Program must be actively engaged in the ownership, management or operation of a small business, or the start-up of a business. The purpose of the program is to develop the owner and/or manager's ability to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial management, and human resources management. This is a part-time program with evening classes and at-the-business educational training.

This program is eligible for state grant funding only.

## Office Locations and Phone Numbers

Faribault.....507-332-5843 or 1-800-422-0391

Mankato.....507-389-7323 or 1-800-722-9359

## Program Core Competencies

1. Establish business goals
2. Utilize appropriate business records
3. Utilize business plans for the functional areas of their business
4. Manage business resources effectively

## Diplomas and Certificates

### Small Business Management

Diploma

### Financial Management

Certificate

### Human Resources

Certificate

### Marketing

Certificate

### Record Keeping

Certificate

### Small Business Management

Certificate



*Marketing Information  
Management and Research*



## Diploma Description

The SBM diploma provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, recordkeeping, financial analysis, marketing and personnel management through the required classes. Additionally, elective classes allow the business owner or manager to focus on specific areas they feel are most important to their business.

**Offered on both Faribault and North Mankato Campus**

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

## Small Business Management Diploma (39 Credits)

DIP2109/DIP3121

### REQUIRED TECHNICAL COURSES

	<b>21</b>
SBMT1110 SBM Organizational Planning	2
SBMT1120 SBM Business Systems	3
SBMT1210 SBM Financial Systems	3
SBMT1220 SBM Financial Management	3
SBMT1230 SBM Financial Analysis	3
SBMT1310 SBM Marketing Systems	2
SBMT1320 SBM Marketing Management	2
SBMT1410 SBM Personnel Systems	3

### ELECTIVE CREDITS

#### TECHNICAL COURSES

Choose from the following:

#### Record Keeping

	<b>18</b>
SBMT2130 SBM Record Keeping	3
SBMT2131 SBM Asset & Inventory Management	2
SBMT2132 SBM A/R & A/P Management	2
SBMT2133 SBM Reconciliation & Closing Accounts	2
SBMT2134 SBM Payroll Systems	3
SBMT2135 SBM Payroll Reports	2
SBMT2136 SBM Year End Closing	1

#### Financial Management

SBMT2240 SBM Organizational Structure	1
SBMT2241 SBM Financial & Tax Planning	2
SBMT2242 SBM Risk Management	1
SBMT2243 SBM Cost Analysis	2
SBMT2244 SBM Pro-Forma Financial Statements	2

#### Marketing

SBMT2330 SBM Sales & Marketing Analysis	2
SBMT2331 SBM Marketing Research	1
SBMT2332 SBM e-Business Sales	2
SBMT2333 SBM Customer Information Systems	1
SBMT2334 SBM Customer Service	2

#### Personnel Management

SBMT2420 SBM Supervisory Skills 1	2
SBMT2421 SBM Supervisory Skills 2	2
SBMT2422 SBM Employee Compensation	2

#### Management Skills

SBMT2531 SBM Business Communications	1
SBMT2532 SBM Business Math	1
SBMT2533 SBM Time Management Skills	1
SBMT2534 SBM Stress Management Skills	1

#### Business Computerization

SBMT2610 SBM Computerization-Accounting	3
SBMT2611 SBM Computerization-Sales & Marketing	3
SBMT2612 SBM Computerization-Human Resources	3

#### Special Topics

SBMT2700 SBM Going Into Business	3
SBMT2900 SBM Special Projects	1-3

Course Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

# Small Business Management Financial Management Certificate



## Certificate Description

The SBM Financial Management certificate provides a focus on financial management skills needed by the small business owner or manager. Required classes cover the basics of small business management and financial management. Electives allow the business owner or manager to focus on areas of specific need or interest.

**Offered on both Faribault and North Mankato Campus**

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

## Financial Management Certificate (14 Credits)

CERT2142/CERT3142

<b>REQUIRED TECHNICAL COURSES</b>		<b>14</b>
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1220	SBM Financial Management	3
SBMT1230	SBM Financial Analysis	3

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



## Certificate Description

The SBM Human Resources certificate provides a focus on HR skills needed by the small business owner or manager. Required classes cover the basics of small business management and personal or human resources management. Electives allow the business owner or manager to focus on areas of specific need or interest.

**Offered on both Faribault and North Mankato Campus**

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

## Human Resources Certificate (12 Credits)

CERT2140/CERT3140

<b>REQUIRED TECHNICAL COURSES</b>	<b>8</b>
SBMT1110 SBM Organizational Planning	2
SBMT1120 SBM Business Systems	3
SBMT1410 SBM Personnel Systems	3
<b>ELECTIVE CREDITS</b>	
<b>TECHNICAL COURSES</b>	<b>4</b>
<i>Choose from the following:</i>	
SBMT2420 SBM Supervisory Skills 1	2
SBMT2421 SBM Supervisory Skills 2	2
SBMT2422 SBM Employee Compensation	2

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

# Small Business Management Marketing Certificate



## Certificate Description

The SBM Human Resources certificate provides a focus on marketing skills needed by the small business owner or manager. Required classes cover the basics of small business management and marketing. Electives allow the business owner or manager to focus on areas of specific need or interest.

**Offered on both Faribault and North Mankato Campus**

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

## Marketing Certificate (14 Credits)

CERT2141/CERT3141

### REQUIRED TECHNICAL COURSES

SBMT1110	SBM Organizational Planning	9
SBMT1120	SBM Business Systems	2
SBMT1310	SBM Marketing Systems	3
SBMT1320	SBM Marketing Management	2

### ELECTIVE CREDITS

#### TECHNICAL COURSES

5

*Choose from the following:*

SBMT2330	SBM Sales & Marketing Analysis	2
SBMT2331	SBM Marketing Research	1
SBMT2332	SBM e-Business Sales	2
SBMT2333	SBM Customer Information Systems	1
SBMT2334	SBM Customer Service	2

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.



### Certificate Description

The SBM Record Keeping certificate provides a focus on record keeping skills needed by the small business owner or manager. Required classes cover the basics of small business management and record keeping. Electives allow the business owner or manager to focus on areas of specific need or interest.

**Offered on both Faribault and North Mankato Campus**

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

## Record Keeping Certificate (18 Credits)

CERT2143/CERT3143

### REQUIRED TECHNICAL COURSES 11

SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1230	SBM Financial Analysis	3

### ELECTIVE CREDITS 7

#### TECHNICAL COURSES

*Choose from the following:*

SBMT2130	SBM Record Keeping	3
SBMT2131	SBM Asset & Inventory Management	2
SBMT2132	SBM A/R & A/P Management	2
SBMT2133	SBM Reconciliation & Closing Accounts	2
SBMT2134	SBM Payroll Systems	3
SBMT2135	SBM Payroll Reports	2
SBMT2136	SBM Year End Closing	1

**Course Descriptions** See pages 202-250 to find course descriptions for the courses listed above.

# Small Business Management Certificate



## Certificate Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, recordkeeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

**Offered on both Faribault and North Mankato Campus**

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

## Small Business Management Certificate (21 Credits)

CERT2144/CERT3144

<b>REQUIRED TECHNICAL COURSES</b>		<b>21</b>
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1220	SBM Financial Management	3
SBMT1230	SBM Financial Analysis	3
SBMT1310	SBM Marketing Systems	2
SBMT1320	SBM Marketing Management	2
SBMT1410	SBM Personnel Systems	3

Course  
Descriptions

See pages 202-250 to find course descriptions for the courses listed above.

*Customized Training identifies and assesses individual or organizational needs by designing outcome-based education, coaching or consulting services to increase employee performance.*

Focus on developing and enhancing personal and professional skills needed in today's ever-changing environment is essential. South Central College is committed to supporting your education and training needs by providing a wide range of learning solutions, designed to build critical skills and close gaps in knowledge. We strategically partner with companies and agencies to help them become more innovative, more productive and thus more profitable through the investment in training, education and employee development.

The process begins with listening and analyzing, and continues through program design, development and implementation. Our experienced content experts work with you to create cost-effective, results-oriented plans aligned with your organizational goals, or collaborate with you to deliver components of your established plan.

SCC offers affordable, innovative and custom-designed training programs that:

- Upgrade the skills of new and existing employees
- Provide professional development opportunities
- Assist individuals transition to new jobs and positions
- Train workers in new and emerging fields
- Deliver strategic business consulting solutions

SCC offers training courses for credit or hour-based classes. Classes can be delivered on-site at your location, online or at one of our two convenient locations. We meet your busy schedules by providing training at the times that are most convenient to you.

Discover how South Central College can assist your business or agency to grow and stay competitive, so that your organization's investment truly increases productivity and supports employees as they pursue their career and employment goals.



**Faribault Campus**  
1225 Third Street SW  
Faribault, MN 55021  
507.332.5800  
800.422.0391  
FAX 507.332.5888

**North Mankato Campus**  
1920 Lee Boulevard  
North Mankato, MN 56003  
507.389.7200  
800.722.9359  
FAX 507.388.9951



A MEMBER OF THE MINNESOTA STATE COLLEGES  
AND UNIVERSITIES SYSTEM

An Affirmative Action Equal  
Opportunity Employer/Educator.  
SCC Has ADA Accessible Facilities.

**[www.training.southcentral.edu](http://www.training.southcentral.edu)**

**INNOVATIVE • CUSTOMER FOCUSED • SOLUTIONS**

# customized training and education



## BUSINESS/INDUSTRY

### Business Development

- Team Leadership
- Management Development
- Human Resources
- Language Training/Workplace Spanish
- Business and Employability Skills

### Quality and Continuous Improvement

- APICS
- EPA Section 608
- ISO
- LEAN
- ASQ
- Six Sigma

### Manufacturing/Industrial

- Welding/Machining
- Power Transmission
- Pneumatics
- Hydraulics
- Electronics
- Electrical Code
- Steam Engineering (Boiler)
- Power Limited Technician
- Blue Print Reading

### Computer/Online

- Software Training
- Graphic Design and Desktop Publishing
- Web Development/Design
- Data and Information Management
- Project Management
- ProEngineering
- AutoCAD
- Mastercam
- Ed2go
- ToolingU



## INDUSTRY AND CONSTRUCTION SAFETY

### OSHA Safety and Health

- Onsite Safety Management
- Hazmat/Hazardous Waste Training
- OSHA Training Institute Courses
- Safety and Health Audits
- Safety and Health Training
- Mobile Training - Confined Space and Grain Bin Rescue
- Mobile Training - Excavation, Trenching and Soil Mechanics
- Mobile Crane Operator Certification
- Environmental Management

### MSHA

- Safety and Health Audits
- Annual Refresher Training
- Experienced Miner Training
- New Miner Training

### Physical and Mechanical Lifting

- PowerLift®
- Forklift
- Aerial Lift

### Electrical Safety and Noise Monitoring

- Electrical Safe Work Practices
- Electrical Safety
- Noise Monitoring-Hearing Conservation
- Lock-Out/Tag-Out

**[www.training.southcentral.edu](http://www.training.southcentral.edu)**

INNOVATIVE • CUSTOMER FOCUSED • SOLUTIONS

# customized training and education



## HEALTHCARE

### Advanced Medical Services/Paramedic

- Advanced Cardiac Life Support
- Pre-Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Introduction to EKGs
- Introduction to IVs
- EMS Haz-Mat Operational Level

### Emergency Medical Services

- CPR
- EMT Initial and Refresher
- First Responder Initial and Refresher
- OSHA Emergency Care/First Aid
- Special EMS Topics for Continuing Education

### Healthcare Simulation

- Responsive, Interactive Patient Simulators
- Clinical Simulation Experiences in a Risk-free Environment
- Build Practitioner and Team Confidence and Competence
- Evaluate Team Performance and Clinical Systems

### Health & Nursing

- Nursing Continuing Education
- LPN/RN Nurse Refresher
- Nursing Assistant/Home Health Aide
- ReCHEC
- Community Health Care Worker
- Trained Medication Aide (TMA)



## PUBLIC SAFETY

### Law Enforcement

- Law Enforcement Continuing Education
- Part-Time Peace Officer Program
- Custody Officer/Detention Facility
- 911 Dispatcher/Communications Center
- Emergency Vehicle Operations and Pursuit Driving
- Emergency Preparedness
- Security Officer

### Fire and Rescue

- Fire and Rescue Training
- Mobile Unit Training: Trench Rescue, Confined Space, Ventilation, RIT, and Grain Bin Rescue
- Industrial Fire Brigade
- Commercial Vehicle Inspection - Recertification

### Motor Vehicles

- Motorcycle Safety Training
- Transport Services Defensive Driving
- Fleet Safety Defensive Driving



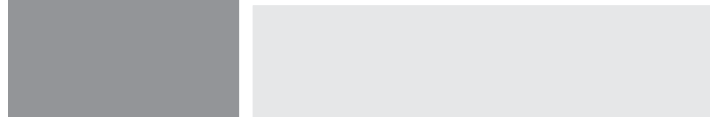
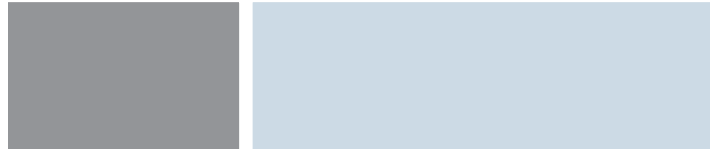
## SERVICE OCCUPATIONS

- ServSafe Food Manager Certification
- Certified Dietary Manager
- School Food Service
- Balancing Work and Family
- Child Development

[www.training.southcentral.edu](http://www.training.southcentral.edu)

INNOVATIVE • CUSTOMER FOCUSED • SOLUTIONS

# Course Descriptions





# Course Descriptions Table of Contents

ABCT Auto Body and Collision Technology . . . . .	204	HC Health Core. . . . .	230-231
ACCT Accounting . . . . .	204-205	HCTC Health Core/CNA . . . . .	231
AGBS Agribusiness. . . . .	205-206	HEMS Emergency Medical Services . . . . .	231-232
AGCH Ag Chemical Applicator Technician . . . . .	206	HIST History - Liberal Arts & Sciences . . . . .	232
AGEC Agricultural Economics . . . . .	206	HLTH Health . . . . .	232
AGME Ag Business Mechanics . . . . .	206-208	HRIC Culinary Arts . . . . .	2232-233
AGRI Ag Business Equipment . . . . .	208	HUM Humanities - Liberal Arts & Sciences. . . . .	233
ANSC Animal Science . . . . .	208	HVAC Heating, Ventilation and Air Conditioning/Refrigeration. . . . .	233-235
ANTH Anthropology - Liberal Arts & Sciences. . . . .	208	ICP Intensive Care Paramedic . . . . .	235
ARCH Architectural Drafting . . . . .	208-210	MASS Mass Communication - Liberal Arts & Sciences . . . . .	236
ART Art - Liberal Arts & Sciences . . . . .	210	MATH Math - College Readiness . . . . .	236
ART Commercial and Technical Art. . . . .	210-211	MATH Math - Liberal Arts & Sciences. . . . .	236-237
AST Automotive Service Technician . . . . .	211-212	MATH Math - Technical Foundations . . . . .	237
BIOL Biology - Liberal Arts & Sciences . . . . .	213	MDLT Medical Laboratory Technician. . . . .	237-239
CART Culinary Arts . . . . .	213	MEAG Ag Business . . . . .	239
CDCR Drafting Core. . . . .	213	MECHATRONICS . . . . .	239
CDEV Child Development . . . . .	213-214	MGT Marketing. . . . .	239
CFSU Construction Field Supervision. . . . .	215	MKT Marketing. . . . .	240
CHEM Chemistry - Liberal Arts & Sciences . . . . .	215	MUSC Music - Liberal Arts & Sciences . . . . .	240-241
CIM Computer Integrated Machining . . . . .	215-216	NURS Nursing . . . . .	241-242
CMTO Computerized Machining Technology . . . . .	216-217	OTEC Office Technology . . . . .	242-244
COMP Computer Careers . . . . .	218-222	PHIL Philosophy - Liberal Arts & Sciences. . . . .	244
CPCB Carpentry Cabinetmaking. . . . .	222	PHLE Phlebotomy . . . . .	244-245
CSS Community Social Service . . . . .	223	PHYS Physics - Liberal Arts & Sciences . . . . .	245
CTLS Civil Engineering Technology . . . . .	223-224	PLSC Agribusiness Production . . . . .	245
DA Dental Assisting . . . . .	224-225	POL Political Science - Liberal Arts & Sciences. . . . .	246
ECON Economics - Liberal Arts & Sciences . . . . .	225	PSYC Psychology - Liberal Arts & Sciences . . . . .	246
ENGL English - College Readiness . . . . .	225	QFPR Culinary Arts . . . . .	246
ENGL English - Liberal Arts & Sciences. . . . .	225-226	READ Reading - College Readiness. . . . .	247
ESOL English for Speakers of Other Languages. . . . .	226	RSTM Restaurant Management . . . . .	247
ETHN Ethnic Studies - Liberal Arts & Sciences . . . . .	226	SAFE Occupational Safety Management . . . . .	247
FBMA Farm Business Management . . . . .	226-227	SBMT Small Business Management. . . . .	247-249
FBMG Culinary Arts . . . . .	227	SGAG Ag Orientation . . . . .	249
FBMM Farm Business Management. . . . .	227-228	SOC Sociology - Liberal Arts & Sciences . . . . .	249
FBMT Farm Business Management. . . . .	228-229	SPAN Spanish - Liberal Arts & Sciences . . . . .	249
FCS Family and Consumer Science - Liberal Arts & Sciences. . . . .	229	SPCH Speech - Liberal Arts & Sciences. . . . .	249-250
GEOG Geography - Liberal Arts & Sciences . . . . .	229	SWPR Swine Production. . . . .	250
GP Graphics Production . . . . .	229-230	THTR Theater - Liberal Arts & Sciences. . . . .	250

Course Descriptions

## ABCT Auto Body and Collision Technology

### AUTO BODY COLLISION TECHNOLOGY FUNDAMENTALS

ABCT1800 1 credit (Lecture)

This course introduces students to the auto body industry, its careers, and work standards. Basic shop procedures are covered in the course and students gain insight to the equipment, personal health, safety, and special tools used in auto body repair.

### AUTO BODY LAB I

ABCT1801 4 credit (Lab)

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

### AUTO BODY LAB II

ABCT1802 4 credit (Lab)

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

### SHEET METAL I

ABCT1810 3 credit (Lec/Lab)

Students learn the characteristics of sheet metal repair processes in minor damage. Students practice sheet metal repair on panels or damage on vehicles. Students learn material product safety and safe use of body fillers.

### PRIMING AND REFINISH SYSTEM PREPARATION

ABCT1820 3 credit (Lec/Lab)

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

### AUTO COLLISION MECHANICAL I

ABCT1830 2 credit (Lec/Lab)

Principles of removing and replacing mechanical components in front and rear wheel drive vehicles as related to the auto body industry. The course includes environmental issues.

### TRIM, HARDWARE AND GLASS

ABCT1850 3 credit (Lec/Lab)

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

### AUTO BODY WELDING

ABCT1860 3 credit (Lec/Lab)

This course covers safety procedures, setup and operation of MIG and oxyacetylene welding equipment. Flat, vertical, horizontal and overhead positions on automotive sheet metal will be practiced. Oxyacetylene and plasma arc cutting processes are included.

### REFINISHING

ABCT1870 3 credit (Lec/Lab)

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

### SHEET METAL II

ABCT1880 3 credit (Lec/Lab)

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

### DAMAGE APPRAISAL AND SHOP MANAGEMENT

ABCT2800 3 credit (Lec/Lab)

This course includes identification and calculation of vehicle damage using manuals and computer assisted procedures. Shop management procedures will include inventory management, parts and repair ordering, customer relations, and communication skills.

### AUTO BODY LAB III

ABCT2803 4 credit (Lab)

This course will allow the students to develop and practice skills needed in the auto body industry through hands-on experience.

### AUTO BODY LAB IV

ABCT2804 4 credit (Lab)

This course will allow the student to develop and to practice skills needed in the auto body industry through hands-on experience.

### APPEARANCE MATCHING

ABCT2810 3 credit (Lec/Lab)

This course teaches students identification and correction of color match and appearance problems. The techniques of tinting, color correction, paint, and vehicle detailing will be covered.

### COMPOSITES

ABCT2820 2 credit (Lec/Lab)

This course teaches students identification and safe repair of interior and exterior automotive plastics including sheet molded compound and fiberglass.

### MEASURING AND PULLING SYSTEMS

ABCT2830 3 credit (Lec/Lab)

Students will use mechanical and computer assisted measuring systems to analyze and develop repair procedures on frame and unibody vehicles. Frame racks, bench, and floor pulling systems will be utilized to repair direct and indirect damage on open and closed panels.

### STRUCTURAL REPAIR

ABCT2850 3 credit (Lec/Lab)

This course covers replacement, sectioning procedures and corrosion protection of the frame, unibody, and structural members and components. Wheel alignment as it applies during structural repair will be covered.

### AUTO COLLISION MECHANICAL II

ABCT2870 3 credit (Lec/Lab)

This course teaches collision service techniques for chassis, electronic components, steering and suspension systems, antilock brake systems, air bags, and related vehicle safety systems.

Course Descriptions

## ACCT Accounting

### BUSINESS LAW

ACCT1800 3 credit ((Lecture))

This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include ethics, the court system, the legal system, contracts, negotiable instruments, agency and employment, bailments, business organizations, sales and insurance. (Prerequisites:None)

### FINANCIAL ACCOUNTING

ACCT1810 4 credit (Lecture)

This course covers the fundamental accounting concepts and principles which are used in a business environment. Topics include recording transactions related to internal control, receivables, short-term investments, inventories, plant and equipment, intangible assets, and long-term investments. (Prerequisites: None)

### MANAGERIAL ACCOUNTING

ACCT1811 4 credit (Lecture)

This course covers the accounting principles and concepts applicable to partnership and corporate organizations, accounting for current, contingent, and long-term liabilities, investments, cash flow statements, financial statement analysis, department and branch accounting, consolidated financial statements, plant assets, and intangible assets. Also considered are concepts applicable to analyzing financial statements, managerial and cost accounting principles, and budgeting. (Prerequisites: ACCT1810)

### PAYROLL ACCOUNTING

ACCT1814 2 credit (Lec/Lab)

This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earning records, and state and federal reports. (Prerequisites: ACCT1810 or simultaneous)

## COMPUTERIZED ACCOUNTING I

ACCT1834 3 credit (Lec/Lab)

This course is an introduction to the use of computers and related software used in the accounting function of the business environment. Topics include, but are not limited to general ledger accounting, payroll procedures, accounts receivable, and accounts payable. The student is also introduced to spreadsheet and database software and their interrelationship with a fully integrated accounting software program. Software for this program includes QuickBooks, Excel, and Access. (Prerequisites: ACCT1810 taken before or simultaneously and demonstrated competency in file management)

## COMPUTERIZED ACCOUNTING II

ACCT1835 3 credit (Lec/Lab)

This is the second of the two computerized accounting application series. Topics include, but are not limited to general ledger accounting, payroll procedures, accounts receivable, accounts payable, and job cost accounting. The student is also introduced to advanced functions of spreadsheet software and their interrelationship with a fully integrated accounting software program. Software for this program includes Peachtree and Excel Expert. (Prerequisites: ACCT1834)

## PROFESSIONAL ACCOUNTING CAREERS

ACCT1870 1 credit (Lecture)

This course covers specific topics relating to applying for accounting positions. Topics covered in this course are your appearance, networking tips, exploring different accounting careers, meeting your job's expectations, preparing resumes, and interviewing techniques. Each student is required to have one employment interview as part of this course. (Prerequisites: None)

## INTERMEDIATE ACCOUNTING I

ACCT2821 4 credit (Lecture)

This is the first of the two course intermediate accounting series. The content of this course covers the overview of the accounting process, the income statement, the balance sheet, the statement of cash flows, the time value of money, the various components of the balance sheet which includes cash, receivables, inventory, and fixed assets. (Prerequisites: ACCT1810 and ACCT1811 or equivalent as deemed by instructor)

## INTERMEDIATE ACCOUNTING II

ACCT2822 4 credit (Lecture)

This is the second of the two course intermediate accounting series. The content of this course covers short-term debt, long-term debt, stockholder's equity, investments, leases, earnings per share, reporting the impact of changing prices, financial statement analysis and other advanced accounting topics. (Prerequisites: ACCT2821 or equivalent).

## PRINCIPLES OF FINANCE

ACCT2827 3 credit (Lecture)

This course introduces the student to finance concepts for small to medium size businesses. Concepts covered in this course include financial markets, implication of interest rates to business, understanding of financial statements, risk versus return, use of debt financing, use of equity financing, capital budgeting concepts, cost of capital, determining the appropriate financing mix, forecasting techniques, working capital management, and liquid asset management. (Prerequisites: ACCT1810 & ACCT1811)

## FRAUD ACCOUNTING

ACCT2847 3 credit (Lecture)

This course the distinct information systems knowledge required by accountants, and it incorporates accurate and understandable material that addresses those specific needs. (Prerequisite: ACCT 1810)

## COST ACCOUNTING I

ACCT2861 4 credit (Lecture)

This course covers manufacturing accounting concepts. Cost concepts and behaviors will be analyzed while job order costing, process costing, accounting for materials, direct labor, and factory overhead will be covered. (Prerequisites: ACCT1810 and ACCT1811)

## COST ACCOUNTING II

ACCT2862 4 credit (Lecture)

This course is an extension of ACCT2861. This course covers budgeting, standard costing, direct costing, differential analysis, capital planning, transfer pricing, and decision making under uncertainty. (Prerequisites: ACCT2861 or equivalent)

## FUND/NONPROFIT ACCOUNTING

ACCT2863 3 credit (Lecture)

The purpose of this course is to assist students in gaining a knowledge of accounting and financial reporting currently recommended for state and local governmental entities, school districts, and other not-for-profit organizations. The course will assist the student in developing a knowledge of the accounting differences between governmental and not-for-profit entities and business enterprises. (Prerequisites: ACCT1810)

## INCOME TAX I

ACCT2864 4 credit (Lecture)

The purpose of this course is to expose students to an explanation of Federal and Minnesota individual income tax as it relates to the preparation of the required tax returns. Tax research is also examined in this course. Students will have hands-on experience in preparing Federal and Minnesota income tax returns. (Prerequisites: None)

## INCOME TAX II

ACCT2865 3 credit (Lecture)

This course provides an explanation and interpretation of the Internal Revenue Code as applied to sole proprietorships, partnerships, and corporate. Topics include business income, expenses, business tax credits, withholding and payment of established estate and trust tax issues, taxes, installment sales, and inventories. (Prerequisites: ACCT2864)

## ADVANCED/INTERNATIONAL ACCOUNTING

ACCT2875 3 credit (Lec/Lab)

This course will cover international accounting standards unique to seven (+) countries, a study on business cultural differences, and United States business consolidation procedures. (Prerequisites: ACCT2821 or concurrent)

Course  
Descriptions

## AGBS Agribusiness

### AGRICULTURAL SELLING SKILLS

AGBS1100 3 credit (Lec/Lab)

This course covers the basic and advanced principles and techniques used in selling agricultural merchandise and services. Agricultural Sales has taken on increased importance in recent years. The introduction of new products and services has magnified the need for technically competent knowledgeable sales personnel. Role-playing and advanced, in-depth sales presentations will be done in class. Students will also be required to make an industry visit and write appropriate letters. (Prerequisites: None)

### COMMERCIAL DRIVER'S LICENSE

AGBS2015 1 credit (Lecture)

This course covers the MN Department of Public Safety information relating to safe driving of commercial vehicles utilized in the agribusiness industry. Information concerning vehicle pre-trip inspection, air brakes, hazardous materials, endorsements, and safety information are covered. Testing information concerning the general knowledge test, air brakes test, hazardous materials test, and tanker test areas are also covered. (Prerequisites: None)

### AGRIBUSINESS FINANCIAL MANAGEMENT

AGBS2150 4 credit (Lec/Lab)

This course covers all major aspects of agribusiness financial management through extensive problem solving, financial analysis and financial planning. Students will describe and calculate sweet 16 ratios, business cash flows, inventory controls, budgeting and borrowing considerations of various types of agribusinesses. Comparative analysis of various agribusiness companies will be used to demonstrate the application of the process in contemporary firms using 2005, 2006 or 2007 annual business reports. Application of computerized programs relevant to agribusiness financial analysis will be practiced. (Prerequisite: AGEC 1100)

## INTERNATIONAL FIELD STUDIES SEMINAR

AGBS2990 3 credit (Lab)

This course covers an introduction to agricultural, food, and environmental systems in other countries of the world. The field study seminar consists of two major components: a series of pre-departure seminars and a two-week period within a host country. The field study will introduce students to the history, geography, cultures and socio-economic situations of the country they will visit. Students will also explore the agricultural, food and environmental system of another country.

Course Descriptions

## AGCH Ag Chemical Applicator Technician

## FERTILIZER INDUSTRY EQUIPMENT

AGCH1100 2 credit (Lec/Lab)

This course covers all fertilizer application methods. Equipment focus will include airflow, spinner, soilection, liquid application, and injection application systems. Knowledge of equipment, associated systems operation, and maintenance will be learned. Safe operation of this equipment will be emphasized. (Prerequisites: None)

## HERBICIDE INDUSTRY EQUIPMENT

AGCH1200 2 credit (Lec/Lab)

This course covers all herbicide application methods. Equipment will include terragator, rogator, operation and maintenance along with the associated systems. Safe operation of this equipment will be emphasized. Monitors, marking systems, controllers and hydraulic systems will be reviewed. Customer relations between the operator and farmer will be covered. Calculation of product applied and application record keeping is a part of the class. (Prerequisites: Instructor and Agribusiness operator prior approval and a signed agreement.)

Course Descriptions

## AGEC Agricultural Economics

## AGRICULTURAL ECONOMICS

AGEC1100 3 credit (Lec/Lab)

This course covers agriculture's economic dimensions and impact, economic principles, calculation of economic returns, and evaluation of economic alternatives. Capital use, cost appraisal, risk considerations under a variety of economic conditions, farm credit sources and creditor relationships will also be discussed. (Prerequisites: None)

## PRINCIPLES OF FARM RECORDS

AGEC1200 3 credit (Lec/Lab)

This course covers types of records, setup and use of a computerized record keeping software package, completion of a sample farm record problem with a computerized record program, a review of various recordkeeping systems, and selection and implementation of computerized record programs. Students will initiate records on a current farming operation. (Prerequisites: None)

## FARM BUSINESS PLANNING & ANALYSIS

AGEC2250 4 credit (Lec/Lab)

This course covers closeout and analysis of a farm accounting problem or the student's own farm business. Also covered will be various analysis techniques, a comparative analysis of all farm production, efficiency and financial factors and a review of current tax management factors. The course will review enterprise, whole farm business and personal expenses in South Central Minnesota region. The course will also cover cash flows, business plans and enterprise budgeting. This course will focus on financial management records and the analysis of each production component of the business. Students will use FinPack software to complete their analysis and to develop business plans for their future business goals. (Prerequisites: AGECEC 1200)

## MARKETING PRINCIPLES

AGEC2400 3 credit (Lecture)

This course covers futures market structure and function, futures commodity contract specifications, futures trading procedures, commodity futures trading strategies and introduction to commodity options. (Prerequisites: AGECEC 1100)

## COMMODITY MARKETING STRATEGIES

AGEC2450 2 credit (Lec/Lab)

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: AGECEC 1100, AGECEC 2400)

## AGRICULTURAL TRANSFER AND LAW

AGEC2500 2 credit (Lecture)

This course covers farm estate planning. Topics include federal and state estate tax laws and their impact, estate-planning options, will preparation, and the role of life insurance. Course includes sources of law, basic contract types and components, personal and real property features, land descriptions, legal fences, animal control legalities, water rights, liability responsibilities, and bankruptcy provisions. (Prerequisites: None)

## ALTERNATIVE AGRICULTURE

AGEC2600 2 credit (Lecture)

One of the changes taking place in agriculture is an increasing interest in the production of alternative crop and animal enterprises. This class will examine and evaluate those enterprises. A look at the profitability, marketing and risks of producing an alternative product as well as the resources and information available to assist in developing a plan to produce an alternative product. The opportunities to produce a value-added product will be studied. A close look will be taken at those organizations that provide assistance to producers as well as businesses currently raising and marketing alternative agriculture products. (Prerequisites: None)

Course Descriptions

## AGME Ag Business Mechanics

## OUTDOOR POWER EQUIPMENT

AGME1801 3 credit (Lec/Lab)

This course covers operational theory and service competencies necessary to service small four-stroke cycle engines, two-stroke cycle engines, lawn/garden equipment, and chain saws. Fuel systems, electrical systems, tune-up, drive train adjustment, and attachments are emphasized. (Prerequisites: None)

## EQUIPMENT ASSEMBLY, OPERATION, ADJUSTMENT AND RECONDITIONING I

AGME1812 2 credit (Lab)

This course covers basic tillage and planting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a checklist, uses a torque chart, learns the procedure for threading and taping, installs heli-coils and keenserts, sharpens drill bits, installs the hydraulic system, follows the hydraulic diagram, assembles machinery, touches up paint, and adjusts the equipment for field use. (Prerequisites: None)

## EQUIPMENT ASSEMBLY, OPERATION, ADJUSTMENT AND RECONDITIONING II

AGME1813 2 credit (Lec/Lab)

This course covers basic harvesting equipment. The student will learn all component parts and proper adjustment of units. Machine adjustment may be accomplished on demonstration units, operator manual examples, and actual equipment, or on field trips. In the machinery set-up and reconditioning portion the student identifies set-up and reconditioning procedures, follows the set-up and operator's manual, uses a checklist, uses a torque chart, learns the procedure for threading and taping, installs heli-coils and keenserts, sharpens drill bits, installs the hydraulic system, follows the hydraulic diagram, assembles machinery, touches up paint, and adjusts the equipment for field use. (Prerequisites: None)

## PRECISION MEASURING TOOLS

AGME1821 1 credit (Lecture)

This course covers using precision tools. The student will learn to use micrometers and vernier calipers (English and metric); torque wrenches; small hole and telescoping gauges; dial bore gauges; steel, iron, and wire gauges; feeler gauges; thread pitch gauges and plastigauges. Students will also learn compression testing (gas and diesel), cylinder leakage testing, and radiator cap, thermostat, and antifreeze testing. (Prerequisites: None)

## GAS/DIESEL ENGINE REPAIR I

AGME1822 3 credit (Lab)

This course covers overhauling an engine. Students will rebuild gas and diesel heads. Steps covered include grinding valves, seats, and rocker arms; replacing worn seats and guides; testing springs; and reassembling heads. In addition, students will perform tasks such as engine removal/replacement and disassembly/reassembly; sleeve removal/replacement; and crankshaft, camshaft, sleeve, piston, bearing, and rod measuring. The reassembled engine will be timed, adjusted, and tested on the dynamometer. (Prerequisites: AGME1821)

## ENGINE SUPPORT SYSTEMS AND LAB

AGME1823 3 credit (Lec/Lab)

This course covers cooling, lubrication, and intake/exhaust systems. The student will identify, troubleshoot, and repair each of the systems. The student will also become familiar with special tools necessary to service these systems. The laboratory portion of the class involves overhauling an engine and should be taken in conjunction with AGME1822. Students will increase their understanding and knowledge by applying the materials and procedures learned in Gas/Diesel Engine Repair I. (Prerequisite: AGME1821)

## TRACTOR POWER TRAINS

AGME1831 3 credit (Lec/Lab)

This course includes lecture instruction and laboratory experience in dry clutches, wet clutches, mechanical transmissions, power take-off units, final drives, differentials, brakes, and steering. (Prerequisites: None)

## TRACTOR ELECTRICAL SYSTEMS

AGME1861 3 credit (Lec/Lab)

This course covers the fundamentals of electricity and its application to farm equipment electrical systems. The content includes wiring diagrams, batteries, test equipment, charging systems, cranking systems, ignition systems, and diagnostic service procedures. (Prerequisites: None)

## PARTS DEPARTMENT OPERATION

AGME1881 1 credit (Lab)

This course covers the basics in the operation of an agricultural equipment dealership. The major emphasis is the parts department area. A total review of this department will be covered in class. (Prerequisite: None)

## HYDRAULIC THEORY

AGME1891 1 credit (Lab)

This course covers basic hydraulic systems used with modern agricultural equipment. This course will focus on the basic principles and the study of hydraulic components that make up the modern hydraulic systems. Students must read and sign the safety eyeglass form required by the state. (Prerequisite: None)

## GAS/DIESEL ENGINE REPAIR II

AGME1923 4 credit (Lab)

This course is designed to assist the students in building their understanding and application of materials and procedures learned in Gas/Diesel Engine Repair I, Mechanical Transmissions, Electrical Systems, and other mechanical courses. The students will repair customer units. The primary repair work will involve engine overhaul (gas and diesel), clutch, brake, and electrical repairs. Customer units must be completed by the end of the course. (Prerequisites: AGME1821, AGME1822, AGME1861)

## AG WELDING

AGME1930 2 credit (Lab)

This is an introduction to both electric arc and gas welding. Also included is a short section on the wire welding system. (Prerequisites: None)

## HYDRAULIC ASSIST/HYDROSTATIC TRANSMISSIONS

AGME2832 2 credit (Lab)

This course covers speed change, powershaft, and hydrostatic transmissions. The student identifies transmission operation, traces powerflow, and diagnoses problems. The student performs disassembly, repairing, reassembly, testing, and adjusting of various transmissions. The transmissions covered in the course include John Deere 8 and 16 speed, International Harvester TA, White 3 speed, Case RPS-34, Case-IH Magnum, and Sunstrand/Eaton hydrostatic. (Prerequisites: AGME1821, AGME1831)

## AIR CONDITIONING

AGME2841 1 credit (Lab)

This course covers the air conditioning system. The student will reclaim, evacuate, charge, test, and diagnose the air conditioning system. Refrigerant identification equipment will be utilized. Compressor seal and head gasket replacement is included. (Prerequisites: None)

## INTRODUCTION TO DIESEL

AGME2852 1 credit (Lab)

This course covers an introduction to the diesel system, components, operation, and servicing nozzles. The student will study construction and operation of nozzles, as well as test, clean, repair, adjust, and diagnose multi-orifice and pintle nozzles. (Prerequisites: None)

## DIESEL INJECTION (PUMPS)

AGME2853 3 credit (Lab)

This course covers the operation, disassembly, repair, and adjustment of injection pumps. Rotary injection pumps covered are the Roosa Master DB, DC, DM2, DM4, and DB2 diesel pumps, the CAV DPA diesel pump, the Robert Bosch VE diesel pump, and the United Technologies Model 100 diesel pump. The Robert Bosch PES inline injection pump with the RSV governor will be included. Students will identify pump operation and component parts; disassemble, repair, and adjust internal parts; reassemble the pump; and perform pump adjustments on the test bench. (Prerequisite: None)

## ADVANCED AGRICULTURAL ELECTRICAL/ELECTRONICS

AGME2863 2 credit (Lab)

This course covers review, troubleshooting, and diagnosis of charging and starting systems. Reading of schematics for all electrical areas are also included. Other areas covered are theory and operation of lighting, warning, accessory, cooling, steering, shifting, and hitch control circuits. Monitoring and control circuits found on planters and combines are included. G.P.S. systems will be touched on with equipment availability. (Prerequisites: AGME1861)

## AG TECH SEMINAR

AGME2882 1 credit (Lecture)

This course is designed to cover career opportunities, prospective placement, and current technical problems in the Agricultural Mechanics field. Time spent with topic areas may vary. (Prerequisites: None)

## HYDRAULIC THEORY AND DIAGNOSIS

AGME2892 4 credit (Lec/Lab)

This course covers the hydraulic systems found on most agricultural and industrial equipment. The hydraulic diagrams, pumps, open/closed/pfc systems, valve types, electric over hydraulics, and JIC diagrams are presented. The students will identify, test, diagnose, and repair hydraulic systems and components such as control valves, power steering, brakes, pumps, rockshafts, and motors. This course includes use of the flow rator, flow meter, and pressure gauges. (Prerequisites: AGME1891)

## AGRIBUSINESS SERVICE TECHNICIAN INTERNSHIP

AGME2940 11 credit Internship

This course is a cooperative work-study program between the South Central College Agribusiness Department Service Technician program and area dealerships or industry, which allows the student an employment-like work experience. Application of competencies gained from previous course work will be emphasized. Specific tasks to be accomplished by the student will be identified in an individualized student training plan. (Prerequisites: To be developed on an individual basis.)

## TRACTOR/EQUIPMENT REPAIR I

AGME2945 3 credit (Lab)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME1822, 1823, 1831, 1891, 1923)

## TRACTOR/EQUIPMENT REPAIR II

AGME2946 4 credit (Lab)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students perform repair services on customer tractors and school units. (Prerequisites: AGME2863, AGME2945)

## TRACTOR/EQUIPMENT DIAGNOSIS AND REPAIR

AGME2947 4 credit (Lab)

This course provides the student with tractor service shop experience in hydraulics, diesel fuel systems, electrical systems, power trains, air conditioning, and engines. Students will perform repair services on customer tractors and school units and will follow machine check sheet upon completion. (Prerequisites: AGME2863, AGME2945)

## LIVESTOCK LAB

ANSC1200 2 credit (Lec/Lab)

This course is designed to teach the fundamental principles of livestock genetics in a practical manner. The course deals with the physiology of reproduction and application of genetics for improvement of the livestock herd. Livestock selection materials and methods of live animal and carcass evaluation will be conducted. Subjective and objective evaluation methods and measurements will be included. (Prerequisites: None)

## DAIRY PRODUCTION MANAGEMENT

ANSC1205 3 credit (Lecture)

This course covers topics current to the dairy industry as a productive enterprise, including milk production and dairy-beef feedlot. Course enrollees will concentrate on current resources available to the industry via the Internet, guest speakers and dairy industry publications. (Prerequisites: None)

## CATTLE ARTIFICIAL INSEMINATION

ANSC1305 1 credit (Lab)

This course covers a study of the techniques and equipment necessary for the artificial insemination in cattle. Principles involved in heat selection, bull selection, semen collection and storage, semen evaluation, insemination, record keeping, mating appraisal, and cleanup procedures will all be addressed in this course. (Prerequisites: None)

## PRINCIPLES OF ANIMAL NUTRITION

ANSC2100 3 credit (Lecture)

This course provides basic information about the fundamentals of nutrition and the essential nutritional requirements of livestock. Units of instruction will include: nutrients and digestion, evaluating feedstuffs, characteristics of feedstuffs, processing techniques of various feeds, feed formulations, commercial feeds and feed additives. This course includes the discussion of the feeding practices of swine, cattle, poultry, and equine. (Prerequisites: None)

## RUMINANT AND NON-RUMINANT NUTRITION

ANSC2200 3 credit (Lec/Lab)

This course covers a practical approach to livestock nutrition. Rations will be balanced using National Research Council recommendations. The main emphasis will be on swine, dairy, and beef. Some time will be spent on sheep, poultry, and horses. Laboratory exercises will cover feeding trials and testing feeds for protein. (Prerequisites: ANSC2100)

Course Descriptions

### AGRI Ag Business Equipment

## EMPLOYER/EMPLOYEE ISSUES

AGRI1800 2 credit (Lecture)

This course covers the principles of supervision and being supervised as they relate to the goals of agriculture businesses. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determining personnel needs, finding and recruiting people, performance appraisals, training plans, promotions and terminations will be included. (Prerequisites: None)

## AGRICULTURAL TECHNOLOGY SEMINAR

AGRI2700 2 credit (Lec/Lab)

This seminar will provide students the opportunity to self-direct studies in agricultural technology in their areas of interest. Technologies to be considered could include but, are not limited to, plant protection, precision farming, application industries, livestock equipment, biotechnologies, financial resource management, sustainable agriculture, environmental impacts of agriculture, agricultural workforce, and agricultural production. Some organized events will be part of this course. The major emphasis will be self-directed learning. (Prerequisites: None)

Course Descriptions

### ANSC Animal Science

## LIVESTOCK PRODUCTION PRINCIPLES

ANSC1100 3 credit (Lecture)

This course covers animal production history and economic impact, breed development, animal anatomy and physiology, animal product features, gland and hormone functions, growth and lactation physiology, environmental animal production factors, and animal research. Course will focus on disease prevention and the means required to promote productive livestock production. Some time will be spent on analyzing specific diseases, describing symptoms, and treatment. (Prerequisites: None)

## BEEF PRODUCTION MANAGEMENT

ANSC1105 3 credit (Lecture)

This course covers topics current to the beef industry as a productive enterprise, including beef and dairy-beef feedlot and cow-calf operations. Course enrollees will concentrate on current resources available to the industry via the Internet, guest speakers and beef industry publications. (Prerequisites: None)

Course Descriptions

### ANTH Anthropology - Liberal Arts & Sciences

## INTRODUCTION TO ANTHROPOLOGY

ANTH100 4 credit (Lecture)

Introduction to Anthropology is a survey course investigating the biological and cultural nature of humans and their past. The course examines our evolutionary beginning and the role culture plays among humans. Examined also is the methods anthropologists use to study the discipline. (Prerequisites: Must have a score of 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 5.8: History & Social & Behavioral Sciences, Global Perspective)

Course Descriptions

### ARCH Architectural Drafting and Technologies

## DRAFTING FUNDAMENTALS

ARCH1000 3 credit (Lec/Lab)

This course is the first drafting course for those students who have no drafting background. It covers basic drafting knowledge and techniques. It includes lettering, line weights, orthographic projection, measuring, and the use of drafting instruments. It is a prerequisite for any student not having previous drafting education.

## BASIC RESIDENTIAL DRAFTING

ARCH1110 3 credit (Lec/Lab)

This course covers architectural drafting career information, dimensioning, symbols, and notation. Lettering, line techniques, and accuracy are stressed. (Prerequisites: ARCH1000 or previous drafting experience)

## STUDIO I

ARCH1111 4 credit (Lec/Lab)

This is an introductory course for students interested in Architectural Drafting & Technologies. It includes manual board drawing to introduce the thought process required for critical thinking and problem solving. It covers career information, drawing equipment, lettering, line work, geometry, orthographic projection, symbols, sketching, dimensions, notations, organization, and measuring. Accuracy is stressed. This class advances into residential construction, incorporating 2D Computer-Aided-Drafting (CAD) into the design process. A single family residence will be developed incorporating current applicable codes and ordinances. (Prerequisites: MATH 120, ARCH 1121 or concurrent, ARCH 1131 or concurrent, ARCH 1140 or concurrent)

## RESIDENTIAL STRUCTURES AND SYSTEMS

ARCH1120 3 credit (Lec/Lab)

This course covers the methods of residential construction, including wall framing, structure, stair construction, and site plans. (Prerequisites: ARCH1110)

## PRINT READING & ESTIMATING I

ARCH1121 2 credit (Lec/Lab)

This is an introductory course in the use of residential construction documents. The course provides a practical approach in teaching the skills to read, understand, and estimate a basic residential working drawing utilizing the CSI divisions. (Prerequisites: MATH 120, ARCH 1111 or concurrent, ARCH 1131 or concurrent)

## BUILDING CODES I

ARCH1131 1 credit (Lecture)

This course is an introductory course in the building codes using the International Residential code (IRC), the American Disabilities Act (ADA), and Minnesota Energy Code. This class will address the basic understanding of the building codes as they pertain to the residential sector. Students will be expected to research and participate in class. A strong emphasis will be on the actual Architectural construction process. (Prerequisites: ARCH 1111 or concurrent, ARCH 1121 or concurrent, 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 AND a score of 85.5 on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0080 and ENGL 0090 with a grade of C or higher)

## BASIC AUTOCAD

ARCH1140 3 credit (Lec/Lab)

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. (Prerequisites: None)

## RESIDENTIAL CONSTRUCTION

ARCH1210 3 credit (Lec/Lab)

This course covers the materials and methods used to construct a complex residence. CAD is used for all drafting work. Independent work and problem solving, as well as applying the Building Code are emphasized. (Prerequisites: ARCH1120, 1140)

## STUDIO II

ARCH1211 4 credit (Lec/Lab)

This course covers the materials, methods, and construction of a two-family dwelling. CAD will be used for all drafting. Independent work, critical thinking, problem solving, and application are emphasized. A set of working drawings will be drawn incorporating current applicable codes and ordinances. Advanced framing systems, party walls, unit & fire separation, finishes, site work, and space planning will be included. (Prerequisites: ARCH1111, ARCH1121, ARCH1131, ARCH1140, ARCH1221 [Concurrent Enrollment], ARCH1231 [Concurrent Enrollment], ARCH1241 [Concurrent Enrollment])

## ADVANCED RESIDENTIAL DRAFTING

ARCH1220 3 credit (Lec/Lab)

This course covers drafting a complete set of construction documents for a complex residence using CAD. Finishes, energy conservation, cabinetwork, and sitework are included. Independent work and problem solving are emphasized as well as coordination of information and complete drawings. (Prerequisites: ARCH1210)

## PRINT READING & ESTIMATING II

ARCH1221 2 credit (Lec/Lab)

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. (Prerequisites: ARCH1111, ARCH1121, ARCH1131, ARCH1140, ARCH1211 [Concurrent Enrollment], ARCH1231 [Concurrent Enrollment], ARCH1241 [Concurrent Enrollment])

## RESIDENTIAL ESTIMATING

ARCH1230 2 credit (Lec/Lab)

This course covers estimating quantities of labor and materials for residential construction. Residential construction materials, methods, and an introduction to residential construction specifications are included. Students will make material take-off estimates and estimate a complete residential project. (Prerequisites: ARCH1120 and MATH1050)

## CONSTRUCTION DOCUMENTS

ARCH1231 3 credit (Lec/Lab)

This course covers a phase of the design process. The design development documents are analyzed and a set of coordinated working drawings will be created based on lecture and research. This class will continue to build on previous CAD skills. Critical thinking and problem solving skills will be further refined. (Prerequisites: ARCH1111, ARCH1121, ARCH1131, ARCH1140, ARCH1211 [Concurrent Enrollment], ARCH1221 [Concurrent Enrollment], ARCH1241 [Concurrent Enrollment])

## ARCHITECTURAL AUTOCAD

ARCH1240 3 credit (Lec/Lab)

This course covers the using of AutoCAD and AutoCAD Architectural Desktop to make architectural working drawings, as well as 3-D models. Emphasis will be on drawing production and production techniques. (Prerequisites: ARCH1120, 1140)

## CONSTRUCTION METHODS & MATERIALS

ARCH1241 3 credit (Lec/Lab)

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 residential and commercial applications. (Prerequisites: ARCH1111, ARCH1121, ARCH1131, ARCH1211 [Concurrent Enrollment], ARCH1221 [Concurrent Enrollment], ARCH1231 [Concurrent Enrollment])

## LIGHT COMMERCIAL CONSTRUCTION

ARCH2100 6 credit (Lec/Lab)

This course covers materials and methods used for constructing light commercial buildings. Building code knowledge, zoning, preparation of details, sketching skills, as well as preparation of construction documents using CAD are emphasized. Work is done in teams. Includes approximately 240 hours of CAD work. (Prerequisites: ARCH1220, 1240)

## STATICS, STRENGTH OF MATERIALS

ARCH2110 3 credit (Lec/Lab)

This course covers forces, vectors, bending, shear, calculation of equilibrium, stress, strain and strength of materials associated with common construction materials such as wood, steel, concrete, and masonry. (Prerequisites: MATH1050)

## STUDIO III

ARCH2111 6 credit (Lec/Lab)

This course will introduce students to the construction principles of a light commercial building. The implementation of Building Information Modeling (BIM) will be incorporated. Teamwork, 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 light commercial project. This class will continue to further the students knowledge of construction, materials, and applications of various components as they pertain to the construction of a light commercial project. (Prerequisites: ARCH1211, ARCH1221, ARCH1231, ARCH1241, ARCH2121 [Concurrent Enrollment for Fall], ARCH2131 [Concurrent Enrollment for Fall])

## BUILDING CODES II

ARCH2121 1 credit (Lecture)

This course follows the introductory course Building Codes I. The course will involve the current International Building Code (IBC), the American Disabilities Act (ADA), and Minnesota Energy Code. This class will continue to address the understanding of the building codes as they pertain to the commercial sector. (Prerequisites: ARCH1211, ARCH1221, ARCH1231, ARCH1241, ARCH2111 [Concurrent Enrollment for Fall] OR ARCH2201 [Concurrent Enrollment for Spring])

## M/E/P (MECHANICAL / ELECTRICAL / PLUMBING)

ARCH2131 2 credit (Lec/Lab)

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 design, space planning, construction cost, and sustainable design. (Prerequisites: ARCH2111 [Concurrent Enrollment for Fall] OR ARCH2201 [Concurrent Enrollment for Spring])

## HEAVY COMMERCIAL CONSTRUCTION

ARCH2200 6 credit (Lec/Lab)

This course covers materials and method for constructing heavy commercial buildings. Materials knowledge, handicapped accessibility requirements, building code requirements, as well as sketching skills, CAD skills, and working as member of a work team are emphasized. Includes approximately 240 hours of CAD work. (Prerequisites: ARCH1220, 1240)

## STUDIO IV

ARCH2201 6 credit (Lec/Lab)

This course will introduce students to the construction principles of a heavy commercial building. The implementation of Building Information Modeling (BIM) will be used incorporated. Teamwork, CAD skills, construction methods & materials, preparation of details, research, and incorporation of applicable codes and ordinances shall be major factors in developing a coordinated set of working drawings. The International Building Code (IBC) and the American Disability Act (ADA) will be determining factors in this heavy commercial project. This class will continue to further the students knowledge of construction, materials, and applications of various components as they pertain to the construction of a heavy commercial project. (Prerequisites: ARCH1211, ARCH1221, ARCH1231, ARCH1241, ARCH2121 [Concurrent Enrollment for Spring], ARCH2131 [Concurrent Enrollment for Spring])

## ART STRUCTURE

ART110 3 credit (Lec/Lab)

Art Structure is an introductory studio course for all students. It is designed to acquaint the student with the materials and techniques of the visual artist, principles of design, basic color theory, creativity, and the artistic process. Students will explore and produce works in various traditional and contemporary media of the visual arts. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

## METAL ART

ART120 3 credit (Lec/Lab)

This course introduces you to the creative process of metal arts. You will use a variety of materials and will work with both traditional and contemporary methods of metal fabrication. Designs will initially be art ideas which will be articulated through a traditional mode of drawing before articulated into a metal form. Primary Assemblage methods include Brazing, Welding, Cutting, Fabricating, Finishing, and Patina; Primary Materials include a variety of steel, brass/bronze, aluminum, and found objects. Lectures and critiques include some historical, cultural, and environmental issues of public sculpture. The emphasis on art ideas as they relate to form, space, and time. (Prerequisites: None) (MNTC 6: Humanities and Fine Arts)

## PAINTING

ART130 3 credit (Lec/Lab)

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 Commercial and Technical Art

## MATERIALS AND BASIC FORM

ART1802 4 credit (Lec/Lab)

This course will study the five basic principles of drawing: form, value, texture, and lighting. Students will begin to understand visual problem solving and the importance of formatting and preparing their work for reproduction. (Prerequisites: None)

## DRAWING AND DRAPING THE FIGURE

ART1804 3 credit (Lec/Lab)

This course covers the basic understanding of the human form. Skeletal and muscular features are covered along with proportions and age group characteristics. This course also covers the seven basic folds and the principles which cause folds to form around objects. (Prerequisites: ART1802)

## ANIMAL DRAWING

ART1806 3 credit (Lec/Lab)

This course covers animal drawing with emphasis on basic form, skeletal and muscular study, and understanding how the animal form relates to the human form. (Prerequisites: ART1802, 1804)

## TYPOGRAPHY/DESIGN

ART1808 3 credit (Lec/Lab)

This course covers the various typefaces and their creative use in layout and design. Teams are organized to develop campaigns taught during the year. (Prerequisite: ART1810)

## DIMENSIONAL DRAWING

ART1810 3 credit (Lec/Lab)

This course covers the principles and use of perspective and technical illustration as drawing tools. Students will gain an understanding of solid dimensional drawing. (Prerequisites: ART1802)

## PORTFOLIO I

ART1812 3 credit (Lec/Lab)

This course covers the purpose and display of artwork by use of the portfolio, which is an essential tool for the student to secure a job in the Commercial and/or Graphic Arts field. The student will begin the process of building a portfolio. (Prerequisites: ART1820)



## ART Art - Liberal Arts & Sciences

## ART APPRECIATION

ART100 3 credit (Lecture)

Art Appreciation is the historical and topical study of art and its relationship to culture and society. This course incorporates the extensive use of visual materials to teach the essentials and aesthetics of art, civilization, and daily life. (Prerequisites: Must have a score of 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 6: Humanities and Fine Arts)

## COMPUTER LAB I

ART1820 4 credit (Lec/Lab)

Geared for the Commercial Artist, this course covers basic function of the Macintosh for the use of computer illustration and compositing applications. (Prerequisites: Intro to MAC or basic Macintosh experience.)

## COMPUTER LAB II

ART1821 3 credit (Lec/Lab)

Geared for the Commercial Artist, students will have hands-on experience with the functions of InDesign. Each student will complete projects to learn the basic features of this page layout program. (Prerequisites: Intro to MAC or Basic Mac experience.)

## SPECIAL PROBLEMS

ART1824 1 credit Special Problems

With the approval of the instructor, students can receive credit for internships and specialty course work during the first and second year. This course will be modified each semester to meet the current needs of the students. (Prerequisites: Instructor Approval)

## PAPER

ART2802 3 credit (Lec/Lab)

Students will learn basic paper standards for the development of advanced package design and stock conversion possibilities. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

## ADVANCED DESIGN AND ILLUSTRATION

ART2804 3 credit (Lec/Lab)

Students will learn advanced design and illustration principles on the board and in the use of various software: Illustrator, Photoshop, and InDesign which will be essential in all assignments until the end of the year. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

## PRODUCT PHOTOGRAPHY

ART2806 3 credit (Lec/Lab)

Students will plan and be supervising a product photography session. Students will learn how to handle set-up and lighting problems. Using Photoshop, final photographs will be retouched, composited with type and output. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

## PORTFOLIO II

ART2808 3 credit (Lec/Lab)

This course covers the continued development of the student traditional and digital portfolio. The student will research different employment possibilities in their area of interest. Student will work with Photoshop, Dreamweaver, and Flash. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

## DIGITAL COMMUNICATIONS

ART2810 2 credit (Lec/Lab)

Students will learn basic information, terminology, flowcharts, storyboarding, and the fundamentals of Flash for interactive presentation. Students will learn the basics of HTML and how a graphic designer should plan and design a web page working with Photoshop, Dreamweaver, and Flash. (Prerequisites: Completion of the first year of the Commercial and Technical Art Program or equivalent educational experience.)

Course  
Descriptions

## AST Automotive Service Technician

### INTRODUCTION TO AUTO SERVICE

AST1112 2 credit (Lec/Lab)

This course is a requisite for the Auto Service Technology program. The course will include the following topics: shop safety and operation, shop practices and procedures, vehicle identification, use of service information, proper use of hand tools/power tools/hoists/and other equipment, basic fasteners, and bearings and seals. The course also develops the student's ability to follow instructions, interpret specifications, make thread repairs, solder wire connections, double flare steel tubing, and perform minor vehicle service. (Prerequisites: None)

### SERVICE MANAGEMENT

AST1121 1 credit (Lecture)

This course provides instruction in customer relations/expectations, service sales, shop management, business practices and ethics, and customer satisfaction. (Prerequisites: None)

### BASIC ELECTRICAL

AST1212 2 credit (Lec/Lab)

This course covers the fundamentals of electricity and electronics. Sources of electricity, circuits, magnetism, resistance, coils, capacitance, instruments, diodes, and solid-state devices will be presented in a manner which relates the subject to the occupation. (Prerequisites: None)

### ADVANCED ELECTRICAL/ELECTRONICS

AST1222 2 credit (Lec/Lab)

This course focuses on the advanced electrical/electronic systems used in contemporary automobiles. The goal of this course is to develop the skills necessary to deliver timely, accurate, and dependable diagnosis, service, and repair. The most recent diagnostics, equipment, tools, and materials are the standard for this class. (Prerequisites: AST1212)

### STARTING AND CHARGING SYSTEMS

AST1233 3 credit (Lec/Lab)

This course includes instruction in the theory, construction and operation of starting and charging systems. Component identification, testing, diagnosis, and repair will be emphasized. (Prerequisites: AST1222)

### ENGINE DIAGNOSIS

AST1311 1 credit (Lab)

This course covers engine function and noise diagnosis using various types of test equipment. This course focuses on developing the skills needed to diagnose and analyze basic engine problems. (Prerequisites: AST1712 or instructor approval)

### LOWER ENGINE SERVICE

AST1323 3 credit (Lec/Lab)

This course covers the theory of engine operation and construction, parts identification, measurements and engine wear locations. Determining the service procedures an engine will require and the reconditioning of all lower engine components are included in this course. (Prerequisite: AST1311)

### UPPER ENGINE SERVICE

AST1332 2 credit (Lec/Lab)

This course covers testing and rebuilding cylinder heads. The student will analyze cylinder compression and leakage tests to determine if valve and seat service is necessary. Hands-on experience consists of valve refacing, valve guide service, valve seat reconditioning, valve spring testing, shim selection, and proper installation. (Prerequisites: AST1311)

### ENGINE LAB

AST1341 1 credit (Lab)

This course is designed to allow students enrolled in the engine services sequence to complete assigned projects. (Prerequisites: AST1323, AST1332 or instructor approval)

## CLUTCH & DRIVE LINE

AST1412 2 credit (Lec/Lab)

This course covers standard automotive and light truck clutches. Content includes design, adjustment, overhaul, diagnosis, and repair. Also included are mechanical and hydraulic systems. The drive line section includes phasing, alignment, and balance. (Prerequisites: AST1112 or instructor approval)

## MANUAL TRANSMISSION/TRANSAXLE & 4X4

AST1423 3 credit (Lec/Lab)

This course teaches the operation and the proper repair procedures for the types of manual transmissions/transaxles and transfer case used in late-model vehicles. Four wheel drive, locking hubs, axle disconnects, AWD, full-time, and part-time four wheel drive systems will also be covered. (Prerequisites: AST1112 or instructor approval)

## SUSPENSION/STEERING & WHEEL ALIGNMENT

AST1513 3 credit (Lec/Lab)

This course covers front and rear suspension systems, wheel balance, steering systems, and components. Students will be required to perform a front and rear wheel alignment. (Prerequisites: AST1112 or instructor approval)

## BRAKES

AST1613 3 credit (Lec/Lab)

This course covers the principles of friction and braking systems, hydraulic systems, disc and drum brakes, parking brakes, and power assist units. Emphasis will be placed on operation, diagnosis, and repair of various types of braking systems. (Prerequisites: AST1112 or instructor approval)

## ADVANCED BRAKES

AST1622 2 credit (Lec/Lab)

This course focuses on anti-lock brake systems, components, and controls. Diagnostic and repair procedures will be emphasized. (Prerequisites: AST1222, AST1613 or instructor approval)

## BASIC TUNE-UP (NON-COMPUTER)

AST1712 2 credit (Lec/Lab)

This course covers the theory and principles of operation of automotive gasoline engines, electrical, ignition and emission control systems. (Prerequisites: AST1212, or instructor approval)

## REAR AXLE/DIFFERENTIAL

AST2432 2 credit (Lec/Lab)

This course will cover the operation of and repair procedures for the types of differentials used on late-model vehicles. (Prerequisites: AST1112 or instructor approval)

## AUTOMATIC TRANSMISSION I

AST2442 2 credit (Lecture)

This course covers how an automatic transmission works, the basic parts, functions, and power flow of the hydraulic circuits. This course also includes the basic theory of torque converters, planetary gears, clutches, bands, and hydraulic circuit operation. (Prerequisites: AST1112 or instructor approval)

## AUTOMATIC TRANSMISSION II

AST2452 2 credit (Lec/Lab)

This course is a hands-on lab class in which various transmissions and transaxles are overhauled, adjusted, and bench tested. Basic overhaul techniques, special tool and gauge usage are included. (Prerequisites: AST2442 or instructor approval)

## AUTOMATIC TRANSMISSION III

AST2462 2 credit (Lec/Lab)

This course is a practical approach to automatic transmission hydraulic operation and electronic transmission operation. Instruction is given on the use of special tools and diagnostic procedures. (Prerequisites: AST 2452 or instructor approval)

## FUEL SYSTEMS I

AST2723 3 credit (Lec/Lab)

Students will study the theory and principles of operation of automotive fuel systems. Fuel pumps, tanks, filters, and emission control devices associated with the fuel system on an automobile will be included. Diagnosis, adjustments, and repair of the system and component parts will be emphasized. (Prerequisites: AST1712 or instructor approval)

## INTRODUCTION TO AUTOMOTIVE COMPUTERS

AST2733 3 credit (Lec/Lab)

This course covers the theory and operating principles of automotive computers, sensors, and control devices. (Prerequisites: AST1222, 1712, 2723 or instructor approval)

## FUEL SYSTEMS II

AST2743 3 credit (Lec/Lab)

This course will cover throttle body, multi-port, and sequential fuel injection systems. This course focuses on preparing the student to inspect, test, diagnose, and repair automotive fuel injection systems. (Prerequisites: AST2733 or instructor approval)

## ENGINE PERFORMANCE & DRIVABILITY

AST2752 2 credit (Lec/Lab)

This course emphasizes the accurate and efficient diagnosis and repair of drivability concerns associated with all aspects of engine operation. Particular attention will be placed on computerized engine management systems. (Prerequisites: AST2743 or instructor approval)

## BASIC AIR CONDITIONING

AST2812 2 credit (Lec/Lab)

This course covers the principles of air conditioning. Various system types, malfunction diagnosis, testing, and repair are studied in the classroom. Practical work such as component replacement, system evacuation charging, and performance testing will be included. (Prerequisites: AST2743 or instructor approval)

## ADVANCED HEATING AND AIR CONDITIONING

AST2822 2 credit (Lec/Lab)

This course covers automatic temperature control systems operation, testing and repairs of vacuum and electrical controls, air flow distribution, and heater system controls. (Prerequisites: AST2812, or instructor approval)

## AUTO LAB I

AST2911 1 credit (Lab)

This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisite: instructor approval)

## AUTO LAB II

AST2921 1 credit (Lab)

This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisite: instructor approval)

## AUTO LAB III

AST2931 1 credit (Lab)

This course is designed to allow the student shop time to complete projects required in the Automotive Service Program. (Prerequisites: instructor approval)

## AUTO LAB IV

AST2941 1 credit (Lab)

This course is designed to allow the student shop time to complete projects required in the Automotive Service program. (Prerequisites: instructor approval)

Course Descriptions

## BIOL Biology - Liberal Arts & Sciences

### INTRODUCTION TO BIOLOGY

BIOL100 4 credit (Lec/Lab)

Introduction to Biology familiarizes students with fundamental biological principles and processes occurring within our natural world. This course engages students in the methodology and practice of scientific investigation, and emphasizes molecular and cellular processes, systems of the human body, and human impact on the environment. Discussions of organisms are framed by the sciences of ecology and evolution with a focus on the relationship between biological structure and function. Lecture and a 2 hour lab are included. (Prerequisites: Must have a score of 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 3: Natural Sciences)

### INTRODUCTION TO ECOLOGY

BIOL101 4 credit (Lec/Lab)

Introduction to Ecology introduces the student to fundamental principles of ecology while focusing on interactions occurring at all of its levels. Students will become familiar with interrelationships between biotic and abiotic components of the natural world, investigate population, community, and ecosystem structures and dynamics, and gain knowledge of human impact on the environment. Lecture and a 3 hour lab are included. (Prerequisites: Must have a score of 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 3, 10: Natural Sciences, People and the Environment)

### INTRODUCTION TO CELL BIOLOGY

BIOL106 3 credit (Lec/Lab)

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. This course includes a lab. (Prerequisites: Must have a score of 77.5 or higher on the Reading portion of the Accuplacer test or completion of READ0080 and READ0090 with a grade of C or higher) (MNTC 3: Natural Sciences)

### HUMAN ANATOMY

BIOL220 4 credit (Lec/Lab)

This course takes an in-depth look at the anatomy of all 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 stressed. This course includes dissection and a 3 hour lab. (Prerequisites: 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) (MNTC3: Natural Sciences).

### HUMAN PHYSIOLOGY

BIOL230 4 credit (Lec/Lab)

This course provides an in-depth study of the functioning of most body systems, including muscle, nervous, cardiovascular, respiratory, digestive, urinary, and endocrine systems at both the cellular and systemic level. An emphasis placed on normal physiology, but dysfunction will also be discussed. Three hours of lab per week included. (Prerequisite: CHEM 108 and BIOL 220) (MNTC 3: Natural Sciences)

### PATHOPHYSIOLOGY

BIOL240 2 credit (Lec/Lab)

This course provides an in-depth study of the chemical, biological and psychological process involved with alterations of health, using systemic and non-systemic approaches. Besides the two hour lecture, this course meets one additional hour to work on case studies. (Prerequisite: BIOL 230) (MNTC 3: Natural Sciences)

### MICROBIOLOGY

BIOL270 4 credit (Lec/Lab)

This course is an introduction to the general principles and methods used in the study of microorganisms. Lectures, laboratory, and small group discussions. (Prerequisite: CHEM 108)(MNTC 3: Natural Sciences)

Course Descriptions

## CART Culinary Arts

### INTRODUCTION TO FOOD SERVICE

CART1800 2 credit (Lec/Lab)

This course includes an introduction to the food service industry, culinary terms, use of weights and measures, and kitchen safety. The course also covers equipment and knife identification and use. (Prerequisites: None)

### FOOD AND BEVERAGE CONTROL

CART1803 1 credit (Lecture)

This course is designed to teach food and beverage costing systems. Students will learn ingredient, batch, plate, and menu costing techniques. Student projects emphasize calculating food costs, beverage costs, percentages, labor costs, and labor productivity ratios. (Prerequisites: None)

### WOK/ORIENTAL COOKERY

CART1855 2 credit (Lec/Lab)

This course is designed to give the student the knowledge and skills needed to prepare a variety of wok/oriental dishes. (Prerequisites: None)

### SPECIALTY BREADS

CART1900 2 credit (Lec/Lab)

This course includes the preparation and makeup of a variety of yeast raised doughs. Students use a variety of commercial equipment to produce breads, danish, croissants, rolls, and yeast raised coffee cakes. (Prerequisites: None)

Course Descriptions

## CDCR Drafting Core

### DRAFTING FUNDAMENTALS

CDCR1000 3 credit (Lec/Lab)

This course is the first drafting course for those students who have no drafting background. It covers basic drafting knowledge and techniques. It includes lettering, line weights, orthographic projection, measuring and the use of drafting instruments. It is a prerequisite for any student not having previous drafting education.

### BASIC AUTOCAD

CDCR1110 3 credit (Lec/Lab)

This course covers the basic operations of AutoCAD. It includes drafting and editing, drawing setup, scaling and plotting. (Prerequisites: None)

### STATICS, STRENGTH OF MATERIALS

CDCR2110 3 credit (Lec/Lab)

This course covers forces, vectors, bending, shear, calculation of equilibrium, stress, strain and strength of materials associated with common construction materials such as wood, steel, concrete and masonry. (Prerequisites: TBD)

Course Descriptions

## CDEV Child Development

### PROFESSIONAL RELATIONS IN EC CAREERS

CDEV1200 3 credit (Lecture)

This course explores career opportunities for working with children in a variety of child development programs. The course also examines job requirements, duties, regulations, issues, skills, and personal characteristics for becoming successful professionals in early childhood settings. (Prerequisites: None)

### PROFESSIONAL RELATIONS IN EC CAREERS

CDEV1200 3 credit (Lecture)

This course explores career opportunities for working with children in a variety of child development programs. The course also examines job requirements, duties, regulations, issues, skills, and personal characteristics for becoming successful professionals in early childhood settings. (Prerequisites: None)

## FOUNDATIONS OF CHILD DEVELOPMENT

CDEV1210 3 credit (Lecture)

This course is the first in a series of courses that is required for a certificate, diploma, or degree in Child Development Careers. The course provides an overview of typical and atypical child development across cultures, from prenatal through school age. It includes physical, social, emotional, language, cognitive, aesthetic, and identity/individual development. This course integrates development theory with appropriate practices in a variety of early childhood care and educational settings. (Prerequisites: None)

## CHILD SAFETY, HEALTH AND NUTRITION

CDEV1220 4 credit (Lecture)

This course will guide the student in obtaining skills needed to establish and maintain a physically and psychologically safe and healthy learning environment for young children. Topics include preventing illness and accidents, handling emergencies, providing health, safety, and nutrition educational experiences, meeting children's basic nutritional needs, child abuse and current health-related issues. THIS COURSE DOES NOT INCLUDE CPR OR FIRST AID CERTIFICATION.

## GUIDANCE: MANAGING THE PHYSICAL AND SOCIAL ENVIRONMENT

CDEV1230 4 credit (Lecture)

This course provides an exploration of the physical and social environments that promote learning and development for young children. It includes an introduction to basic child guidance techniques for individual and group situations. Emphasis on problem-prevention and positive guidance strategies; recognition, communication, limit setting, problem-solving, and behavior modification. Students apply their knowledge of the environment's role in an actual work setting. (Prerequisites: None)

## FAMILY/COMMUNITY RELATIONS

CDEV1240 3 credit (Lecture)

This course helps child care providers increase their understanding of diverse families and provide an opportunity to examine how current societal and community issues impact the development of children and the well-being of families. The changing role and structure of families as well as the cultural diversity/dynamics, bias, public education, housing, employment, crime, health care, legal services, and social services will be explored. (Prerequisites: None)

## INFANT/TODDLER DEVELOPMENT AND LEARNING EXPERIENCES

CDEV1310 4 credit (Lecture)

This course provides an overview of infant/toddler theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods. (Prerequisites: CDEV 1210)

## PRESCHOOL DEVELOPMENT AND LEARNING EXPERIENCES

CDEV1312 4 credit (Lecture)

This course provides an overview of preschool theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods. (Prerequisite: CDEV 1210)

## SCHOOL AGE DEVELOPMENT AND LEARNING EXPERIENCES

CDEV1314 4 credit (Lecture)

This course provides an overview of school-age theory and development in home or center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving, teaching strategies, and observation methods. (Prerequisite: CDEV 1210)

## PLANNING AND IMPLEMENTING CURRICULUM

CDEV1340 4 credit (Lecture)

This course examines the role of the teacher in early childhood settings. It applies the knowledge of child development as it relates to individual children, communities, curriculum, and communication activities. (Prerequisite: CDEV 1210)

## PROFILES OF THE EXCEPTIONAL CHILD

CDEV2310 3 credit (Lecture)

This course examines the development of children with special needs and prepares caregivers to integrate children with special needs into child development settings. (Prerequisite: CDEV1210, 1230)

## INTERNSHIP

CDEV2510 3 credit Internship

This course provides an opportunity to apply knowledge and skill in an actual child development setting. Students will observe and assess children's behavior, facilitate free choice play, implement adult-directed learning experiences, and maintain professional relationships. (Prerequisites: CDEV 1210, 1220, 1230, 1340)

## CHILDREN WITH DIFFICULT BEHAVIORS

CDEV2520 3 credit (Lecture)

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 1210, 1230)

## COGNITIVE DEVELOPMENT/MULTIMEDIA EXPERIENCES

CDEV2550 3 credit (Lecture)

This course provides an overview of cognitive and multimedia learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote curiosity, attention, perception, memory, problem solving, logical thinking, and media literacy. (Prerequisite: CDEV 1210)

## LANGUAGE AND LITERACY DEVELOPMENT

CDEV2560 3 credit (Lecture)

This course provides an overview of language and literacy learning experiences in home, school, or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote literacy, conversation, literature, literacy, and bilingualism. (Prerequisite: CDEV 1210)

## SOCIAL, EMOTIONAL AND MORAL DEVELOPMENT EXPERIENCES

CDEV2590 3 credit (Lecture)

This course provides an overview of social-emotional and moral learning experiences in either home or center-based settings. Students integrate knowledge of child development, learning environments, and teaching methods to promote emotional development, moral development, self concept, self esteem, social skills, diversity awareness, social studies, altruism, and moral responsibility. (Prerequisite: CDEV 1210)

## PROFESSIONAL LEADERSHIP

CDEV2600 3 credit (Lecture)

This course prepares students to take an active/advocate role in the child development profession by examining the history, current trends, and future of child care and early childhood education. (Prerequisites: CDEV 1200, 1210; Recommended ENGL 100)

## PROGRAM PLANNING

CDEV2640 3 credit (Lecture)

This course provides an advanced level exploration of program management skills for teachers of young children. Emphasis is on organizing, implementing, and evaluating a quality, comprehensive child care program plan. (Prerequisite: CDEV 1200, 1210, 1220, 1230, 1240,1340)

## PRACTICUM

CDEV2810 3 credit Practicum

This course provides an opportunity to apply knowledge and skill in program planning for early childhood/special education leadership roles. Students identify, design, implement, and analyze a comprehensive program that includes schedules, daily plans, sensitivity to needs of individual children and families, integration of children with special needs, integration of community resources, cooperation with co-workers, and staff development considerations. (Prerequisites: CDEV 1200, 1210, 1230, 1240, 1340, 2510)

Course Descriptions

## CFSU Construction Field Supervision

### PROFESSIONAL PRACTICE

CFSU1100 3 credits

Obligations of a professional job superintendent. Emphasis on leadership, project standards, scope of work, and the construction plan including team organization, constructability factors, phased construction, legal aspects of the owner-contractor relationship, communications, business writing and marketing. The value of schedule and planning ahead.

### CONSTRUCTION DOCUMENTS

CFSU1110 4 credits

Overview of construction contract documents including working drawings, specifications, and other contract documents. Emphasis on safety culture, development of project manual, legal and ethical aspects, divisions of work, and role of the contractor in the final project. Communication and understanding jobsite rules, work procedures with subcontractor onsite foreman, and industry problems.

### PRACTICUM: MATERIALS AND METHODS

CFSU1130 5 credits

Introduction to building materials and basic methods of construction for wood construction technology. Introduction to computers and electronic tools for construction project supervision. Overview of concrete and masonry as they relate to building construction; emphasis on concrete and masonry uses, characteristics, limitations, equipment, methods of transportation, pouring, finishing, curing and testing procedures. Structural and precast. Overview of steel as it relates to building construction; emphasis on steel uses, characteristics, limitations, equipment, methods of transportation and erection. Analysis, selection, and delineation of steel structural components and systems in buildings. OSHA subpart R steel erection standard.

### BUILDING CODES

CFSU1200 3 credit (Lec/Lab)

Survey of codes used in the construction industry including the International Residential Code, Minnesota Energy Code, and the Americans with Disabilities Act. Introduction to the International Building Code and other building codes used in the construction industry; emphasis on content and uses of the building code, definitions and general requirements; detailed study of relationship between occupancy groups, construction types, height and area requirements, and exit requirements. (Prerequisites: CFSU 1100, 1110, 1130.)

### PRINCIPLES OF CONSTRUCTION SUPERVISION, MANAGEMENT, AND LEADERSHIP

CFSU1210 5 credit (Lec/Lab)

Leadership emphasis on team leadership, change management, delegation and team member learning and development. Management emphasis on interpersonal relationships, time management and organization, conflict management, communications, decision making and problem solving. Union vs. non-union, two gate systems, collective bargaining and AGC. (Prerequisites: CFSU 1100, 1110, 1130)

### PRACTICUM: FIELD ENGINEERING AND CIVIL ENGINEERING

CFSU1230 5 credit Practicum

Overview of duties and responsibilities of a field engineer for commercial and industrial construction. Emphasis on total station engineering. Basic techniques and equipment used in surveying, sketches and proper field note taking, methods of staking out a building; locating center lines of piers and installation of batter boards. Surcharging soils and sloping of building excavation. Introduction to soil as a construction material. Emphasis on site preparation including large construction and excavation machinery, grading, underground utility installation, soil borings and environmental remediation. Techniques and methods of laboratory and field tests for soil classification. Concrete testing. Major student project. (Prerequisites: CFSU 1100, 1110, 1130)

### CONSTRUCTION PROJECT MANAGEMENT AND ADMINISTRATION

CFSU2110 5 credits

Management and administration techniques relevant to construction project organization, supervision, and inspection. Emphasis on communications systems, scope of work, contract documents, document control systems, dispute resolution, quality assurance, schedule management, fast tracking, mechanics lien, shop drawings, material procurement, and inspection of work. Leadership and management techniques relevant to construction project supervision. Major student project.

### PRACTICUM: CONSTRUCTION PLANNING AND SCHEDULING

CFSU2130 5 credits

Planning and scheduling of a construction project utilizing the critical path method (CPM). Emphasis on the integrated work plan, safety, quality, productivity, identification of construction operations, their dependencies and duration times. Major student project.

### PRACTICUM: CONSTRUCTION FIELD SUPERVISION

CFSU2230 5 credits

Capstone project. Students will apply management and leadership skills to create a construction project supervision plan for a specific project. Emphasis on principles of management and leadership, materials and methods, project planning and scheduling, civil technology, field engineering, project management and administration, risk management, cost management, safety management, and quality management. Major student project.

### INTERNSHIP

CFSU2240 5 credits

The internship/practicum involves a minimum of 100-hours of hands-on experience at a construction jobsite (s) dealing with a variety of issues relating to the management of a construction project. This course is designed to provide the student with a field experience to observe how procedures and/or policies are implemented and completed in construction environments.

Course Descriptions

## CHEM Chemistry - Liberal Arts & Sciences

### INTRODUCTION TO CHEMISTRY

CHEM108 4 credit (Lec/Lab)

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)

Course Descriptions

## CIM Computer Integrated Machining

### CONCEPT ENGINEERING I

CIM1110 4 credit (Lec/Lab)

This course covers topics directly related to understanding the basics of manufacturing an end product (custom motorcycle). The topics include selection and identification of metals, part design, manufacturing techniques and finish work. Safety will also be covered in this class.

### COMPUTER CONTROL PROGRAMMING I

CIM1120 3 credit (Lec/Lab)

This course covers basic computer control programming as well as set up and operation of the CNC machining center, lathe and wire electrical discharge machine. This equipment is necessary for the completion of the advanced project (custom motorcycle). (Prerequisites: None)

### QUALITY ASSURANCE I

CIM1130 3 credit (Lec/Lab)

This course combines an introduction to precision measurement, print creation and reading as well as geometric dimensioning and tolerancing. These topics are used to produce a quality end product. (Prerequisites: None)

## APPLICATIONS I

CIM1140 5 credit (Lab)

This course is designed to give hands-on experience to the topics learned in CIM 1110. The student will use the saw, drill press, mill and lathe. The projects will be used in the final assembly of an advanced project (custom motorcycle). (Prerequisites: None)

## MACHINING COMPUTATIONS

CIM1150 3 credit (Lecture)

This course has a basic algebra review, and then the emphasis is conceptual geometry and trig to solve two-dimensional figures. These concepts are used mostly in machine tool and industrial drafting. Graphing calculators are required.

## CONCEPT ENGINEERING II

CIM1210 4 credit (Lec/Lab)

This course is a continuation of Concept Engineering I. The topics include intermediate level part design and manufacturing techniques. (Prerequisites: CIM 1110)

## COMPUTER CONTROL PROGRAMMING II

CIM1220 3 credit (Lec/Lab)

This course is a continuation of Computer Control Programming I. Topics included are advanced G & M code programming, canned cycles, interpolation, and cutter compensation. Set-ups and machine operation will be continued in this class. (Prerequisites: CIM 1120)

## QUALITY ASSURANCE II

CIM1230 2 credit (Lec/Lab)

This course is a continuation of Quality Assurance I. New topics include standard and digital height gauges along with the Rockwell hardness tester. (Prerequisites: CIM 1130)

## APPLICATIONS II

CIM1240 3 credit (Lab)

This course is a continuation of Application I. New topics include machining with carbide producing heat-treated parts and basic surface grinding. (Prerequisites: CIM 1140)

## CONCEPT ENGINEERING III

CIM2110 4 credit (Lec/Lab)

This course is a continuation of Concept Engineering II. New topics include introduction to Solid Modeling and assembly drawings. (Prerequisites: CIM 1210)

## COMPUTER CONTROL PROGRAMMING III

CIM2120 3 credit (Lec/Lab)

This course is a continuation of Computer Control Programming II. New topics include program downloading, editing advanced set-ups and operations. (Prerequisites: CIM 1220)

## QUALITY ASSURANCE III

CIM2130 3 credit (Lec/Lab)

This course is a continuation of Quality Assurance II. New topics include the coordinate measuring machine and statistical process control. (Prerequisites: CIM 1230)

## APPLICATIONS III

CIM2140 4 credit (Lab)

This course is a continuation of Applications II. New topics include advanced grinding techniques. (Prerequisites: CIM 1240)

## CONCEPT ENGINEERING IV

CIM2210 4 credit (Lec/Lab)

This course is a continuation of Concept Engineering III. New topics include advanced design procedures and alternative work holding techniques for production of advanced project (custom motorcycle). (Prerequisites: CIM 2110)

## COMPUTER CONTROL PROGRAMMING IV

CIM2220 3 credit (Lec/Lab)

This course is a continuation of Computer Control Programming III. New topics include alternative work holding and advanced tooling set-up and operation for production of advanced project (custom motorcycle). (Prerequisites: CIM 2120)

## QUALITY ASSURANCE IV

CIM2230 3 credit (Lec/Lab)

This course is a continuation of Quality Assurance III. New topics include alternative forms of measurement and final inspection of advanced project (custom motorcycle). (Prerequisites: CIM 2130)

## APPLICATIONS IV

CIM2240 4 credit (Lab)

This course is a continuation of Applications III. New topics include the finishing of projects for the staging of the advanced project (custom motorcycle). (Prerequisites: CIM 2140)

## APPLIED WELDING

CIM2250 2 credit (Lec/Lab)

This course covers topics necessary for the production of the advanced project (custom motorcycle). Topics included will be brazing, silver soldering, basic arc, wire feed and TIG welding. (Prerequisites: None)

### Course Descriptions

## CMTO Computerized Machining Technology

## INTRODUCTION TO MANUFACTURING I

CMTO1100 4 credit (Lec/Lab)

This course is designed to introduce manufacturing with the creation of a task robot. Skill sets learned are team building, metal cutting, design and assembly. (Prerequisites: none)

## INTRODUCTION TO SOLID WORKS/BLUEPRINT READING

CMTO1110 3 credit (Lec/Lab)

This course is designed to give hands on experience with reading blue prints as well as creating parts with the industry leading design software Solid Works in a 3 dimensional state in order to produce blue prints. (Prerequisites: none)

## MILLING I

CMTO1120 2 credit (Lec/Lab)

This course covers the basic principles of milling machine operation of verticle machines. Topics including safety, set-up, squaring a block, machining features, and inspection of machine features. (Pre-requisites: none)

## TURNING I

CMTO1130 2 credit (Lec/Lab)

This course covers the basic principles of lathe operation. Topics include safety, setup, operation, and inspection of lathe parts. (Prerequisites: none)

## CNC MILLING I

CMTO1140 2 credit (Lec/Lab)

This course covers the basic programming, setup and operation of the CNC Mill. (Prerequisites: none)

## CNC LATHE I

CMTO1150 2 credit (Lec/Lab)

This course covers the basic programming, setup and operation of the CNC lathe. (Prerequisites: none)

## INTRO TO MANUFACTURING II

CMTO1200 3 credit (Lec/Lab)

This course is a continuation of CMTO1000. Building on machining practices used in the construction of a 15LB BattleBot. CMTO1200 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1100)

## INTRODUCTION TO MASTERCAM

CMTO1210 3 credit (Lab)

This course introduces computer aided design (CAD) which produces drawings to generate CNC (computer numerical control) programs. Topics include all aspects of drawing in MasterCam X2 and the application of toolpaths for the creation of G&M code programs for the CNC machines. CMTO1210 is taught in a computer lab setting on campus. (Prerequisites: None)

## MILLING II

CMTO1220 2 credit (Lec/Lab)

This course continues to build vertical milling fundamentals and introduces the horizontal mill. Topics include safety, digital readout, the use of sine bar and power feed. CMTO1220 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1120)

## TURNING II

CMTO1230 2 credit (Lec/Lab)

This course continues to build on lathe operations. Topics include threading, knurling, boring, tapers, digital readout, and use of special lathe tooling. CMTO1230 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1130)

## CNC MILLING II

CMTO1240 2 credit (Lec/Lab)

This course covers intermediate CNC milling machine programming as well as basic CNC set-up and operation. Topics covered include canned cycles, cutter compensation, loading tools, along with setting work and tool offsets. CMTO1240 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1140)

## CNC TURNING II

CMTO1250 2 credit (Lec/Lab)

This course continues CNC lathe programming techniques and adds basic set-up and operation. Topics covered include nose radius compensation, loading tools, chucks, and collets, setting part zero, and touching off tools on the touch probe. CMTO1250 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1150)

## SURFACE GRINDER

CMTO1260 1 credit (Lec/Lab)

This course introduces basic grinding operations. Topics include grinding pieces flat, parallel and square. Cylindrical grinding topics include taper grinding operations. Emphasis is placed on safe set-up and operation of grinding machines. Precision grinding introduces geometric tolerances. CMTO1260 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: None)

## ADVANCED SOLIDWORKS

CMTO2110 3 credit (Lec/Lab)

This course is a continuation of Intro to SolidWorks. New topics include advanced drawing techniques, assemblies and advanced part drawings. CMTO2110 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1110)

## CNC MILLING III

CMTO2140 3 credit (Lec/Lab)

This course covers advanced CNC milling machine operations and programming. Topics covered include a continuation of skill development gained in CMTO1240 with the addition of sub programs, and advanced set-ups and troubleshooting. CMTO2140 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1240)

## CNC TURNING III

CMTO2150 3 credit (Lec/Lab)

This course covers intermediate CNC lathe programming techniques and set-up operation. Topics covered include the manual programming of canned cycles. CMTO2150 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1250)

## SURFACE GRINDER II

CMTO2160 3 credit (Lec/Lab)

This course is a continuation of CMTO1260. New topics include advance grinding set-ups and form grinding. CMTO2140 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1260)

## QUALITY CONCEPTS

CMTO2170 2 credit (Lec/Lab)

This course covers advanced quality principles including form measurement, GD&T, and SPC. CMTO2170 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1110)

## MACHINING COMPUTATIONS

CMTO2180 2 credit (Lec/Lab)

This course has a basic algebra review, and then the emphasis is conceptual geometry and trigonometry to solve two-dimensional figures. These concepts are used mostly in Computer Integrated Machining for inspection and programming. CMTO2180 is taught on-line and applied throughout the program in the lab (shop). (Prerequisites: MATH0085)

## MOLD/DIE I

CMTO2190 3 credit (Lab)

This course presents the processes required to design and build a complete mold or die in a classroom setting. Types of molds, plastic types and characteristics, metal alloy casting types and characteristics, design principles, and molding methods are covered. Safety is emphasized. CMTO2190 is taught in a shop setting. (Prerequisites: CMTO1210 or CMTO2140)

## ADVANCED MASTERCAM

CMTO2210 3 credit (Lab)

This course is a continuation of CMTO1210 with the addition of surfaces and solids. CMTO2210 is taught in a computer lab setting on campus. (Prerequisites: CMTO1210)

## ADVANCED CNC MILL 4TH AXIS

CMTO2240 3 credit (Lec/Lab)

This course covers the set-up, programming and operation of the HAAS rotary 4th axis. CMTO2240 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO1240)

## CNC TURNING IV

CMTO2250 3 credit (Lec/Lab)

This course covers advanced CNC lathe programming techniques, set-up and operation. Topics covered include LAP programming, dialing in tool holders, and using the tailstock. CMTO2250 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: CMTO2150)

## MATERIALS

CMTO2270 3 credit (Lec/Lab)

This course covers basic metallurgy and heat treatment principles. Types of steel and their heat treating properties are presented, and heat treatment terms are emphasized. CMTO2270 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: None)

## WIRE EDM

CMTO2280 2 credit (Lec/Lab)

This course covers basic wire Electrical Discharge Machining (EDM) operations. Topics include safety precautions, basic CNC programming, set-up of work area, preparation of work piece, setting of controls and adjusting flush, and running of a work piece in a laboratory setting. CMTO2280 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: None)

## SINKER EDM

CMTO2285 2 credit (Lec/Lab)

This course covers the basic principles of Electrical Discharge Machining (EDM) operations. Topics include safety, electrode material, set-up, controller operation, amperage, electrode shapes, and maintenance. CMTO2285 is taught with lecture on-line and the lab in a shop setting. (Prerequisites: None)

## MOLD/DIE II

CMTO2290 5 credit (Lab)

This course covers the designing, advanced machining of cavities and cores, and construction of an operational plastic injection mold. An advanced die option is also available if chosen for the production of a progressive die and stripper plate. CNC machines, EDM machines and conventional machine tools are used in a laboratory setting to complete the mold and die parts. CMTO2290 is taught in a shop setting. (Prerequisites: CMTO2190)

## ADVANCED PROJECT OPEN LAB

CMTO2295 1-6 credit (Lab)

This course is for the construction of advanced parts in a lab setting. (Prerequisites: None)

## COMP Computer Careers

### PROGRAMMING FUNDAMENTALS

COMP1000 2 credit (Lecture)

Programming Fundamentals is designed to be a person's first exposure to the world of computer programming. This course covers how to design and implement a computer program, writing a program that will make different types of decisions, how to solve problems using computer programs that remember things, make decisions, and perform repetitive tasks. The first half of this course uses Alice, a 3-D programming environment designed at Carnegie Mellon University to teach programming concepts while you have fun making 3-D, animated movies. The second half of the course uses JavaScript, a popular language used for client-side scripting web pages. This course is part of the Web Programming Certificate and the AAS Information Systems programming degree at South Central College. (Prerequisites: minimum typing speed of 20 wpm, (35 wpm recommended), COMP1400 Web Programming - may be taken concurrently with this course. You will need to have a basic understanding of (X)HTML for the second half of this course which uses JavaScript)

### INTRODUCTION TO INFORMATION SYSTEMS

COMP1100 1 credit (Lecture)

This course introduces the student to the world of information systems and networking. Students will be trained on the history and role of computing, the relationship of information systems to other business entities, legal, liability, licensing and privacy concerns, information security, and other related subjects common to all fields in the information systems and networking industry. (Prerequisite: None)

### INTEGRATED SOFTWARE APPLICATIONS I

COMP1105 2 credit (Lecture)

This course is designed for students who have a basic knowledge of spreadsheets, word processing and slideshows. Topics to be covered include: formatting, creating formulas and functions, using wizards to create charts, graphs and pivot tables, linking documents, creating a slideshow using text, images and multimedia, mail merge, creating web ready documents and macros. Students will learn how to integrate applications together to create final capstone project for this course. (Prerequisite: Basic Windows Navigation Skills)

### INTEGRATED SOFTWARE APPLICATIONS II

COMP1110 2 credit (Lecture)

This course covers the concepts and construction of a relational database. The student will be trained on the design and creation of a relational database. Included will be table structures, queries, forms, and reports. The course will also cover the creation of user interfaces (macros & menus) and integration with spreadsheets. (Prerequisite: COMP1105)

### FOUNDATIONS OF COMPUTING

COMP1120 4 credit (Lecture)

This course introduces the student to the world of information systems. Students will gain knowledge of the history of computing, the career opportunities available in information technology, the concepts of data warehouses & data mining, and ethical issues in information systems. An orientation to command-line interfaces and file management techniques will also be covered. In addition, students will be introduced to the structure and capabilities of the typical IBM mainframe computer and the IBM i5 (iSeries) midrange computer. Topics covered on these systems include basic operating system features and executing jobs using IBM's z/OS operating system for mainframes and IBM's i5/OS operating system for the i5 (iSeries). These computer systems are commonly used in medium to large companies as complements to network systems. Students will also receive initial exposure to computer programming and algorithms through the use of problem analysis, pseudo-code and entry level programming languages. (Prerequisite: None)

### SPREADSHEET/DATABASE INTEGRATION

COMP1125 4 credit (Lecture)

The focus of this course will be on the core competencies of Excel and Access and their integration with Word, PowerPoint, and each other. Topics to be covered in Excel include: formatting, creating formulas, creating charts and pivot tables, linking files, using templates and hyperlinks, and the use of functions, including logical and lookup functions. Topics covered in Access include: understanding the concepts, design, and construction of a relational database. The student will create table structures, queries, forms, and reports. Students will integrate these applications together to create a final capstone project for the course. (Prerequisite: Basic Windows navigation skills)

### PROGRAMMING FUNDAMENTALS

COMP1130 4 credit (Lecture)

Programming Fundamentals is designed to be a person's first exposure to the world of computer programming. This course covers how to design and implement a computer program that will remember things, make decisions, and perform repetitive tasks. Students will explore the worlds of both procedural and object-oriented programming. The course involves the use of analytical procedures, pseudo-code, programming languages designed specially for academic use as well as those in use in today's businesses, and an introduction to 3D graphics and gaming. (Prerequisites: COMP1120 Foundations of Computing or Instructor Approval)

### WEB DEVELOPMENT

COMP1140 4 credit (Lecture)

This course focuses on using XHTML to create attractive web presentations. Students will be trained on creating a presence on the Web. Topics include essential HTML elements and techniques, effective graphical design using CSS, Search Engine Optimization (SEO), using FTP to transfer files, tables, and forms. DreamWeaver, a popular web development tool, is taught as an optional portion with this course and there is a brief introduction to photo editing software focusing on creating graphics for the Web. (Prerequisites: 20 WPM and knowledge of computer file management.)

### PC HARDWARE AND SOFTWARE ESSENTIALS

COMP1200 4 credit (Lecture)

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)

### IBM ISERIES OPERATING SYSTEM

COMP1210 3 credit (Lecture)

This course introduces the student to the IBM i-Series midrange computer and its operating system. Students will be trained on the basics of the OS, library and object management, work management concepts, CL commands and basic CL programming, and the SEU, DFU, and SDA utilities, security, and system administration. (Prerequisite: None)

### HARDWARE MAINTENANCE I (PC)

COMP1220 2 credit (Lab)

This course is designed to be an introduction to microcomputer system maintenance. Topics include basic microcomputer components (floppy drives, hard drives, CD-ROM drives, video, memory, system boards, and other essential hardware devices), proper hardware installation, repair, troubleshooting, as well as, operating system installation. Students will be doing in-class hands-on projects relating to each topic. (Prerequisite: COMP1200)

### JAVA I

COMP1300 3 credit (Lecture)

This course is an introduction to the Java programming language. Students will be trained on data types, control statements, methods, overloading, and data structures. Cross-platform debugging techniques will be introduced as well as program development concepts. This course is procedurally oriented and does not cover OOP (object oriented programming) (Prerequisite: COMP1000 or previous programming experience, minimum typing speed 20 WPM)

## COBOL

COMP1310 3 credit (Lecture)

This course introduces the COBOL programming language. Topics include: structured program design, basic input & output operations, arithmetic operations, editing, comparing, sorting, control-break processing, table processing, subprograms, and SAM & VSAM file updating. (Prerequisite: COMP1205, COMP1000 or previous programming experience)

## INTRODUCTION TO DATA COMMUNICATION AND NETWORKING

COMP1360 4 credit (Lecture)

This course serves as a general introduction for students to acquire a foundation in current data communication and networking technologies. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network. Network concepts such as the OSI model, topologies, and major protocols, as well as the basic functions of system administration and operation are covered. The course is operating system independent and provides an introduction to several popular network operating systems. The focus of the course will be hands on, with an emphasis being placed on information pertaining to the Network+ Certification examination. (Prerequisites: COMP1200 PC Hardware/ Software Essentials [A+])

## WEB I

COMP1400 3 credit (Lecture)

This course focuses on using HTML to create attractive web presentations. Students will be trained on elementary HTML programming techniques, good graphical design, planning a web presence, major HTML structures, text formatting, hyperlinks, ftp, color and image usage, tables, frames, and forms. (Prerequisite: COMP1002 or equivalent knowledge, minimum typing speed of 20 WPM)

## NETWORKING ESSENTIALS (BASIC)

COMP1500 2 credit (Lec/Lab)

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network. Network concepts such as the OSI model, topologies, and major protocols, as well as the basic functions of system administration and operation are covered. The course is operating system independent and provides an introduction to several popular network operating systems (NOSs). (Prerequisite: COMP1200)

## NETWORKING ESSENTIALS (ADVANCED)

COMP1505 1 credit (Lab)

This course serves as an advance course in the network concepts such as the OSI model, topologies, and major protocols, as well as the advance functions of system administration and operation are covered, such as TCP/IP subnetting, installing DHCP, and DNS. The course is operating system independent and provides setup of some of the advance functions most popular network operating systems (NOSs) use. (Prerequisite: COMP1500)

## ADVANCED SOFTWARE APPLICATIONS

COMP2115 1 credit (Lab)

This course covers advanced topics using primarily database and spreadsheet software. The students will automate tasks in the applications using the VBA macro language. They will also be integrating data into their applications from other sources (such as iSeries data files). Students will work on individual and team projects. (Prerequisite: COMP1105, COMP1110)

## ADVANCED SPREADSHEET/DATABASE & PROGRAMMING

COMP2130 4 credit (Lecture)

The focus of this course will be on advanced abilities of Excel and Access. Topics to be covered in Excel include: advanced filtering, data validation, use of financial functions and tools, using what-if analysis tools (data tables, scenario manager, the solver), connecting to external data sources, and working with macros and Visual Basic for Applications (VBA). Topics covered in Access include: customizing of forms and reports, understanding the construction of queries through the use of SQL, creating action queries to update tables, automating tasks using macros, and writing VBA code to modify macros. (Prerequisites: COMP1125 Spreadsheet/ Database Integration)

## WEB PROGRAMMING

COMP2145 4 credit (Lecture)

This course covers the popular server-side languages: ASP.NET, PHP, and Flex. It includes important language concepts such as data types, control statements, debugging techniques, Object-Oriented Programming (OOP), and the use of SQL (Standard Query Language). The ASP.NET uses Microsoft's Visual Studio. PHP will give the student experience with LAMP (Linux, Apache, MySQL, and PHP). (Prerequisites: 35 WPM, C or better in COMP1140, C or better in COMP1130 or equivalent programming experience)

## WEB SERVICES

COMP2150 4 credit (Lecture)

This course focuses on XML and the supporting technologies that are used in person-to-computer and computer-to-computer communications. XML has become the standard in information exchange around the world. Students will be trained on writing and using DTDs, schemas, namespaces, XPATH, DOM, SAX, SVG, and SOAP as well as web services. The XSLT transformation language is also covered. (Prerequisites: C or better in COMP1140 Web Development, C or Better in COMP1130 Programming Fundamentals or Equivalent Programming Experience)

## I5 (ISERIES) OPERATING SYSTEM

COMP2200 4 credit (Lecture)

This course covers the IBM i5 (iSeries) midrange computer and its operating system. Students will be trained in library and object management, work 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, iSeries Access and iSeries Navigator, and backup and restore procedures. (Prerequisites: COMP1120 – Foundations of Computing)

## RPG IV (ISERIES)

COMP2205 4 credit (Lecture)

This course introduces the RPG programming language which is used primarily for IBM iSeries mid-range computer systems. Topics include: basic input and output, report editing, arithmetic operations, comparing, control break logic, tables, array processing, disk file creation and updating, embedded SQL, interactive programming, and sub files. (Prerequisites: COMP1130 Programming Fundamentals, COMP2200 i5 (iSeries) Operating System)

## COBOL (ZSERIES)

COMP2210 4 credit (Lecture)

This course concentrates on the COBOL programming language, one of the most popular in use in today's business world. Students will master structured program design and develop COBOL programs on an IBM mainframe that will enable them to solve many of today's business problems. The course includes interfacing COBOL applications with SQL databases as well as standard mainframe datasets. (Prerequisites: COMP1130 Programming Fundamentals)

## JAVA

COMP2300 4 credit (Lecture)

This course is an introduction into the popular Java language. Students will be trained on data types, control statements, methods, overloading, and data structures. Cross-platform debugging techniques will be introduced as well as programming development concepts. This course will also include OOP (Object-Oriented Programming) concepts such as inheritance, polymorphism, abstract classes, interfaces, JDBC, data structures, and internationalization. Many current languages are based on Java and successful completion of this course will ensure a quick learning curve with languages such as ActionScript, PHP, C#, C++, JavaScript, and VB.NET. (Prerequisites: C or Better in COMP1130 Programming Fundamentals or Equivalent Programming Experience)

## JAVA II

COMP2305 3 credit (Lecture)

This course covers OOP (Object Oriented Programming) using the Java language. Inheritance, polymorphism, abstract classes, and interfaces are covered. SWING, JDBC, exceptions, internationalization, multithreading, data structures, and I/O streams will also be covered, demonstrating each of the OO concepts. (Prerequisite: COMP1300)

# Course Descriptions

## VISUAL BASIC.NET

COMP2310 4 credit (Lecture)

This course covers the VB.NET language and the Visual Studio programming environment. Topics include OOP (Object-Oriented Programming), debugging, accessing databases using ADO.NET, and writing web applications. (Prerequisites: C or Better in COMP1130 Programming Fundamentals or Equivalent Programming Experience)

## CICS PROGRAMMING

COMP2315 2 credit (Lec/Lab)

This course introduces interactive programming on an IBM mainframe computer system using the teleprocessing monitor CICS. Students will develop CICS application programs using the COBOL programming language. Topics include: CICS services, designing screens and coding maps, conversational and pseudoconversational program design, data validation, debugging and testing using EDF, accessing VSAM files and DB2 databases, temporary storage concepts, creating a report using the CICS spool facility, designing a menu system including security, web enabling a CICS application program. (Prerequisite: COMP1205, COMP1310)

## VISUAL BASIC.NET

COMP2330 2 credit (Lecture)

This course covers the VB.NET language which utilizes object oriented principles. Topics include building a VB.net application using the Visual Studio environment, debugging, converting VB 6 programs to VB.NET, accessing databases using ADO.net controls, and writing web services. (Prerequisite: COMP1300)

## CLIENT/SERVER PROGRAMMING

COMP2335 2 credit (Lec/Lab)

This course will familiarize students on the principles of client/server computing. Students will work in teams to develop databases, user interfaces, and any other application software required to design and deploy a client/server application as well as appropriate documentation. (Prerequisites: COMP1200, COMP1300, COMP1400)

## DATABASE MANAGEMENT (SQL)

COMP2340 2 credit (Lab)

This course introduces IBM's mainframe database management system DB2. Topics include: database design concepts, creating a relational database, developing batch COBOL application programs to access and update a relational database, using column and scalar functions, using union and join functions, using sub-queries, and using the interactive tools SPUFI and QMF. (Prerequisite: COMP1310)

## WEB III

COMP2410 2 credit (Lecture)

This course focuses on XML and its supporting technologies that are used in person-to-computer and computer-to-computer communications. Students will be trained on DTDs, schemas, namespaces, Xpath, DOM, SAX, Xslt, SVG and SOAP, as well as web services. (Prerequisite: COMP1400)

## LINUX

COMP2460 4 credit (Lecture)

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 printing, telnet, ssh, ftp, http, and Samba services. (Prerequisites: COMP1200 PC Hardware and Software Essentials, COMP1360 Introduction to Data Communication and Networking)

## MICROSOFT NETWORK ADMINISTRATION

COMP2462 4 credit (Lecture)

The main goal of this course is to provide students with a comprehensive understanding of Microsoft Windows Server and to prepare students to tackle server administration. The course focuses on the requirements of the Microsoft Certified Systems Administrator (MCSA) credential and the skills to successfully implement, manage, and troubleshoot the ongoing needs of Microsoft Windows® 2003 based operating environments. Students have an opportunity to apply their knowledge through hands-on projects and case study assignments. Students will learn how to install and administer Active Directory services and how to manage Active Directory objects. Students will use Microsoft Management Console to monitor system performance, to administer Internet Information Services, and to administer user accounts, group accounts, and group policies. They will learn how to administer print services. They will learn how to install and administer network protocols and services such as virtual private networking, Routing and Remote Access Service, DHCP, WINS, and DNS. (Prerequisites: COMP1360 Introduction to Data Communication and Networking)

## APPLICATION OF WIRELESS AND MOBILE NETWORKS

COMP2464 4 credit (Lecture)

Application of Wireless and Mobile Networks is an introductory course that will focus on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the areas of wireless LAN setup & troubleshooting, 802.11 technologies, products and solutions, Site Surveys, resilient WLAN design, installation and configuration, WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, and vendor interoperability strategies. This course helps students prepare for CWNA™ (Certified Wireless Network Administrator), Certification Exam (Exam #PW0-100) ACM Performance Objectives: NTT02 through, NTT06, NTT09, NTT10 and NTT12 (Prerequisites: COMP1360 Introduction to Data Communication and Networking)

## ADVANCED NETWORKING

COMP2466 4 credit (Lecture)

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 CCNA™ (Cisco Certified Network Administrator) (Prerequisites: COMP1360 Introduction to Data Communication and Networking)

## INFORMATION WARFARE

COMP2475 4 credit (Lecture)

With the threats of cyber terrorism and corporate espionage increasing, the need for trained network security professionals continues to grow. This course covers penetration-testing tools and techniques that ethical hackers and security testers use to protect computer networks. This course provides a structured knowledge base for preparing security professionals to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. (Prerequisites: COMP2460 Linux)

## CAPSTONE – SOFTWARE DEVELOPMENT

COMP2496 1 – 4 credit (Capstone)

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)

## CAPSTONE - NETWORKING SERVICES

COMP2498 1 – 4 credit (Capstone)

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)

## NETWORKING I (NETWARE)

COMP2510 3 credit (Lecture)

This course is designed to be an introduction to network administration, using Novell's Netware operating system. Students will be trained on directory structure, eDirectory, security, utilities, operating system installation and printing with the primary emphasis being how to manage a Novell Network. (Prerequisites: COMP12, COMP1500, COMP1505)

## NETWORKING II (MCSA CORE)

COMP2515 3 credit (Lec/Lab)

This course will introduce students to Microsoft Windows Serve and directory services through lectures, demonstrations, discussions, and hands-on labs. Students will learn how to use Active Directory and Microsoft Management Console to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software with group policies. This course shows how to implement and troubleshoot security in a directory services infrastructure, and monitor and optimize Active Directory performance. The class also focuses on how to administer Internet Information Services, Terminal services and Print services. Students will also learn how to deploy Windows remotely using Remote Installation Services (RIS). (Prerequisites: COMP1500, COMP1505)

## NETWORKING III (MCSA ADVANCED)

COMP2520 3 credit (Lec/Lab)

This course will show students how to plan their network infrastructure around features supported by Windows. Issues such as network protocols and services are compared based on the requirements of your organization. This includes compatibility with Novell NetWare, UNIX, and Macintosh computers. In addition, the importance of the Transmission Control Protocol/Internet Protocol (TCP/IP) for enterprise networks is emphasized because of the new feature set of Windows. This includes using Domain Name System (DNS), Windows Internet Name Service (WINS), and Dynamic Host Configuration Protocol (DHCP) in Active Directory-enable environments. Students will also learn how to manage, secure, and troubleshoot features and services for Windows enterprise networks, including Routing and Remote Access. (Prerequisites: COMP1500, COMP1505)

## LINUX ADMINISTRATION AND SERVICES

COMP2535 2 credit (Lecture)

This course trains students on how to use the Linux operating system and introduces them to the GNOME, and KDE graphical user interfaces (GUI). The class is for new users of the Linux operating environment. They will learn fundamental command-line features of Linux including file system navigation, changing file permissions, the vi text editor, Bash shell features, and basic network services. (Prerequisites: COMP1500, COMP1505)

## LINUX FOR USERS

COMP2700 1 credit (Lecture)

This course introduces the PC user to the fundamentals of the UNIX operating system. Using a hands-on, practical approach, the student will be guided through the basics of UNIX system concepts and architecture. The student will practice these basic concepts and approaches using a dialect of UNIX called Linux. Specific areas covered in this course are the UNIX file system, text editors, file processing, shell programming, utility programs, the X-Windows system, and a brief exposure to shell programming languages. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1200, or equivalent industry experience and instructor's permission)

## LINUX SYSTEM ADMINISTRATION

COMP2705 1 credit (Lecture)

This course, while including some basic concepts, is designed to serve the needs of students who plan to work as Linux system administrators. It will train the student in the installation and use of a Linux-based computer from the point of view of a systems administrator. Students enrolling in this class must have some prior experience in one of the UNIX dialects, preferably Linux. The student will become familiar with the tools and processes related to installing and administering a Linux system. The course makes use of hands-on projects and case studies taken from real-life situations that will challenge the student's critical-thinking and problem-solving skills. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1200, COMP2700, or equivalent industry experience and instructor's permission)

## PROGRAMMING FOR LINUX

COMP2710 1 credit (Lecture)

This course is designed to train the student who plans to work on Linux and/or UNIX systems in the use of those programming languages commonly found in Linux and UNIX environments, such as the AWK, Perl and C languages and shell scripts. Students enrolling in this class must have some prior experience in one of the UNIX dialects (preferably Linux) as well as some programming experience. The student will become familiar with tools and processes related to writing, compiling, debugging, and installing programs on Linux and UNIX systems. The course makes use of hands-on projects and case studies taken from real-life situations that will challenge the student's critical-thinking and problem-solving skills. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP1000, COMP2700, or equivalent industry experience and instructor's permission)

## ADVANCED LINUX SYSTEM ADMINISTRATION

COMP2715 2 credit (Lecture)

This course is a follow-on to COMP2705 and delves more deeply into the Linux operating system. It includes in-depth experiences in the details of Linux installation, file system operation and management, system initialization, the X-Windows graphical user interface and process management. It also addresses common administration tasks, system backup operations, software installation and performance tuning. This course maps to CompTIA's Linux+ certification objectives and is a good method to use in preparing for this certification exam. This course is a ten-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP2705, or equivalent industry experience and instructor's permission)

## LINUX NETWORK SERVICES

COMP2720 1 credit (Lecture)

This course contains practical, hands-on instruction on those networking technologies, protocols and applications commonly found in Linux environments. Students will work with client, network and file-sharing services on live Linux servers, including applications such as the r-utilities, NFS, Samba and ftp. In addition to these common Linux networking topics, business-critical services will also be covered, such as e-mail servers, terminal services, and an introduction to firewalls. This course is a five-week modular course. Please contact the instructor for additional information. (Prerequisites: COMP2715, or equivalent industry experience and instructor's permission)

**INFORMATION SECURITY BASICS (NSTISSI 4011)**  
COMP2800 3 credit (Lec/Lab)

NSTISSI 4011 Terminal objectives:

- \*Understand the threats and vulnerabilities of information's systems.
- \*Recognize the need to protect data, information, and the means to process it.
- \*Develop a working knowledge of INFOSEC principles and practices.
- \*Design, execute, and evaluate INFOSEC security procedures and practices.

Course Descriptions

## CPCB Carpentry Cabinetmaking

**CARPENTRY SAFETY**

CPCB1800 2 credit (Lab)

This course covers general safety both on the project site and in the shop. Also covered is the use of hand, portable power, and stationary shop tools. An introduction to drafting and basic estimating is also included. (Prerequisites: None)

**BASIC CONSTRUCTION REMODELING THEORY & JOB SITE EXPERIENCE IA**

CPCB1810 4 credit (Lec/Lab)

This course covers codes, planning, and the rough framing of the Fall project. (Prerequisites: None)

**BASIC CONSTRUCTION REMODELING THEORY & JOB SITE EXPERIENCE IB**

CPCB1811 4 credit (Lec/Lab)

This course covers the exterior and interior finishing of the Fall project. (Prerequisites: CPCB1800 and CPCB 1810)

**RESIDENTIAL BLUEPRINT READING**

CPCB1830 2 credit (Lec/Lab)

This course is an introduction to blueprint reading and covers the identification of symbols, reading basic plans, details, and diagrams from other trade areas. (Prerequisites: None)

**COMMERCIAL BLUEPRINT READING**

CPCB1855 2 credit (Lec/Lab)

This course deals with the reading of a commercial set of blueprints. (Prerequisites: CPCB1830)

**HOUSE DESIGN AND ESTIMATING**

CPCB1860 3 credit (Lec/Lab)

This course covers the design, drafting, and estimating of the house that will be built starting in the Fall of the second year. (Prerequisites: CPCB1830, 1855)

**CABINETMAKING I**

CPCB1875 2 credit (Lec/Lab)

This course covers the planing, drafting, and estimating of cabinets for the home and Fall project. (Prerequisites: General Education Math)

**CABINETMAKING II**

CPCB1876 4 credit (Lab)

This course covers the construction of the cabinets drawn in CPCB1875. (Prerequisites: CPCB1875)

**CABINETMAKING III**

CPCB1877 5 credit (Lab)

This course covers installation of the cabinets, fabrication, installation of the countertop, and the finishing of the kitchen. (Prerequisites: CPCB1875, 1876)

**ADVANCED CARPENTRY THEORY**

CPCB2802 2 credit (Lecture)

This lecture course covers theories relating to site planning, through enclosing the home, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, shingle installation, and window installation. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH1000) Should be taken concurrently with CPCB2811, 2812, and 2830.

**ELECTRONIC RECORDKEEPING & ESTIMATING**

CPCB2803 1 credit (Lecture)

This course covers the basic fundamentals required to establish a working spreadsheet of records and how to format this information into a systematic method of record keeping. This course will also allow you to transfer information into a contractors bid ready for the work force. This course will introduce you to different computer software. (Prerequisite: None)

**ADVANCED JOB SITE EXPERIENCE 1A**

CPCB2811 5 credit (Lab)

This lab course covers site planning, work with transit, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, shingle installation, and window/door installation. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH1000) Should be taken concurrently with CPCB2802, 2812, 2830.

**ADVANCED JOB SITE EXPERIENCE 1B**

CPCB2812 5 credit (Lab)

This lab course covers site planning, work with transit, excavation, forming for footings, pouring footings, forming basement walls, joist framing, installation of bridging, application of sub-flooring, wall framing, roof framing, cornice work, and shingle installation. (Prerequisite: CPCB2811)

**STAIRWAY TECHNOLOGY**

CPCB2825 4 credit (Lec/Lab)

This course covers the code requirements and the layout of different types of stairways. Each student will be required to build a model stairway using hand tools. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2835, 2836, 2850.

**FRAMING SQUARE TECHNOLOGY**

CPCB2830 2 credit (Lecture)

This course covers the use of all the scales found on the framing square. The student will use the square to figure all types of rafters, use the board measure scale, octagon scale, and the brace scale. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, MATH1000)

**ADVANCED INTERIOR FINISHING 1A**

CPCB2835 3 credit (Lec/Lab)

This course covers the theory and practical application of interior finishing. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2825, 2836, 2850.

**ADVANCED INTERIOR FINISHING 1B**

CPCB2836 2 credit (Lab)

This course covers the theory and practical application of interior finishing. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2825, 2835, 2850.

**EXTERIOR FINISH**

CPCB2850 3 credit (Lec/Lab)

This course covers exterior finishing including applying sidings and trim, and building decks and patios. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 2802, 2811, 2812, 2830, MATH1000) Should be taken concurrently with CPCB2825, 2835, 2836.

**ADVANCED CONCRETE TECHNOLOGY**

CPCB2855 2 credit (Lec/Lab)

This course covers all exterior concrete work including the garage floors, driveways, sidewalks, patios, stoops, steps, and retaining walls. (Prerequisites: CPCB1800, 1810, 1811, 1830, 1855, 1860)

**CARPENTRY/CABINETMAKING INTERNSHIP**

CPCB2860 2 credit (Lab)

This course covers on-the-job experience under the supervision of a construction company foreperson or supervisor. The supervisor will report job performance to the carpentry instructor weekly. (Prerequisites: All other courses in the Carpentry-Cabinetmaking program)

Course Descriptions

## CSS Community Social Service

### DIRECT SERVICE PROFESSIONALISM

CSS1801 3 credit (Lecture)

This course gives an overview of how service providers/paraprofessionals work with each another in order to assure the delivery of optimal supports. Topics which the course reviews include: the use of support teams (effective team work/interdisciplinary cooperation, team dynamics, communication skills, promotion of independence and autonomy, and problem solving skills), working with families, direct support provider roles and responsibilities, diversity, confidentiality, and advocacy issues. (Prerequisites: None)

### PHYSICAL DEVELOPMENTAL SUPPORTS I

CSS1802 3 credit (Lecture)

This course will compare and contrast the community supports model to the former medical model. Students will review an introduction to a variety of disabilities, specific support issues including common signs and symptoms of health concerns, standard precautions and blood borne pathogens, appropriate responses to emergency situation, basic medication concerns, and documentation techniques. In addition, students will learn about relationship and sexuality issues, inclusion issues, and community resources in the environment of the individuals they will support. (Prerequisites: None)

### PERSON CENTERED PLANNING

CSS1804 3 credit (Lecture)

This course will introduce you to a variety of strategies and techniques used to facilitate person centered planning for individualized and real life goals. Students will learn how the Civil Rights Movement was the impetus for change which lead to our current disability laws and rules. Self-advocacy and self-determination within an interdisciplinary team planning process will be explored. This is not about program planning, but more about what it takes to get what is really necessary to ensure an individual with disabilities can live an independent and average life style with dignity and respect utilizing only the supports the individual really needs and desires. (Prerequisites: None)

### FACILITATING POSITIVE BEHAVIORS

CSS1811 4 credit (Lecture)

This course provides an in-depth look at positive supports for children and adults with challenging behaviors and reviews human development, learning styles, and teaching techniques. Emphasis is placed on understanding and supporting the individual's learning barriers by using positive approaches, as well as understanding and responding to behaviors with positive supports. Students will explore how their individual values and personal experiences influence the ways in which they respond to and assess individual's abilities. Students will also acquire knowledge and skills related to basic approaches and principles, completing various types of functional assessments, the importance of using non-aversive interventions and the selection and use of appropriate non-aversive behavioral supports. Methods for designing, planning, developing and implementing skill orientated support plans are taught in this course. Completing functional assessments, observing, documenting and reporting progress on learning plans are learned through practical experience. The student will be able to write basic learning/behavior support programs. (Prerequisites: None)

### INTRODUCTION TO SOCIAL WORK

CSS1812 3 credit (Lecture)

This course provides students with an introduction to the profession of social work. It will provide a broad overview of generalist social work practice with an integrative approach among various levels of practice: individual, environmental and societal. Emphasis will be placed on diversity, ethics, social problems, and self-determination. (Prerequisite: CSS 1801)

### SOCIAL WELFARE SERVICES

CSS1813 3 credit (Lecture)

This course will discuss the history of social welfare as an institution. Various social problems will be examined and discussed in terms of at-risk populations, societal norms and values, and how policy is developed to address these problems. (Prerequisite: CSS 1801)

### COMMUNITY SOCIAL SERVICE PROJECTS

CSS1814 3 credit (Lecture)

This course will help students critically examine a social problem, then work as a group to determine the appropriate steps to take to implement a program that addresses the problem. Students will learn how to assess the problem, research, design, implement, and evaluate a possible solution to the problem. Group process learning will be utilized. (Prerequisites: CSS 1812, CSS 1813)

### PHYSICAL DEVELOPMENTAL SUPPORTS II

CSS1902 3 credit (Lecture)

This course will review specific types of developmental, physical, and mental disabilities, including Cerebral Palsy, Autism, Mental Retardation, Epilepsy, Prader Willi, Chromosomal Disorders, Brain Injury, Mental Health Diagnosis and Chemical Dependency among adults and children. Students will learn how to analyze environmental issues among all settings to determine how to provide the most appropriate supports. The impact of grief and loss issues will also be explored within the context of the individual and family system. (Prerequisites: all 1800 courses)

### BASIC SIGN LANGUAGE

CSS1907 3 credit (Lecture)

This course teaches the basics of American Sign Language, the first level of a three level program. (Prerequisites: None)

### COMMUNITY SOCIAL SERVICE INTERNSHIP

CSS1910 5 credit Internship

This course is designed to provide the student with a purposeful occupational experience in the Community Social 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. One credit of internship is equal to 48 hours of internship. Seminar is offered to promote professionalism and enhance leadership skills. The focus of the CSS internship program is to allow students to integrate and apply skills and knowledge gained in the actual work environment. (Prerequisites: All CSS core classes)

### SUPPORTIVE INTERVENTIONS

CSS1913 4 credit (Lecture)

This course provides an in-depth study of several mechanisms of intervention; assessment, support plan design, and implementation and evaluation. Additionally, analysis of a wide variety of multiple positive behavior strategies will be conducted. This course reviews the philosophy of behavior modification and theory, incident and accident reports, and documentation requirements. It also provides an in-depth analysis of specialized considerations for service professionals when implementing emergency control procedures, permitted control procedures, and control procedures prohibited by Minnesota law. The student will learn about the Risk Management Plan and Individual Service Plan in this course. The student will be able to assess a problem behavior, plan and implement interventions, design proactive manipulations, and integrate a multi-intervention, multi-disciplinary team approach. (Prerequisites: all 1800 courses)

Course Descriptions

## CTLS Civil Engineering Technology

### CONSTRUCTION CONTRACT DOCUMENTS

CTLS1800 4 credit (Lec/Lab)

This course covers the concepts relating to Civil Engineering drawings, construction specifications, and legal documents as associated with the industry. Topographic drawing, site planning, mapping, plan and profile, cross sections, lettering, material specifications bid documents, agreements, and contracts are some of the Contract Document items examined. Use of scales, legends, abbreviations, symbols and MnDOT Standard Specifications in document development is stressed. (Prerequisites: Previous drafting experience or CDCR 1110)

### CIVIL CAD

CTLS1805 3 credit (Lec/Lab)

This course covers the use of AutoDesk Civil3D software in the design and drawing of Civil Engineering plans. (Prerequisite: CDCR 1110)

## INTRODUCTION TO SURVEYING

CTLS1810 5 credit (Lec/Lab)

This course covers the principles of plane surveying involving methods of measuring horizontal and vertical distance, elevation and angles. Practice in the use of common measurement equipment, leveling instruments, compass, transit, theodolite and total station is stressed along with proper care and maintenance of all equipment. Recording of field information and correction of acquired data are an important part of this course. (Prerequisite: None)

## SURVEYING II

CTLS1815 5 credit (Lec/Lab)

This course covers the various techniques used in preliminary surveys and construction surveys. Basic methods of data collection, site evaluation, construction staking, and necessary engineering computations and documentation are examined. Use of the total station and Global Positioning Systems are stressed. Accurate interpretation of construction plans, recording of field data, neatness in note keeping, data reduction and correction, and determination of materials quantities are important parts of this course. (Prerequisites: CTLS 1810)

## MATERIALS TECHNOLOGY

CTLS1820 4 credit (Lec/Lab)

This course covers the types of materials, construction methods, and quality control necessary in the construction of driven surfaces. Basic geology with soil identification and classification for base construction and materials evaluation and testing methods for quality assurance in grading and base, bituminous surfacing, and concrete surfacing are examined. This course is based on MnDOT certification requirements in the areas Grading and Base, Aggregates, Bituminous and/or Concrete. (Prerequisites: None)

## CIVIL DESIGN

CTLS2825 4 credit (Lec/Lab)

This course covers the general techniques and procedures used in the design of necessary infrastructure associated with public works projects. Subdivision design, municipal and rural highway design, and hydraulic systems design are examined. Platting, zoning, lot geometry and sizing, block and lot grading standards, sanitary and storm sewer design, water distribution system design, flexible and rigid pavement design, and planning, development, construction, and completion of a project are important considerations in this course. (Prerequisites: CTLS 1800, 1805, 1815)

## CONSTRUCTION ESTIMATING AND INSPECTIONS

CTLS2830 4 credit (Lec/Lab)

This course covers the study and performance of procedures necessary in estimating quantities and costs and construction inspection of general and public works construction projects. Materials quantities are compiled and construction costs applied. Emphasis is placed on construction inspection through measurement of quantities, documentation, recordkeeping, and contract document interpretation. (Prerequisite: CDCR 1110)

## INTRODUCTION TO LAND SURVEYING

CTLS2835 3 credit (Lec/Lab)

This course covers the history of land surveying along with the technical elements of writing land descriptions, exposing the student to the many types of descriptions in use today. The minimum guideline requirements for platting of land and county highway right-of-ways in Minnesota are presented along with experiences in the process of platting. (Prerequisites: CDCR 1110, CTLS 1800, 1805, 1810, 1815)

## INTRODUCTION TO GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

CTLS2840 3 credit (Lec/Lab)

This course covers the use of computer software for the collection, analysis, and communication of geographic information. Environmental Systems Research Institute, Inc. developed ArcView GIS software for use in developing base mapping and compiling of databases for GIS. Development of the use of ArcView GIS will be the basis of this course. (Prerequisites: CDCR 1110)

## INTERNSHIP

CTLS2851 5 credit Internship

This course is an extension of classroom activities carried out by the student in an off-campus setting. The student gains employment in the industry in a Civil Engineering Technology related position and develops expertise through on-the-job training.

### Course Descriptions

## DA Dental Assisting

### DENTAL SCIENCE I

DA1811 2 credit (Lecture)

Dental Science is designed to provide the student with the fundamental, anatomical and physiological structures of the human body. Emphasis will be placed on the head and neck anatomy. (Prerequisites: None)

### ORAL ANATOMY

DA1812 2 credit (Lecture)

Dental anatomy is the fundamental study of the permanent and deciduous dentitions including morphology, function, and occlusion. (Prerequisites: None)

### PRECLINICAL DENTAL ASSISTING

DA1813 2 credit (Lecture)

This course is designed to provide fundamental knowledge of microbiology and infection control measures. Patient management, utilizing psychological theories and application will be included to prepare the student for clinical application of these skills. (Prerequisites: None)

### CHAIRSIDE DENTAL ASSISTING I

DA1814 4 credit (Lec/Lab)

Chairside Dental Assisting I provides background knowledge/skills and basic clinical techniques and methods required for professional dental assisting. Areas emphasized include patient safety/positioning, instrument nomenclature, chairside assisting techniques, treatment planning, 4-6 handed operative dentistry, basic expanded functions and pt. maintenance. (Prerequisites: None)

### DENTAL MATERIALS

DA1815 3 credit (Lec/Lab)

Dental Materials is designed as a study of the fundamental purpose, composition, manipulation, properties and storage of materials utilized in the dental practice and laboratory setting. (Prerequisites: None)

### RADIOLOGY I

DA1816 3 credit (Lec/Lab)

Radiology I is designed to provide the fundamental knowledge and skill of radiographic infection control, biology, protection and safety, radiologic physics, film processing and darkroom management, imaging principles and techniques, intra-oral techniques, patient management, record keeping and quality assurance. (Prerequisites: None)

### DENTAL PRACTICE MANAGEMENT

DA1821 2 credit (Lecture)

The course is designed to provide the general knowledge and ability to apply the knowledge in dental practice management, administrative and supportive duties necessary in the modern dental practice. Prerequisites: None

### CLINICAL DENTAL ASSISTING

DA1822 2 credit (Lab)

Clinical Dental Assisting is designed to provide the dental assisting student with four-handed and six-handed dental assisting experience on clinical patients with practicing dental staff including outside clinical rotations. (Prerequisites: DA1813, 1814, 1815)

### DENTAL SCIENCE II

DA1823 2 credit (Lecture)

Dental Science II is designed to provide basic knowledge in pharmacology and oral pathology. Emphasis will be placed on methods of application, classifications and usage of knowledge in clinical settings. (Prerequisites: DA1811, 1812)

### CHAIRSIDE DENTAL ASSISTING II

DA1824 4 credit (Lec/Lab)

Chairside Dental Assisting II is a continuation of Chairside Dental Assisting I designed to provide a working knowledge of general and specialty laboratory and clinical skills in chairside and laboratory dental procedures. Emphasis will be placed on dental specialty procedures, expanded function skills, armamentarium and supplies necessary to perform these tasks. (Prerequisites: DA1814)

## DENTAL ASSISTING EXPANDED FUNCTIONS

DA1825 3 credit (Lec/Lab)

Dental Assisting Expanded Functions is designed to train chairside dental assistants in the expanded functions for advanced level skills and knowledge in jurisprudence/ethics. Procedures emphasized will be those allowed by the Minnesota Board of Dentistry for Registered Assistants. (Prerequisites: DA1813, 1814)

## RADIOLOGY II

DA1826 3 credit (Lec/Lab)

Radiology II is a continuation of Radiology I with knowledge of radiation physics, biology, characteristics, and alternative and supplemental radiographic techniques and procedures, exposure factors, image production, extraoral radiology, specialized imaging, radiographic anatomy, interpretation, pitfalls, and radiographic administration. (Prerequisites: DA1816)

## DENTAL NUTRITION

DA1827 1 credit (Lecture)

Dental Nutrition is designed to provide basic background knowledge in nutrition as it pertains to dental health and preventive dental philosophies. (Prerequisites: None)

## NITROUS OXIDE SEDATION

DA1828 1 credit (Lec/Lab)

Nitrous Oxide Sedation is designed to provide fundamental knowledge, elements, purposes and uses of Nitrous Oxide sedation for the Dental Hygienist and Dental Assistant. (Prerequisite: None)

## D.A. INTERNSHIP I

DA1831 4 credit Internship

D.A. Internship I is designed to provide the dental assisting student with practical experience in a clinical dental assisting environment. An extramural dental assisting experience in a dental practice will provide opportunities involving clinical duties and expanded functions delegated to the chairside assistant within the field of dentistry in the local community. (Prerequisites: All academic and clinic courses Fall and Spring)

## D.A. INTERNSHIP II

DA1841 4 credit Internship

D.A. Internship II is a continuation of the extramural dental assisting experience designed to give the student practical experience in dental practices. Clinical duties and expanded functions covering all aspects of the dental practice will be utilized. (Prerequisites: All academic and clinic courses Fall and Spring)

Course Descriptions

## ECON Economics - Liberal Arts & Sciences

### PRINCIPLES OF MACROECONOMICS

ECON110 3 credit (Lecture)

A study of aggregate economic behavior and current economic issues, policies and problems. Macroeconomics measures such as inflation, employment, and the growth of output are examined along with the tools a government can use to foster a stable economy. (Prerequisites: Must have a score of 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, 8: History/Social & Behavioral Science, Global Perspective)

### PRINCIPLES OF MICROECONOMICS

ECON120 3 credit (Lecture)

This course examines theories of how various types of product, service, and resource markets operate and the resulting implications for public policy. Topics include decision-making by consumers, business firms, and government as well as price determination, resource allocation, and income determination via markets. (Prerequisites: Must have a score of 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, 8: History/Social & Behavioral Sciences, Global Perspective).

Course Descriptions

## ENGL English - College Readiness

### WRITING AND ENGLISH I

ENGL0080 4 credit (Lecture)

This course offers an overview in the use, basic study, and review of the Standard English language and an introduction to writing paragraphs. The course emphasizes English usage, sentence structure, punctuation, grammar, and spelling as they are applied throughout the writing process.

### WRITING AND ENGLISH II

ENGL0090 4 credit (Lecture)

This course consists of a review of Standard English grammar, including English usage, sentence structure, punctuation, grammar, and spelling. Students will also study the writing process as it applies to writing both paragraphs and essays. The final project for this class will consist of developing, writing, and editing a persuasive essay. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of ENGL 0080 with a grade of C or higher)

Course Descriptions

## ENGL English - Liberal Arts & Sciences

### COMPOSITION

ENGL100 4 credit (Lecture)

Composition is concerned with developing, through theory and practice, the ability to communicate in written form for personal and professional reasons. Students will develop writing skills, analytical skills, and critical thinking skills. Students will complete readings, papers, grammar exercises, and in-class activities. Students will learn methods of writing informatively and persuasively. (Prerequisites: Must have a score of 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 AND a score of 85.5 or higher on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0080 and ENGL 0090 with a grade of C or higher)(MNTC 1: Communication)

### INTRODUCTION TO LITERATURE

ENGL110 4 credit (Lecture)

Introduction to Literature allows students to sample various literary forms (plays, prose, poetry, nonfiction) from various histories and cultures. The course is designed to develop critical thinking, reading and writing skills, and increase appreciation of the diversity of human experience. (Prerequisites: Must have a score of 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 6: Humanities and the Fine Arts)

### HUMAN DIVERSITY & LITERATURE/FILM

ENGL120 4 credit (Lecture)

This course introduces students to works of literature and film with a focus on understanding the literary and cinematic contributions made by under-represented peoples. The course is designed to develop critical thinking, reading and writing skills, and increase appreciation of the diversity of human experience. (Prerequisites: Must have a score of 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 6, 7: Humanities and Fine Arts, Human Diversity)

### WORLD LITERATURE/FILM

ENGL130 4 credit (Lecture)

Introduces students to works of literature and film from a variety of world cultures. Designed to increase knowledge of world cultures and appreciation and understanding of cultural differences in representation and in seeing, believing, and being. Emphasizes critical thinking, reading, and writing. (Prerequisites: Must have a score of 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 6, 8: Humanities and Fine Arts, Global Perspective)

## SPECIAL TOPICS IN LITERATURE & FILM:

ENGL201 3 credit (Lecture)

ENGL 201 courses help students understand how literature and film tell stories and create versions of history. Students will explore literary concepts such as time, setting, place, narrative, plot, characterization, and literary device. Students will also study the individual cultures that generate the narratives covered in the class. (Prerequisite: ENGL 100 or a score of 95 or higher on the Reading Comprehension portion of the Accuplacer test or instructor permission.) (MNTC 6: Humanities and Fine Arts)

## CREATIVE WRITING

ENGL210 4 credit (Lecture)

This course introduces students to the study of creative writing. Course content focuses primarily on reading several genres of writing (e.g., short story, poetry, non-fiction, and play/screenplay) and then practicing those forms and completing constructive critique of students' practice. (Prerequisite: ENGL 100)(MNTC: 1, 6: Communications, Humanities and Fine Arts)

## TECHNICAL COMMUNICATION

ENGL240 4 credit (Lecture)

This course will teach the essential skills of technical communication. It is an introduction in written communication, design production, and design evaluation of technical information. Adapting technical material using a procedural writing style targeted for specific audiences is emphasized. Students will be using rhetorical analysis, collaborative writing, and usability testing. Topics include the design, writing, and editing of proposals and reports. (Prerequisite: ENGL 100 or a score of 104 or higher on the Sentence Skills portion of the Accuplacer test) (MNTC 1: Communication)



## ESOL English for Speakers of Other Languages

## ESL WRITING AND GRAMMAR III

ESOL0031 4 credit (Lecture)

This course focuses on practicing and developing basic writing skills by applying them to a variety of situations. You will improve your grammar, writing fluency, self-editing ability, and learn to write strong sentences and paragraphs. You will also learn to follow a writing process that will include using computers to revise and edit your writing. (Prerequisite: Accuplacer ESL placement as determined by MnSCU--TBD)

## ESL READING III

ESOL0032 4 credit (Lecture)

This course introduces the skills and strategies necessary for understanding a variety of written materials. You will begin to identify main and supporting details in non-fiction, increase your reading rate and comprehension, and analyze features of fiction. You will also learn about resources in the college library. In addition, you will build vocabulary using a variety of strategies. (Prerequisite: Accuplacer ESL placement as determined by MnSCU--TBD)

## ESL LISTENING AND SPEAKING III

ESOL0033 4 credit (Lecture)

This course provides an introduction to the basics of speech sound production for American English. You will learn how to produce more precise consonants, consonant clusters and vowels. Intonation and stress patterns of English will also be introduced. You will learn the IPA (International Phonetic Alphabet) to better understand the differences between written and spoken language. You will listen to short lectures, conversations, directions and media segments in order to improve your understanding of oral English. (Prerequisite: Accuplacer ESL placement as determined by MnSCU--TBD)

## ESL WRITING AND GRAMMAR VI

ESOL0041 4 credit (Lecture)

This course develops higher level writing skills in a variety of situations. You will improve your grammar, writing fluency, self-editing ability, and learn to write essays of varying lengths and genres. (Prerequisite: ESOL 0031 with a grade of C or higher, or appropriate Accuplacer ESL placement as determined by MnSCU--TBD)

## ESL READING VI

ESOL0042 4 credit (Lecture)

This course develops your ability to understand a variety of written materials. You will learn to identify main ideas and supporting details in non-fiction, increase your reading rate and comprehension, and analyze features of fiction. Summary writing and how to make use of library resources are also included. In addition, you will increase your vocabulary using a variety of strategies. (Prerequisite: ESOL 0032 with a grade of C or higher, or appropriate Accuplacer ESL placement as determined by MnSCU--TBD)

## ESL LISTENING AND SPEAKING VI

ESOL0043 4 credit (Lecture)

This course provides the knowledge and practice necessary to further improve your listening, speaking and pronunciation skills in English in order to help you be more successful in future academic courses. You will work on these skills through activities such as listening to lectures, tapes, and videos, taking notes in English, doing dictations, participating in discussions, doing interviews, giving presentations and doing exercises. (Prerequisite: ESOL 0033 with a grade of C or higher, or appropriate Accuplacer ESL placement as determined by MnSCU--TBD)



## ETHN Ethnic Studies - Liberal Arts & Sciences

## AMERICAN RACIAL MINORITIES

ETHN100 3 credit (Lecture)

A study of American racial/ethnic minorities, especially the histories of Native Americans, African Americans, Hispanic Americans, and Asian Americans. Their roles and contributions to American society will be emphasized. (Prerequisites: Must have a score of 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, 7: History/Social & Behavioral Sciences, Human Diversity)



## FBMA Farm Business Management

## FUNDAMENTALS OF FINANCIAL MANAGEMENT AS IT RELATES TO RISK MANAGEMENT

FBMA2100 3 credits

This course is intended to have the student enhance their decision-making skills relating to business risk management. This course will have the student further investigate tools available to their business that would be effective in reducing potential risk for their operation. Emphasis will be placed on having the student research risk management options that will meet their business, family, and personal needs. (Prerequisites: None)

## APPLIED FINANCIAL MANAGEMENT AS IT RELATES TO RISK MANAGEMENT

FBMA2101 3 credits

This course is intended to have the student apply concepts in financial management that can be used in the development of a business risk management program. The student is to implement risk management tools that will assist in meeting their business, family, and personal needs. (Prerequisites: None)

## FUNDAMENTALS OF FINANCIAL MANAGEMENT/STRATEGIC PLANNING EMPHASIS

FBMA2110 3 credits

This course will enable students to identify the elements necessary to evaluate and create a strategic plan for the business Determining uses for the plan today and tomorrow and developing a plan to locate those team members necessary for strategic plan creation. (Prerequisites: None)

## APPLIED FINANCIAL MANAGEMENT/STRATEGIC PLANNING EMPHASIS

FBMA2111 3 credits

This course will provide practical application of strategic planning skills. Application skills will be practiced upon and applied to the student's business and business plan. (Prerequisites: None)

**FUNDAMENTALS OF FINANCIAL MGMT/BUSINESS PLAN EMPHASIS**  
FBMA2120 3 credits

This course will provide practical application of the business plan. Application skills will be practiced and applied as the student's business plan is prepared and implemented. (Prerequisites: None)

**APPLICATIONS IN FINANCIAL MANAGEMENT/BUSINESS PLANS**  
FBMA2121 3 credits

This course will provide the necessary instruction to put together and implement a business plan for the farm business.

**DIRECTED STUDY - DECISION MAKING**  
FBMA2130 2 credits

This course will examine the individual, family and farm business decision making process with emphasis on upgrading and improving decision making resources, tools and skills. Particularly, this course will lead the student to critically analyze information, applications and implications of decision making as it relates to their own situation. Students will evaluate their own decision making process. (Prerequisites: Diploma from 1-6 Farm Business Management Curriculum)

**DIRECTED STUDY - COMMUNICATIONS**  
FBMA2131 2 credits

This course will assist the student in further acquiring & developing a higher level of communication skills. Students will review and evaluate various communication methods and techniques in dealing with and relating to individuals in both the public & private sector. Students will use this information in formulating an effective communication method and style. Additional course content may include student initiated or group activities. (Prerequisites: Diploma from 1-6 Farm Business Management Curriculum)

**DIRECTED STUDIES IN MODERN AGRICULTURAL TECHNOLOGY**  
FBMA2132 2 credits

This course will deal with experiencing modern agricultural technological changes and determining if they fit into an individual's farming operation. (Prerequisites: None)

**DIRECTED STUDIES IN FARM BUSINESS AND/OR FAMILY TRANSITION**  
FBMA2133 2 credits

This course provides the opportunity for the student to study the many aspects of farm business and/or family transition which occur in the typical farm business. (Prerequisites: None)

**DIRECTED STUDY - PERSONNEL MANAGEMENT**  
FBMA2134 2 credits

This course will organize skills for effective management of farm employees and agribusiness personnel through development of handbooks, compensation/incentive packages, individual expectations/evaluations, and team meetings. (Prerequisites: None)

**DIRECTED STUDY - ENTERPRISE ALTERNATIVES**  
FBMA2135 2 credits

This course will assist those students wanting to make changes in their farm business through enterprise expansion, addition or enhancement. The course will develop a set of procedures for exploring and evaluating alternative choices. (Prerequisites: None)

**SPECIALTY OPTION I**

**FBMG2950 1 credit (Lab)**

This course is designed to give the student advanced knowledge, skills and practical training in tallow/margarine sculpting and ice carving (Prerequisites: None)

**HOSPITALITY NUTRITION I**

**FBMG2986 2 credit (Lec/Lab)**

This course covers the basic information to understand food trends, digestion and utilization processes, menu development for normal and special diets, and the preparation of nutritionally balanced meals. (Prerequisites: None)

**ADVANCED CULINARY SKILL PRODUCTION**  
FBMG2990 3 credit (Lab)

This course will utilize all the preparation skills learned in previous courses. The student will be responsible for preparation and service of stocks, sauces, soups, meat, poultry, and fish and seafood items using the various moist and dry heat methods. The student will plan and execute several specialty luncheon meals. (Prerequisites: CART1800, QFPRI840, QFPRI880, QFPRI890 or instructor approval).

**Course Descriptions** **FBMM Farm Business Management**

**INTRO TO FARM COMMODITY MARKETING**

**FBMM1170 - Required 3 credits**

This course is designed to introduce students to the various methods and tools to market farm commodities.

**DIRECTED STUDY-INTRO TO FARM COMMODITY MARKETING**

**FBMM1173 - Required 2 credits**

This course provides the student with the opportunity to use the various marketing methods and tools.

**APPLYING COMMODITY MARKETING FUNDAMENTALS**

**FBMM1180 - Required 3 credits**

This course is designed to teach students the various methods and tools to market farm commodities. The focus of this course is to apply commodity marketing fundamentals to the farm business.

**DIRECTED STUDY-APPLYING COMMODITY MARKETING FUNDAMENTALS**

**FBMM1183 - Required 2 credits**

This course provides the student with the opportunity to apply marketing methods and tools to their individual farming operation. The course will focus on implementing selected commodity marketing alternatives in the student's individual farm business and marketing plan.

**EVALUATING FARM COMMODITY MARKETING TOOLS**

**FBMM1190 - Required 3 credits**

This course is designed to teach students to evaluate the various farm commodity marketing tools and to select the appropriate alternative to address the present marketing situation.

**DIRECTED STUDY-EVALUATING FARM COMMODITY MARKETING TOOLS**

**FBMM1193 - Required 2 credits**

This course will allow the student to implement and use the marketing tools appropriate to the current marketing situation. The course will focus on the selection and use of various farm commodity marketing tools as they apply to the student's individual farm business and marketing plan.

**MONITORING FARM COMMODITY MARKETING PLANS**

**FBMM2170 - Required 3 credits**

This course is designed to teach students to monitor and refine current farm commodity marketing plans. Emphasis will be placed on current market conditions and pricing opportunities.

**DIRECTED STUDY-MONITORING FARM COMMODITY MARKETING PLANS**

**FBMM2173 - Required 2 credits**

This course will provide activities directed toward monitoring and refining the student's farm commodity marketing plan.

**STRATEGIES IN FARM COMMODITY MARKETING**

**FBMM2180 - Required 3 credits**

This course is designed to help students plan marketing strategies necessary to achieve farm business and personal goals. It focuses on formulating long term marketing strategies appropriate to the farm business.

**Course Descriptions** **FBMG Culinary Arts**

**DIRECTED STUDY-STRATEGIES IN FARM COMMODITY MARKETING**  
FBMM2183 - *Required* 2 credits

This course will help students identify and implement marketing strategies necessary to achieve their farm business and personal goals. This course will focus on implementing long term marketing strategies appropriate to the student's individual farm business and marketing plan.

**APPLICATION OF PRODUCTIVE ENTERPRISE INFORMATION**  
FBMT1233 - *Elective* 2 credits

This course describes procedures for applying enterprise information provided by computerized analysis of farm business accounts. (Prerequisites: None)

**INTERPRETING AND EVALUATION OF FINANCIAL DATA**

FBMT2141 - *Required* 4 credits

This course continues to expand on preparation and evaluation of the farm business analysis. The course provides continued guidance and perfection of business record closeout procedures, tax implications of management decisions, and continues to monitor farm business and family goals. (Prerequisites: None)

**INTERPRETING TRENDS IN BUSINESS PLANNING**

FBMT2142 - *Required* 4 credits

This course examines whole farm, enterprise, balance sheet, and inventory trends. Current analysis data is compared to historical data in making future farm business planning decisions. Financial ratios are used to indicate the farm financial structure. (Prerequisites: None)

**STRATEGIES IN FARM SYSTEM DATA MANAGEMENT**

FBMT2151 - *Required* 4 credits

This course will help the student focus on long term strategies necessary to maintain and enhance the farm business and personal future financial goals. The student will complete the year by preparing for an accurate, usable business analysis. (Prerequisites: None)

**INTEGRATING SYSTEM INFORMATION FOR FINANCIAL PLANNING**

FBMT2152 - *Required* 4 credits

This course uses farm system information to develop a farm financial plan. Interpretation and analysis of the farm system data will enhance the reliability of the farm plan. The comprehensive farm plan will integrate historical trends, farm and personal goals, financial and enterprise performance of the farm business. (Prerequisites: None)

**EXAMINATION OF THE CONTEXT OF FARM SYSTEM MANAGEMENT**

FBMT2161 - *Required* 4 credit

This course is designed to assist students in preparation of improved farm system management procedures. Students in the course will evaluate several years of an improved farm system analysis. (Prerequisites: None)

**REFINING FARM SYSTEM MANAGEMENT**

FBMT2162 - *Required* 4 credits

This course is the culmination of activities designed to enable the student to develop and implement a comprehensive farm business strategic plan. The student will use the components of the Farm Business Management program to develop and support a farm business strategic plan. (Prerequisites: None)

**SPECIAL TOPICS-GENERAL FARM MANAGEMENT**

FBMT2200-2204 - *Elective* 1 credit

This course covers special topics of interest in general farm management. (Prerequisites: None)

**SPECIAL TOPICS-GENERAL FARM MANAGEMENT**

FBMT2205-2209 - *Elective* 2 credits

This course covers special topics of interest in general farm management. (Prerequisites: None)

**SPECIAL TOPICS-MARKETING**

FBMT2210-2214 - *Elective* 1 credit

This course covers special topics of interest in marketing. (Prerequisites: None)

**SPECIAL TOPICS-MARKETING**

FBMT2215-2219 - *Elective* 2 credits

This course covers special topics of interest in marketing. (Prerequisites: None)

**SPECIAL TOPICS-CROPS**

FBMT2220-2224 - *Elective* 1 credit

This course covers special topics of interest in crops. (Prerequisites: None)

**Course Descriptions**  
**FBMT Farm Business Management**

**FOUNDATIONS FOR FARM BUSINESS MANAGEMENT**

FBMT1112 - *Required* 4 credits

This course is an overview of the Farm Business Management program. The student will be introduced to goal setting, self and business assessment, record keeping, and business projections to provide the foundation for personal and business management progress. Current issues affecting business management are an integral part of the course. (Prerequisites: None)

**PREPARATION FOR FARM BUSINESS ANALYSIS**

FBMT1121 - *Required* 4 credits

This course will take the student through a step-by-step procedure to close out a complete year of farm business records. The course will emphasize tax planning, completing inputs to livestock and crop enterprises, and emphasizing cash and liabilities accuracy. A completed business and enterprise analysis will be the course focus. (Prerequisites: None)

**IMPLEMENTING THE SYSTEM MANAGEMENT PLAN**

FBMT1122 - *Required* 4 credits

This course continues to build on the foundation of farm business management. The student will complete a farm business financial and enterprise analysis. Sound financial record keeping is an integral component. (Prerequisites: None)

**MANAGING AND MODIFYING FARM SYSTEM DATA**

FBMT1131 - *Required* 4 credits

This course will help the student refine their farm business data system and assist them in applying year end procedures for farm business analysis. Students improve accuracy in the following: farm enterprise analysis, tax planning and filing, and cash and liabilities checks. (Prerequisites: None)

**INTERPRETING AND USING FARM SYSTEM DATA**

FBMT1132 - *Required* 4 credits

This course provides an opportunity for the student to view the farm business and its various components through a number of vehicles such as balance sheets, farm personal and managerial inventories, enterprise reports and historical data. (Prerequisites: None)

**INTRO TO FARM BUSINESS MANAGEMENT**

FBMT1211 - *Elective* 4 credits

This course introduces basic farm business management concepts. Students will study the farm management planning cycle and develop an understanding of its relationship to: family and farm business goal setting, cash and enterprise accounting principles, and tax planning. (Prerequisites: None)

**MANAGING A FARM SYSTEM IN A GLOBAL ECONOMY**

FBMT1213 - *Elective* 2 credits

This course assists the students in achieving awareness of the development of agricultural policies and practices throughout the world and assessing the impact of these policies and practices on the profitability and viability of their farm business. (Prerequisites: None)

**USING SYSTEM ANALYSIS IN TOTAL FARM PLANNING**

FBMT1223 - *Elective* 2 credits

This course assists the student with a farm business analysis, and the exploration of possible implications and/or solutions of these concepts. A systematic method to assess farm business strengths and weaknesses based on the analysis will be used. (Prerequisites: None)

## SPECIAL TOPICS-CROPS

FBMT2225-2229 - *Elective* 2 credits

This course covers special topics of interest in crops. (Prerequisites: None)

## SPECIAL TOPICS-LIVESTOCK

FBMT2230-2234 - *Elective* 1 credit

This course covers special topics of interest in livestock. (Prerequisites: None)

## SPECIAL TOPICS-LIVESTOCK

FBMT2235-2239 - *Elective* 2 credits

This course covers special topics of interest in livestock. (Prerequisites: None)

## USING FINANCIAL INSTRUMENTS IN FARM SYSTEMS MANAGEMENT

FBMT2243 - *Elective* 2 credits

This course integrates the application of various financial instruments used in acquiring capital for use in the business and investigates the way in which both earnings and financial progress can be measured. (Prerequisites: None)

## SYSTEM PLANS AND PROJECTIONS

FBMT2253 - *Elective* 2 credits

This course enables the combination of concepts for preparing farm system plans and projections, and the interaction of possible implications and/or solutions of these concepts. (Prerequisites: None)

## EVALUATING FARM SYSTEM PROGRAMS

FBMT2263 - *Elective* 2 credits

This course develops an awareness of individuals and agencies, both public and private, which have expertise available to assist the farm operator to solve farm systems problems. It enables study and application of farm business evaluation concepts, and exploration of possible implications. Exact subject matter and time spent per topic will vary depending on student need, location and time. (Prerequisites: None)

## INTRODUCTION TO PHYSICAL GEOGRAPHY

GEOG101 3 credit (Lecture)

Survey of the process and features of the earth's physical environment-earth-sun-relationships, weather, climate, natural vegetation, soil, and landforms. Examines their interrelations and spatial distribution and includes using North America and worldwide examples. Some coverage of human-environmental relations. (Prerequisites: Must have a score of 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 3, 10: Natural Sciences, People & The Environment)

## INTRODUCTORY CULTURAL GEOGRAPHY

GEOG103 3 credit (Lecture)

Cultural aspects of interactions between people and their environment focusing on spatial patterns of proulation, agriculture, politics, language, religion, industrialization, and urbanization. Emphasis is placed on the processes that create the cultural landscape and on management of land and natural resources. (Prerequisites: 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, 8: History & Social & Behavioral Sciences, Global Perspective)



## GP Graphics Production

## INTRODUCTION TO GRAPHICS PRODUCTION

GP1000 4 credit (Lec/Lab)

This course is a survey of the Graphics Production industry. Topics will include the history of the field, job opportunities, employment requirements, the impact of printing on our lives, current issues within the industry and a future outlook of the field. Hands-on lab sessions in digital image preparation, electronic publishing, lithographic preparation - assembling (imposition) and masking (stripping) film, offset press, screen printing, and electronic presentation are an integral part of this course. (Prerequisite: None)

## LAYOUT AND TYPOGRAPHY

GP1040 4 credit (Lec/Lab)

Learners are introduced to the printed page layout techniques, design principles and the development, identification and proper use of type. Mathematical conversion problems will be assigned to teach the student problems that must be solved in the production process. Electronic layout and imposition are stressed. Basic design techniques of laying out graphics, photos and text will be stressed. Proofreading and spelling checks are stressed through project assignments. (Prerequisites: concurrent with GP 1070)

## ELECTRONIC PUBLISHING 1 (INTRODUCTION TO ADOBE CREATIVE SUITES)

GP1070 4 credit (Lec/Lab)

Adobe Creative Suites is the dominant software package in the printing and publishing industry today. The course will be taught in a hands-on atmosphere learning the basics of Adobe InDesign, Illustrator and Photoshop, and how these software packages work together in a seamless manner. Students will learn the tools, menus and palettes within each of the softwares, and integrate the use of all the softwares for photographs, graphics and layout applications. Projects will be assigned for a hands-on approach. (Prerequisite: None)

## COLOR I

GP1110 3 credit (Lec/Lab)

The basic concept and theory of color as it pertains to Graphics Production are introduced in this class. Colored artwork and photographs are prepared for print in a hands-on atmosphere using computer methods of color break and separation. Color models and graphical computer formats and their output are stressed. Students begin to apply ICC profiles to various assignments. (Prerequisites: GP 1000, 1040, 1070)



## FCS Family and Consumer Science - Liberal Arts & Sciences

## NUTRITION AND HEALTHY LIVING

FCS105 3 credit (Lecture)

This course provides an overview of basic principles of nutrition. Topics include contemporary issues such as food labeling, dieting practices, eating disorders, fitness, malnutrition, and nutrition throughout the life cycle. This course also focuses on the knowledge and skills necessary for the development and enhancement of a healthy lifestyle throughout the life span. (Prerequisites: Must have a score of 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 3: Natural Sciences)



## GEOG Geography - Liberal Arts & Sciences

## ELEMENTS OF GEOGRAPHY

GEOG100 3 credit (Lecture)

This course is an introduction to Geography and its themes of study. The course will familiarize students with where places are located in the world together with the cultural and physical features that pertain. Students will be tasked to think critically and diversely about various cultures and features of the modern world. (Prerequisites: Must have a score of 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 3, 10: Natural Sciences, People and the Environment)

## DIGITAL PRODUCTION CONCEPTS I

GP1121 4 credit (Lec/Lab)

Digital Production Concepts 1 is an introductory course defining how automated workflows have impacted the technology within the printing industry. This course will concentrate on the workflow of jobs in the prepress area to the plating stage. Each learner will have the opportunity to experience how job files move from an application software (such as a page layout software like Adobe InDesign) to the computer-to-plate stage. (Prerequisites: GP 1000, 1040, 1070)

## PRINTING PROCESSES I

GP1160 4 credit (Lec/Lab)

This course is designed to acquaint the learner with the fundamentals of offset press operation. Coursework includes terminology, equipment and safety. The offset principle of ink repels water is stressed in a hands-on laboratory atmosphere. Also included are the basic litho prep pre-press functions (platemaking) and post-press functions (bindery). Different types of plates and their functions are stressed as well as the equipment used to expose and develop them. The bindery functions of cutting paper, padding, folding, drilling, stitching, etc. are all utilized in a hands-on setting. This course also covers the inks and papers used in the printing industry. Students will be introduced to the various types of inks and weights, grains, coatings and textures of paper. Additionally, students will make mathematical paper calculations for cutting stock to the size of a job and for ordering paper stock. (Prerequisites: GP 1000, 1070)

## ELECTRONIC PUBLISHING 2 (ADVANCED ADOBE CREATIVE SUITES)

GP1170 4 credit (Lec/Lab)

Electronic Publishing 2 is a continuation of Electronic Publishing 1, working with Adobe Creative Suites software. The course will be taught in a hands-on atmosphere learning more advanced features of Adobe InDesign, Illustrator and Photoshop. Adobe Acrobat and Bridge will also be utilized during class sessions. Students should already have the fundamentals of the tools, menus and palettes within each of the softwares. More advanced topics such as masking, transparency, and filters will be an integral part of the course. Projects will be assigned for a hands-on approach. (Prerequisite: GP 1070)

## COLOR 2

GP2010 4 credit (Lec/Lab)

This course offers the learner advanced applications in color techniques learned in GP 1110. Color 2 expands each student's knowledge base of various color models and how ICC profiles are created and relate to the various color models. This course emphasizes the creation of a color managed lab through hands-on work by calibrating, characterizing and converting the various input and output devices in the graphics lab. Students become familiar with operating densitometers, spectrophotometers and monitor calibrators. Additionally, students will perform color correcting techniques, as well as manipulate and manage color setups within the various softwares. (Prerequisite: GP 1110)

## APPLIED GRAPHICS PRODUCTION

GP2020 4 credit (Lec/Lab)

This course is designed to introduce the learner to graphics production workplace through applied hands-on live projects. Production theories such as work flow, plant layout, OSHA regulations, and other theories used by industry are discussed. Cost accounting and estimating projects will be assigned for the learner to solve both manually and with the aid of a computer. Throughout the course, the student will be required to work on projects that will be printed for the school or it's approved clientele with help from a lab assistant or an instructor. (Prerequisites: all first-year coursework is required before taking this course)

## ELECTRONIC LAYOUT TECHNIQUES

GP2041 4 credit (Lec/Lab)

This course is a continuation of the Layout and Typography course covering the advanced levels of composing ruled forms, sales flyers, multi-page documents, brochures, posters, manuals and other projects. Additional assignments from Illustrator, Photoshop, InDesign, and Acrobat are also a part of the coursework. (Prerequisites: GP 1040, 1070, 1170)

## PRINTING PROCESSES II

GP2060 4 credit (Lec/Lab)

This is an extension of GP 1160. The learner will review basic offset press operation and then apply the knowledge by operating various offset presses. Projects will include black and white reproduction, spot color reproduction, process color reproduction as well as specialty reproduction such as NCR forms and envelopes. In addition to actual press operation, the student will learn the basic maintenance functions of oiling, greasing and adjusting the offset press. Replacement of peripheral parts and supplies associated with an offset press will also be stressed. This course includes more advanced platemaking and bindery functions as well. Screen printing processes are also in this course. The student will stretch and clean cloth screens for printing on cloth, metal, plastic and other objects not suited to traditional offset printing. Photo emulsions, various inks, and other chemicals and materials associated with screen printing will be discussed and applied. Single color and multi-color projects will be assigned. (Prerequisites: GP 1160)

## DIGITAL PRODUCTION CONCEPTS 2

GP2126 4 credit (Lec/Lab)

Digital Production Concepts 2 continues to expand the learners knowledge with digital issues related to the output of files in a computer-to-plate workflow. Font management, signature software, workflow software and computer-to-plate technology are among the main topics of this course. The first Digital Production Concepts 1 course has the learner using the various functions, now the learner will actually set-up the various files and processes required for a CTP environment. (Prerequisite: GP 1121)

## CAPSTONE PROJECTS

GP2140 3 credit (Lec/Lab)

This course covers the development of a capstone project that demonstrates advanced level skills learned throughout their tenure in the Graphics Production program. Students will design and assemble a show board for display purposes. The students will be required to create both analog and digital portfolios for the purpose of displaying their work. Other areas covered in this class will be interviewing skills, role playing, and actual industry visits. (Prerequisites: All first-year graphics courses and first semester second-year courses)

## WEB PRODUCTION TECHNIQUES

GP2185 4 credit (Lec/Lab)

This course is intended for learners who have used the World Wide Web using a web browser and wish to convert their graphics work to the World Wide Web. This course also will address building and maintaining a website. The course will be taught using a common Windows-based text editor. A knowledge of some form of Windows-based software is desired and typing skills are required. The learner will experience entering HyperText Markup Language (HTML) commands into a common text document to obtain a manipulation of various typestyles and images that can be viewed on the Internet. (Prerequisites: Knowledge of Adobe Photoshop, Adobe Illustrator, Adobe Acrobat).



## HC Health Core

### MEDICAL TERMINOLOGY

HC1000 3 credit (Lecture)

This course will be a study of the language used in the health care delivery system. The course presents component medical word parts and their use in building and interpreting medical terminology related to each body system. Spelling, pronunciation and usage of medical terminology will be emphasized. (Prerequisites: None)

### ADVANCED MEDICAL TERMINOLOGY

HC1001 3 credit (Lecture)

This course is the continuation of HC1904. Review of medical terminology as it pertains to the body systems that were covered in HC1904 with emphasis on developing an understanding of the pathological terminology used in the individual medical specialties throughout medicine. Specialty areas within the allied health professional fields of respiratory therapy, physical therapy, pathology, radiology, anesthesia, pharmacology and others will be introduced. (Prerequisites: HC1000).

## ANATOMY & PHYSIOLOGY/DISEASE CONDITIONS

HC1914 4 credit (Lecture)

This course is designed to provide two approaches to assist the student in learning about the human body. The first is in developing a basic understanding of the normal structure and function of the human body and secondly to discuss disease processes that affect each body system. (Prerequisites: HC1000, 1001)

## ICD-9-CM CODING I

HC1920 3 credit (Lec/Lab)

This course is the first in the introduction of the coding rules and conventions for coding diseases and procedures and an in-depth study of ICD-9-CM (International Classification of Diseases, 9th Revision, Clinical Modifications). (Prerequisites: HC 1000, HC 2930/enrolled)

## ANATOMY & PHYSIOLOGY DISEASE CONDITIONS II

HC1924 4 credit (Lecture)

This course is a continuation of HC1914 with a more comprehensive emphasis on the disease processes that affect the structure and function of the human body. The student will be able to apply the medical terminology and previous medical science course material to a more in-depth study of diseases encountered in healthcare. (Prerequisites: HC1000, 1001, 1914).

## ICD-9-CM CODING II

HC1925 3 credit (Lec/Lab)

This course is a continuation of HC 1920. The course covers the diagnostic coding in depth for healthcare facilities. It compares and contrasts the coding for reimbursement in outpatient facilities and inpatient care. The course will introduce establishing compliance plans for reimbursement and coding conventions. (Prerequisites: HC 1920, HC 2930, HC 1000, HC 1001/enrolled)

## CPT CODING I

HC1928 3 credit (Lec/Lab)

This course is the first introduction to procedural coding and covers all areas of the Current Procedural Coding (CPT) manual. The actual cases are designed to give the student a broad knowledge of the different CPT sections and subsections. The student will learn the importance of medical documentation and the assigning of the CPT codes and its impact on reimbursement. (Prerequisites: HC 1000, 1001/enrolled, HC 2930, HC 1914/enrolled)

## ICD-9-CM CODING III - CPT CODING II

HC1930 4 credit (Lecture)

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 inpatient discharges. It combines all previous coding experiences with regard to reimbursement and compliance for Diagnosis Related Groups (DRG's) and the Relative Based Resource Value Scale (RBRVS). The course provides for coding experience in mental health facilities (cross-walk with DSM-IV), long-term facilities, and Ambulatory Surgery Centers (ASC's). (Prerequisites: HC 1000, 1001, 1914, HC 1920, 1925, 1928, 2930)

## TRAINED MEDICATION AIDE

HC1934 2 credit (Lec/Lab)

This course includes the study of legal requirements concerning drugs and drug administration. General information about medications, terminology related to medication administration and use of reference sources will be studied. Students will learn actions, usual dose, toxic symptoms and special considerations of a variety of drugs. Students will not administer medications but will learn basic guidelines for medication administration. (Prerequisites: None)

## INTRODUCTION TO HEALTH CARE/HEALTH INFORMATION

HC2930 4 credit (Lecture)

This course reviews the health insurance industry and the types of health care facilities and introduces the concepts of medical finance. The student will gain knowledge of medical record systems, confidentiality, and the legal aspects of health records. The health information content will be introduced for the types of health care facilities as it applies to medical coding/transcription. (Prerequisites: None)

### Course Descriptions

## HCTC Health Core/CNA

### BASIC NURSING 101 (CNA)

HCTC1886 4 credit (Lec/Lab)

This course meets federal and state criteria for eligibility to take the state test to become a NAR, HHA, as well as the requirements for Basic Nursing 101, a requirement for the Practical Nursing Program. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide. (Prerequisites: None)

### NURSING ASSISTANT THEORY

HCTC1889 3 credit (Lec/Lab)

This course meets federal and state criteria for eligibility to take the state test to become a 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.

### Course Descriptions

## HEMS Emergency Medical Services

### EMERGENCY MEDICAL TECHNICIAN INITIAL (112 HOURS)

HEMS1200 6 credit (Lec/Lab)

The Emergency Medical Technician program is designed for ambulance personnel, hospital and medical personnel, law enforcement officers, fire and rescue personnel, industry safety officers, and other professions rendering emergency medical services to the public. The program consists of 112 hours of classroom instruction and a minimum of 8 hours of hospital clinical observation and training. The course includes anatomy, physiology, cardiopulmonary resuscitation certification, splinting techniques, lifting and moving patients, emergency childbirth, trauma & medical emergency care. Graduates take the National Registry computer and practical exam to qualify as Registered Emergency Medical Technicians. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. Certification is recognized for a two-year period. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs. (Prerequisite: None)

### EMERGENCY MEDICAL TECHNICIAN REFRESHER (24 HOURS)

HEMS1220 2 credit (Lecture)

This 24-hour course provides refresher training for state certified and nationally registered EMTs who must re-certified every two years. Students must provide Minnesota EMT number and expiration date. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective EMT students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as Nationally Registered or Minnesota EMTs. (Prerequisites: Minnesota EMT number and expiration date).

### FIRST RESPONDER INITIAL (48 HOURS)

HEMS1300 2 credit (Lec/Lab)

This 48-hour course provides emergency care training to fire/rescue personnel, law enforcement officers, industrial safety personnel, especially when they are the first on the scene of injuries and medical problems. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. As a result of 1999 Minnesota Legislation, prospective First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: None)

## FIRST RESPONDER REFRESHER (16 HOURS)

HEMS1320 1 credit (Lecture)

This 16-hour course provides refresher training for state certified First Responders who need to refresh every two years. It is intended as an update on revised emergency care skills and techniques for recertification. The course is approved by the Minnesota EMS Regulatory Board and Post-Board approved. Certification is recognized for a two-year period. As a result of 1999 Minnesota Legislation, prospective First Responder students who have committed misdemeanors, gross misdemeanors or felonies may not qualify to be certified as First Responders. (Prerequisite: State Certified First Responder)

### Course Descriptions

## HIST History - Liberal Arts & Sciences

### U. S. HISTORY I

HIST120 4 credit (Lecture)

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 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, 7: History & Social & Behavioral Sciences, Human Diversity)

### U. S. HISTORY II

HIST121 4 credit (Lecture)

This course surveys the history of America from the Civil War and Reconstruction, through the New South and the New West, Industrialization, Populism and Progressivism, World War I, the Great Depression and the New Deal, World War II, Cold War America, the 1960's, Vietnam and Beyond. It examines how historical American culture, institutions, and events influence the present United States in the latter part of the twentieth century. (Prerequisites: Must have a score of 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, 7: History/Social & Behavioral Sciences, Human Diversity)

### WORLD HISTORY I

HIST160 4 credit (Lecture)

This course is a survey of world history examining ancient, classical, and medieval civilizations prior to the emergence of the West as a world power (c. 3500 BCE - 1450 CE). The course explores how environmental, economic, political, social, religious and other intellectual and cultural factors combined in different ways to influence the development of major world regions - Africa, EurAsia, and the Americas. The goal is for students to understand how fundamental institutions and cultural norms of different world regions developed out of their own internal environments as well as in response to developments and influences from other cultural systems and historical forces. (Prerequisites: Must have a score of 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, 8: History & Social & Behavioral Sciences, Global Perspective)

### WORLD HISTORY II: THE RISE OF THE WEST

HIST161 4 credits (Lecture)

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 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, 8: History & Social & Behavioral Sciences, Global Perspective)

## WORLD HISTORY III: THE TWENTIETH CENTURY

HIST162 4 credit (Lecture)

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 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, 8: History & Social & Behavioral Sciences, Global Perspective)

### Course Descriptions

## HLTH Health

### MEDICAL TERMINOLOGY

HLTH1000 1 credit (Lecture)

This course teaches students to recognize and build medical terms after learning the meaning of word parts. The course is based on a systems approach. Students also learn how to interpret and use common medical abbreviations and symbols. With instructor approval, this course may be taken on independent study. (Prerequisite: None)

### CPR

HLTH1950 1 credit (Lecture)

This course covers the skills of infant, child and adult single and two rescue CPR as well as relief of foreign body airway obstruction procedures for infant, child and adult. Automated external defibrillators, bag-valve-masks and pocket masks are also used. Signs and symptoms of stroke and heart attack are also discussed. This course meets the criteria of the American Heart Association 2005 Guidelines for CPR and ECC.

### FIRST AID

HLTH1952 1 credit (Lecture)

This course includes emergency care training for initial treatment of illness and injury. Patient assessment, bleeding control, shock management, soft tissue injury, orthopedic injury, diabetic problems, seizures, poisons, heat exposure, and cold exposure are some of the topics covered in this course. This course is appropriate for anyone who may need to render immediate care. The items covered in the course are just as applicable to an industrial or a business work setting, as they are to a daycare facility, or even at home. (Prerequisite: None)

### SAFETY

HLTH1954 1 credit (Lecture)

This course includes basic OSHA safety standards. Hearing protection, eye protection, back injuries, lockout/tagout procedures, Hazard Communication standard, bloodborne pathogens, and substance abuse in the workplace are examples of topics covered in this course. The consequences of disregarding safety practices are explored. This course is appropriate for individuals who may be entering a new vocation. The topics covered include items from the health care realm to items concerning business, manufacturing, and industrial issues. (Prerequisite: None)

### Course Descriptions

## HRIC Culinary Arts

### BUFFET PREPARATION AND SERVICE

HRIC2860 2 credit (Lec/Lab)

This course is designed to teach the student the fundamentals of garde manger decorating. This will include chaud froid and aspic decorating; fruit, vegetable and cheese carvings; and the preparation of centerpiece displays and plate garnishes. The course also includes buffet setup, buffet table decorating and hors d'oeuvre preparation. (Prerequisites: None)

### BASIC MANAGEMENT/SUPERVISORY SKILLS

HRIC2870 2 credit (Lecture)

This course will help the student develop an appreciation for all aspects of a manager's job. The course covers the functions of management, human relations principles, motivation theories, labor relations and law, business planning, personnel management and staffing. (Prerequisites: None)

## PURCHASING AND RECEIVING

HRIC2871 2 credit (Lecture)

In this course students learn the principles and practices concerned with the purchasing and receiving of food, supplies and equipment for various food service operations. (Prerequisites: None)

## MENU DESIGN

HRIC2875 2 credit (Lec/Lab)

This course will cover basic menu development techniques, menu costing, menu layout and design, and pricing. (Prerequisites: None)



## HUM Humanities - Liberal Arts & Sciences

### CRITICAL THINKING

HUM100 3 credit (Lecture)

This course introduces students to the importance of critical thinking in our culture today. Students will be provided with methods of critical thinking as well as relevant topics on which to practice their skills. Simultaneously, students will learn the skills necessary to be successful as a college student. (Prerequisites: Must have a score of 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 2: Critical Thinking)

### INTRODUCTION TO GLOBAL PEACE AND SOCIAL JUSTICE ISSUES

HUM110 3 credit (Lecture)

This course provides an introduction to the nature, scope, and methodology of peace studies with a view toward the future. It explores the concept of peace, non-violent movements, and the resolution of conflict between individuals, groups, societies, and nations. It considers the relationships between social justice and economics, human psychology, governmental power, and religion as forces for war as well as forces for peace. This course will draw from the study of Nobel Peace Prize winners as an instructional foundation. (Prerequisites: Must have a score of 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 2, 9: Critical Thinking, Ethical & Civic Responsibility)

### GLOBAL CONNECTIONS SEMINAR

HUM115 1 credit (Lecture)

This seminar is designed to run concurrently with the 2007 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. (Prerequisite: 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 8: Global Perspective)

### INTRODUCTION TO THE HUMANITIES

HUM121 4 credit (Lecture)

This course is an overview of the principal trends in Western thought and artistic expression from ancient times to the contemporary. Its aim is to foster an appreciation of how diverse ideas and works of art have contributed to our understanding of the universal human experience. Classroom instruction will be supplemented by guided tours of museums/exhibitions, and attendance at live performances of works pertinent to the course. (Prerequisites: Must have a score of 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 6: The Humanities & Fine Arts)

### GLOBAL CONNECTIONS TRAVEL SEMINAR

HUM150 1 credit (Lecture)

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.** (Prerequisite: 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 6, 8: The Humanities & Fine Arts, Global Perspective)



## HVAC Heating, Ventilation and Air Conditioning/Refrigeration

### ALTERNATIVE REFRIGERATION SYSTEMS LAB I

HVAC1000 1 credit (Lab)

This course covers all types of refrigeration systems, residential and commercial. The course is designed for the student who wants more hands-on training. The student will troubleshoot, repair, and replace refrigeration systems. (Prerequisites: HVAC2000, 2100, or concurrent)

### ALTERNATIVE REFRIGERATION SYSTEMS LAB II

HVAC1200 2 credit (Lab)

This course covers all types of refrigeration systems, residential and commercial. The course is designed for the student who wants more hands-on training. The student will troubleshoot, repair, and replace refrigeration systems. (Prerequisites: HVAC2000, 2100, or concurrent)

### ELECTRICAL CIRCUITS

HVAC2000 2 credit (Lec/Lab)

This is an introductory course designed to help students understand the relationships of electricity. Electrical units, terms, formulas, and electrical schematics are covered. (Prerequisites: None)

### IPH MOTORS AND AUXILIARY CONTROLS

HVAC2010 2 credit (Lec/Lab)

This course will cover the theory, installation and application of single-phase AC motors commonly utilized in the HVAC industry. Students will learn how to wire and troubleshoot single-phase motors and their starting components. Three-phase transformers and motors with associated auxiliary controls will also be covered. (Prerequisites: HVAC2000 or concurrent)

### REFRIGERATION THEORY

HVAC2100 2 credit (Lec/Lab)

This course introduces the students to the refrigeration system, how it works, and the relationship between pressure and temperatures. We will discuss the reasons for EPA testing, refrigeration terminology, troubleshooting, and the proper handling of refrigerants. (Prerequisites: None)

### REFRIGERATION CONTROLS

HVAC2110 2 credit (Lec/Lab)

This course covers controls found in both household and commercial refrigeration systems. The functions and operation of these controls will be discussed along with proper troubleshooting procedures. (Prerequisites: HVAC2100 or concurrent)

### TESTING REFRIGERATION SYSTEMS

HVAC2120 2 credit (Lec/Lab)

This course will cover analyzing, troubleshooting and testing of both the electrical and refrigeration systems. Safety will be stressed throughout this course. (Prerequisites: HVAC2000, 2100, 2110 or concurrent).

### COOLERS/CASES

HVAC2200 3 credit (Lec/Lab)

This course covers the application of the basic tools, test equipment and repair procedures available to the service technician to analyze and repair refrigeration equipment. (Prerequisites: HVAC2000, 2100 or Instructor approval)

### FREEZERS/CASES

HVAC2210 3 credit (Lec/Lab)

This course covers commercial freezers. The electrical, mechanical systems will be studied, analyzed, operated and tested. The students will study and follow EPA regulations on handling refrigerants. Proper safety and troubleshooting techniques will be used. (Prerequisites: HVAC2000, 2100 or Instructor approval)

# Course Descriptions

## COMMERCIAL ICE MAKERS

HVAC2220 3 credit (Lec/Lab)

This course covers commercial ice makers used in the industry today. The electrical, mechanical and water systems will be studied, analyzed, connected and operated. The students will study proper troubleshooting and safety procedures. The students will then apply this knowledge when testing the electrical, mechanical and water systems. (Prerequisites: HVAC2000, 2100 or Instructor approval)

## COMMERCIAL ALTERNATIVE SYSTEMS

HVAC2230 1 credit (Lab)

This course will take a look at commercial refrigeration systems found in the Mankato area, along with the companies that service them. The class will take field trips to local businesses and service companies to see how they operate. (Prerequisites: HVAC2100 or concurrent)

## CENTRAL AIR CONDITIONING

HVAC2240 2 credit (Lec/Lab)

This course covers central air conditioning. The electrical and mechanical systems will be studied and analyzed along with installation requirements. Students will examine different troubleshooting techniques and apply that knowledge when troubleshooting electrical and mechanical failures. (Prerequisites: HVAC2100 or Instructor approval)

## BRAZING

HVAC2251 2 credit (Lec/Lab)

This course covers brazing equipment and materials. Students will be introduced to the brazing process, terms, and personal safety. (Prerequisites: None)

## INDOOR AIR QUALITY

HVAC2301 1 credit (Lecture)

This course covers equipment that deals with today's problem with indoor air quality. Indoor air pollutants will be studied and analyzed. The students will examine different ways of providing clean air for healthy living. (Prerequisites: None)

## HYDRONIC HEAT

HVAC2310 2 credit (Lec/Lab)

This course covers the hydronic heating systems. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting and safety techniques for testing electrical and mechanical operations in the lab. (Prerequisites: HVAC2000 or concurrent)

## GAS HEAT

HVAC2320 3 credit (Lec/Lab)

This course covers the different gas heating systems found in homes today. The electrical, mechanical systems will be studied and analyzed along with troubleshooting and safety procedures. The students will then apply this knowledge by using proper troubleshooting and safety techniques for testing electrical and mechanical operations in the lab. (Prerequisites: HVAC2000 or concurrent)

## COMMERCIAL PACKAGE HEAT/COOL UNITS

HVAC2325 2 credit (Lec/Lab)

In this course students will learn the installation, repair and servicing practices for commercial rooftop single-phase and three-phase HVAC units. The application of commercial control day/night thermostats and economizer packages will be covered. The student will also be introduced to direct-fired make-up air unit operation and servicing. (Prerequisites: HVAC2000, 2320 or concurrent)

## ALTERNATIVE HEATING SYSTEMS

HVAC2330 2 credit (Lec/Lab)

This course covers a variety of alternative heating systems. Some of the systems discussed will be oil heating systems, a variety of electrical heating systems, heat pump systems and alternative fuel sources. Electrical and mechanical systems will be explored along with safety, troubleshooting and equipment performance. (Prerequisites: HVAC2000, 2320 or concurrent)

## SHEET METAL DUCTWORK FABRICATION

HVAC2340 3 credit (Lec/Lab)

This course will introduce the student to duct sizing methods, heat loss/gain calculations with related computer software, blue print reading, the fabrications of sheet metal reducers, transitions, 90's and offsets, installation of plenum and extended plenum systems and forced air zoning applications will be explored. (Prerequisites: None)

## ADVANCE CENTRAL A/C LAB 1

HVAC2400 1 credit (Lab)

This course covers all aspects of today's central air conditioners. This course is designed for students who want more hands-on training. The students will hook-up, operate, and diagnose problems associated with today's central air conditioners. (Prerequisites: HVAC2240 or concurrent)

## ADVANCED CENTRAL AIR CONDITIONING LAB II

HVAC2410 2 credit (Lab)

This course covers all aspects of today's central air conditioners. This course is designed for students who want more hands-on training. The students will hook-up, operate, and diagnose problems associated with today's central air conditioners. (Prerequisites: HVAC2240 or concurrent)

## AIR CONDITIONING INTERNSHIP I

HVAC2420 1 credit Internship

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2240 or concurrent)

## AIR CONDITIONING INTERNSHIP II

HVAC2430 2 credit Internship

This course covers air conditioning work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2240 or concurrent)

## ADVANCED REFRIGERATION LAB I

HVAC2440 1 credit (Lab)

This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. (Prerequisites: HVAC2000, 2100 or concurrent)

## ADVANCED REFRIGERATION LAB II

HVAC2450 2 credit (Lab)

This course covers all aspects of today's refrigeration systems. This course is designed for students who want more hands-on training. The students will repair, replace and troubleshoot different types of refrigeration systems. EPA regulations will be followed. (Prerequisites: HVAC2000, 2100 or concurrent)

## REFRIGERATION INTERNSHIP I

HVAC2460 1 credit Internship

This course covers refrigeration work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Student will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2100 or concurrent)

## REFRIGERATION INTERNSHIP II

HVAC2470 2 credit Internship

This course covers refrigeration work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2100 or concurrent)

## ADVANCE HEATING LAB I

HVAC2500 1 credit (Lab)

This course covers all aspects of today's heating systems. This course is designed for students who want more hands-on training. The students will troubleshoot, repair, and replace furnaces as needed. (Prerequisites: HVAC2320 or concurrent)

## ADVANCED HEATING LAB II

HVAC2510 2 credit (Lab)

This course covers all aspects of today's heating systems. This course is designed for students who want more hands-on training. The students will troubleshoot, repair, and replace furnaces as needed. (Prerequisites: HVAC2320 or concurrent).

## HEATING INTERNSHIP I

HVAC2520 1 credit Internship

This course covers heating work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2320 or concurrent)

## HEATING INTERNSHIP II

HVAC2530 2 credit Internship

This course covers heating work related experiences. Each student taking this course will be required to fill-out an occupational experience worksheet. Students will be repairing equipment in the shop as well as in the customer's home. This is under the guidance of the employer. (Prerequisites: HVAC2320 or concurrent)

## PATHOPHYSIOLOGY IN EMS

ICP1060 5 credit (Lecture)

This course discusses a variety of topics and medical conditions that occur in the various body systems. Emphasis is placed on field management of medical emergencies.

## EMS ADVANCED SKILLS

ICP2010 5 credit (Lec/Lab)

This course is designed to orient the student to the rescue environment. Emphasis is placed on the role and responsibilities of the paramedic during a rescue response, including essential skills needed to keep the paramedic and the patient safe. Topics include Mass Casualty Incidents (includes ICS and START disaster response), hazardous materials, basic rescue, water and ice rescue awareness, high level-low angle rescue, emergency driving, special rescue situations and auto extrication for the paramedic. Also included is an introduction to advanced intensive care paramedic skills. Additional clinical rotations will also be completed.

## CRITICAL CARE CLINICAL I

ICP2030 3 credit Practicum

Clinical areas include Emergency Rooms, Intensive Care Unit, Cardiac Intensive Care, Telemetry Unit and Operating Room where applicable.

## CRITICAL CARE CLINICAL II

ICP2040 3 credit Practicum

Clinical areas include Psychiatric Unit, Obstetrics, Pediatrics and Geriatrics.

## FIELD INTERNSHIP I

ICP2050 3 credit Internship

This internship involves experiences with an advanced life support system provided by a fire service and municipal hospital service.

## FIELD INTERNSHIP II

ICP2060 3 credit Internship

This internship involves experiences with an advanced life support system provided by a private service.

## SPECIAL POPULATIONS

ICP2070 5 credit (Lec/Lab)

This course covers medical considerations in areas such as geriatric patients, obstetrics, gynecological patients, neonates, pediatrics, behavior disorders, developmentally disabled and psychiatric patients. Includes PALS certification.

## PARAMEDIC REFRESHER

ICP2080 3 credit (Lecture)

This course will be a comprehensive review of the paramedic technical courses and designed to prepare the candidate to challenge the National Registry Exam. It will also meet the requirements for the required 48 hour paramedic refresher.

## HAZARDOUS MATERIALS

ICP2090 1 credit (Lecture)

This course is designed to meet the training standards designed in NFPA473 "Standards for Competencies of EMS Personnel Responding to Hazardous Materials Incidents". The class combines didactic training with audio-visual materials that will provide a review of pertinent "awareness" level information. To insure a safe EMS response to a hazardous materials situation at the Operations Level, additional information and practical laboratory time will be provided as necessary.



## ICP Intensive Care Paramedic

### INTRODUCTION TO PARAMEDICINE

ICP1000 3 credit (Lec/Lab)

The EMT-Paramedic has a variety of duties. This course demonstrates the difference between the various levels of the Emergency Medical Technicians and the responsibilities that accompany each level of training. It also includes introductory topics that the individual must understand in order to function as a paramedic. Such topics include: medical/legal issues, communications, stress, system structure, lifting mechanics, medical terminology, infection control, and patient assessment.

### ANATOMY AND PHYSIOLOGY FOR EMS

ICP1005 3 credit (Lecture)

This course is designed as an introduction to body structure and function. An emphasis will be placed on body systems specifically related to paramedicine and how that knowledge can be applied to EMS care.

### EMS SKILLS

ICP1010 5 credit (Lec/Lab)

EMS Skills focuses on the Basic life Support skills that the EMT-P must master along with this introduction to advanced skills. These include: patient assessment, airway control with adjuncts, IV therapy, suctioning, communication skills, AED's, intubation, medication administration and other invasive techniques.

### PHARMACOLOGY FOR EMS

ICP1020 3 credit (Lec/Lab)

The intent of this course is to introduce the student to basic pharmacological concepts, principles of drug safety and basic drug categories. Legal aspects of drug administration, drug standards, and use of reference material will be included. Specialized medications utilized in ALS transports will also be discussed. This course will have a primary focus on specific drugs used by paramedics.

### CARDIAC CARE IN EMS

ICP1040 4 credit (Lec/Lab)

The course will prepare the EMT-P to assess and manage those cardiac emergencies that result from coronary atherosclerosis, along with a number of conditions involving pathology of peripheral circulation. The interpretation of cardiac dysrhythmia receives primary emphasis in this course. Includes ACLS provider certification.

### TRAUMA CARE

ICP1050 3 credit (Lec/Lab)

This course deals with the many aspects of trauma including: kinematics, evaluation, management, packaging and transport. Advanced BTLS certification is included.

Course Descriptions

## MASS Mass Communication - Liberal Arts & Sciences

### INTRODUCTION TO NEWSPAPER WRITING

MASS100 3 credit (Lecture)

Introduction to Newspaper Writing focuses on the principles of gathering information and writing news and feature stories for the mass media, with an emphasis on newspaper writing. Students enrolled in this course will be staff members of SCC's student run college newspaper - The Spotlight. Students will attend lectures, participate in regular meetings of the newspaper staff, and meet deadlines for writing articles for the school newspaper. (Prerequisites: Must have a score of 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: None, will be used as an elective)

### INTRODUCTION TO MASS COMMUNICATION

MASS110 4 credit (Lecture)

This course explores the structures, functions, responsibilities, and effects of the media in contemporary society. (Prerequisite: 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 2, 9: Critical Thinking, Ethical and Civic Responsibility)

Course Descriptions

## MATH Math - College Readiness

### BASIC MATHEMATICS

MATH0075 4 credit (Lecture)

This course centers around essential concepts of arithmetic and elementary algebra. It is designed for students who need to strengthen their computational abilities. It begins with a review of basic arithmetic, which includes dealing with expressions containing whole numbers, fractions and decimals, interpreting graphs and setting up and solving proportions. Also included are elementary topics leading to algebra such as solving simple linear equations and inequalities, graphing linear equations, carrying out arithmetic operations on polynomials, factoring polynomials, simplifying rational expressions and solving equations containing rational expressions. (Prerequisites: None)

### ESSENTIALS OF ALGEBRA

MATH0085 4 credit (Lecture)

Essentials of Algebra begins with a general review of linear equations and inequalities. Then the notion of function (which forms the heart of the course) is introduced, leading to a treatment of linear, quadratic, general polynomial and rational functions. Expressions and functions defined by radicals, rational exponents and absolute values are also considered. Along the way, various methods of applying linear and quadratic equations will be developed. (Prerequisites: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or completion of MATH 0075 with a grade of C or higher)

Course Descriptions

## MATH Math - Liberal Arts & Sciences

### CONCEPTS IN MATH

MATH115 4 credit (Lecture)

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: Two years of high school algebra, completion of MATH 0085 with a grade of C or higher or a score of 75.5 or higher on the Elementary Algebra portion of the Accuplacer test) (MNTC 4: Math/Logical Reasoning)

### COLLEGE ALGEBRA

MATH120 4 credit (Lecture)

This course is mainly concerned with functions, most of which are algebraic. It begins with a general treatment of equations and inequalities and then proceeds to cover linear functions, quadratic functions, other polynomial and rational functions, piecewise functions, equations involving radicals and absolute values, logarithms and exponentials, systems of equations and inequalities, permutations and combinations. (Prerequisites: Two years of high school algebra AND completion of MATH 0085 with a grade of C or higher, or a score of 75.5 on the Elementary Algebra portion of the Accuplacer test AND a score of 49.5 or higher on the College Level Math portion of the Accuplacer test) (MNTC 4: Mathematical / Logical Reasoning)

### TRIGONOMETRY

MATH125 3 credit (Lecture)

A study of the six trigonometric functions, their inverses and their applications forms the heart of this course. First, the two common methods of angle measure are derived along with the related notions of length of arc and area of a sector. Then the trigonometric functions are defined in terms of the unit circle and their properties such as domain, range, period and amplitude are explored, along with their associated graphs. This leads to a study of identities and conditional equations. Triangle trigonometry and real-world applications follow, with an investigation of associated themes such as vectors, exponentials and logarithms. (Prerequisites: MATH 120 with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

### PRE-CALCULUS

MATH130 4 credit (Lecture)

This is an accelerated course covering many topics from both College Algebra and Trigonometry. These include functions, graphs of functions, analytic geometry of the conic sections, systems of equations and inequalities, elementary matrix operations and determinants, properties and applications of exponential, logarithmic and trigonometric functions, complex numbers, vectors, polar coordinates and elementary combinatorics. Should not be taken for credit in addition to either MATH 120 or MATH 125. (Prerequisites: Three years of high school mathematics including trigonometry, and a score of 49.5 or higher on the College Level Mathematics portion of the Accuplacer test) (MNTC 4: Mathematical/Logical Reasoning)

### CALCULUS I

MATH131 5 credit (Lecture)

This course introduces the key concepts of the derivative and the integral. Beginning with the definition of limit, the notion of continuity is developed which is perhaps the most important thread running throughout the calculus. This leads naturally to the process of differentiation and then integration, concluding with the all important Fundamental Theorem of the Calculus. Along the way, applications to classical and modern science, economics, the social sciences and other fields are explored. (Prerequisites: Three years of high school mathematics including trigonometry, or MATH 120 and MATH 125, or MATH 130 with a grade of C or better, and a score of 86 or higher on the College Level Mathematics portion of the Accuplacer test) (MNTC 4: Mathematical/Logical Reasoning)

### CALCULUS II

MATH132 5 credit (Lecture)

In this continuation of Calculus I, you will begin by investigating more applications of the definite integral, along with useful techniques for evaluating them. This leads in a natural way to a brief introduction to differential equations, and the evaluation of improper integrals and indeterminate forms. Next, the calculus of the transcendental functions is explored in some detail. Then the study of sequences and series is taken up, including power series and Taylor series. Important geometrical concepts such as polar coordinates, parametric equations and vectors in the plane and in space are also covered. (Prerequisites: MATH 131, with a grade of C or better) (MNTC 4: Mathematical/Logical Reasoning)

## ELEMENTARY STATISTICS

MATH154 4 credit (Lecture)

This course introduces the essential mathematical elements of statistics, applying them to a broad range of areas including business, manufacturing, economics, and the physical, biological and social sciences. Topics include descriptive measures of data, measures of central tendency, variability, standard probability distributions, tests of hypotheses, confidence intervals, and estimation. To put the treatment on a strong foundation, concepts of probability are developed throughout, and shown to form the unifying theme behind modern statistics. (Prerequisites: Two years of high school algebra, completion of MATH 0085 with a grade of C or higher or a score of 75.5 or higher on the Elementary Algebra portion of the Accuplacer test) (MNTC 4: Mathematical/Logical Reasoning)

## ELEMENTARY STATISTICS

MATH154 4 credit (Lecture)

This course introduces the essential mathematical elements of statistics, applying them to a broad range of areas including business, manufacturing, economics, and the physical, biological and social sciences. Topics include descriptive measures of data, measures of central tendency, variability, standard probability distributions, tests of hypotheses, confidence intervals, and estimation. To put the treatment on a strong foundation, concepts of probability are developed throughout, and shown to form the unifying theme behind modern statistics. (Prerequisites: Two years of high school algebra, completion of MATH 0085 with a grade of C or higher or a score of 75.5 or higher on the Elementary Algebra portion of the Accuplacer test) (MNTC 4: Mathematical/Logical Reasoning)

## MULTIVARIABLE CALCULUS

MATH233 5 credit (Lecture)

Multivariable Calculus extends the notions of Calculus I and Calculus II to functions of more than one variable. Topics include such things as curves and surfaces in Euclidean n-space, partial derivatives, directional derivatives, tangent planes and differentials, double- and triple-integrals, the rectangular, cylindrical and spherical coordinate systems, line integrals, surface integrals, Green's theorem, Stokes' theorem and the divergence theorem. (Prerequisite: MATH 132 with a grade of C or higher) (MNTC 4: Mathematical/Logical Reasoning)

## ELEMENTARY LINEAR ALGEBRA

MATH240 4 credit (Lecture)

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 transformations 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)



## MATH Math - Technical Foundations

## MATHEMATICS FOR TECHNICAL CAREERS

MATH1050 3 credit (Lec/Lab)

Designed primarily for those entering the technical fields, this course develops a number of essential mathematical techniques in algebra, trigonometry and geometry. Among other things, the participant will learn how to simplify and factor algebraic expressions, solve linear and quadratic equations and systems of linear equations, evaluate and use the six trigonometric functions in computing triangle results, and apply geometric concepts to the measurement of both two- and three-dimensional objects. This course is not a prerequisite for college level math courses. (Prerequisite: Must have a score of 56 or higher on the Arithmetic portion of the Accuplacer test or completion of MATH 0075 with a grade of C or higher)



## MDLT Medical Laboratory Technician

### LABORATORY TECHNIQUES AND ORIENTATION

MDLT1810 3 credit (Lec/Lab)

This course is an orientation course that familiarizes the student with a career in the medical laboratory field. It covers basic skills in clinical laboratory techniques and provides the student with practice. Topics include: MLT/Phlebotomy program policies; certification; working with various pieces of equipment; safety; infection control; quality control; specimen collection/handling/processing; good laboratory technique and maintaining efficiency and accuracy. The practice of phlebotomy is heavily emphasized in this course. Students will continue to enhance their phlebotomy skills in other technical courses, where blood samples are needed, and also during the clinical internship. (Prerequisites: None)

### HEMATOLOGY I

MDLT1815 3 credit (Lec/Lab)

This course covers basic hematology procedures involving such tests as red cell counts, white cell counts, platelet counts, hemoglobin determination, hematocrits, sedimentation rates and reticulocyte counts. Also covered are the abnormalities of these elements which cause diseases, and bone marrow procedures. (Prerequisite: MDLT 1810 may also be taken concurrently or with Program Director permission)

### COAGULATION

MDLT1820 2 credit (Lec/Lab)

The course of study for this course covers the basic principles and practical applications of and the common abnormalities associated with hemostasis. The structure of this course allows the student to perform basic coagulation tests. Quality assurance measurements are also a part of the curriculum. (Prerequisites: MDLT 1810 may be taken concurrently or with Program Director permission)

### URINALYSIS/BODY FLUIDS

MDLT1825 3 credit (Lec/Lab)

The lecture component of this course will cover basic theory in urine formation, renal physiology, and metabolic disorders that produce abnormalities in the urine. Complete urinalysis examinations will be performed in the student laboratory. Basic analysis of other body fluids will be discussed with an emphasis on laboratory methods currently in use. (Prerequisites: MDLT 1810 may be taken concurrently or with Program Director permission)

### HEMATOLOGY II

MDLT1830 3 credit (Lec/Lab)

This course is a continuation of Hematology I. It includes the study of anemias and leukemias, and the correlation of these disease processes. Instruction includes lecture and laboratory case studies, and the use of automated hematology analyzers. A short introduction to electrocardiography (EKG) will also be included. (Prerequisites: MDLT 1815 or with Program Director permission)

### IMMUNOLOGY

MDLT1835 2 credit (Lec/Lab)

The lecture component of this course will include current theory and knowledge of the immune system and the clinical correlations of inherited and acquired disease processes. Laboratory instruction allows the student to perform basic serological (immunological) procedures for the correlation of immunologic disorders, and the interpreting and reporting of patient results and quality control measures. (Prerequisites: May be taken with Program Director permission)

### IMMUNOHEMATOLOGY

MDLT2805 4 credit (Lec/Lab)

Both the theory and practical aspects of Immunohematology are covered in this course. The course is designed to prepare the student in routine pre-transfusion procedures such as ABO/Rh typing, antibody screening/identification, crossmatching of blood and blood products, donor selection, and component usage. (Prerequisite: May be taken with Program Director permission)

## IMMUNOHEMATOLOGY I

MDLT2806 2 credit (Lec/Lab)

This course covers the introduction to both the theory and practical aspects of Immunohematology. Areas of study include red blood cell antigens and antibodies, blood typing, antibody screening, antibody identification, compatibility testing, and quality control in the blood bank. The course is designed to prepare the student for practical training in immunohematology. (Prerequisite: MDLT1810 or Program Director permission)

## IMMUNOHEMATOLOGY II

MDLT2807 2 credit (Lec/Lab)

This course is a continuation of MDLT2806 Immunohematology I. The student will receive further basic training practical instruction in both the theory and practical aspects of Immunohematology. Areas of study include pretransfusion testing, transfusion therapy, adverse transfusion reactions, hemolytic disease of the newborn, hemolytic anemias, human leukocyte antigens, donor selection, and component processing. The course is designed to prepare the student for practical training in Immunohematology. (Prerequisite: MDLT1810 and MDLT2806 or Program Director permission)

## MICROBIOLOGY I

MDLT2811 3 credit (Lec/Lab)

This course covers the isolation and identification of clinically significant microorganisms. Emphasis is placed on specimen sources, growth characteristics, techniques for identification, and quality control. (Prerequisites: MDLT1810 or with Program Director permission).

## CHEMISTRY I

MDLT2817 4 credit (Lec/Lab)

This course covers the analysis of chemical constituents of plasma, serum, urine and other body fluids. Emphasis is placed on physiology, methodology and clinical significance of carbohydrate metabolism, non-protein nitrogen, renal and liver function, tumor markers and porphyrins. Accuracy in performance, quality control and laboratory safety is stressed. (Prerequisites: MDLT 1810 may also be taken concurrently or with Program Director permission)

## CHEMISTRY II

MDLT2818 3 credit (Lec/Lab)

This course is a continuation of Chemistry I and includes the theory and clinical correlations of lipids, electrolytes, acid/base balance, therapeutic drug monitoring, enzymology and toxicology. The MLT student learns the theory and technique of each procedure, quality control, and normal values of chemical constituents analyzed. Concepts that are basic to the operation of automated laboratory instruments will be discussed. (Prerequisites: MDLT 2817 or with Program Director permission)

## MICROBIOLOGY II

MDLT2821 3 credit (Lec/Lab)

This course is a continuation of Microbiology I. The students will receive further basic practical instruction in the isolation and identification of clinically significant microorganisms. A short introduction to parasitology/mycology/virology/ Mycobacterium species will also be included. (Prerequisites: MDLT 1810 or with Program Director permission).

## CLINICAL PRACTICE & ORIENTATION

MDLT2825 1 credit (Lecture)

This course covers an explanation of the hospital and clinic structure and the student's role in the clinical practice setting. The student will learn the basic knowledge necessary for effective understanding of his/her expectations and evaluations as an MLT student in the clinical practice training and his/her role as an employee after graduation. (Prerequisites: MDLT 1810, 1815, 1825, 1830, 1835, 2805, 2810, 2817, 2818, 2820 or with Program Director permission)

## CLINICAL: HEMATOLOGY

MDLT2900 4 credit (Lab)

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and 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.

## CLINICAL: CHEMISTRY

MDLT2901 4 credit (Lab)

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and 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.

## CLINICAL: URINALYSIS AND BODY FLUIDS

MDLT2907 1 credit (Lab)

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and 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.

## CLINICAL: IMMUNOHEMATOLOGY

MDLT2903 4 credit (Lab)

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and 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.

## CLINICAL: IMMUNOLOGY

MDLT2904 1 credit (Lab)

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and 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.

## CLINICAL: MICROBIOLOGY

MDLT2905 4 credit (Lab)

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and 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.

## CLINICAL: COAGULATION

MDLT2906 1 credit (Lab)

In the clinical laboratory sequence, the student continues their education in a hospital or clinic laboratory under the supervision of a certified Medical Technologist. The experience allows the student to apply knowledge learned in the didactic phase in an employment-like setting. Students rotate through all areas of the medical laboratory gaining experience and practice in basic medical laboratory techniques, procedures and phlebotomy. (Prerequisites: completion of all MDLT technical courses and 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.

## PLANNING FARMSTEAD ENVIRONMENTS

MEAG2200 3 credit (Lec/Lab)

This course covers farm building materials and methods of construction. Farmstead planning concepts are examined and applied to the student's home farm situation. Design and drawing of various types of farm buildings are included. The storing, drying, processing and handling of grain and feed are included. Ventilation of livestock buildings and animal waste management is emphasized. Students will gain experience in sizing and selecting equipment for agricultural materials handling applications. (Prerequisite: None)

## AG EQUIPMENT MAINTENANCE I

MEAG2300 4 credit (Lec/Lab)

This course covers a theory and service competencies necessary to maintain small engine, gasoline and diesel powered vehicles on the farm. Students will gain an awareness of equipment maintenance programs. The electrical portion covers farm and residential electrical wiring. Practical 120/240 circuit wiring, electrical safety, device selection, installation methods, grounding, bonding and service entrance panels are included. The final component includes both electric arc, gas welding and a short section on the wire welding system. Students will spend time in the welding lab completing welds. NOTE: Students will merge with the MEAG 1500 Facility Maintenance plus combine at the end of the Agribusiness Spring semester schedule (mid-April) to enhance the ability to successfully teach the ag equipment specifics in an agricultural education program. (Prerequisite: None)

Course Descriptions

## MEAG Ag Business

## FACILITY MAINTENANCE

MEAG1500 3 credit (Lec/Lab)

This course covers farm and residential electrical wiring. Practical 120/240-volt circuit wiring, electrical safety, device selection, installation methods, grounding, bonding and service entrance panels are included. Agricultural confinement housing wiring and electric motors for frame application are explained. Another component in this course includes both electric arc, gas welding and a short section on the wire welding system. Students will spend time in the welding lab completing welds. (Prerequisites: None)

## AG EQUIPMENT MAINTENANCE

MEAG1610 3 credit (Lec/Lab)

This course covers basic harvesting, tillage and planting equipment. The student will learn all component parts and proper adjustments of equipment. Machine adjustment may be accomplished on demonstration units, operator manual examples, actual equipment or field trips. In the machinery operation, set-up, and reconditioning portion, the student identifies preventative maintenance, set-up and reconditioning procedures, follows the set-up and operators manual, uses a check sheet and torque chart. (Prerequisites: None)

## AGRICULTURAL INDUSTRY MACHINERY MAINTENANCE

MEAG1700 3 credit (Lec/Lab)

This course covers theory and service competencies necessary to maintain small engines, gasoline-powered vehicles, and diesel-powered vehicles. Students will gain an awareness of equipment maintenance programs. The course includes field trips and instruction in maintaining equipment found in feed mills, fertilizer plants, and grain elevators. The course will also cover tillage, crop protection and planting equipment. Students will learn all component parts and proper adjustment of the particular units. Machine adjustment 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)

Course Descriptions

## MECHATRONICS

DESCRIPTIONS AVAILABLE IN 2009-2010 CATALOG

Course Descriptions

## MGT Marketing

## SALES MANAGEMENT

MGT2800 3 credit (Lecture)

This course is designed to provide the student with an opportunity to apply concepts and competencies gained from their academic studies. Training plans that are competency-based will be developed. (Prerequisites: MKT 1800)

## RETAIL MANAGEMENT

MGT2810 3 credit (Lecture)

This course covers the nature and scope of retailing, and in-depth study of the areas that make a retailer successful. The course explains the need for strategic planning, location strategies, understanding the retail customer, retailer's role in the marketing channel, the legal environment and successful marketing strategy. (Prerequisites: None)

## SALES FORCE AUTOMATION

MGT2820 3 credit (Lecture)

This course involves technology in conjunction with advanced sales skills. Students will make use of databases within the contact management software ACT! to foster customer relationships. Students will utilize presentation software to enhance sales presentations as well as explore sales uses for e-mail, instant messaging and other technologies. Much of the course will be spent on hands-on exercises to provide students opportunities to experience selling. (Prerequisites: MKT 1800)

## RETAIL OPERATIONS

MGT2830 3 credit (Lec/Lab)

This course focuses on the components of retail operations and design. Retail design includes the necessary use of display for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools, materials and installation of displays. Topics include: design principles, color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning and safety.

Course Descriptions

## MKT Marketing

### INTRODUCTION TO SALES

MKT1800 3 credit (Lecture)

This course serves as a foundation for future sales courses. The instructional approach combines both traditional and innovative presentations of course content that is dependent upon student involvement. The course covers the steps in the personal selling process, determining and describing features and benefits of products as well as the process of closing a sale. Throughout the course students will create and deliver personal sales presentations.

### PRINCIPLES OF MARKETING

MKT1810 3 credit (Lecture)

This course covers the basic marketing concepts for Marketing and non-marketing students. Developing a rational marketing approach to the practices of modern marketing as they are used in a wide variety of settings. The course includes discussion on the marketing mix, the four p's of marketing, channels of distribution, target marketing, ethic, social responsibility, global marketing and the impact of the internet.

### INTERNSHIP

MKT1817 3 credit Internship

This course allows the student to receive practical experience in his/her chosen career area. A training plan outlining what will be learned is jointly developed among the student, employer and college. (Prerequisites: None)

### INTRODUCTION TO BUSINESS

MKT1820 3 credit (Lecture)

This course covers the basic fundamentals of the world of business. Emphasis will be placed on the nature of business and the trends that will change the way business is conducted in the twenty-first century. The latest technology and business terms will provide an updated look at the business world.

### CUSTOMER SERVICE

MKT1830 3 credit (Lecture)

This course covers the importance of customer service and how the student can achieve quality customer service. Total Quality Management is an essential part of customer service and how quality service is relayed to the consumer. This course explains how to develop a service attitude, dealing with various types of customers, handling customer complaints, decision making and using the team concept.

### PRINCIPLES OF ADVERTISING

MKT1840 3 credit (Lecture)

This course provides a broad overview of the entire advertising and sales promotion industry. The focus will cover the entire spectrum of paid and non-paid activities designed to encourage the purchase and use of products, services and ideas. Discussion will include theory and practice about advertising media, public relations, packaging, special events, creation of ads and evaluation.

### PROFESSIONAL DEVELOPMENT I

MKT1850 1 credit (Lecture)

This course focuses on the importance of professionalism and leadership opportunities. Students will have the opportunity to improve their understanding, interpretation and participation in a variety of activities within the college and their community. Attendance in professional conferences, seminars and meetings will be required.

### INTERNET MARKETING

MKT1875 2 credit (Lecture)

This course provides an overview of Internet marketing and electronic commerce marketing. Issues involved with Business to Consumer (B2C), Business to Business (B2B), and Consumer to Consumer (C2C) E-Commerce will be explored.

### PRINCIPLES OF MANAGEMENT

MKT1900 3 credit (Lecture)

This course will introduce the student to the responsibilities and roles of managers and supervisors. Course focus will be on topics related to the management functions of planning, organizing, leading and controlling. Project management, the decision-making process, organizational structures and team skills will be explored. Students will also be exposed to financial, economic and productivity tools for use in management.

### ENTREPRENEURSHIP

MKT1910 3 credit (Lecture)

This course utilizes a variety of tools to stimulate student interest and to promote learning. We will discuss the importance of entrepreneurship in our business climate with an emphasis on the small business. The course culminates with each student creating parts of a business plan. Credits: (3 lecture) (prerequisites: none)

### MARKETING RESEARCH

MKT1920 3 credit (Lecture)

This course involves practical application of the concepts of involved in marketing research. Students will work in teams to explore the fundamentals of marketing research by completing a major project. The course content includes: finding secondary data, conducting focus groups, organizing observational research, creating surveys, statistical analysis and report writing.

### HUMAN RESOURCE MANAGEMENT

MKT1930 3 credit (Lecture)

This course focuses on human resource management issues. The course covers the techniques and legal aspects of recruiting, hiring, firing, promotion, documentation, evaluation and other areas essential to the personnel function. Credits: (3 lecture) (prerequisites: none)

### LEADERSHIP STRATEGIES

MKT1940 3 credit (Lecture)

This course is designed to help students recognize their leadership potential and help improve their interpersonal skills needed in today's workplace. Students will explore various leadership strategies through self assessment and reflection. Self assessments will then be used to provide the framework for developing career portfolios. Resume development, interviewing skills and networking are an integral part of the course.

### CONSUMER BEHAVIOR

MKT2810 3 credit (Lec/Lab)

This course covers the major theoretical approaches to consumer behavior in a manner that is both easy to understand and simple in application. The student will examine concepts behind marketing strategy and management. The analysis of human behaviors relevant to business and industry success will also be addressed.

### INTERNSHIP

MKT2817 3 credit Internship

This course allows students the opportunity to continue to develop their marketing & management skills in an internship. (Prerequisites: None)

Course Descriptions

## MUSC Music - Liberal Arts & Sciences

### MUSIC IN THE GLOBAL CULTURE

MUSC100 3 credit (Lecture)

This course is a historical study of music and its relation to culture and society including a brief survey of the elements of music, incorporating the extensive use of audio recordings. Attendance at a live performance is required. (Prerequisites: Must have a score of 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 6, 8: Humanities and Fine Arts, Global Perspective)

## VOCAL ENSEMBLE

MUSC141 3 credit (Lecture)

Vocal Ensemble is a performing ensemble that participates in service learning throughout the semester. Students will meet for rehearsals once a week and learn a repertoire of both traditional and modern songs, while practicing appropriate vocal techniques. After learning music for several weeks early in the semester, the vocal ensemble will perform for sing-alongs at selected elderly facilities in the area. The group will hold meetings after the performance to satisfy the service-learning component of reflection. (Prerequisites: Must have a score of 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 6: Humanities and Fine Arts)

## APPLICATION OF NURSING

NURS1300 5 credit (Lecture)

This course introduces the student to alteration in functioning in basic disease processes. The integumentary, respiratory, gastrointestinal, genitourinary, endocrine, cardiovascular, hematological, neurological, neurosensory, and musculoskeletal systems are covered. In addition, fluid and electrolyte balance, oncology, and end-of-life care are discussed. The student will integrate the nursing process by identifying nursing observations and interventions specific to alterations in each body system.

## CLINICAL APPLICATION

NURS1350 5 credit (Lab)

Students apply theory related to alteration in body systems through observation and interaction with clients in a variety of healthcare settings. Nursing interventions are individualized to meet each client's needs with consideration of the client's culture. The nursing process is implemented with an emphasis on critical thinking. The application of nursing abilities (Minnesota Board of Nursing) will be with clients in the following special areas: pre-operative and post-operative settings, adults with common illnesses, geriatric clients, clients with behavioral problems, children, mothers of newborn infants, and newborn infants. Organizational skills are developed with opportunities to care for multiple clients. Students may have the opportunity to observe the role of the nurse in specialty areas. Students will demonstrate effective communication with other members of the healthcare team. Professional nursing behavior will be demonstrated.

## FAMILY NURSING

NURS1400 2 credit (Lecture)

The student is introduced to the fundamental concepts of growth and development in the childbearing family and the influence of community on the family. Students will be taught the fundamental principles of labor and delivery and the nursing care of the mother and newborn. Common illnesses and disorders of the newborn will be discussed. The psychological effect illness has on the child will be addressed. The effect of culture on the child bearing family will be discussed.

## PSYCHOSOCIAL NURSING

NURS1600 1 credit (Lecture)

This course introduces students to concepts in mental health and mental illness. The impact of culture and value systems on mental health is identified. Treatments discussed include: medication and behavior therapy, crisis intervention, and group therapy. Appropriate nursing interventions for clients exhibiting maladaptive behaviors will be discussed.

## NURSING PRACTICUM

NURS1650 1 credit (Lec/Lab)

This course will assist the practical nurse in transitioning to the graduate practice role. Students will be evaluated in their ability to demonstrate application of the nursing process with an emphasis on critical thinking in the classroom and clinical setting.

## NURSING ROLE TRANSITION

NURS1900 1 credit (Lecture)

This course is intended to assist students to transition from the role of the Licensed Practical Nurse to the Associate Degree Registered Nurse. Transitional topics include differences in the scope of practice between the licensed practical nurse and the registered nurse. Program philosophy and framework are presented. A review of the nursing process is included. Current and future trends in healthcare will be explored.

## INTEGRATION OF NURSING

NURS2000 4 credit (Lecture)

This course focuses on the impact of acute and chronic illnesses on clients and families. The nursing process will be the basis for holistic assessment in planning care for clients with commonly recurring illnesses with emphasis on the following systems/conditions: cardiac, respiratory, endocrine, neurological, cognitive, musculoskeletal, gastrointestinal, and cancer. Case studies will be used to assist students in identifying the client's response to illness.



## NURS Nursing

## FOUNDATIONS OF NURSING

NURS1000 3 credit (Lecture)

This course introduces the student to the basic concepts in nursing. Topics include professionalism, the nursing process, communication, cultural diversity, asepsis, nutrition, and wellness. Legal and ethical aspects related to nursing will be discussed. Aspects related to pre- and post-operative care and pain management will be discussed. Physical comfort and safety concerns are identified. Needs specific to physical and mental disorders in the elderly population are discussed. Principles of documentation will be identified.

## CLINICAL FOUNDATION

NURS1050 4 credit (Lab)

This course provides an opportunity to integrate classroom/lab learning with supervised client care in a healthcare setting. Students utilize the nursing process to collect data, implement nursing interventions, and administer medications. Emphasis is placed on the organization, critical thinking, therapeutic communication, and a holistic approach to client care. Professional behavior will be modeled.

## NURSING INTERVENTIONS

NURS1075 2 credit (Lab)

This course provides students the opportunity to learn nursing procedures in a simulated supervised lab setting. Body systems are introduced with an emphasis on the neurological, respiratory, gastrointestinal, and genitourinary systems. Competencies covered related to asepsis, oxygenation, and gastrointestinal function and elimination. Critical thinking and medical terminology are threaded throughout the course. Students will have the opportunity to demonstrate skills learned in the laboratory setting.

## MEDICATION ADMINISTRATION I

NURS1200 1 credit (Lec/Lab)

This course introduces the student to drug classifications, therapeutic and adverse effects of drugs, and the six rights of medication administration. The course focus is on non-parenteral routes of administration, including oral, topical, nasal, rectal, eye, and ear. Medical terminology and abbreviations are threaded throughout the course. Legal aspects related to the nurse's scope of practice will be identified. Medication dosage calculation will be explained.

## MEDICATION ADMINISTRATION II

NURS1250 1 credit (Lec/Lab)

This course builds on concepts mastered in Medication Administration I. The course will include information on safe administration of medication through parenteral and enteral routes. The course expands the student's knowledge base of drug classifications, and therapeutic and adverse effects of drugs. The importance of correlating lab values and medication dosages is identified. The student will continue to build skills in medication dosage calculation and will demonstrate competence. Medical terminology and abbreviations will be threaded throughout the course.

# Course Descriptions

## HEALTH ASSESSMENT

NURS2010 2 credit (Lec/Lab)

Students will learn the skills needed to perform a comprehensive health history and physical examination. Students apply a holistic approach to enhance their understanding of the impact of the environment, culture, and family on the client and his or her response to health and illness. Students will demonstrate therapeutic communication skills that aid in the collection of data. Students will identify health promotional activities.

## CLINICAL INTEGRATION

NURS2050 4 credit (Lab)

This course will focus on the application of the nursing process in the registered nursing role including assessment, nursing diagnosis, planning care, implementation of interventions, and evaluation of care for clients in the clinical setting. Emphasis will be on clients experiencing acute and chronic general medical, surgical, or mental health disorders. Students will have the opportunity to care for newborn infants and post-partum women. Students will demonstrate professionalism and accountability for their actions.

## SYNTHESIS OF NURSING

NURS2100 4 credit (Lecture)

This course provides the student with the opportunity to synthesize the holistic care of the patients across the lifespan with multiple, complex needs. The impact of illness on individuals, families, and communities will be addressed. Care of the childbearing and mental health issues will be discussed. Community/home health care will be examined. Disaster preparedness and emergency nursing care will be discussed. Teaching and learning principles will be discussed. Students will examine functions of the nurse as case manager and will apply the theoretical foundation of leadership and management in healthcare.

## CLINICAL SYNTHESIS

NURS2150 4 credit (Lab)

This course offers opportunities to care for clients across the lifespan and introduces students to holistically care for clients and families experiencing multiple, complex needs. Students will explore the leadership role in the clinical setting. The course involves a teaching/learning project. Preceptor clinical experiences may be available. Critical thinking is threaded throughout the course. Students will demonstrate professionalism and accountability for their actions.

## CIVIL PROCEDURES

OTEC1730 3 credit (Lec/Lab)

This course will include an in depth discussion and hands on experience in creation of documents for the Minnesota and federal court systems, civil litigation and appeal procedures. Students will 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)

## BASIC KEYBOARDING

OTEC1790 2 credit (Lab)

This course covers the development of basic keyboarding techniques using the touch method on the computer. Emphasis will be on learning the touch method of typing alphabetic, number and symbol keys. The keyboarding goal will be to attain a minimum rate of 30 words per minute with accuracy. (Prerequisites: None)

## KEYBOARDING I

OTEC1800 3 credit (Lec/Lab)

This course reviews basic keyboarding techniques using the touch method. Emphasis is on building speed and accuracy on a computer keyboard. Basic formatting concepts for producing documents such as letters, envelopes, memos, tables, and reports will be introduced. Proofreading skills will be emphasized. (Prerequisites: OTEC 1790 or a minimum keyboarding speed of 30 wpm or with instructor approval)

## BUSINESS ENGLISH

OTEC1820 3 credit (Lecture)

This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. (Prerequisite: Enrollment will be determined upon faculty advising)

## OFFICE FINANCIAL APPLICATIONS I

OTEC1825 3 credit (Lec/Lab)

This course introduces students to the concepts of basic bookkeeping features that build the foundation for analyzing transactions, applying the accounting equation, and creating financial statements. Students will also learn how to create and use spreadsheets with Microsoft Excel. Topics will include input and editing features, formulas and functions, formatting, creating charts and analyzing information in workbooks to organize and manage data. (Prerequisite: Basic Windows navigation skills)

## BUSINESS PRESENTATIONS

OTEC1840 3 credit (Lec/Lab)

This course covers preparation of graphics for visualization and presentation. You will create overheads and computer-generated slide shows using PowerPoint, input devices, and source files with preset output techniques. The learner will compose individual and composite presentations using text, graphs, sound, and images. (Prerequisites: Basic Windows navigation skills required, applications software knowledge very helpful, speech course also helpful)

## WORD PROCESSING CONCEPTS & APPLICATIONS: CORE

OTEC1875 3 credit (Lec/Lab)

This course is designed to build an understanding of word processing using Microsoft Word software. It begins with the introduction of concepts such as entering text, text editing, terminology, on-line help, spell checking, and printing. It continues with all the basic skills you will need to use the application at a core level of proficiency. (Prerequisites: OTEC 1790 or instructor approval)

## EMPLOYMENT SEARCH SKILLS

OTEC2000 2 credit (Lecture)

This course introduces students to a process for developing self-awareness -- considering career opportunities, constraints, choices, and consequences -- identifying career related goals -- and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use internet and library resources.

Course Descriptions

## OTEC Office Technology

## COMPUTER BASICS

OTEC100 2 credit (Lab)

The Computer Basics course is designed for students with little or no computer experience. In a small group setting, students will have the opportunity to learn the basics through hands-on experience. (Prerequisites: None)

## INTRODUCTION TO COMPUTER SOFTWARE

OTEC1001 2 credit (Lec/Lab)

This course covers basic information about computer hardware and software and the use of computer software as a business productivity tool. Students will be given introductory training on a Windows operating system and the common business applications of word processing, spreadsheets, database, and presentation graphics. This course is designed to equip the student with knowledge of hardware and software applications. This course will cover the business application software that will be used in more advanced courses. (Prerequisites: Basic computer skills or Computer Basic class; mouse proficiency, keyboarding skill of 25 words per minute)

## TRANSACTIONAL LAW

OTEC1725 3 credit (Lec/Lab)

This course will include an in-depth discussion and hands on experience in creation of documents for Minnesota real estate, probate, and corporate Law. Students will 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)

## FAMILY AND CRIMINAL LAW

OTEC2735 3 credit (Lec/Lab)

This course will include an in-depth discussion and hands on experience in creation of documents for Minnesota family law and criminal procedure. Students will create documents and proofread for accuracy. Minnesota procedures will be emphasized. (Prerequisites: OTEC 1730. Students must type at least 45 words per minute and have a working knowledge of Microsoft Word)

## LEGAL PROOFREADING AND EDITING

OTEC2740 3 credit (Lec/Lab)

This course will cover the fundamentals of law office management and is designed to familiarize the legal assistant with the practical inner workings of a law office, including an understanding of law office procedures. This course goes beyond mere efficiency and productivity and includes being sensitive to ethical concerns and providing quality legal services to clients in an affordable manner. In addition, this course covers transcription of dictated legal material into a variety of usable legal documents using word processing equipment/software. Emphasis will be on forms and materials, editing, proofreading, and correcting errors. (Prerequisites: OTEC 1725, 1730, 2735)

## KEYBOARDING II

OTEC2800 3 credit (Lec/Lab)

This course covers the continuing development of keyboarding speed and accuracy. More advanced document formatting, such as letters, and tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., may be included. Students will continue to develop proofreading skills as they format documents from straight copy, rough draft, handwritten copy, and arranged and unarranged sources. (Prerequisites: OTEC 1800, 1875. OTEC 1875 could be taken concurrently with advisor approval)

## COMPUTER TECHNOLOGY

OTEC2810 3 credit (Lecture)

This course provides the context to give students an understanding of terminology and functions of computer-based systems hardware, software, and their peripheral devices. Topics will include standalone computers to networks with an emphasis on Internet usage and various applications.

## OFFICE PROCEDURES

OTEC2812 3 credit (Lecture)

Topics covered in this course include aspects of the changing office; managing work, time and resources; using office technology and equipment; preparing communications; processing mail; handling financial procedures; providing customer service; scheduling appointments; receiving visitors; making travel arrangements; planning meetings and conferences; using telecommunications; professional development; and leadership. (Prerequisites: OTEC 1800, 1820, 1875) (Highly Recommended: OTEC 2800, 2875)

## EMPLOYMENT PORTFOLIO

OTEC2815 3 credit (Lec/Lab)

This course will assist the student in the development of professional job search documentation, which would include a paper resume, cover letter, follow-up letter and a digital and paper portfolio. Students will create their own digital portfolio for use on their individual job search by utilizing the skills they have mastered while completing their course of study. Students will use many aspects of technology (digital cameras, scanners, audio equipment, presentation software, and word processing software) to create their personal digital portfolio. Students will also be introduced to the e-portfolio concept and web site and will create a basic e-portfolio. (Prerequisites: OTEC 1840, 1875)

## BUSINESS COMMUNICATIONS

OTEC2820 3 credit (Lecture)

This course covers the principles of effective writing and requires students to plan, compose, and format a variety of business communications. Emphasis is on proofreading, editing, and revising communications-not just to make them correct but also to make them better. Types of communications may include letters, memos, email, announcements, instructions, form letters, and news releases. Specific letter or memo types may include request and response, claim and adjustment, persuasive, credit and collection, and goodwill communications. Students will learn about letter and envelope formats, international communication differences, and organizational approaches for writing correspondence. Students will learn about words to avoid, transitions, parallel structure, and the "you" attitude. Students will also be introduced to library and Internet research techniques and will analyze real-world documents. (Prerequisites: OTEC1820, basic keyboarding skills)

## DESKTOP PUBLISHING

OTEC2830 3 credit (Lec/Lab)

Students will integrate word processing, graphics, and manipulate text graphics to produce professional quality publications. The topics covered are most useful to the student who has prior word processing experience and who needs to understand page compositions and typography for the purpose of preparing documents with flair. The course introduces the concepts, terminology, techniques, and applications of desktop publishing. Design concepts are limited to those useful in business applications and are not intended to present a "graphics/commercial art" focus. The emphasis will be on developing proficiency, preparing applications-based projects, and mastery of the software. (Software will vary according to current industry trends)

## OFFICE FINANCIAL APPLICATIONS II

OTEC2835 3 credit (Lec/Lab)

This course utilizes and builds upon the basic bookkeeping concepts introduced in Office Financial Applications I. Students will journalize/post transactions, complete a worksheet, perform end-of-month activities including adjusting and closing journal entries, financial statements, and reconciling a bank statement, and calculate and account for employee earnings. Students will learn how to complete tasks both manually and electronically using an automated accounting program. (Prerequisites: Basic Windows navigation skills; OTEC 1825 Office Financial Applications I)

## MULTIMEDIA WEB TECHNOLOGY

OTEC2845 3 credit (Lec/Lab)

This course introduces the student to creating multimedia for Web delivery. Students will prepare interactive projects that could run in a networked setting, from kiosk, or on the Web. Additionally, the class will focus on developing skills in using sound files, film and digital photos, video clips, and advanced scripting. The contents of the course may vary according to industry wide changes in both standards and supporting media. (Prerequisites: COMP 1400, OTEC 1840)

## INTEGRATED INFORMATION SYSTEMS

OTEC2850 3 credit (Lec/Lab)

This course provides basic system training and utilization of a centralized computer system and integrated computer networks for business applications. Applications will include word processing, electronic mail messaging, database, spreadsheets, time management calendaring, and other activities that are experienced in the office setting. The structure of this course allows the student to perform both refresher and advanced tasks in software previously used and to be exposed to some office productivity software not used in other program courses. It is the intent that a student would sense a "whole-office" view with respect to application as the course is delivered. (Prerequisites: OTEC 1825, 1840, 1875, 2812, 2830, 2870)

## OFFICE MANAGEMENT

OTEC2860 3 credit (Lecture)

This course covers the managerial and organizational processes of administrative office management; office environmental management, which include office layout, office environment, and office equipment and furniture; office employee management, which includes selecting, developing, supervising, and motivating office employees as well as performance appraisal, job analysis, job evaluation, salary administration, and work measurement and productivity; office systems analysis; and office functions management, which includes forms design and control, quality and quantity control, and budgetary and cost control. (Prerequisites: OTEC 1800, 1820, 1875, 2810, 2812)

## INFORMATION RESOURCE MANAGEMENT

OTEC2870 3 credit (Lec/Lab)

This course covers rules and procedures for coding, indexing, filing, and retrieving documents in alphabetical, numeric, geographic, and subject systems. Applications include simulated correspondence filing and card filing using both manual and electronic methods. Students will learn how to use database management software (Microsoft Access) to manage information. Records management topics emphasize records control and retention, final disposition of records, and records management issues and trends. (Prerequisites: None)

## WORD PROCESSING CONCEPTS & APPLICATIONS:EXPERT

OTEC2875 3 credit (Lec/Lab)

This course is for Office Technology majors and is a continuation of OTEC 1875 - Word Processing Concepts & Applications: Core. In this course the student will learn expert concepts and the advanced features of Microsoft Word such as macros, merging, and creating tables; and effective file management and maintenance. Accurate proofreading is emphasized. (Prerequisites: OTEC 1800, 1875)

Course Descriptions

## PHIL Philosophy - Liberal Arts & Sciences

### ETHICS IN SOCIETY

PHIL100 3 credit (Lecture)

This course studies the foundations for moral beliefs, judgments, and values and the part they play in practical ethical judgments. In its application, the course deals with contemporary issues and explores specific issues of personal morality as well as business and social ethics. (Prerequisites: Must have a score of 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 2, 9: Critical Thinking, Ethical & Civil Responsibility)

### WORLD RELIGIONS

PHIL105 3 credit (Lecture)

This course is a basic introduction to the major world religions including Hinduism, Buddhism, Judaism, Christianity and Islam. In addition, students cover African Religion, Native American Religion, Jainism, Taoism, Confucianism, Shinto, and Zoroastrianism. At the end of the course, students briefly take a look at some new religious traditions that have more recently developed. (Prerequisites: 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 6, 8: Humanities and Fine Arts, Global Perspective)

### PHILOSOPHY AND POPULAR CULTURE

PHIL110 3 credit (Lecture)

This course introduces some basic concepts in philosophy and identifies positions taken on these concepts by important figures in the Western tradition. This course utilizes examples from popular culture to illustrate and elucidate these ideas and critically analyzes themes within and specific aspects of contemporary culture. Finally, it encourages students to articulate, develop, and defend their own views on perennial issues in philosophy. (Prerequisites: Must have a score of 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 6: Humanities and Fine Arts)

### LOGIC

PHIL130 4 credit (Lecture)

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 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 AND MATH 0085 with a grade of C or higher or a score of 75.5 or higher on the Elementary Algebra portion of the Accuplacer test) (MNTC 2, 4: Critical Thinking, Mathematical/Logical Reasoning)

### SCIENCE IN SOCIETY

PHIL140 3 credit (Lecture)

Science in Society is an interdisciplinary course that introduces students to the discipline of science. Students will learn what makes science different from other ways of thinking, with special focus on the scientific method, data analysis, and the difference between science and pseudoscience. The class also surveys the history of science and various fields within science (biology, chemistry, psychology, etc.), and explores perspectives in the philosophy of science. Finally, it investigates the relationship between science and religion, and scrutinizes current controversies involving scientific issues. (Prerequisites: 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 2, 9: Critical Thinking, Ethical & Civil Responsibility)

### ENVIRONMENTAL ETHICS

PHIL210 3 credit (Lecture)

This class explores the place of human beings with the broader ecosystem, focusing on the environmental impact of human behavior and sustainable alternatives to consumerist lifestyles. In addition to surveying the scientific evidence for the ecological problems humans cause, it addresses the political, economic, cultural, philosophical and religious dimensions of the current environmental crisis. The class also includes discussion and application of solutions to these problems, encouraging students to become involved in environmental activism and consider changes in their own behavior. (Prerequisites: Must have a score of 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 2,10: Critical Thinking, People and the Environment)

### PHILOSOPHY AND THE JUST SOCIETY

PHIL220 3 credit (Lecture)

This course examines the historical development of social and political philosophy and applies these ideas to issues in contemporary society. It covers concepts such as justice, liberty, and moral rights, and surveys a wide range of political ideologies. Students will apply these principles to controversies involving politics, governance, the criminal justice system, civil liberties, health care, corporate power, the mass media, globalization, foreign policy, the use of violence, church/state separation, racism, and sexism. In addition, students will critically evaluate political candidates, office-holders, and party platforms using philosophical methods and concepts. (Prerequisites: 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 6, 9: Humanities and Fine Arts, Ethical and Civic Responsibility)

Course Descriptions

## PHLE Phlebotomy

### ANATOMY & PHYSIOLOGY

PHLE1000 2 credit (Lecture)

This course provides the student with a basic understanding of the structure and function of the human body. Instruction includes terminology, function, structure, diagnostic tests, and disorders of the anatomical systems. (Prerequisites: None)

## LEGAL / ETHICAL ISSUES FOR PHLEBOTOMISTS

PHLE1100 1 credit (Lecture)

This course familiarizes the student with the various medical and legal issues that affect their activities as a healthcare professional. Topics included in instruction are confidentiality, patient bill of rights, right of privacy and informed consent. (Prerequisites: None)

## MULTISKILLING FOR PHLEBOTOMISTS

PHLE1200 2 credit (Lec/Lab)

This course cross trains the phlebotomy student in several different skill areas within the laboratory. Instruction includes EKG's, CLIA'88 waived testing procedures, and POCT (point-of-care-testing). (Prerequisites: MDLT1810 or Program Director permission).

## INTERNSHIP

PHLE1300 5 credit Internship

PHLE1300 constitutes the student's clinical rotation. It consists of 160 contact hours of supervised practice of phlebotomy at an affiliated hospital or clinic. Internship experiences are specifically planned and implemented through the coordinated efforts of the faculty and staff of South Central College and the internship site. (Prerequisites: All support and technical phlebotomy coursework must be completed or Program Director permission)

Course Descriptions

## PHYS Physics - Liberal Arts & Sciences

### INTRODUCTORY PHYSICS

PHYS101 3 credit (Lecture)

A one semester course covering the basic principles of physics at a conceptual level and with a minimal amount of math. Topics generally included mechanics, simple machines, atomic structure, heat, light, and sound. Lecture and laboratory components. (Prerequisites: 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 3: Natural Sciences)

### PRINCIPLES IN PHYSICS I

PHYS211 4 credit (Lec/Lab)

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: PHYS 101, MATH 120 and 125 or MATH 130) (MNTC: 3, Natural Sciences)

Course Descriptions

## PLSC Agribusiness Production

### SOILS I

PLSC1100 3 credit (Lec/Lab)

This course has a lecture and a lab component. Areas of study will include the physical properties, chemical properties, biological properties, soil formation, classification, essential nutrient and soil survey. There will be emphasis on soil and water conservation and practices that can be used to reduce soil erosion. Evaluations of soil samples will be conducted in the agribusiness lab and in the field. (Prerequisites: None)

### FORAGES AND PASTURE MANAGEMENT

PLSC1105 2 credit (Lecture)

This course includes the study of the management and production of small grains and forages. Subject areas will include varietal selection, planting, calculating yields, production costs, growth management, harvesting techniques and marketing techniques. The forage management will focus on alfalfa production, emphasis on establishment, winter survival, fertilization, cutting management and variety selection. (Prerequisites: None)

### SOILS II

PLSC1200 3 credit (Lecture)

This course covers both the technical and practical information that should be of assistance to a student who would farm or go into the fertilizer business. The course deals with the basic soil-plant relationships and the effects of fertility. Detailed information on fertilizer materials and the information of test results will also be covered. Students will put into practice many of the cropping practices that are required by someone pursuing a career in the fertilizer and/or chemical field. Students will determine the proper rates and application methods. (Prerequisites: PLSC1100)

### PRECISION AGRICULTURE

PLSC1205 3 credit (Lecture)

The course objectives include basic understanding of precision agriculture, high-tech equipment, and strategies. Students will gain an understanding of the hardware, software and management strategies of precision agriculture. Areas of study will include GIS, GPS, remote sensing, differential correction, yield monitoring, and grid mapping. Farmworks software will be incorporated into the course.

### AGRONOMY I

PLSC1300 2 credit (Lecture)

This course covers agronomy principles for midwest crops. The course covers basic components of plant growth, seed quality, plant parts, plant growth and development, plant classification, maturity systems and seeding rates. Corn and soybean production will be major crops of consideration. (Prerequisites: None)

### AGRONOMY II

PLSC1400 3 credit (Lec/Lab)

This course covers the characteristics and identification of noxious and common weeds, methods of control, evaluation of herbicide performance and tolerance. Consideration of characteristics, formulations and application methods of herbicides will be taken into account in determining the best control. Course covers the need for and application of weed and insect control measures, including consideration and identification of characteristics, and formulation and proper application of herbicides and insecticides. Safety measures and proper handling of chemicals will be addressed. (Prerequisites: PLSC1300)

### COMMERCIAL PESTICIDE LICENSE TRAINING

PLSC2000 1 credit (Lecture)

This course is designed to complement other courses offered in weed, insect and disease control and pesticide application so as to help facilitate the student with skills necessary to pass the state examinations for applicator licensing and the federal examination for private applicator licensing. (Prerequisite: None)

### AGRONOMY LAB

PLSC2100 2 credit (Lec/Lab)

This course covers the determination of grain quality, proper storage and handling. Laboratory exercises will be run on grain samples and student's home grains. Grain drying systems will be explained with advantages and disadvantages of each system identified. This course covers commercial grain grading practices including seed identification and grain grading. The course will also cover state grain marketing procedures and an introduction to USDA standards for corn, soybeans, wheat, oats, barley and sunflowers. (Prerequisite: None)

### ADVANCED AGRONOMY

PLSC2700 2 credit (Lec/Lab)

Management practices in corn and soybean production including variety selection, field crop insects and plant diseases, identification, damage symptoms, economic thresholds, recommended control options and field scouting. Planting and fertilizing considerations in reduced tillage systems. (Prerequisites: PLSC1300, 1400)

Course Descriptions

## **POL Political Science - Liberal Arts & Sciences**

### AMERICAN GOVERNMENT

POL110 3 credit (Lecture)

American Government introduces students to the fundamentals of American National Government. The course includes an examination of basic American political principles and practices, the Constitution, major institutions, and civil liberties. The objective of this course is to acquaint students with the complexities of the American political system. (Prerequisites: Must have a score of 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, 9: History/Social & Behavioral Science, Ethical and Civic Responsibility)

Course Descriptions

## **PSYC Psychology - Liberal Arts & Sciences**

### INTRODUCTION TO PSYCHOLOGY

PSYC100 4 credit (Lecture)

This course will introduce the broad spectrum of theories and applications that make up the field of psychology. Psychology is the scientific study of behavior and mental processes, and how they are affected by physical and mental states, and external environments and social forces. (Prerequisites: Must have a score of 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)

### LIFESPAN PSYCHOLOGY

PSYC110 3 credit (Lecture)

This is an introductory course examining human development across the lifespan, with emphasis on normal physical, cognitive, and social development. (Prerequisites: Must have a score of 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, 7: History/Social & Behavioral Sciences, Human Diversity)

### PSYCHOLOGY OF POSITIVE ADJUSTMENT

PSYC140 4 credit (Lecture)

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 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, 9: History/Social & Behavioral Sciences, Ethical & Civic Responsibility)

### SOCIAL PSYCHOLOGY

PSYC210 4 credit (Lecture)

Social Psychology introduces the broad spectrum of theories and applications that make up the field of social psychology. Social Psychology is the scientific study of human interactions and includes issues of aggression, 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)

### HEALTH PSYCHOLOGY

PSYC220 4 credit (Lecture)

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)

Course Descriptions

## **QFPR Culinary Arts**

### BASIC COOKING PRINCIPLES

QFPR1840 3 credit (Lec/Lab)

This course covers basic food preparation methods. Students use a variety of kitchen equipment and tools to do preliminary preparation and to practice moist and dry heat cooking methods. (Prerequisites: None)

### BASIC MEAT, POULTRY, FISH/SHELLFISH IDENTIFICATION & PROCESSING

QFPR1841 4 credit (Lec/Lab)

This course covers the identification and preparation techniques of various cuts and grades of meats, poultry, fish/shellfish, and game meats. This course will also teach the processing (butchering) and storage of fresh meats and the operation and cleaning of meat processing equipment. (Prerequisites: None)

### STOCKS, SAUCES AND SOUPS

QFPR1842 3 credit (Lec/Lab)

This course covers the preparation of classical and convenience stocks. From these stocks, different soups and sauces will be prepared using various preparation techniques. (Prerequisites: None)

### INTRODUCTION TO BREAKFAST AND PANTRY

QFPR1846 3 credit (Lec/Lab)

This course teaches the cooking of meats, eggs, cereals, potatoes, batter products and the preparation of fresh fruits for breakfast and the proper techniques and procedures for the preparation of salads, salad dressings and sandwiches. This course will include commercial production techniques used in the preparation of breakfast and pantry foods. (Prerequisites: None)

### BASIC BAKING

QFPR1850 4 credit (Lec/Lab)

This course covers baking terminology, function of ingredients, and the preparation of finished products such as quick breads, pies, cakes, cookies, dessert sauces, custards, puddings and classical pastries. (Prerequisites: None)

### QUALITY ASSURANCE

QFPR1880 2 credit (Lecture)

This course develops an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food service industry. An understanding of the laws and regulations related to sanitation in food service operation is also covered. (Prerequisites: None)

### QUALITY FOOD PRODUCTION

QFPR1890 3 credit (Lec/Lab)

This course teaches the preparation of meat, seafood, vegetables, fruits, pasta and other menu items using the various moist and dry heat cooking methods. This course will include production techniques used in commercial kitchens. (Prerequisites: None)

Course Descriptions

## READ Reading - College Readiness

### READING AND CRITICAL THINKING I READ0080 4 credit (Lecture)

This beginning reading course offers a step-by-step approach to improving reading comprehension and developing critical thinking skills. Students practice basic reading skills and then apply them to college textbook readings. Students also work on improving their vocabularies by studying words typically found in college textbooks. In addition, they begin developing critical thinking skills such as making inferences and determining the point and support of an argument.

### READING AND CRITICAL THINKING II READ0090 4 credit (Lecture)

This intermediate-level reading course provides students with the opportunity to strengthen the basic reading and critical thinking skills needed for a successful college experience. The critical thinking skills include the following: distinguishing between fact and opinion, making inferences, discovering the purpose and tone of a reading selection, and determining the point and support of an argument. Practical application of these skills takes place when students apply the skills to reading selections taken from various college textbooks. In addition, students study college-level vocabulary words. (Prerequisites: Must have a score of 63 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 with a grade of C or higher)

Course Descriptions

## RSTM Restaurant Management

### RESTAURANT MANAGEMENT RSTM2819 3 credit (Lec/Lab)

This course is designed to be industry specific; covering a wide range of restaurant management topics. Emphasis will include information on security measures, cash register operation, cash flow, crisis outbreak management, food service franchising, training, scheduling and legal topics unique to the food industry. The focus of the course will be on food retailing and management concepts.

Course Descriptions

## SAFE Occupational Safety Management

### INTRODUCTION TO INDUSTRIAL PROCESSES SAFE1000 3 credit (Lecture)

This course introduces students to industrial, manufacturing, construction, and business processes and organization. The course will focus on contemporary designs of the workplace and the role that the safety function plays.

### INTRODUCTION TO SAFETY AND HEALTH SAFE1100 3 credit (Lecture)

This course introduces students to the safety and health field. Topics include general safety and health concepts, terminology, an overview of historical developments, program concepts, worker's compensation basics, hazard recognition, and safety assessment process.

### FIRE PROTECTION SAFE1200 3 credit (Lecture)

This is an introductory course in fire protection. Topics include the chemistry of fire, behavior of fire, fire hazards, fire suppression systems, alarms and detection systems, process fire hazards, and transportation fire hazards. Special emphasis will be given to life safety and building codes.

### SAFETY AND HEALTH PROGRAM MANAGEMENT SAFE1300 3 credit (Lecture)

This course develops fundamental knowledge about safety policy, procedures, practices, and administrative controls for safety. Topics include: company safety policies and procedures, program administration, recordkeeping, training planning, delivery and management, and evaluation of program effectiveness.

### HAZARD RECOGNITION & CONTROL SAFE1400 3 credit (Lecture)

This course will address hazard recognition in both construction and industrial environments. Common engineering practices and procedures to remedy these hazards will be examined. New technology will be evaluated relative to safety hazard control. Students will be exposed to real life situations and required to formulate solutions to protect workers and resources.

### INDUSTRIAL HYGIENE SAFE1600 3 credit (Lecture)

This course is devoted to the principles of industrial hygiene and toxicology and includes the study of the theory and practices of industrial hygiene and the use of basic industrial hygiene equipment and instrumentation. Topics include: recognition, evaluation and control of hazards related to toxic chemicals, ionizing and non-ionizing radiation, noise, biological substances, abnormal temperatures and pressures, and airborne contaminants.

### ERGONOMICS SAFE2100 3 credit (Lecture)

This course covers a range of relationships between people and machines. Of primary significance for safety are the design of the items to minimize injuries and errors that lead to accidents and injuries.

### SAFETY LAWS, REGULATIONS AND STANDARDS SAFE2200 3 credit (Lecture)

This course covers the processes, sources and applications for minimum safety requirements established by laws, regulations, standards and codes. Included are: federal, state, and local laws, agencies, regulations, codes, and voluntary standards.

### MODERN THEORIES OF SAFETY PROGRAMMING SAFE2300 3 credit (Lecture)

Students in this course will examine Behavior Based Safety Practices and other newer theories utilized in Safety Programming. Students will be required to develop a model safety program.

### PRACTICUM/INTERNSHIP SAFE2400 3 credit Internship

This course is designed to provide the student with a field experience to observe how safety procedures and/or policies are implemented in business, industry, and/or construction environments. Students in the certificate program can receive credit for professional level safety experience towards their certificate. Student will be required to submit a formal description of prior professional level safety experience which will be evaluated by SCC.

Course Descriptions

## SBMT Small Business Management

### SBM ORGANIZATIONAL PLANNING SBMT1110 2 credits

In this class the student will do a business self-study, create a mission and vision statement and set business and personal goals. (Prerequisites: None)

### SBM BUSINESS SYSTEMS SBMT1120 3 credits

In this class the student will begin preparing the business plan including the strategic plan and all business systems. (Prerequisites: None)

### SBM FINANCIAL SYSTEMS SBMT1210 3 credits

In this class the student will design, evaluate and apply an appropriate record keeping system for the business and learn to interpret financial statements. (Prerequisites: None)

### SBM FINANCIAL MANAGEMENT SBMT1220 3 credits

In this class the student will study cost controls and break-even analysis. They will also learn the process of pricing products and services for the business. (Prerequisites: None)

# Course Descriptions

## SBM FINANCIAL ANALYSIS

SBMT1230 3 credits

In this class the student will study how to analyze the profit and loss statement, the balance sheet and how to do ratio and trend analysis. (Prerequisites: SBMT1210)

## SBM MARKETING SYSTEMS

SBMT1310 2 credits

In this class the student will identify the 5 P's of marketing for the business, identify and refine the business image, and create a marketing strategy for the business. (Prerequisites: None)

## SBM MARKETING MANAGEMENT

SBMT1320 2 credits

In this class the student will learn advertising and promotional techniques and create an advertising plan. They will also learn the basics of selecting appropriate media and ad design. (Prerequisites: SBMT1310)

## SBM PERSONNEL SYSTEMS

SBMT1410 3 credits

In this class the student will learn recruiting and hiring techniques for the business. They will also study training methodology and how to create personnel files and manuals. (Prerequisites: None)

## INTRODUCTION TO SMALL BUSINESS OWNERSHIP

SBMT1890 1 credit (Lec/Lab)

This class is designed for those individuals considering or in the process of starting a business. The class will focus on exploring business opportunities, planning and creating an overall business plan, and financial considerations for start-up. (Prerequisites: None)

## SBM RECORD KEEPING

SBMT2130 3 credits

In this class the student will identify source documents and practice data entry, general journal entries, sales journal entries and expense journal entries. (Prerequisites: None)

## SBM ASSET & INVENTORY MANAGEMENT

SBMT2131 2 credits

In this class the student will learn the process of managing assets, asset allocation and inventory so as to improve business profitability. (Prerequisites: SBMT None)

## SBM A/R & A/P MANAGEMENT

SBMT2132 2 credits

In this class the student will learn the process of managing the accounts receivable, creating reports and establishing customer credit guidelines. The student will also learn the process of managing accounts payable, creating reports and controlling cash flow. (Prerequisites: None)

## SBM RECONCILIATION & CLOSING ACCOUNTS

SBMT2133 2 credits

In this class the student will learn the process of reconciling and closing accounts, and matching account summaries to appropriate documents. (Prerequisites: None)

## SBM PAYROLL SYSTEMS

SBMT2134 3 credits

In this class the student will learn to identify the needed components of a payroll system for their business, process an initial payroll and create monthly, quarterly and yearly reports. (Prerequisites: None)

## SBM PAYROLL REPORTS

SBMT2135 2 credits

In this class the student will learn to use the appropriate documents for reporting employee earnings to the state and federal governments on a monthly, quarterly and yearly basis. (Prerequisites: SBMT2134)

## SBM ORGANIZATIONAL STRUCTURE

SBMT2240 1 credit

In this class the student will learn about the various organizational structures that a small business may take and their strengths and weaknesses. (Prerequisites: SBMT1230)

## SBM FINANCIAL & TAX PLANNING

SBMT2241 2 credits

In this class the student will begin the process of financial and tax planning for the company. (Prerequisites: SBMT1230)

## SBM RISK MANAGEMENT

SBMT2242 1 credit

In this class the student will learn various techniques for identifying and minimizing risk for their business. (Prerequisites: None)

## SBM COST ANALYSIS

SBMT2243 2 credits

In this class the student will learn to apply direct materials, direct labor and other expenses associated with a job. They will create appropriate records and reports. (Prerequisites: None)

## SBM PRO-FORMA FINANCIAL STATEMENTS

SBMT2244 2 credits

In this class the student will learn how to construct pro-forma income and balance sheet statements and financial forecasts. (Prerequisites: SBMT1230)

## SBM SALES & MARKETING ANALYSIS

SBMT2330 2 credits

In this class the student will conduct a sales audit of the business and complete a sales and marketing analysis report based on customer and product information. (Prerequisites: SBMT1310)

## SBM MARKETING RESEARCH

SBMT2331 1 credit

In this class the student will learn how to conduct some primary and secondary market research as it relates to their business. (Prerequisites: None)

## SBM E-BUSINESS SALES

SBMT2332 2 credits

In this class the student will examine business to customer sales transactions and applications for their business. (Prerequisites: None)

## SBM CUSTOMER INFORMATION SYSTEMS

SBMT2333 1 credit

In this class the student will learn the process of collecting and compiling customer information for increased sales opportunities and improved customer service. (Prerequisites: SBMT1310)

## SBM CUSTOMER SERVICE

SBMT2334 2 credits

This class is designed to give additional skills to the business owner or manager that improve the customer service offered by the business. The class will focus on creating a customer service plan, training staff to deal with customer service issues, and identifying management procedures to maintain and improve customer service.

## SBM SUPERVISORY SKILLS 1

SBMT2420 2 credits

In this class the student will learn various strategies for dealing with different behavioral types in individuals and strategies for building work teams. (Prerequisites: None)

## SBM SUPERVISORY SKILLS 2

SBMT2421 2 credits

In this class the student will study employee communication skills and dealing with diversity in the workplace. (Prerequisites: None)

## SBM EMPLOYEE COMPENSATION

SBMT2422 2 credits

In this class the student will identify employee compensation and benefit options for their business and government rules and regulations regarding compensation for employees. (Prerequisites: None)

## SBM BUSINESS COMMUNICATIONS

SBMT2531 1 credit

In this class the student will practice their speaking and writing to improve their communication skills. They will also learn about the different styles of communication and how to address each. (Prerequisites: None)

## SBM BUSINESS MATH

SBMT2532 1 credit

In this class the student will learn math fundamentals as they apply to small businesses. This will include loan and depreciation schedules as well as the time value of money. (Prerequisites: None)

## SBM TIME MANAGEMENT SKILLS

SBMT2533 1 credit

In this class the student will study time management skills as applied to a small business management position. (Prerequisite: None)

## SBM STRESS MANAGEMENT SKILLS

SBMT2534 1 credit

In this class the student will study stress management skills as applied to a small business management position. (Prerequisites: None)

## SBM COMPUTERIZATION-ACCOUNTING

SBMT2610 3 credits

In this class the student will begin the process of computerizing the accounting records of their business. (Prerequisites: None)

## SBM COMPUTERIZATION-SALES & MARKETING

SBMT2611 3 credits

In this class the student will begin the process of computerizing the sales and marketing records of customers and the business. (Prerequisites: None)

## SBM COMPUTERIZATION-HUMAN RESOURCES

SBMT2612 3 credits

In this class the student will begin the process of computerizing the human resource records of the employees and the business. (Prerequisites: None)

## SBM GOING INTO BUSINESS

SBMT2700 3 credits

In this class the student will examine the process of starting a business. It will include business organization, hiring of employees, marketing and basic record keeping. (Prerequisites: None)

## SBM SPECIAL PROJECTS

SBMT2900 1-3 credits

Topics and projects will be assigned by the instructor. (Prerequisites: None)

## INTRODUCTION TO SOCIOLOGY

SOC101 3 credit (Lecture)

Overview of the nature and characteristics of human societies; the structure and processes of social life; impact of social forces on individuals and groups; interdependence of society and the individual; emphasis on cultural diversity and globalism. (Prerequisites: Must have a score of 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, 8: History/Social & Behavioral Sciences, Global Perspective)

Course Descriptions

## SPAN Spanish - Liberal Arts & Sciences

## ELEMENTARY SPANISH

SPAN105 4 credit (Lecture)

Students will be introduced to Spanish as a foreign language. The primary goal of the course is to acquire communicative competence in Spanish in regards to listening, speaking, reading, and writing. Language learning is a gradual process, in which one skill leads to the next, building the basis for more advanced skills. (Prerequisites: Must have a score of 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: None, will be used as an elective)

## ELEMENTARY SPANISH II

SPAN110 4 credit (Lecture)

The primary goal of the course is to refine the basic communication skills acquired in Spanish 105, emphasizing reading, writing, speaking and listening. Students will learn about the Hispanic history, socio-economic situation, culture, gender perception and interpretation through videos, class discussions, the news, and dialogues. Language learning is a gradual process, in which one skill leads to the next, building the basis for more advanced skills. (Prerequisite: SPAN 105 with a grade of C or higher or a passing grade in the placement exam given on the first day of class)

Course Descriptions

## SPCH Speech - Liberal Arts & Sciences

## INTERPERSONAL COMMUNICATION

SPCH100 3 credit (Lecture)

In this class, participants will examine key components of interpersonal communication theory, identify the interpersonal communication skills necessary for healthy relationships, assess their own interpersonal communication effectiveness, and practice and hone interpersonal communication skills necessary for healthy home and work relationships. This course will also address relevant issues of social interaction, including how human diversity/culture (age, race, gender, etc.) affects our interpersonal communication. (Prerequisites: Must have a score of 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 1: Communication)

## PUBLIC SPEAKING

SPCH110 3 credit (Lecture)

This course develops or improves effective performance in acquiring, evaluating, organizing, and communicating information. Learners develop and apply critical and creative thinking to structuring arguments, making presentations, using multimedia, and supporting each other in impromptu and extemporaneous speaking. Course de-emphasizes competition and stresses personal and workplace effectiveness in communication skills.(Prerequisites: Must have a score of 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 AND a score of 85.5 or higher on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0080 and ENGL 0090 with a grade of C or higher) (MNTC 1: Communication)

Course Descriptions

## SGAG Ag Orientation

## AG ORIENTATION

SGAG1000 1 credit (Lecture)

Students will become oriented to the careers in agriculture related to the specific field they plan to enter. Completion of interviews of industry professionals will be required and students will need to write a career plan relating to the path they have been oriented. (Prerequisite: None)

Course Descriptions

## SOC Sociology - Liberal Arts & Sciences

## FAMILY PERSONAL RELATIONS

SOC100 3 credit (Lecture)

Human relationships play a significant role in the development of individuals and their success. Students will become familiar with current research and theories which impact this development by learning about values, goals, decision making, roles, communication, work and family, parenting, divorce, remarriage, and diversity; giving a realistic picture of families today with an emphasis of what the family can become. (Prerequisites: Must have a score of 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 Science)

## SMALL GROUP COMMUNICATION

SPCH120 3 credit (Lecture)

The course develops or improves effective communication for leaders and participants in the small group setting. Learners develop and apply critical thinking and communication skills through class discussion, group activities, and group presentations. (Prerequisites: Must have a score of 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 1, 2: Communication, Critical Thinking)

## INTERCULTURAL COMMUNICATION

SPCH130 3 credit (Lecture)

The course develops the knowledge needed to understand culture, communication, and how culture influences communication between people from different cultures or co-cultures. This course also focuses on practicing the skills needed for effective intercultural and intracultural interactions. Students complete readings, quizzes, papers, and in-class activities. (Prerequisites: Must have a score of 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 7, 8: Diversity, Global Perspectives)

Course  
Descriptions

## SWPR Swine Production

### SWINE ARTIFICIAL INSEMINATION

SWPR1050 1 credit (Lab)

This course is designed to teach the fundamental principles of livestock genetics in a practical manner. This course covers the study of the equipment necessary for artificial insemination in swine. Principles involved in heat detection, boar training, semen collection, semen evaluation, commercial semen, insemination, recordkeeping, and clean up procedures will all be addressed in this course. (Prerequisite: None)

### BREEDING STOCK MANAGEMENT

SWPR1200 3 credit (Lecture)

This course will cover the proper management of gilts, sows, and boars. Conditioning, care, breeding schedules, breeding methods, stock replacement, herd integration, boar power requirements, and tax implications with breeding stock replacement will be included. This course covers farrowing house management. Farrowing management includes proper sanitation procedures to follow to prevent disease outbreaks, gilt and sow movement, health concerns, body scoring, sow nutritional feeding and farrowing and obstetric procedures. Building design in ventilation will be covered. (Prerequisite: None)

### NURSERY AND FINISHING MANAGEMENT

SWPR1300 3 credit (Lecture)

This course covers nursery management. Topics will include chilling, drafts, dampness, sanitation, social stress, nutritional stress and housing requirements, building design, ventilation and common diseases. This course also covers a study of requirements of the growing finishing animal to maximize production and efficiency. Social stress, nutritional stress, and housing requirements will be included. (Prerequisite: None)

### SWINE DISEASES

SWPR1500 2 credit (Lecture)

This course is a review of all common swine diseases in relation to their economic significance, symptoms, transmission, prevention, and treatment. This course will consist primarily of disease prevention and the means required to promote productive livestock production. Some time will be spent on the analyzing of specific diseases, describing symptoms and treatment. Artificial immunization and sanitation and how they can be used for specific diseases will be covered. (Prerequisites: None)

### SWINE RECORD SYSTEMS

SWPR2000 3 credit (Lecture)

This course covers recordkeeping systems for all types of swine enterprises with an emphasis on interpretation. Swine record use and analysis to maintain efficient productivity in all parts of the swine enterprise will be stressed. Computerized record systems will be compared. Students will have an opportunity to utilize PigChamp record information. (Prerequisites: None)

Course  
Descriptions

## THTR Theater - Liberal Arts & Sciences

### INTRODUCTION TO THEATER

THTR100 3 credit (Lecture)

This course introduces students to the study of theater as a performance art rather than as literature. Course content focuses primarily on the collaboration between the creative, artistic, and technical elements in a dramatic production. The evolution of theater from ancient to modern times is also considered. Class activities include lecture/discussions, attendance at live performances, and guided tours of local theater plants. Assignments take the form of reading, written critical evaluations of live and recorded performances, quizzes, and student presentations. (Prerequisites: Must have a score of 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 6: Humanities and Fine Arts)

## Faculty

**Alasow, Abdulkadir**, *Geography* - B.S., M.S., Minnesota State University, Mankato

**Anderson, Linda**, *Computer Careers* - Diploma, South Central College; B.S., Minnesota State University, Mankato

**Augustin, Bradley**, *Farm Business Management* - B.S., M.S., University of Minnesota

**Baldwin, Brenda**, *EMS* - National Registry of Emergency Medical Technicians

**Barklow, John**, *Computer Integrated Machining* - Diploma, South Central College

**Baumann, Rich**, *Farm Business Management* - B.S., M.Ed., University of Minnesota

**Beckman, Ira**, *Farm Business Management* - B.S., M.Ed., University of Minnesota

**Behrens, Mary**, *Child Development* - B.S., University of Minnesota; M.S., Minnesota State University, Mankato

**Beiswanger, Ramona**, *Community Health* - B.S., M.S., Minnesota State University, Mankato

**Bigbee, Gale**, *Graphics Production* - B.S., M.S., Minnesota State University, Mankato

**Boehler, Tony**, *Speech* - B.A., Gustavus Adolphus College; M.A., Minnesota State University, Mankato (see Professional and Support Services Staff)

**Brady, Jim**, *Automotive Service* - B.S., Minnesota State University, Mankato

**Brielmaier, Michele**, *Nursing* - A.A. Peninsula College; B.A., B.S.N., Minnesota State University, Mankato

**Bronnenberg, Alan**, *Accounting* - B.S., University of Wyoming

**Browne-Krosch, Crista**, *Sign Language* - A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato

**Bryson, Anthony**, *Philosophy* - B.A., Arizona State University; M.A., University of Iowa

**Burnett, Dennis**, *Math* - B.S., Minnesota State University, Mankato

**Burns, John**, *Computer Careers* - B.S., Minnesota State University, Mankato

**Canton-Sanchez, Maria**, *Math* - M.S., Florida International University; Ph.D., North Dakota State University

**Chromy, Harold**, *Accounting* - B.S., Minnesota State University, Mankato; M.B.A., Metropolitan State University; CPA

**Cramer, Bob**, *Ag Service Technician* - Diploma, North Dakota State College of Science

**Cronn-Mills, Kirstin**, *English, Humanities* - B.A, M.A., University of Nebraska-Lincoln; Ph.D., Iowa State University

**Davis, Rebecca**, *English* - A.A., Waldorf College ; B.A., St. Cloud State University; M.A., M.F.A., Minnesota State University, Mankato

**DeMars, Jason**, *Computer Integrated Machining* - Diploma, South Central College; B.S., Minnesota State University, Mankato

**Dershem, Kurt**, *Philosophy* - B.A., Hope College; M.A., Ph.D., Bowling Green State University

**Dodge Narjes, Kristin**, *English* - B.S., M.F.A., Minnesota State University, Mankato

**Dumdei, Jennifer**, *Dental Assisting* - Diploma, South Central College

**Edwards, Dave**, *Speech and Mass Communication* - B.A., Kent State University; B.S., University of Wisconsin; M.A., Indiana State University

**Edwards, Tom**, *Computer Careers* - B.S., University of Minnesota

**Engelmann, Darroll**, *Farm Business Management* - B.S., University of Minnesota

**Ernst, Lynda**, *Office Technology* - Diploma, Brainerd Technical College; B.S., St. Cloud State University; M.S., University of Minnesota

**Esenabhalu, Victor**, *Biology* - B.S., University of Ilorin; M.S., University of Benin; Ph.D., Karl-Frauners University

**Fischer, Jeff**, *Computer Integrated Machining* - Diploma, Hutchinson Technical College

**Forsythe, Laurie**, *Biology* - B.S., University of Minnesota; M.S., M.A., Minnesota State University, Mankato

**Freking, Margaret**, *English* - B.S., M.A., Minnesota State University, Mankato

**Friedman, Mark**, *Economics* - B.A., University of Minnesota; M.A., Minnesota State University, Mankato

**Garlinska, Ala**, *Librarian* - B.S., Wroclaw University; M.L.I.S., Dominican University

**Gaulrapp, Paul**, *Computer Integrated Machining* - Diploma, Alexandria Technical College

**Goetzke, Emily**, *Nursing* - A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato

**Gorman, Paul**, *Farm Business Management* - B.S., South Dakota State University; M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

**Grafenstein, Roger**, *Philosophy* - A.A., Willmar Community College; B.A., Minnesota State University, Moorhead; Masters of Divinity, Methodist Theological School, Ohio

**Greathouse, Jane**, *Psychology* - B.A., St. Olaf College; M.A., Claremont Graduate University

**Greenfield, Laura**, *Nursing* - LPN Certificate, Worthington Community College; A.S., Willmar Community College; B.S.N., M.S.N., University of Phoenix

**Grenier, Michael**, *Art* - B.A., Gustavus Adolphus College and University of Minnesota; B.F.A., University of Minnesota; M.F.A., University of South Dakota; M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

**Grenz, Lynn**, *Child Development Careers* - B.S., M.S., Minnesota State University, Mankato

**Groves, Lynne**, *Instructional Technology/Curriculum Specialist* - A.A., Bethany Lutheran College; B.S., Minnesota State University, Mankato

**Guerber, Jean**, *Office Technology* - B.S., M.Ed., University of Minnesota

**Hammitt, Dave**, *Accounting* - B.S., M.P.A., University of South Dakota

**Hampton, Phillip**, *Economics* - B.A., Clark Atlanta University; M.B.A., University of St. Thomas

**Haney, J. R.**, *Office Technology* - B.S., University of Maryland

**Hanson, Jim**, *Hotel, Restaurant and Institutional Cooking* - Diploma, Culinary Institute of America; Diploma, Dunwoody Industrial Institute; B.S., University of Denver; M.B.A., Minnesota State University, Mankato

**Hardy, Randy**, *Philosophy* - B.S., Crossroads College; M.A., Minnesota State University, Mankato and Bethel Seminary

**Harrington, Caroline**, *Nursing* - Diploma, Mary Hitchcock Memorial Hospital

**Heminover, Mary**, *College Readiness, Office Technology* - A.A., Austin Junior College; B.S., M.S., Minnesota State University, Mankato

**Henry, Thomas**, *Mathematics* - B.S., M.A., Minnesota State University, Mankato

**Hermanson, Don**, *Agribusiness Production* - A.A., Golden Valley Lutheran College; B.S., University of Wisconsin, River Falls; M.Ed., University of Minnesota

**Hoffmann-Distad, Karen**, *Nursing* - A.A., A.S., Ridgewater College; B.S., M.S.N., Minnesota State University, Mankato

**Hood, Lori**, *Office Technology* - B.S., Minnesota State University, Mankato

**Huxford, Todd**, *Heating, Ventilation, Air Conditioning/Refrigeration* - Diploma, South Central College

**Jacobs, Nikki**, *Medical Lab Technician* - B.A., B.S., Winona State University; M.S., University of Minnesota

**Johnson, Peter**, *Computer Careers* - B.A., Concordia University, St. Paul; M.S.I.S., Aspen University

**Kaye, Janelle**, *Speech* - B.A., Morningside College; M.A., University of Oregon

**Kifle, Hagos**, *Math* - B.S., University of Asmara; M.S., Story Brook University

**Klanderud, Joan**, *Librarian* - B.S., University of Nebraska, Omaha

**Klosa, Brian**, *Speech* - B.S., Central Michigan University; M.A., Minnesota State University, Mankato

**Krohne, Renee**, *Microbiology* - B.A., Coe College; M.S., Colorado State University

**Kruckeberg, Lyn**, *Nursing* - A.S., Riverland Community and Technical College; B.S., Viterbo College

**Kuntz, Gene**, *Farm Business Management* - B.S., M.Ed., University of Minnesota

**Kunz, Al**, *Auto Body & Collision Technology* - Diploma, South Central College; B.S., Minnesota State University, Mankato

**Labairon, Cassandra**, *English* - B.A., Southwest Minnesota State University; M.F.A., Minnesota State University, Mankato

**Langemeier, Ryan**, *Architectural Drafting* - B.S., M.A., University of Nebraska

**Lenz, Linda**, *College Readiness* - A.A., Austin Community College; B.S., St. Cloud State University

**Lewis, Donna**, *Nursing* - B.S., Minnesota State University, Mankato

**Linehan, Patricia**, *Composition, English/Literacy, Psychology* - B.A., University of Montana; M.A., Colorado State University; Ph.D., Purdue University

**Luebke, H. Keith**, *Art* – B.A., M.F.A., Southern Illinois University; M.A., Minnesota State University, Mankato

**Madigan, Kristin**, *Nursing* - B.S., Minnesota State University, Mankato

**Magnus, Amy**, *English* – B.A., Concordia College; M.A., Ph.D., Case Western Reserve University

**Malterer, Norma**, *College Readiness* - B.S., St. Cloud State University

**Marten, Diann**, *Math/Chemistry* - B.A., Gustavus Adolphus College; M.S., South Dakota State University

**Maruska, Kristi**, *Marketing Education* - B.S., Minnesota State University, Mankato; M.B.A., University of St. Thomas

**Marzolf, Jim**, *Farm Business Management* - B.S. University of Wisconsin, River Falls; M.B.A., Purdue University

**Matzke, Lisa**, *Paramedic* - Nationally Registered EMT-P; A.S., Minnesota State University, Mankato; B.A., Concordia University

**McLaughlin, Kevin**, *Commercial Art* - Diploma, South Central College; B.S., Minnesota State University, Mankato

**Metz, Karon**, *Dental Assisting* - A.A.S., B.S., Minnesota State University, Mankato

**Miller, Becky**, *Office Technology* – B.S., Minnesota State University, Mankato

**Miller, Jeffrey**, *Construction Field Supervisor* - B.S., Dickinson State University

**Moorhouse, Roberta**, *Marketing Education* - A.A.S., Bismarck State College; B.S., M.S., University of North Dakota

**Morken, Diane**, *College Readiness* - B.S., M.S., Minnesota State University, Mankato

**Murphy, Tracy**, *Speech/Humanities* - A.A., Itasca Community College; B.A., St. Cloud State University; M.A., Minnesota State University, Mankato

**Murray, Louise**, *Nursing* - B.S., University of St. Francis

**Narjes, Shayne**, *Marketing Education* - B.S., Minnesota State University, Mankato; M.B.A., University of St. Thomas

**Neigebauer, Pete**, *Agribusiness* - B.S., University of Minnesota; M.S., Minnesota State University, Mankato

**Nichols, Sandy**, *Nursing* - B.S.N., M.S.N., Winona State University

**Niemeier, Nona**, *Health Occupations* - B.A., Gustavus Adolphus College; M.S., Minnesota State University, Mankato

**Nurre, Neil**, *Graphics Production* - B.S., Minnesota State University, Mankato

**Oelslager, Laurie**, *Paramedic Coordinator* - Nationally Registered EMT-P; Certificate, A.A., Rochester Community College; A.S., B.S., M.S., Minnesota State University, Mankato; Ed.D., University of Minnesota

**Oftedahl, Myron**, *Farm Business Management* – B.S., University of Minnesota

**Olson, Jodi**, *Accounting* – B.S., Winona State University; CPA

**Otto, C. Dean**, *Small Business Management* - B.S., M.B.A., Minnesota State University, Mankato

**Oudekerk, Chad**, *Small Business Management* - B.A., Buena Vista University

**Paddock, Mark**, *Carpentry/Cabinetmaking* - Diploma, South Central College

**Panko, Jennifer**, *English* – B.S., Western Oregon University; M.A., Minnesota State University, Mankato

**Petersen, Darla**, *Medical Laboratory Technician* - M.T., B.S., Minnesota State University, Mankato; M.A., St. Mary's University

**Pilcher, Marc**, *Carpentry/Cabinetmaking* - Diploma, South Central College

**Reinhard, John**, *English* – B.S., M.A., Eastern Michigan University; M.F.A., University of Michigan

**Roe, Kirk**, *Farm Business Management* - B.S., M.S., University of Nebraska, Lincoln

**Roesler, Al**, *Farm Business Management* - B.S., University of Wisconsin, River Falls; M.S., Minnesota State University, Mankato

**Rollins, John**, *Oral Communications/Speech* - B.A., B.S., M.S., M.A., Minnesota State University, Mankato

**Russell, Ken**, *Architectural Drafting* - Diploma, South Central College

**Salmon, Debra**, *Community Social Service* - A.A., St. Cloud State University; B.S., Minnesota State University, Mankato; M.S.W., University of St. Thomas

**Schloesser, Brad**, *Agribusiness* - B.S., University of Minnesota; M.S., Montana State University

**Schmidt, Ray**, *English* - B.A., Bemidji State University; B.S., M.A., Minnesota State University, Mankato

**Schmit, Jay**, *Heating, Ventilation, Air Conditioning/Refrigeration* - Diploma, South Central College

**Schroeder, Shawn**, *Biology* – B.S., M.S., Minnesota State University, Mankato

**Schweim, Pam**, *Child Development* – B.A., Wayne State College

**Schwieger, Robin**, *Farm Business Management* - B.S., Iowa State University; M.Ed., University of Minnesota

**Selbach, Deb**, *Reading* – B.A., M.F.A., Minnesota State University, Moorhead

**Sethuraju, Nadarajan (Raj)**, *Humanities/Sociology* - B.A., M.Ed. University of Louisiana; Ph.D. Texas Women's University

**Smith, Amy**, *Nursing* – B.S.N., South Dakota State University; M.S., Walden University

**Sprague, Dan**, *Small Business Management* - B.A., St. Cloud State University; M.B.A., University of Wisconsin, Madison

**Stanford, Darci**, *Child Development* - B.S., M.S. South Dakota State University

**Steck, Susan**, *Biology* – B.S., M.A., Minnesota State University, Mankato

**Stelten, Dick**, *Automotive Service* - Diploma, South Central College

**Stencel, Jay**, *Civil Engineering Technology* - B.S., University of Minnesota; M.S., Vanderbilt University

**Stencel, Todd**, *Farm Business Management* – B.S., University of Wisconsin, River Falls

**Stuckey, Elizabeth**, *Nursing* - B.A., Gustavus Adolphus College

**Taylor, Scott**, *Small Business Management* - B.A., Coe College; M.B.A., Kellogg Graduate School of Management, Northwestern University, Evanston, Illinois; M.S.C., New Seminary, New York, New York; Ed.D., University of St. Thomas

**VanNurden, Pauline**, *Farm Business Management* - B.S., M.Ed., University of Minnesota

**Weatherson, Susan**, *Nursing* - A.S., Johnson Community College

**Wehe, Mark**, *Farm Business Management* – B.A., University of Minnesota

**Wells, Lucinda**, *College Readiness* – B.A., St. Olaf College; M.A., University of Minnesota

**Wendelberger, Jay**, *History* – B.A., M.A., University of Wisconsin – Milwaukee

**Wergeland, Diane**, *Office Technology* - B.S., Moorhead State University; M.S., University of North Dakota

**Wertish, Doug**, *Farm Business Management* - B.S., South Dakota State University; M.Ed., University of Minnesota

**Westphal, Gail**, *Nursing* - LPN Certificate, South Central College; B.S.N., Minnesota State University, Mankato

**White, Bruce**, *Ag Chemical Applicator Technician* - A.A., Worthington Community College; B.S., University of Minnesota

**Whitmore, Wayne**, *Community Social Service* – A.A.S., Lake Superior College; B.S., University of Wisconsin – Superior; M.S. University of Wisconsin – Madison

**Williams, Bob**, *Commercial Art* - Diploma, South Central College; A.S., B.S., M.S., Minnesota State University, Mankato

**Winters, Jay**, *Auto Body & Collision Technology* - Diploma, South Central College

**Wolters, Pam**, *Nursing* – A.S., Inver Hills Community College; B.S.N., Minnesota State University, Mankato

**Woodford, John**, *Farm Business Management* - B.S., South Dakota State University

**Yentsch, Doug**, *Accounting* - B.S., Minnesota State University, Mankato; M.B.A., Southwest Minnesota State University

**Zakula, George**, *Health Careers* - B.A., University of Minnesota, Duluth; B.A., College of St. Scholastica

**Zarn, Mike**, *Marketing Education* - B.S., M.S., Minnesota State University, Mankato

**Zielske, Daniel**, *Music/Anthropology* - B.S., M.M., M.S., Minnesota State University, Mankato

**Zuo, Jian**, *Physics* - B.S., M.S., Ph.D., Dalian University of Technology; Ph.D., Louisiana State University

## Administration

**Stover, Keith**, *President* - B.S., Black Hills State University; M.S., South Dakota State University

**Colemer, Dena**, *Director of Research and Planning* - B.S., M.S., North Dakota State University

**Genelin, Nancy**, *Vice President of Academic Affairs* - B.S., Minnesota State University, Mankato; M.S., Winona State University; Ed.D., University of Minnesota

**Kubat, Loral**, *Director of Human Resources* - A.A.S., Vermilion Community College; B.S., M.S., Minnesota State University, Mankato

**Snorek, Karen**, *Vice President of Finance and Operations* - B.A., University of Wisconsin-Eau Claire

## Deans

**Brudelie, Al**, *Dean of Management Education* - B.S., M.S., University of Minnesota

**Beer, Linda**, *Dean of Student Affairs* - A.A., B.S., M.S., Minnesota State University, Mankato

**Danielson, Marsha**, *Dean of Economic Development* - B.S., M.S., Minnesota State University, Mankato

**Fors, Brian**, *Dean of Liberal Arts & Sciences* - B.A., Minnesota State University, Moorhead; M.A., Ph.D., University of Iowa

**Nordblom, Suzanne**, *Dean of Engineering & Construction Technology* - B.A., M.A., Ph.D., University of Minnesota

**Sanders, W.C.**, *Interim Dean of Health and Business* - A.A.S., Iowa Lakes Community College; B.S., M.S., Minnesota State University, Mankato;

**Taylor, Wes**, *Dean of Technology* - B.F.A., M.S., Utah State University

## Professional and Support Service Staff

**Apitz, Lisa**, *Assistant Financial Aid Director* - Certificate, South Central College

**Beske, Heidi**, *Director of Student Life* - B.S., Dakota State University

**Boehler, Tony**, *Transfer Coordinator* - B.A., Gustavus Adolphus College; M.A., Minnesota State University, Mankato (see Faculty)

**Carter, Bruce**, *Director of Multicultural Services* - B.A., Southwest Minnesota State University

**Carter, Christi**, *Director of Admissions* - A.A., Columbia Basin College; B.A., Washington State University

**Davis, Sara**, *Coordinator of Placement, Workstudy & Graduate Services* - A.A.S., South Central College; B.A.S., Southwest Minnesota State University

**Dinse, Jayne**, *Director of Financial Aid* - A.A.S., University of Minnesota; B.A., Concordia University

**Gilmore, David**, *College Lab Assistant* - B.A., University of Wisconsin, La Crosse

**Herda, Bev**, *Admissions/Student Affairs* - A.A., Lake Regional Jr. College; B.S., Valley City State University

**Hinz, Christina**, *Nursing Admissions Advisor*

**Kirchhoff, Sandra**, *College Lab Assistant* - B.S. University of Wisconsin; M.S., M.Ed., University of Arkansas

**Kruckeberg, Douglas**, *College Lab Assistant* - B.S., M.S., Minnesota State University, Mankato

**Lopez, Lupe**, *Bilingual Technical Tutor* - Diploma, South Central College

**Melchoir, Lisa**, *Assistant Registrar* - B.S., Minnesota State University, Mankato

**Miller, David**, *College Recruiter and Academic Advisor* - Certificate, Normandale Community College; B.S., Minnesota State University, Mankato

**Mucha, Susan**, *College Lab Assistant* - B.S., Minnesota State University, Mankato

**Oleson, Connie**, *College Lab Assistant* - B.A., Moorhead State University

**Peterson, Evan**, *Director of Instructional Technology and Digital Media* - B.S., South Dakota State University

**Pottenger, Steve**, *Webmaster* - B.S., Bemidji State University

**Prange, Elizabeth**, *Admissions/Financial Aid Representative* - B.A.S., University of Minnesota, Duluth

**Rusch, Kathi**, *Service, Work & Learning Center Director* - B.S., University of Minnesota; M.S., Minnesota State University, Mankato

**Schickling, Lisa**, *Counselor* - B.S., M.S., Minnesota State University, Mankato

**Spitzack, Sharon**, *Associate Registrar*

**Splinter, Ann**, *Community Relations/Marketing* - Diploma, South Central College; B.A., Concordia University

**Stokes-Hernandez, Tracy**, *Financial Aid Outreach Coordinator* - B.S., M.S., Minnesota State University, Mankato

**Walters, Ricki**, *Diversity Trainer & Investigator* - B.S., M.A., Minnesota State University, Mankato

**Weber, Marilyn**, *Academic Support Center Supervisor* - B.S., St. Cloud State University

**Wilson, Sarah**, *College Recruiter and Academic Advisor* - B.S., M.Ed., Iowa State University

## Customized Training Coordinators

**Kluender, Mark**, *Customized Training Coordinator* - B.S., Minnesota State University, Mankato

**Kluever, Al**, *Public Safety Law Enforcement Coordinator* - B.S., M.A., Minnesota State University, Mankato

**Knutson, Brian**, *Customized Training Coordinator* - B.S., Moorhead State University

**Meschke, Terry**, *Customized Training Coordinator* - B.S., Minnesota State University, Mankato

**Oelslager, Laurie**, *Paramedic Coordinator* - Nationally Registered EMT-P; Certificate, A.A., Rochester Community College; A.S., B.S., M.S., Minnesota State University, Mankato; Ed D., University of Minnesota

**Rasmussen, Joan**, *Customized Training Coordinator* - A.A.S., South Central College

**Volz, John**, *Safety and Health Coordinator* - Master Instructor, Community & College Consortium for Health & Safety Training

**Weller, Eric**, *Emergency Medical Services Coordinator/Instructor* - B.S., Minnesota State University, Mankato; M.A., Concordia University

**Weston, Robert**, *Safety & Health Coordinator* - B.A., Concordia University

**Weston, Terry**, *Safety & Health Coordinator* - B.S., Minnesota State University, Mankato

**Zehnder, Tim**, *Public Safety Fire & Rescue Coordinator*

**Weydt, Nicole**, *Customized Training Coordinator* - B.A., The College of St. Catherine; B.S., The University of North Dakota

## Academic Advisor

An academic advisor is a faculty or staff member assigned to advise a student and act as a resource for course planning and program completion.

## Academics in Motion (AIM)

The AIM program is a South Central College initiative that is designed to help students who are experiencing academic difficulty in college.

## Admissions

The Office of Admissions provides assistance in the application process.

## Advanced Placement Exam (AP)

Advanced Placement is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high schools. Students demonstrate a specified level of performance on AP examinations in high school; college credit may be granted based on these examinations.

## Appeal

Students who are on academic and/or financial aid suspension request reinstatement by submitting specific appeal documentation to the Student Affairs Center.

## Associate in Applied Science (AAS)

An Associate in Applied Science degree may be awarded for successful completion of a program of 60 to 72 semester credits. An AAS degree may be designed to transfer to a related baccalaureate major. The degree shall include a minimum of 25 percent of the total credits in Liberal Arts and Science from three goal areas.

## Associate in Arts (AA) – Liberal Arts and Science

An Associate in Arts degree may be awarded after the successful completion of a program of 60 to 72 semester credits. An AA degree may be designed to transfer to a related baccalaureate major.

## Associate in Science (AS)

An Associate of Science degree (60-73 credits) may be awarded after the successful completion of a program in a designated field or area that transfers to a baccalaureate major in a related scientific, technical, or non-liberal arts professional field. The degree shall include a minimum of 30 semester credits in Liberal Arts and Science credits from 6 goal areas.

## Audit

Students participate in a course but are not required to take exams and quizzes. Students do not receive grades for the audited courses; these credits do not count toward graduation.

## Award Notification

An offer of financial aid assistance to a student attending a postsecondary educational institution. This award may be in the form of one or more of the following types of financial aid: repayable loan, a non-repayable grant and/or scholarship, and/or student employment.

## Bachelor's Degree

A degree awarded by a college or university after the successful completion of a program of 120 to 128 semester credits.

## Catalog

A booklet published by the college that includes information about curricula, courses, and other important information.

## Certificate

A certificate may be awarded after the successful completion of a specialized program of study. A certificate shall include 9 to 30 semester credits.

## Class Schedule

A listing of all classes that will be offered during a semester, including days and times for class meetings, names of instructors, rooms, and other registration information.

## College Readiness Courses

College Readiness courses are designed to improve math, reading, writing, and computer skills. Although students receive a letter grade and credits for each course, these credits do not count toward graduation; they are, however, included in the calculation of cumulative GPA and completion rate.

## Common Course Outline (CCO)

Each course offered by SCC has a CCO, which details the course content, objectives, and competencies. CCO's are available upon request from the Academic Deans.

## Core Studies

Courses that count toward graduation in more than one related program and content common to two or more majors.

## Co-Signer

This is a credit-worthy individual, usually a parent or spouse, who has agreed to share the responsibility for repayment of a student loan.

## Counseling

Guidance provided by professional counselors in academic, vocational, and personal matters.

## Credit

A unit of measure normally associated with specific courses and experiential learning activities.

## Curriculum

The content and competency level of each credit course as approved by the Curriculum Committee of SCC.

## Default

The failure of a borrower either to make an installment payment when it is due, or to comply with other terms of the promissory note.

## Degree Audit Reporting System (DARS)

Students receive a DARS report, which indicates coursework taken as well as a summary of coursework still needed in order to meet specific degree/program requirements. The DARS report is available to students online or from their academic advisor.

## Degree

An award given to students who have successfully completed a specified number of collegiate level credit courses and experiences.

## Department

The organizational unit established by the college. For example, Center for Construction Technology.

## Desire2Learn (D2L)

An online class management tool that faculty use to give students online access to course syllabi and content.

## Diploma

A diploma may be awarded after the successful completion of a program intended to provide students with employment skills. A diploma shall include 30 to 72 semester credits. At least one-third of the credits shall be taught by the faculty recommending the awarding of the diploma.

## Disability Accommodation

An adjustment or modification that provides equal access to college courses, activities, and physical space that is available to persons with a documented disability.

## Disbursement

The process by which financial aid funds are made available to students for use in meeting educational and related living expenses.

## Drop

Students are allowed to drop (cancel) courses without penalty during the first five days of the semester. Financial aid benefits may be affected if a course is dropped.

## Electives

Courses students select from an academic area. The number of electives varies according to programs. Electives may be suggested by program advisors.

## Electronic Funds Transfer (EFT)

Allows the lender to electronically send students' loan proceeds to the college. When the institution receives these funds, they will automatically pay college charges. Any excess is refunded directly to the student.

## Expected Family Contribution (EFC)

The amount a student and his/her spouse or family is expected to pay toward his/her cost of attendance.

## Extracurricular

Activities, clubs, or organizations students join and participate in above and beyond academic courses.

## Faculty

Instructors employed by the college who meet the standards and requirements for employment.

## FAFSA Renewal Application (See *Free Application for Federal Student Aid*)

Application used to apply for federal student financial aid. This form contains pre-printed information that the student reported through the application process the previous year.

## Fees

Costs required in addition to tuition.

## Final Exams

Exams held during examination week at the end of each semester.

## Financial Aid

Financial aid is any money given, paid, or loaned to help pay for college. It can be gift aid such as grants and scholarships (free money) or self-help aid which includes work study (job opportunity to earn money) or loans (money borrowed that must be repaid). To determine eligibility for financial aid, one must complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Financial Need

The difference between the cost of attending a postsecondary institution and the expected family contribution.

## Free Application for Federal Student Aid (FAFSA)

The original input document (aid application) of the Department of Education's need analysis system.

## Full-time Students

Students are considered full-time if enrolled for a minimum of 12 credits per semester.

## General Education – Referred to as Liberal Arts & Sciences

Courses that are part of the ten goal areas of the Minnesota Transfer Curriculum and/or electives.

## Grade Point Average (GPA)

An arithmetic mean of grade points earned ranging from 0.0 to 4.0.

## Grade Point Average Values

Values given to letter grades so that grade point averages may be computed. The following values are used at South Central College: "A", 4.0; "A-", 3.66; "B+", 3.33; "B", 3.0; "B-", 2.66; "C+", 2.33; "C", 2.0; "C-", 1.66; "D+", 1.33; "D", 1.0; "D-" .66 and "F", 0.0.

## Guarantee Agency

A state agency or private, non-profit institution or organization, which administers a student loan program.

## Guarantee Fee

A fee that is deducted from the proceeds of the Federal Subsidized/Unsubsidized Stafford Student Loan and Federal Plus Loans, forwarded by the lender to a guarantor in return for its guaranteed coverage against default.

## Incomplete Grade

A student may initiate a request for an incomplete grade in the event that extraordinary circumstance prevents completion of the course. Assignment of the incomplete grade is at the discretion of the instructor.

## Institutional Student Information Record (ISIR)

The official electronic record of the student's financial aid application information. The ISIR is sent directly to the Institution by the Department of Education. The student will receive a paper Student Aid Report (SAR).

## Internship

An arrangement that permits students to work at a job site and receive college credit.

## Laboratory Credit

Usually involves hands-on activities. One lab credit equals 32 hours of student effort.

## Lecture

A verbal presentation of course content.

## Lecture Credit

One lecture credit equals 16 hours of student effort.

## Letter Grade

A grade such as "A", "B", "C" that designates the quality of work. Letter grades have the following meanings: "A", superior; "B", very good; "C", average; "D", passing; "F", failing; "P", pass, but no grade points; "AU", audit for no credit or grade.

## Liberal Arts and Science

Courses that are part of the ten goal areas of the Minnesota Transfer Curriculum and/or electives.

## Master Promissory Note (MPN)

The legal document signed by the borrower prior to receiving a student loan. Besides containing a promise to repay the loan, it lists the conditions of the loan and terms of repayment.

## Matriculate

To apply for a degree program, to be accepted in that program, and to enroll in classes.

## Minnesota Transfer Curriculum (MNTC)

Liberal Arts and Science course are placed in ten different goal areas. These courses transfer among all MnSCU institutions.

## Non-Degree Seeking Students

Students whose educational intent is to take a few courses only. They do not apply for admission. Non-Degree students are not eligible for Financial Aid.

## Orientation

A period of time or series of events planned to help new students adjust satisfactorily to college life.

## Origination Fee

A processing fee calculated on the amount borrowed for a Federal Stafford Loan (subsidized/unsubsidized) and charged to the student by the lender.

## Overpayment

Any financial aid amount paid to a student, which is in excess of the amount they were entitled or eligible to receive.

## Part-time Student

A student enrolled for fewer than 12 credits per semester.

## Personal Identification Number (PIN)

There are two different types of PIN numbers:

### Financial Aid

A four-digit number received from the Department of Education that is used for a student signature on the FAFSA and the Master Promissory Note (MPN).

### Registration

Necessary to log in to the SCC registration site. A student's initial password is his/her birth date (YYMMDD). The first time logging in, a student will be required to change the PIN from his/her birth date to a unique 6-digit number.

## Post Secondary Enrollment Option (PSEO)

A program that allows eligible high school students to enroll in college level courses.

## Prerequisite

A requirement of a specific course that must be completed before the course can be taken.

## President

The chief administrative officer appointed by the Chancellor of the Minnesota State Colleges and Universities system to be responsible for the management and day-to-day operations of the college in accordance with policies set forth by the Board of Trustees and in compliance with Minnesota state law governing higher education.

## Probation – Academic and/or Financial Aid

Students will be placed on probation if their cumulative grade point average falls below 2.0 and/or their completion rate is below 67%. Probation allows the student one additional semester to bring academic performance to the required level.

## Program

The plan or sequence of courses that constitute a major area of study.

## Progress Report

A report issued to students mid-semester to inform them of their academic standing and need for improvement.

## Re-Entry

A student who has previously attended SCC and has had a break of a semester or more in his/her studies. Students must fill out a re-entry application prior to continuing his/her education at SCC.

## Refund

When a student withdraws from a course, he/she may be eligible for a refund. When an institution determines that a student, who is a financial aid recipient, is due a refund, a portion of the refund must be repaid to the financial aid program(s) from which the student received the aid.

## Registrar

The person responsible for the registration process and for maintaining academic records and transcripts.

## Registration

A specified period of time during which students may register for courses.

## Registration Cancellation for Non-Payment (RCFNP)

SCC adheres to MnSCU Board Policy 5.12 which requires MnSCU Colleges and Universities to cancel the registrations of all students who have not met minimum payment requirements by the due date established by the college or university.

## Registration Window

A specific range of dates and times students can register for classes.

## Satisfactory Academic Progress (SAP)

All students must maintain a cumulative grade point average of 2.0 and must complete 67% of all credits attempted to be in good academic standing and remain eligible to enroll and/or receive financial aid.

## Section

A number given to each class offered in single subject matter.

## Semester System

A system dividing the academic year into two parts of approximately 16 week segments.

## Student Aid Report (SAR)

The official notification sent to a student with the results of processing the student's FAFSA. The report shows the Expected Family Contribution (EFC).

## Supervised Occupational Experience (SOE)

Work experience performed for an employer that is related to the student's field of study. Faculty supervises these experiences. Students may or may not be paid for work experience.

## Suspension – Academic and/or Financial Aid

Students will be placed on suspension if their cumulative grade point average falls below 2.0 and/or their completion rate is below 67% for the two most recent terms. If on academic suspension, the student is not allowed to register/attend classes at SCC. If on financial aid suspension, the student is not eligible to receive financial aid at SCC.

## Syllabus

A course syllabus is a document that contains the elements of the corresponding course outline and standards for evaluation of student learning and may contain additional information that reflects the creative work of the faculty member. Each student enrolled in a course shall receive a course syllabus.

## Technical Studies

Technical courses that contain specialized program content necessary to become competent in a technical field.

## Term

A period of study in a college that usually ends with the administration of a final examination.

## Transcript

Official record of courses taken, grades received, and grade point average. Transcripts are maintained by the registrar.

## Transfer Credit

The number of courses that a new college accepts from a college previously attended and counts toward a degree, diploma or certificate.

## Tuition

The amount charged per credit for college courses.

## Tutor

Support Center staff or student employee that provides students with study skills training as well as clarification and reinforcement of specific course content.

## Verification

A procedure whereby the school checks the information the student reported on the financial aid application, usually by requesting a copy of the federal income tax forms (1040's) filed by the student and, if applicable, the student's spouse or parent(s), and W2's issued to both student and/or parent(s). A separate verification worksheet must also be completed.

## Withdrawal Grade (W)

A grade given so that students may drop courses after the registration window has closed. "W" grades do not affect grade point averages. Withdrawing from a class is only an option during a specific time limit.



South Central College

# Scholarship

INFORMATION

over 1/4 million dollars  
in scholarships available for SCC students



### GENERAL SCHOLARSHIP ELIGIBILITY INCLUDES:

- Admitted and attending SCC in Fall 2009
- Good Academic Standing
- Must complete the application form and provide two recommendations



## Become the next Presidential Scholarship WINNER!

### PRESIDENTIAL SCHOLARSHIP ELIGIBILITY INCLUDES:

- High school seniors admitted as full-time students for Fall 2009
- 3.75 or greater cumulative GPA provided on transcript
- Must exhibit leadership skills and community involvement
- Must complete the application form and provide two recommendations



Andrea Preston  
MICO, Inc. Scholar  
Janesville-Waldorf-Pemberton High School  
Liberal Arts & Sciences



Patrick Groebner  
Glen A. Taylor Foundation Scholar  
New Ulm High School  
Accounting



Clarissa Schwartz  
Glen A. Taylor Foundation Scholar  
GFW High School  
Nursing



Timothy Marquardt  
MICO, Inc. Scholar  
Triton High School, Dodge Center  
Agri-Business Production, Diversified AAS



Rachel Skwira  
Faribault Foundation Scholar  
Holdingford High School  
Nursing

Visit our website November 3, 2008 through March 6, 2009.  
at [www.southcentral.edu](http://www.southcentral.edu) for scholarship information.

Complete the following application and recommendations or apply online by the March 6, 2009 deadline.

## South Central College Foundation 2009 Scholarship Application

The South Central College Foundations are pleased to announce their 2009-2010 scholarships. Thanks to the generosity of area businesses, individuals, SCC staff and alumni, the Foundations have over \$1/4 million available for scholarships this year. The amount increases each year as a direct result of the Annual Fund Drive and fundraising events held annually by the Foundations.

**Application Deadline: March 6, 2009**

### How to Apply

1. Applications may be obtained from the South Central College Student Affairs Office, or online at [www.southcentral.edu](http://www.southcentral.edu)  
**Printed and online applications are accepted from November 3, 2008 through March 6, 2009**
2. Before submitting materials, the applicant should check to see that all questions are answered and any attachments are enclosed. **It is the applicant's responsibility to make sure all information is submitted - including recommendation forms. Omission of any of the required items (application and two recommendation forms) will remove the application from consideration by the selection committee.**

### Criteria

**Applicants must be admitted or currently enrolled at SCC.** Applicants will be judged on the basis of 1) Scholastic Achievement\*; 2) Financial Need; 3) Demonstrated Character; 4) Activities in School and Community; 5) Work Experience (current and past).

\***NOTE:** Certain awards are based strictly on financial need and do not consider academic achievement in their criteria, although minimum eligibility requirements apply. To meet this guideline, a current Free Application For Federal Student Aid (FAFSA) must be on file at SCC. Students must maintain a minimum grade point average (GPA) of 2.0 (cumulative and term) and be in good academic standing while attending SCC to be eligible to receive an award.

### Notification of Selection

Letters will be sent to all applicants and a list of recipients will be posted in the Student Affairs Office and Foundation Office on each campus upon selection. A list of recipients will also be available on SCC's website.

### Disbursement - Fall Semester 2009

- \* Scholarship Recipients are required to attend the Scholarship Awards Ceremony in April (Faribault) and August (North Mankato) to thank their donors.
- \* Funds are distributed with the Financial Aid disbursement in September 2009 and January 2010.
- \* Scholarship awards must be used at South Central College for tuition and fees unless otherwise noted.
- \* Most scholarships are awarded to full-time students (12 credits or more). A limited number of part-time scholarships are available (5-11 credits). No awards will be given to students with less than 5 SCC enrolled credits.
- \* Awards of \$1,000 or more, or multiple awards may be paid over two semesters.

### Return the application to:

Student Affairs Office  
RE: Scholarship Application  
**SCC Faribault Campus**  
1225 Third Street SW  
Faribault, MN 55021  
Phone: 507-332-5817  
or 1-800-422-0391

or

Student Affairs Office  
RE: Scholarship Application  
**SCC North Mankato Campus**  
1920 Lee Boulevard  
North Mankato, MN 56003  
Phone: 507-389-7269  
or 1-800-722-9359

Applications are accepted from November 3, 2008 through March 6, 2009

To Apply Online: [www.southcentral.edu](http://www.southcentral.edu)

*Applicants are strongly encouraged to apply early and check with the Student Affairs Center to verify that all required forms have been received prior to the deadline.*

**CONFIDENTIAL INFORMATION**

South Central College is asking you to provide private information in order to process your registration form. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in this information. Under certain circumstances, federal and state laws authorize release of private information without your consent; to other schools in which you seek or intend to enroll, or are enrolled; to federal, state, or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

**Applicant: Please check SCC location you're attending**

**Faribault Campus**   
**North Mankato Campus**

\_\_\_\_\_  
 Last Name                                      First Name                                      Middle Initial                                      Social Security Number

\_\_\_\_\_  
 Address                                      City                                      State                                      Zip                                      County of Permanent Residence                                      Telephone Number

\_\_\_\_\_  
 E-mail Address                                      Anticipated SCC Graduation Date: \_\_\_\_\_

\_\_\_\_\_  
 Anticipated Credit Amount (Fall 2009): \_\_\_\_\_

\_\_\_\_\_  
 High School                                      Major/Field of Study for Fall Semester 2009                                      Anticipated Credit Amount (Spring 2010): \_\_\_\_\_

**Please indicate the names and phone numbers of two individuals (no friends or relatives) who will be submitting RECOMMENDATION FORMS. (Employer, Pastor, Counselor, Teacher, Etc.)**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

NOTE: It is the applicant's responsibility to make sure all information is submitted, including recommendation forms. Omission of any of the required items (application and two recommendation forms) will remove the application from consideration by the selection committee.

**Please answer the following questions, highlighting your experiences, skills, and abilities, to assist in the award selection process. You may attach up to two additional pages with any information that does not fit in the spaces provided below.**

**1) GOALS AND ASPIRATIONS**

Why did you choose the major or field of study in which you are enrolling?

What are your personal, educational, and career goals?

**2) AWARDS, HONORS AND ACTIVITIES**

List awards and honors received, school and community activities and organizations (current or past) in which you have participated. Please list complete organizational name (no acronyms).

Office/Award/Honor                                      Organization/Activity                                      Number of Years of Involvement

### 3) WORK EXPERIENCE

A. List current employer.

B. Describe your work experience and what you have learned as an employee.

### 4) ADDITIONAL INFORMATION

Why should you be selected to receive a scholarship?

What else would you like the Scholarship Committee to know about you?

**Completing the following information may allow you to be considered for certain designated scholarships. You are encouraged to answer the following questions:**

**Check your provider's name to be considered for Utility Provider Scholarships:**

\_\_\_ BENCO Electric    \_\_\_ CenterPoint Energy    \_\_\_ HickoryTech    \_\_\_ Unknown  
\_\_\_ Xcel Energy    \_\_\_ Steele-Waseca Cooperative Electric    \_\_\_ Other

**To be considered for a Single Parent Scholarship:**

Are you a single parent? \_\_\_\_\_ The child of a single parent? \_\_\_\_\_  
If you have children, how many? \_\_\_\_\_ What ages? \_\_\_\_\_

*\*Please feel free to attach additional information regarding your single parent status.*

**To be considered for an Alumni Scholarship:**

Have you or your immediate family member(s) graduated from this college? \_\_\_\_\_  
If so, list name(s) & relationship to you \_\_\_\_\_  
Year(s) of their Graduation \_\_\_\_\_ Name at Graduation (if different) \_\_\_\_\_

**To be considered for a Nontraditional Student Scholarship:**

Are you entering or returning to college as an independent adult over the age of 21? \_\_\_\_\_  
Do you have any special circumstances, personal, financial, educational, family-related, medical or disability that we should consider when reviewing this application? \_\_\_\_\_

*\*Please feel free to attach additional information describing your nontraditional status.*

**Please consider me for the Presidential Scholarship** (high school seniors only)  
In checking the box above, I acknowledge a high school cumulative GPA of 3.75 or greater and can show that I exhibit leadership skills and involvement in the community. I also agree to participate in an interview with the SCC College President and selection committee if invited.

Check if you or your parent(s) are employed by or retired from **Crysteel Manufacturing, Crysteel Truck Equipment, or Truck Bodies & Equipment International in Lake Crystal.**

If I am awarded a scholarship, I understand my name and photo may be used on SCC's website in SCC publications and/or foundation publications in addition to SCC's papers of record: (Mankato *Free Press* and the *Faribault Daily News*) and other hometown newspapers unless I have a signed *Confidential List Form* on file with the SCC Student Affairs Office.

### REQUIRED ACADEMIC INFORMATION

By completing and submitting this application, I authorize the scholarship committee to review my student record, which includes, but is not limited to, financial aid information, current academic transcript, and prior high school and college transcripts. I certify that the information submitted is correct. (Applicant's high school transcript including grade point average and class rank must be on file with the SCC Admissions Office.)

I understand that my scholarship award will be used to attend South Central College.

\*I agree to participate in SCC's Scholarship Awards Ceremony April 27, 2009 (Faribault) or August 26, 2009 (North Mankato).

*\*Dates are subject to change*

Applicant's Signature

Date

**APPLICATION DEADLINE: MARCH 6, 2009**



## THIS AREA TO BE COMPLETED BY REFERENCE

**Rate the applicant in each of the following areas:**

**Fair                  Average                  Above Average                  Excellent**

1. How do you rate this applicant's performance in leadership situations?	_____	_____	_____	_____
2. How do you rate this applicant's ability to work with others?	_____	_____	_____	_____
3. How do you rate this applicant's ability to work independently?	_____	_____	_____	_____
4. How do you rate this applicant's consideration for feelings and opinions of others?	_____	_____	_____	_____
5. How do you rate this applicant's acceptance of responsibility?	_____	_____	_____	_____
6. How do you rate this applicant's response to supervision and constructive criticism?	_____	_____	_____	_____
7. How do you rate the general respect for this applicant in the school and/or community?	_____	_____	_____	_____

**What is the most positive quality you have noticed about this person?**

**What else would you like the Scholarship Committee to know about this applicant?**

---

**Signature of Reference**

**Date**



## THIS AREA TO BE COMPLETED BY REFERENCE

**Rate the applicant in each of the following areas:**

**Fair                      Average                      Above Average                      Excellent**

1. How do you rate this applicant's performance in leadership situations?	_____	_____	_____	_____
2. How do you rate this applicant's ability to work with others?	_____	_____	_____	_____
3. How do you rate this applicant's ability to work independently?	_____	_____	_____	_____
4. How do you rate this applicant's consideration for feelings and opinions of others?	_____	_____	_____	_____
5. How do you rate this applicant's acceptance of responsibility?	_____	_____	_____	_____
6. How do you rate this applicant's response to supervision and constructive criticism?	_____	_____	_____	_____
7. How do you rate the general respect for this applicant in the school and/or community?	_____	_____	_____	_____

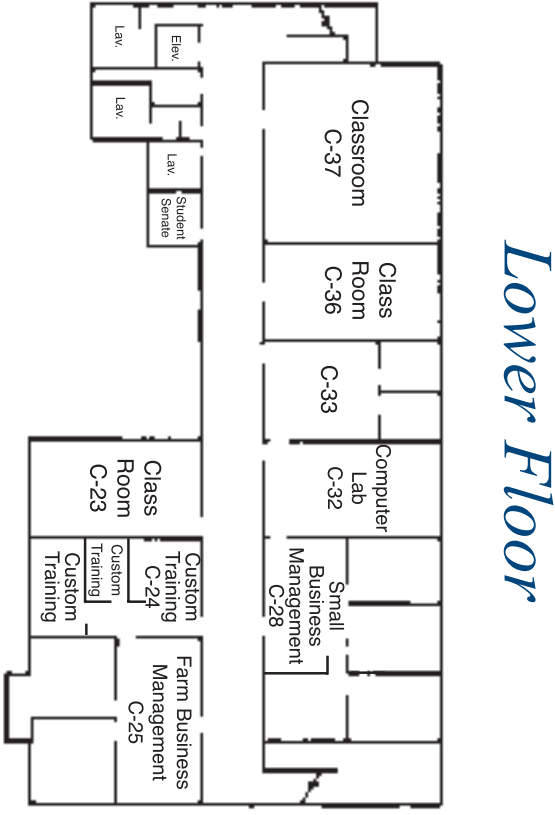
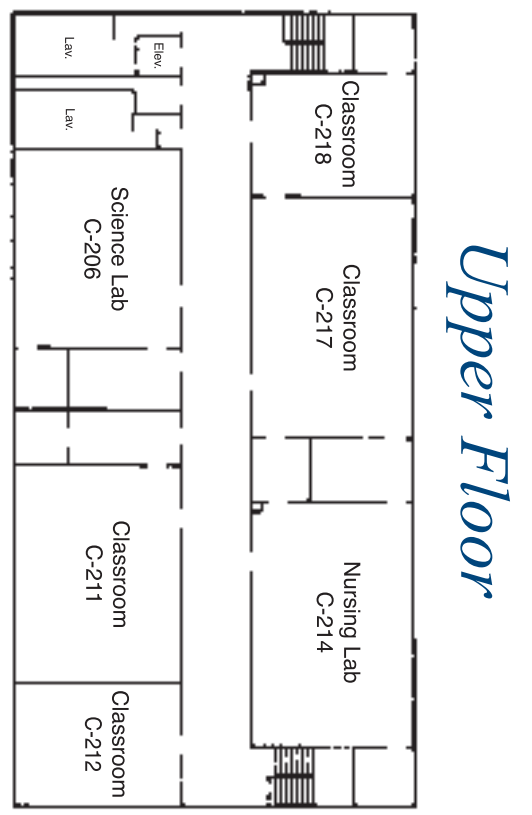
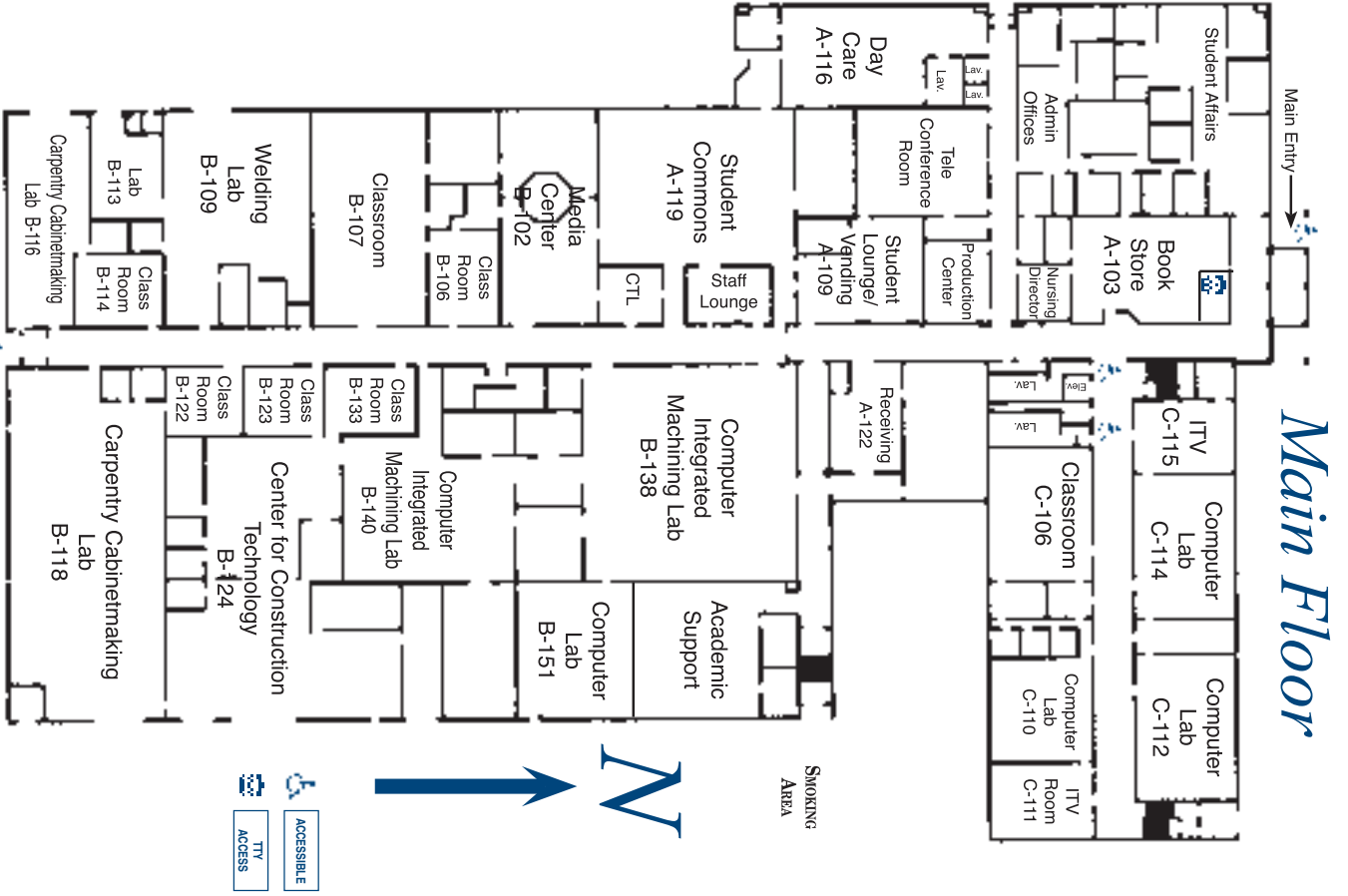
**What is the most positive quality you have noticed about this person?**

**What else would you like the Scholarship Committee to know about this applicant?**

---

**Signature of Reference**

**Date**



A Proud Member of the Minnesota State Colleges and Universities System  
SCC HAS ADA ACCESSIBLE FACILITIES  
An Affirmative Action Equal Opportunity Employer/Educator

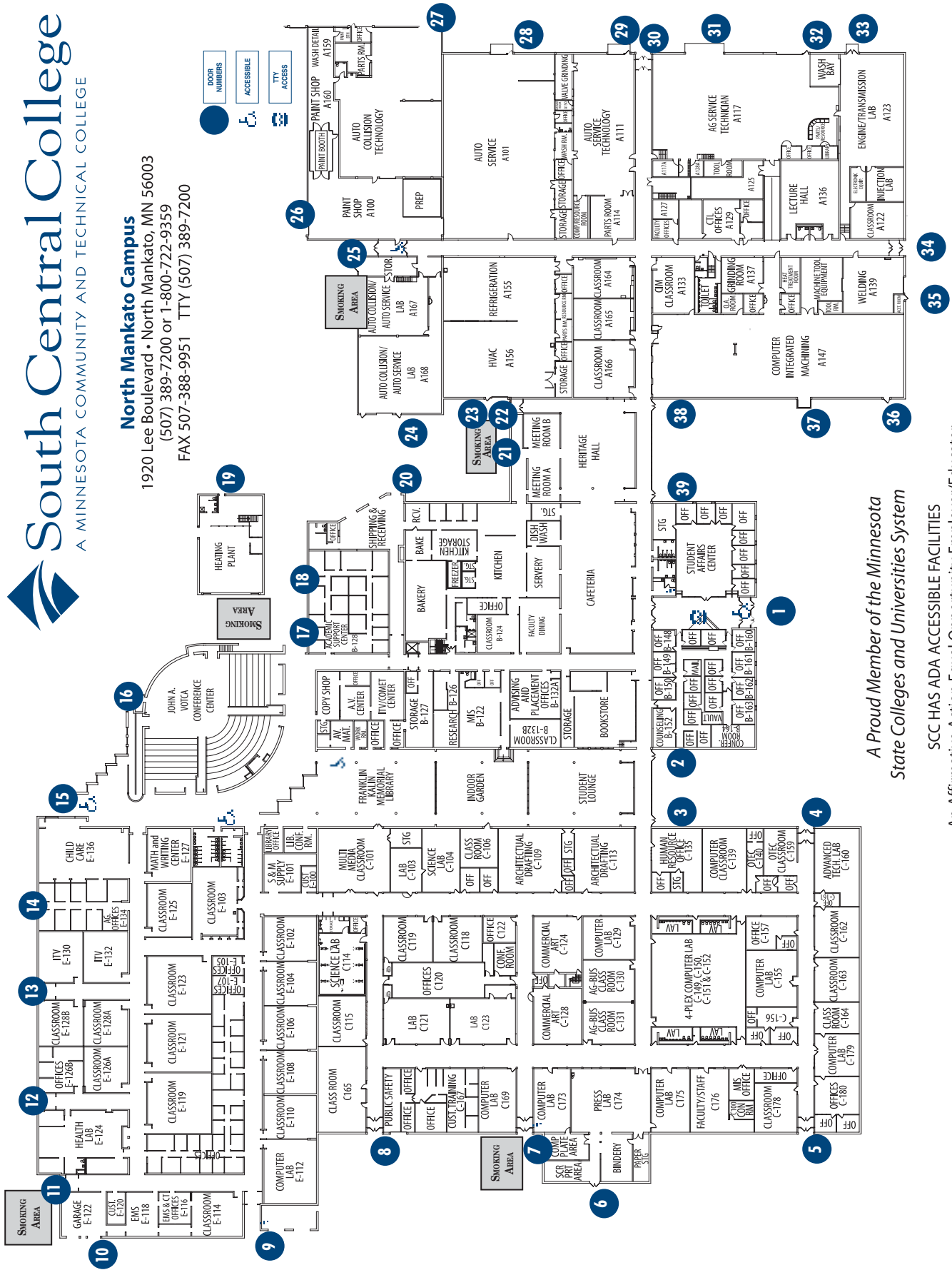
**Faribault Campus**  
1225 Third Street SW • Faribault, MN 55021  
(507) 332-5800 or 1-800-422-0391  
FAX 507-332-5888 TTY (507) 332-5886

# North Mankato Campus Map



**South Central College**  
A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

**North Mankato Campus**  
1920 Lee Boulevard • North Mankato, MN 56003  
(507) 389-7200 or 1-800-722-9359  
FAX 507-388-9951 TTY (507) 389-7200



*A Proud Member of the Minnesota State Colleges and Universities System*

SCC HAS ADA ACCESSIBLE FACILITIES  
An Affirmative Action Equal Opportunity Employer/Educator

# Application for Admission

Admissions  
South Central College

1225 Third Street SW



or



[www.southcentral.edu](http://www.southcentral.edu)

[admissions@southcentral.edu](mailto:admissions@southcentral.edu)

Admissions  
South Central College

1920 Lee Boulevard

Please detach and keep for your records

## Admission Checklist

- Submit an **Application for Admission** with a one-time, non-refundable **\$20 fee** to the SCC Bookstore.
- Submit an **official high school transcript** from the last high school attended or GED (sealed and unopened) to the SCC Admissions Office. (The MN Department of Education GED information hotline is 651-582-8445.)
- Submit an **official college transcript** (sealed and unopened) for any and all colleges attended beyond high school to the SCC Admissions Office.
- Complete the **college readiness assessment (Accuplacer)** which is given on set dates and times. Call SAC to **make an appointment to take the test**. (NOTE: If you are a Transfer student, official college transcript(s) will determine if you need to take all or a portion of the assessment.)

### Applicants may be admitted into an academic major when:

- All of the admission requirements are completed and have been processed by the Student Affairs Center.
- There is **space available** in the program/major.
- Once admitted into an academic major, students are **required to participate** in a **mandatory New Student Orientation/Registration prior** to the semester start. (Students will register once they are admitted for classes at Orientation.)

Failure to complete any of the previous requirements or participate in Orientation/Registration may result in a delay in admission until the following semester.

Please contact the Student Affairs Center with further questions. (NOTE: Call the Admissions Office for information on international admissions and the Minnesota Post-Secondary Enrollment Options Program [PSEO].)

**(Helpful Hint: Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for financial aid.)**

## Frequently asked questions:

### What can I do if I want to take courses, but did not yet fulfill admission requirements?

You may register for classes as a non-degree seeking student. (See the SCC website or call for the date open registration begins and ends.) Non-degree seeking students do not qualify for financial aid, therefore, classes must be paid for at the time of registration.

### What do I need to do if I previously attended SCC and would like to be re-admitted?

- Fill out a **re-entry application**. (Pay the \$20.00 application fee if not previously paid.)
- Submit an **official transcript** from any school attended since last attending SCC.

*If it has been 3 or more years since you attended SCC, you must also:*

- Take/retake the college readiness assessment (Accuplacer).
- Attend an orientation/registration.

## FINANCIAL AID

### Financial aid will help you finance your college tuition.

To apply for financial aid, go to:

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

- Apply for a PIN(s) by clicking on: **Students and Parents apply for a PIN**. (Keep your PIN(s) – you will need it to electronically sign your loan(s) and to apply for financial aid each year.)
- Click on: **Fill out a FAFSA** – use the PIN(s) to electronically sign the FAFSA.
- Input school code **005537** for South Central College.

If you have questions or need assistance, please contact the Student Affairs Center at (507) 389-7220 or e-mail us at [financialaid@southcentral.edu](mailto:financialaid@southcentral.edu).

## SCC FOUNDATION SCHOLARSHIPS

Thanks to the generosity of area businesses, individuals, and SCC staff and alumni the Foundations have over \$200,000 available for scholarships. Applications may be obtained online at [www.southcentral.edu](http://www.southcentral.edu), from the SCC Catalog and Handbook, or picked up in the Student Affairs Center. Scholarship applications are accepted from **January 1** through **March 20**. They will be applied to the upcoming fall/spring semester tuition.

## REGISTRATION CANCELLATION FOR NONPAYMENT

In compliance with MnSCU Board Policy 5.12, students enrolled in courses must meet tuition and fee payment requirements by the published due dates or they will be dropped from all registered courses. Students should refer to the SCC Catalog and Handbook, the SCC Web site ([www.southcentral.edu](http://www.southcentral.edu)), or call (507) 389-7434 (Mankato) or (507) 332-5834 (Faribault) for REGISTRATION CANCELLATION FOR NONPAYMENT details. (Students should not assume their courses have been dropped.)

## CONFIDENTIAL INFORMATION

**NOTE:** South Central College is asking you to provide information that includes private and/or confidential information under state and federal law. SCC is asking for this information in order to process your application.

You are not legally required to provide the information SCC is requesting; however, if you do not provide sufficient information, SCC may not be able to effectively process your application. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

South Central College abides by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request. Lack of English skills will not be a barrier to admission and participation.

# APPLICATION FOR ADMISSION

## MAIL THIS COMPLETED APPLICATION ALONG WITH THE \$20.00 APPLICATION FEE TO:

Use a separate form to apply for international admission at SCC.  
(Call the Office of Admissions to request the required form.)

### Admissions

South Central College

**Bookstore**

1225 Third Street SW

or

### Admissions

South Central College

**Bookstore**

1920 Lee Boulevard

Misrepresentation of application information is sufficient grounds for canceling admission.

## PERSONAL INFORMATION

Name \_\_\_\_\_

Name used in high school records or in other educational records and transcripts if different from above \_\_\_\_\_

<b>Social Security Number</b>	SCC uses social security numbers for student identification purposes on student records. Providing your social security summary information about MnSCU programs through data matches with other state agencies.
_____	

Current Mailing Address \_\_\_\_\_

Permanent Address, If Different From Above \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Are you a resident of Minnesota?  Yes  No      If yes, how long? \_\_\_\_\_      If no, what state are you a resident of? \_\_\_\_\_

Are you a U.S. citizen?  Yes  No      Permanent Resident (if applicable):  Yes  No      Other: \_\_\_\_\_  
(International students and non-immigrants must complete a separate application form.)

## ADMISSIONS INFORMATION

### South Central College

Name of program, major, or curriculum you plan to follow; \_\_\_\_\_

1: \_\_\_\_\_ 2: \_\_\_\_\_

What is your current educational intent at this institution?

Earn occupational certificate     
  Earn associate (two-year) degree (A.A.S./A.S.)     
  Earn associate (two-year) degree and transfer  
 Complete courses and transfer without a degree     
  \_\_\_\_\_

What term do you intend to begin taking courses? \_\_\_\_\_

Fall \_\_\_\_\_     
  Spring \_\_\_\_\_     
  Summer \_\_\_\_\_

Do you plan to attend:  Yes  No

Have you attended this college before?  Yes  No

## EDUCATIONAL INFORMATION

Do you have a high school diploma?  Y  N

High School graduation date: \_\_\_\_\_

If no, do you have a GED?  Y  N

Are you currently in high school?  Y  N

\_\_\_\_\_

Are you a high school student planning to take college courses under the Minnesota Post-Secondary Enrollment Options Program (PSEO)?

Y  N  N/A

List all colleges attended

*An Official (sealed and unopened) college transcript of all colleges attended is required and must be submitted to SCC's Office of Admissions.*

D	C	S	A	D	E
D	C	S	A	D	E
D	C	S	A	D	E

## REQUEST FOR CONFIDENTIAL INFORMATION

Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender  Male  Female

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?

Y  N

Race and ethnic background (select any that apply)

- American Indian or Alaska Native  
*A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment.*
- Asian  
*A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent*
- Black or African American  
*A person having origins in any of the black racial groups of Africa*
- Native Hawaiian or Other Pacific Islander  
*A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands*
- White  
*A person having origins in any of the original peoples of Europe, the Middle East or North Africa*

What is the highest level of education for your parent(s)/guardian(s)?

Please respond for the parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.

Parent/Guardian #1

High school or less  Some college

Two-year college degree/diploma  Bachelor's degree or higher

Parent/Guardian #2

High school or less  Some college

Two-year college degree/diploma  Bachelor's degree or higher

## SIGNATURE REQUIRED BY APPLICANT

All of the information included is true and complete to the best of my knowledge.

\_\_\_\_\_





## FARIBAULT MAJORS

### BUSINESS MANAGEMENT & ADMINISTRATION

- Accountant\*
- Accounting Assistant\*
- Accounting Technician\*
- Administrative Assistant\*
- Administrative Management\*
- Business Management\*
- Farm Business Management
- Legal Administrative Assistant\*
- Office Systems Specialist\*
- Payroll Clerk\*
- Receptionist\*
- Small Business Management

### ENGINEERING, MANUFACTURING & TECHNOLOGY

- Carpentry-Cabinetmaking\*
- Construction Field Supervision\*
- Computerized Machining Technology\*  
*New Flexible Delivery*

### HUMAN SERVICES

- Child Development Careers\*
- Community Social Service\*
- Legal Administrative Assistant\*

### HEALTH SCIENCE TECHNOLOGY

- Basic Nursing
- Medical Coding Specialist\*
- Medical Laboratory Technician\*
- Medical Transcription Specialist
- Phlebotomy\*
- Practical Nursing\*
- Registered Nursing\*

### LIBERAL ARTS & SCIENCES

- Associate of Arts Degree\*

*\*This program has an online option for one or more of its courses*

## NORTH MANKATO MAJORS

### AGRICULTURE, FOOD & NATURAL RESOURCES

- Agribusiness Chemical Applicator Technician
- Agricultural Education Technology Partnership\*
- Agribusiness Office Specialist/Manager\*
- Agribusiness Production\*
- Agribusiness Service & Management\*
- Agribusiness Service Technician\*
- Farm Business Management

### ARTS, COMMUNICATIONS & INFORMATION SYSTEMS

- Graphics Production\*
- Commercial & Technical Art\*
- Computer Assistant\*
- Computer - Information Systems\*
- Computer - Networking Services\*
- Computer - Web Programmer\*

### BUSINESS MANAGEMENT & ADMINISTRATION

- Accountant\*
- Accounting Assistant\*
- Accounting Technician\*
- Administrative Assistant\*
- Administrative Management\*
- Business Management\*
- Culinary Arts\*
- Farm Business Management
- Legal Administrative Assistant\*
- Marketing Management\*
- Office Systems Specialist\*
- Payroll Clerk\*
- Receptionist\*
- Restaurant Management\*
- Small Business Management

### ENGINEERING, MANUFACTURING & TECHNOLOGY

- Architectural Drafting\*
- Auto Body & Collision Technology\*
- Automotive Service\*
- Civil Engineering Technology\*
- Computer Integrated Machining\*
- Heating, Ventilation & Air Conditioning/Refrigeration\*
- Mechatronics *Coming Fall 2009*

### HEALTH SCIENCE TECHNOLOGY

- Basic Nursing
- Dental Assisting\*
- Emergency Medical Technician\*
- Intensive Care Paramedic\*
- Medical Coding Specialist\*
- Medical Laboratory Technician\*
- Medical Transcription Specialist
- Practical Nursing\*
- Registered Nursing\*

### HUMAN SERVICES

- Child Development Careers\*
- Community Social Service
- Legal Administrative Assistant\*

### LIBERAL ARTS & SCIENCES

- Associate of Arts Degree\*

*\*This program has an online option for one or more of its courses*

Faribault 1.800.422.0391 | North Mankato 1.800.722.9359 | [explore.southcentral.edu](http://explore.southcentral.edu)



### Construction Field Supervision

Faribault Campus | A.A.S. Degree - 71 Credits

The Construction Field Supervision program at South Central College is developed to address the increasing demand for competent construction managers and field supervisors in the construction industry.



### Associate in Arts Degree

If your personal vision does not have a definite career focus, an Associate in Arts in Liberal Arts and Sciences degree can become your goal. Your 4-year degree can now begin at South Central College at either of our college campuses.



### Mechatronics Coming Fall 2009

North Mankato Campus | A.A.S. Degree - 71 Credits

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and computer control systems to create new and improved automated manufacturing production systems.

# Minnesota Career Fields, Clusters & Pathways

